



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, 12th December 2022, 5.30 – 7.30pm

Governors Present

- Kayleigh Anstee (KA) - Headteacher
- Natasha Stone (NS) - Staff Governor.
- Mike Caffrey (MC) - Co-opted Governor
- Emma Smith (ES) - Co-opted Governor
- Kelly Mahon (KMa) - Co-opted Governor
- Kevin Moyes (KM) – LA Governor

In Attendance

- Jonathan Smith (JS) - OCC Governor Services

Item No	Topic	Minute	Document Reference	Action
1.	Welcome	KM welcomed all to the meeting. The meeting was held online and began at 5.30pm The meeting was quorate and was chaired by Kevin Moyes		
2.	Apologies for absence	Apologies were received and accepted from Natasha Stone, Emma Smith and Mike Caffrey.		
3.	Urgent Additional Items	There were no urgent additional items.		
4.	Declarations of Interests	KM is Chair of Governors at Bishopswood School, Sonning Common. Bishopswood is a special school. Kevin is also chair of Five Acres Primary School in Bicester and Carterton Primary School.		
5.	Approval of FGB Minutes	The minutes of the FGB Meeting held on 7 th November 2022 were approved. Action Log - all outstanding actions are included in the agenda	5.1 Minutes of FGB Meeting held on 7th November 2022 5.2 Action Log – Note all outstanding Actions included in the agenda. 2022	
6.	Matters arising not covered on the agenda	There were no additional issues.		
7.	Headteacher Verbal Report	KA presented the November verbal report. Some of the issues identified were: <ul style="list-style-type: none"> • It has been necessary to issue fixed term exclusions to two children. One received a half day exclusion. The other received a two-and-a-half-day exclusion. Both 	7.1 Headteacher Report	

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		<p>incidents were serious. The child excluded for two days is in receipt of full support from the OCC Inclusion team. KA explained that a comprehensive support plan is in place, and this includes a reduced timetable.</p> <ul style="list-style-type: none"> • A lunch time supervisor was appointed earlier in the term, pending the usual DBS check. The DBS search identified an offence that was not declared at interview. HR and the LADO were consulted, and they recommended an immediate contract termination. KA has taken this action. • A member of staff will return from maternity leave on December 19th. She has a 0.4 contract. • Year 6 pupils have sat past paper SATS exams this month. It is possible to compare their progress with the SATS tests taken, under identical conditions, in July. Some children have made 11 points of progress and it may be necessary to readjust targets • Senior Team Pupil Progress meetings have taken place this week and the performance of 'key pupils' has been carefully scrutinised. • KA explained that the leadership team will strive to develop a deeper understanding of EAL children over the coming year. They will focus on their culture and the obstacles they face at school as it is easy to make generalisations. SLT will attempt to build a deeper relationship with EAL parents. For example, EAL children may have a longer time slot at parent evenings. • Mark Smith visited school this term and undertook a learning walk with KA. He brought with him members of the leadership Team at Fritwell CPS (Bicester) as guests. The new headteacher faces issues similar to those experienced by KA when she first became head 18 months ago. KA found the experience very developmental. • An OSCB Safeguarding audit has been arranged for February • KA explained that Social Services were facing cuts to their service. The Early Intervention Team will no longer accept referrals from school on a Friday. • The Gateway curriculum continues to be under review. Geography has been a focus this term. Selected staff are engaging with academic research and the OFSTED curriculum development discussion. • There have been two confirmed cases of Scarlet Fever. PHE guidelines have been followed and parents have been informed. • Year 6 visited a chilly Yenworthy last week. KA reports that staff at the centre organised a particularly full and well-planned programme. <p>A Governor asked if staff morale remained positive. KA agreed that staff were fully engaged but tired. They have been at 'OFSTED Action Stations' all term and the prolonged anticipation is draining.</p>		



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8.	Update from the Chair	The Board has not received any correspondence	General Governance issues and any correspondence - verbal update.																	
9.	SEF and School Improvement Plan	<p>9.1 SEF</p> <p>KA explained that, following advice from Mark Smith, she has reinforced the SEF outcomes by using more purposeful language. She has also included the school's mobility factor in the SEF.</p> <p>The SEF judgements remain:</p> <table border="1"> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Behaviour</td> <td>Good</td> </tr> <tr> <td>Personal Development</td> <td>Good</td> </tr> <tr> <td>Leadership and Management</td> <td>Good</td> </tr> <tr> <td>EYFS</td> <td>Good</td> </tr> </table> <p>9.2 The 2022-3 School Improvement Plan priorities remain:</p> <table border="1"> <tr> <td>Key Priority 1</td> <td>Senior staff and middle leaders to continue to drive improvements in teaching and learning</td> </tr> <tr> <td>Key Priority 2</td> <td>Development of a consistent and robust assessment regime to support learning and raise expectations.</td> </tr> <tr> <td>Key Priority 3</td> <td>Curriculum development to include phonics, reading, writing and mathematics.</td> </tr> </table> <p>9.3 The performance targets for 2022-3 are:</p> <p>Year 1 Phonics = 86% KS1 Expected standard in reading = 74% KS1 Expected standard in writing = 64% KS1 Expected standard in mathematics = 68% KS2 Expected standard in reading = 83% KS2 Expected standard in writing = 80% KS2 Expected standard in mathematics = 87.5%</p> <p>Whole school expected standard target in combined subjects is 67.9%</p>	Quality of Education	Good	Behaviour	Good	Personal Development	Good	Leadership and Management	Good	EYFS	Good	Key Priority 1	Senior staff and middle leaders to continue to drive improvements in teaching and learning	Key Priority 2	Development of a consistent and robust assessment regime to support learning and raise expectations.	Key Priority 3	Curriculum development to include phonics, reading, writing and mathematics.	Updates since last meeting?	
Quality of Education	Good																			
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Key Priority 1	Senior staff and middle leaders to continue to drive improvements in teaching and learning																			
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10.	Governor updates since last meeting	<p>The Quality First teaching report was circulated to Governors before the meeting. The report relates the 'Good for Gateway' criteria with evidence gathered during monitoring visits and drop-ins. KA explained that the 'Good for Gateway' criteria may be amended in the new year. The use of mini plenaries may be reconsidered.</p> <p>A Governor noted that lesson observations are no longer graded 1 to 4. The governor asked if there is any qualitative sense of improvement in learning and teaching over time. Is it possible to identify teaching areas that still need to be developed? KA feels that huge progress has been made since the launch of 'Good for Gateway' and that effective classroom practice has improved and become embedded. The leadership team are aware of several developmental areas and issues that remain. For example, KA feels that afternoon lessons lack the 'punch' of morning lessons. Students and staff naturally have less energy. However, the afternoon session is also</p>	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of Visit (not covered elsewhere on the agenda)</p> <p>Learning and Teaching and Inclusion 10.1 Quality First Teaching report</p>																	



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		<p>affected by PPA arrangements and the need for teaching staff to be covered by TAs.</p> <p>KMa met with KA to discuss Pupil Progress and attainment on November 14th. The visit considered pupil data generated by the SONAR performance platform. The key issues identified are:</p> <p>Reading: 78% of boys are at or above the expected standard and 84% of girls are at or above the expected standard. 36% of SEN children are at or above the expected standard</p> <p>Writing: 67% of boys are at or above the expected standard and 81% of girls are at or above the expected standard. 18% of SEN are at or above the expected standard</p> <p>Mathematics: 78% of boys are at or above the expected standard and 74% of girls are at or above the expected standard. 21% of SEN are at or above the expected standard</p> <p>A Governor asked if was necessary to make any adjustments to the School Improvement Plan in response to these findings. KA feels that the performance in mathematics is not as strong as writing and reading. However, mathematical concepts seem to take more time to embed. Once the concepts are established, mathematicians progress at pace. There is no need to change the School Improvement Plan to respond to these results unless they continue in the Spring Term.</p> <p>The Uniform Statutory Guidance Report was circulated before the meeting. Details of the Gateway uniform and the prices of items can be found at https://www.gateway.oxon.sch.uk/school-uniform/. The report notes that Parents are only required to purchase a logoed jumper, no other branded items of clothing or footwear are required. KA added that disadvantaged families can access support. The school also has supplies of second-hand uniform.</p> <p>The Attendance Strategy compliance report was circulated before the meeting. The report confirms that only one child is in receipt of a reduced timetable. The report clarifies the role of the DHT in relation to attendance. KM noted that the Government has recently cancelled some of the original school attendance requirements.</p> <p>Owen Tromans (English Consultant) visited the school on 20th November. This was a follow up visit, and it considered several agreed actions relating to phonics and reading. The visit confirmed that the school is making appropriate progress. Next steps will include developing the phonics assessment process and a reviewing the Reading for Pleasure scheme.</p> <p>Mark Smith (School Improvement Partner) visited Gateway on 25th November. This was a follow up meeting and an opportunity to review several actions set at a meeting in September. KA and Mark undertook a learning walk. Mark's report is positive. The next steps include the development of</p>	<p>10.2 2022.11.14 Governor Monitoring Report Analysis of School Performance Data (progress and attainment)</p> <p>10.3 Report on review and monitoring of compliance with new school uniform statutory guidance</p> <p>10.4 Report on school's preparedness for compliance with attendance statutory guidance</p> <p>10.5 2022.11.20 External Note of Visit – Reading and Phonics</p> <p>10.6 2022.09.30 External Note of visit - SIP</p>	



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		<p>curriculum intent statements and the reorganisation of the KS2 reading library.</p> <p>KA confirmed that the 2022 staff appraisal process is now complete. Each member of staff has three targets. One relates to CPD. KA explained that staff have a far more proactive attitude towards professional development than in the past. Staff arrive at their appraisal meeting with a list of courses and training that they would like to experience this year.</p> <p>One of the other appraisal targets relates to the staff pairing (co-mentoring) scheme launched this year</p> <p>ES visited school on 10th November. She reviewed the staff questionnaire and staff working time audit. Twelve teachers and eight TAs have completed the staff survey and their responses are largely positive. However, there are some negative responses regarding the availability of resources, break time arrangements and time pressure. KA undertook a second staff survey to 'unpack' the workload issue. Workload is a standing item on staff meeting agendas and staff used this time to share tips and advice. KA concludes that there is no easy answer to this issue. Each individual has a unique strategy for dealing with workload pressures.</p> <p>Staff absence has tended to increase at the end of term. The Burford Schools closed today due to snowfall. Many staff were required to stay at home to look after their children.</p> <p>The budget is in danger of 'overheating'. Energy costs continue to rise and there is no clarity about the funding of the teacher and support staff pay settlement. KA explained that rising costs and uncertainty about pupil numbers undermines any forward planning. The budget was 'lean' before the current budget pressures emerged and expenditure cannot be adjusted incrementally. Any reduction in staffing will necessarily lead to cross phase teaching groups and large classes of 35. Governors encouraged KA to continue with all planned development activities. Every school in the country is experiencing similar frustrations and the authorities must find a solution.</p> <p>KA noted that the poor illumination of the site is very evident at this time of year. Although the school day has only been extended by a few minutes, staff are leaving the site each day in darkness.</p> <p>KMa and MC will review the parent survey before the January meeting</p> <p>The website audit is complete. KM will share the web development actions with Gill Locke</p>	<p>Staffing HT to confirm staff appraisals and objective setting complete Chair to confirm HT PM has conducted HT appraisal and 22-23 objective setting Chair to confirm pay panel has met and agreed teacher increases and considered HT Pay Progression</p> <p>10.7 Governor Monitoring Report - staff engagement/wellbeing questionnaire analysis - ES Summary of recruitment, appointments, and any other staffing issues.</p> <p>Finance 10.8 Budget monitoring report - Period 7</p> <p>Premises (Excluding Health and Safety) Premises issues to report to Governors</p> <p>Community Community events coming up</p> <p>10.9 Governor Monitoring Report - Parent Questionnaire analysis - MC and MA</p> <p>10.8 Website Audit - MC</p>	<p>KMa and MC</p> <p>KM</p>
11.	Safeguarding	<p>There have been no racist or bullying issues to report.</p> <p>KMa explained that she had reviewed the Section 175 Safeguarding Report with Sarah Gardner earlier. She</p>	<p>Any Safeguarding, Bullying or racist incidents to support since the last meeting</p>	



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		explained that, although effectively a tick box exercise, Sarah has managed to incorporate into the report a sense of the warm, caring culture of the school. KM reports that all safeguarding systems and procedures are in place and there are checks and balances to ensure that nothing 'slips through the net'. KMa will return to school in January to undertake an additional safeguarding visit.	Any other Safeguarding issues to report 11.1 2022.12.01 Governor Monitoring Report – Safeguarding including S 175 preparation - KMa 11.2 Section 175 Safeguarding Audit to be approved by Governors - HT	KMa																						
12.	Health and Safety	The OCC Health and Safety team visited school on October 10 th . The report is largely positive. There is one minor action regarding the security of the green bins. This aims to minimise an attack of vandalism. The Safe Swimming 2022 Policy was circulated to Governors before the meeting. The policy was approved by Governors. KA confirmed that staff swimming training is now complete (as per the requirements) Lockdown and fire evacuation drills are now complete. No problems have been reported.	Any Safeguarding, Bullying or racist incidents to support since the last meeting Any other Safeguarding issues to report 11.1 2022.12.01 Governor Monitoring Report – Safeguarding including S 175 preparation - KMa 11.2 Section 175 Safeguarding Audit to be approved by Governors - HT																							
13.	GDPR	There are no data related incidents to report. ES met with Gill Locke on 10 th November to discuss GDPR issues. The TIO DPO Audit Plan was circulated before the meeting	Any issues/breaches since the last meeting Update from GDPR Governor 13.1 Governor Monitoring Report - GDPR meeting – ES 13.2 External GDPR Audit Outcome Report																							
14.	Governor Business and Communication	Confirmation of Staff Governor Election outcome (NS governor term ends 17.12.2022) Governor specialisms in 2022-3 remain <table border="1" data-bbox="432 1279 1139 1590"> <tbody> <tr><td>Chair</td><td>Kevin Moyes</td></tr> <tr><td>Vice-Chair</td><td>Mike Caffrey</td></tr> <tr><td>Community Communication</td><td>Mike Caffrey</td></tr> <tr><td>Finance</td><td>Kevin Moyes</td></tr> <tr><td>GDPR</td><td>Emma Smith</td></tr> <tr><td>Inclusion</td><td>Sian Doyle</td></tr> <tr><td>Learning Teaching and Attendance.</td><td>Kelly Mahon and Kevin Moyes</td></tr> <tr><td>Premises and Health and Safety</td><td>Mike Caffrey</td></tr> <tr><td>Safeguarding</td><td>Kelly Mahon</td></tr> <tr><td>Staffing/HR</td><td>Emma Smith</td></tr> <tr><td>Whistleblowing</td><td>Kevin Moyes</td></tr> </tbody> </table> Gill Locke has stood for election to the vacant Staff Governor position. There have been no other candidates. Gill will be formally appointed at the January FGB meeting.	Chair	Kevin Moyes	Vice-Chair	Mike Caffrey	Community Communication	Mike Caffrey	Finance	Kevin Moyes	GDPR	Emma Smith	Inclusion	Sian Doyle	Learning Teaching and Attendance.	Kelly Mahon and Kevin Moyes	Premises and Health and Safety	Mike Caffrey	Safeguarding	Kelly Mahon	Staffing/HR	Emma Smith	Whistleblowing	Kevin Moyes	Confirmation of Staff Governor Election outcome (current governor term ends 17.12.2022) Governor Vacancies: 2 Parent Governor Vacancies 1 Co-Opted Governor (Previous applicant did not apply) 14.1 Governor Monitoring Schedule 14.2 OCC Governor Wellbeing Briefing 14.3 Wellbeing Link Governor Terms of Reference 14.4 Mental Health and Wellbeing Policy - revised	
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15	Governor Training Update	<ul style="list-style-type: none"> Kelly Mahon attended level 3 DSL training on November 10th KA will complete her GDPR training. Emma Smith attended Well-being in Schools on November 17th and will attend Holding the School to account on 28th February 	Governor training undertaken or planned since last meeting Reports/knowledge sharing on training undertaken since last meeting																							



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		<ul style="list-style-type: none"> Mike Caffrey will attend Armed Forces' Children: The Board's Role - Network Meetings from 12th December Kelly Mahon will attend Inclusion - What Does this mean for Governors in February 	15.1 Updated Governor Training Tracker	
16.	Policies Review/for approval (as per policy schedule)	Pay Policy for Support Staff 2022-3 Pay Policy for Teachers 2022-3 Both policies were approved by Governors	17.1 Update Policy Tracker – policy review dates to be staggered 17.2 Teacher's Pay Policy – to be ratified (approved for use but not explicitly minuted) 17.3 Support Staff Pay Policy – to be ratified (approved for use but not explicitly minuted)	
17.	Community Communication	Ideas for the Chair's letter: <ul style="list-style-type: none"> Recruitment of more Governors, particularly Parent Governors Successful residential experience at Yenworthy Other enrichment activities at school Celebration of a successful year at Gateway 	17.1 Community communication – November Agree key messages for November parent communication including parent view link	
18.	Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance Schedule, Governor Monitoring Schedule, and Policy Planner) plus actions from this meeting. Other relevant topics	Review net capacity of the school; Review staff structure; Budget Statement DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. Welcome to Gill Locke, Staff Governor KMa and MC Parent Survey feedback.		
	Dates of next meetings – 5.30pm in school	16 th January 2023 – <i>Written HT Report</i> 13 th March 2023 – <i>Verbal HT Report</i> 16 th April 2023 – <i>Written HT Report</i> 15 th May 2023 – <i>Verbal HT Report</i> 19 th June 2023 – <i>Written HT Report</i> 16 th July 2022 - <i>Verbal HT Report</i>		
	Meeting Impact	The meeting was hastily convened as an online meeting in response to severe weather in the area. Nevertheless, the technology worked well, and Governors were able to explore and discuss a range of issues thoroughly. All papers were presented to the Board for scrutiny well-before the meeting.	What worked well? What worked less well? What should be different next time?	

