



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board Monday, 7th November 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 at school 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 Sian Doyle (SD), Parent Governor		
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 26 th September 2022 were approved. Action Log – Note all outstanding actions are included in the agenda	5.1 Minutes of FGB Meeting held on 26 th September 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 Written Report	KA presented the November written report. Some of the issues identified were: <ul style="list-style-type: none"> • There are 248 children on roll. 26 are on the SEN register (10.4%) and 27 are in receipt of the Pupil Premium (10.8%) • 61% of children are from service families 	7.1 Headteacher Report - HT	

K. Moyes

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		<ul style="list-style-type: none"> • Attendance is 95.1% (the national average) and this is slightly above the county average. • A major RAF deployment to Cyprus is anticipated during 2022-3 • There have been two fixed term exclusions this term. Both children are following a reintegration plan and are being supported through this process by specialist staff. Parents have been supportive. • Staff attendance is good, and morale is positive. A lunch time supervisor has been recruited this term. • This first data drop has involved the use of 'Sonar' for the first time https://junipereducation.org/sonar-tracker/ • KA reports that 'Sonar' produces visual data that is particularly user-friendly. Moreover, it encourages teaching colleagues to be proactive and 'own' the data. KA added that many staff had responded to the latest 'Sonar' data by implementing classroom interventions before (rather than after) the Pupil Progress meetings. • The staff appraisal process is now complete • KA explained that school has introduced 'teaching-pairs'. In this arrangement, a member of staff works closely with one partner. The couple support each other, develop a strong professional relationship, and coach each other. Over the year, they will regularly visit their partner's classroom and monitor the activities taking place. • School visits have taken place to many destinations including Oxford Fire Station, the Botanic Gardens in Oxford and the Living Rainforest. • The EYFS building was formally opened last month, and the event was attended by a host of VIPS • Filming of new scenes for the school promotional video took place on October 31st • EYFS 'Open Mornings' were well attended by prospective parents. • The 2022-3 Phonics target is 72% • A new touch screen TV has been purchased to replace an irreparable white board. The school is likely to ask GSA to invest in more TVs • KA reported that many staff have booked CPD training sessions and many of these relate to their agreed appraisal targets. Extra phonics training has been arranged. The training uses bespoke, Gateway resources. <p>A Governor asked how school leaders assess training needs and how the impact of training is monitored. KA explained that through monitoring visits to classrooms the leadership team had a grasp of the training needs of individual colleagues. Other training needs are identified at the on- to-one appraisal meetings held in October. Staff also self-identify their CPD needs and directly ask the leadership team for permission to attend training. The impact of training can be monitored through classroom observation and student outcome data.</p> <p>A Governor noted that school leaders are promoting a second version of 'Good for Gateway'. She asked how this differed from the second version. NS explained that version one focused on the minimum expectations of all staff in the classroom and, as such, provided the basic building blocks of</p>		



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		<p>development activity. The latest version 'sets the bar higher'. It requires staff to set higher expectations and to have raised aspirations for the children in their class.</p> <p>A Governor asked how the teaching pairs were coordinated. KA explained that the leadership team had established the pairings after considering the strengths of the teaching team. An introductory staff meeting established the conduct, methodology and intended outcomes of the pairings. A staff meeting next week will model effective and appropriate, peer feedback. KA added that the project had been received with enthusiasm by staff.</p> <p>Following the pandemic, many staff had requested leave during the school day to attend medical appointments as they were in such short supply. A Governor asked if this tendency had abated. KA confirmed that the 'peak' seems to have passed. She explained that she asks staff confidentially to provide evidence of any medical appointment.</p> <p>A Governor asked if any general feedback had been received by parents at the open days. KA confirmed that the feedback was positive. Many families stated that they were impressed by what they saw. A number had visited other schools in the town. KA felt that the large EYFS area is a strong selling point.</p> <p>KA shared the latest attendance data with Governors. She added that the latest parent survey contains the statement 'the school promotes positive attendance'. A vast majority of respondents have agreed or strongly agreed with this statement.</p> <p>A Governor noted that 'Hang out at the Hangar' had been well attended. She added that the activity was bringing families together in friendship, particularly those who are new to the area.</p>																		
8.	Update from the Chair	The Chair's update is available on GovernorHub. There were no questions	General Governance issues and any correspondence - verbal update.																	
9.	SEF and School Improvement Plan	<p>9.1 The SEF judgements remain:</p> <table border="1" data-bbox="416 1357 991 1570"> <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" data-bbox="416 1659 1158 1861"> <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>	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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		<p>On the advice of Mark Smith, KA has added Autumn, Spring and Summer milestones to each of the development activities to help establish progress and impact.</p> <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>The times table assessment target is difficult to establish because national benchmarks have yet to be established. KA explained that the school expects to improve the 2022 performance.</p> <p>Whole school expected standard target in combined subjects is 67.9%</p>		
10.	Governor updates since last meeting	<p>KA has received a request for flexible working from a member of staff who has asked for a 0.4 contract.</p> <p>The staff questionnaire has recently been distributed. ES will meet with KA to discuss the responses.</p> <p>KMa and MC and will meet to discuss the responses to the parent questionnaire.</p> <p>The Pay Committee will meet on November 7th</p> <p>The headteacher appraisal will take place on 17th November.</p> <p>The Period 6 BPS Budget summary was circulated before the meeting. School income has increased by £11,019 largely due to additional funding streams relating to SEN, LAC and higher needs children. However, there is a £76,984 variance in revenue expenditure resulting from an anticipated increase in salaries (£13,423 for teaching staff and £36,762 for support staff). Energy costs have risen by £5,181 and supply costs are £4,225 (although some of this is recoverable). The 2022-3 budget remains 'tight'.</p> <p>KA explained that the DfE has decided to combine the previously separate Pupil Premium and Service Premium statements this year. Rather than diluting the significance of the Service Premium, the combined report has emphasised the importance of this funding stream. The report encourages teaching staff to regard children in receipt of both types of funding as individuals rather than an amorphous group. It underlines that each has individual needs and characteristics, and it specifically asks staff to identify how they are supporting each pupil/service premium child in their class. The document was discussed in depth by staff at a recent staff meeting.</p> <p>Governors approved the document, and it will now be posted on the website</p> <p>The Sport Premium Report 2021-2 and the Sport Premium plan for 2022-3 have both been posted on GovernorHub. Sport Premium funding 2022-3 will be invested in:</p> <ul style="list-style-type: none"> • Jumpstart Johnny https://www.jumpstartjonny.co.uk/ 	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of Visit (not covered elsewhere on the agenda)</p> <p>Staffing Recruitment, appointments, and any other staffing issues.</p> <p>Verbal report on Staff Appraisals and Objective Setting</p> <p>Update on HT Appraisal Mid-Year review and end of year review and objective setting</p> <p>Finance 10.1 Period 6 Budget Report</p> <p>Teaching, Learning and Inclusion</p> <p>10.2 2021-22 Evaluation of PP Funding Impact and 2022-23 Strategy - HT</p> <p>10.3 2021-22 Evaluation of Sports Funding Impact and 2022-23 Strategy - HT</p> <p>10.4 2021-22 Evaluation of Service Premium Funding Impact and 2022-23 Strategy – HT</p> <p>10.5 2021-22 Evaluation of SEND Funding Impact and 2022-23 Strategy – HT</p>	<p>ES/KA</p> <p>KMa/ MC</p>



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		<ul style="list-style-type: none"> Maintaining the playground equipment Salary costs of those who run after-school clubs New clubs in tennis, cricket and rugby. These are popular local sporting activities that currently get little exposure at school Transport to fixtures Salaries of TAs who attend after-school fixtures. <p>Governors agreed that the annual SEND Report featured clear and measurable outcomes. A Governor asked how the school sets targets for those SEND children who are less likely to meet the same levels as their non-SEND peers. NS explained that the school was exploring the use of the 'Pivats' programme. This is an assessment scheme that enables staff to set non-National Curriculum achievements as milestones or goals. Thus, it is possible to measure (and celebrate) achievement.</p> <p>https://www.lancashire.gov.uk/pupiltracker/pivats/pivats-samples-and-faqs/</p> <p>The equality objectives have been reviewed by KA and she has added written evidence to each objective. This work has been shared with staff at staff meeting in November.</p> <p>The School Accessibility Plan and Transport Plan is a generic OCC policy. It was approved by Governors</p> <p>Kevin Moyes joined KA for a learning walk on 28th September. The walk focused on premises and classroom consistency. KM reports that there were no Health and Safety or safeguarding issues evident.</p> <p>Kelly Mahon joined KM for a learning walk on 28th September. This was an opportunity for her, as a relatively new member of the Governing Board to experience the school 'in action'. She reports a 'buzz' around the school with staff providing constant and helpful feedback to children in all classrooms.</p> <p>Kevin Moyes met with KA on 23rd September for their monthly confidential Leadership and Management meeting. The notes are available on the Hub.</p> <p>KA circulated the November pupil data set before the meeting:</p> <table border="1" data-bbox="411 1406 1161 1843"> <tbody> <tr> <td>Year 1</td> <td>at or above expected standard in combined subjects</td> <td>79.3%</td> </tr> <tr> <td>Year 2</td> <td>at or above expected standard in combined subjects</td> <td>73.5%</td> </tr> <tr> <td>Year 3</td> <td>at or above expected standard in combined subjects</td> <td>56.8%</td> </tr> <tr> <td>Year 4</td> <td>at or above expected standard in combined subjects</td> <td>75.9%</td> </tr> <tr> <td>Year 5</td> <td>at or above expected standard in combined subjects</td> <td>65.5%</td> </tr> <tr> <td>Year 6</td> <td>at or above expected standard in combined subjects</td> <td>67.5%</td> </tr> </tbody> </table> <p>The November performance data has only recently been released. KA and KMa will meet before the next FGB to discuss some of the patterns and trends identified by the</p>	Year 1	at or above expected standard in combined subjects	79.3%	Year 2	at or above expected standard in combined subjects	73.5%	Year 3	at or above expected standard in combined subjects	56.8%	Year 4	at or above expected standard in combined subjects	75.9%	Year 5	at or above expected standard in combined subjects	65.5%	Year 6	at or above expected standard in combined subjects	67.5%	<p>Report on Looked After Children – N/A (we do not have any)</p> <p>10.6 Equality Objectives (Quick check) - HT</p> <p>10.7 School Accessibility Plan & Transport Plan - HT</p> <p>10.8 Termly Report on meeting with SENCO - SEND/PP and other vulnerable groups provision effectiveness – SD</p> <p>10.9 Governor Learning Walk – 23rd September 2022</p> <p>10.10 Governor Learning Walk – 28th September 2022</p> <p>10.13 Headteacher 1:1 23.09.2022</p> <p>10.11 DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups – HT</p> <p>Premises (Excluding Health and Safety) Premises issues to report to Governors (verbal)</p> <p>10.12 Report on Governor inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability – MC</p> <p>10.13 Updated premises long-term plan – MC</p> <p>10.14 Updated asset register – MC</p>	
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		<p>statistics. The Year 3 data differs significantly from other year groups and KMa and KA will discuss the interventions already in place, and those planned, for this year group.</p> <p>In answer to a question, KMa confirmed that the School Improvement Plans seems accurately focused on the activities necessary to drive the data forward. Her conversation with KA will confirm that this is the case.</p> <p>KA added that the 'progress' aspect of Sonar is being developed and will be available at the next data drop. It is likely that, in its most simple form, progress will be demonstrated as a smiley face (or otherwise)</p> <p>A Governor asked if assessment remains consistent. KA explained that the school has a robust system of internal moderation and Mark Smith has contributed to this process. Cross federation moderation is desirable but not practical as local schools use a slightly different system. KA feels that teachers seem to 'err on the side of caution' and there is a need to change this culture. Staff need to be aware that if children demonstrate that they have a particular skill or piece of knowledge, it is not necessary to keep recording this achievement over and over again.</p> <p>Mike Caffrey completed a Health and Safety/Premises 'walkabout' on October 2nd. He has noted a few minor actions relating to trip hazards, path markings and lighting. These actions are all in hand. He added that the risk assessments are all in order. He explained that external bookings of the Hall and bungalow are restricted by the need to pay various staff to open and lock up the facility each time it is used. Bookings currently break even. Any growth in bookings will most likely create more expense than revenue.</p> <p>MC explained that the long-term premises plan is being held up by the current uncertainty over energy and building costs. He warned colleagues that a significant share of the school's ICT equipment is old and will need to be replaced in the next three years. The Site Manager is developing the Asset Register.</p> <p>NS explained that two EYFS phonics workshops had been held this term. Both were well-attended by parents.</p>	<p>10.15 Review systems and procedures for monitoring Health & Safety including risk assessment - MC</p> <p>10.16 Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement - MC</p> <p>Community activities planned or undertaken (verbal update)</p>	
11.	Safeguarding	<p>Kelly Mahon met with Sarah Gardiner on 28th September to complete the Lead Governor Child Protection and Safeguarding Audit. This audit is far-reaching and includes the range of family support available, cyber safety and safeguarding training undertaken and planned. KMa found that all systems and procedures are compliant and that the training log is up to date. The department is 'OFSTED ready' and the school has a strong safeguarding culture. KMa's monitoring report is available on GovernorHub.</p> <p>KMa will meet with DSL on 1st Dec to discuss the Section 175 Safeguarding Audit. The Audit will be presented to Governors at the FGB on 12th December.</p>	<p>Any Safeguarding, Bullying or racist incidents to report since the last meeting</p> <p>Any Safeguarding issues</p> <p>11.1 Governor Monitoring Visit Report – Safeguarding 28th September 2022</p> <p>11.2 Update on S175 Audit Preparation/Draft document - HT</p>	KMa
12.	Health and Safety	<p>The OCC Health and Safety team visited school on October 10th and their report is expected soon.</p> <p>The Safe Swimming 2022 Policy was circulated to Governors before the meeting. The policy was approved by Governors.</p>	<p>Any H&S incidents to report to Governors.</p> <p>12.1 Governor Monitoring Report-</p>	



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		MC will scrutinise the swimming folder at his next visit.	Premises 2nd October 2022 12.2 Safe Swimming Policy	MC																						
13.	GDPR	There are no data related incidents to report. ES will meet with Gill Locke on 10 th November to discuss GDPR issues.	Any issues/breaches since the last meeting Update from GDPR Governor	ES																						
14.	Governor Business and Communication	The Board currently has three vacancies. There are two Parent Governor vacancies and one Co-opted Governor vacancy. NS's term of office expires in December. A staff Governor election will be necessary. Governor specialisms in 2022-3 will be <table border="1" data-bbox="411 696 1120 1081"> <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> </table>	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	14.1 Governor Skills audit analysis – KM 14.4 Agree Governor Monitoring Schedule – KM	
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15	Governor Training Update	Kelly Mahon will attend level 3 DSL training on November 10 th KA will complete GDPR training.	Governor training undertaken or planned since last meeting Reports/knowledge sharing on training undertaken since last meeting 15.1 Updated Governor Training Tracker																							
16.	Policies Review/for approval (as per policy schedule)	The Lockdown Policy has recently been posted on the website. A lockdown drill will be undertaken this week and it may be necessary to adjust the procedure following this exercise.	16.1 Updated Policy Tracker																							
17.	Community Communication	<ul style="list-style-type: none"> Recruitment of more Governors, particularly Parent Governors Hang out at the Hangar Celebrate the Formal opening of the EYFS space The Remembrance Service 	17.1 Community communication – November Agree key messages for November parent communication including parent view link																							
	Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance Schedule, Governor Monitoring	<ul style="list-style-type: none"> Website Audit Quality First Teaching report ASP Report/ discussion (Analyse School Performance - pupil progress and attainment against national) – any significant additional data/ information Budget Monitoring HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, 																								



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	Schedule, and Policy Planner) plus actions from this meeting. Other relevant topics	confirm pay panel has agreed teacher increases and HT pay has been considered		
20	Dates of next meetings – 5.30pm in school	12th December 2022 – <i>Written HT Report</i> 16 th January 2023 – <i>Verbal HT Report</i> 13 th March 2023 – <i>Written HT Report</i> 16 th April 2023 – <i>Verbal HT Report</i> 15 th May 2023 – <i>Written HT Report</i> 19 th June 2023 – <i>Verbal HT Report</i> 16 th July 2022 - <i>Written HT Report</i>		
21.	Meeting Impact	<ul style="list-style-type: none"> • The meeting started on time and finished on time • All participants had read the papers before the meeting and were able to ask questions. • KA was able to find additional, helpful resources during the meeting and display these on a large screen • KA circulated an honest and detailed HT report prior to the meeting. 	What worked well? What worked less well? What should be different next time?	

