



# GATEWAY PRIMARY SCHOOL

**Lifelong love of learning**

**Minutes of the Meeting of the Full Governing Board  
Monday, 26<sup>th</sup> September 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

**Also, in Attendance**

- Jonathan Smith (JS) - OCC Governor Services

Item No	Topic	Minute	Document Reference	Action
1.	Welcome	MC welcomed all to the meeting. The meeting was held at school and began at 5.30pm  The meeting was quorate and was chaired by Mike Caffrey.		
2.	Apologies for absence	Apologies were received and accepted from Kevin Moyes (KM) - LA Governor and Chair of Governors and Sian Doyle (SD) - Parent Governor.  The Board currently has three vacancies. There are two Parent Governor vacancies and one Co-opted Governor vacancy.		
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.		
5.	Approval of FGB Minutes	The Minutes from the FGB held on 11 <sup>th</sup> July, 2022, were approved by the Board.  All outstanding actions from the log are included in this agenda.	5.1 Minutes of FGB Meeting held on July 11th 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 a verbal report  There are currently 246 children on roll		

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		<p>A teacher (0.6), two teaching assistants, a lunch time supervisor and a new member of the office team have joined the staff this year.</p> <p>Many of the younger classes have retained ‘their’ teacher from 2021-2 and this has created a sense of consistency.</p> <p>A number of safeguarding issues emerged over the summer holiday and both KA and Sara Gardner were required to coordinate interventions. These TAFS are now agency led.</p> <p>Mark Smith is the school’s School Improvement Partner this year. He will visit twice during the year and the first visit will be on Friday 30<sup>th</sup> September.</p> <p>Governors expressed disappointment that Mark only has two scheduled visits this year. KA explained that although the school is yet to get OFSTED good status, OCC categorise it as a ‘good’ school. Therefore, the wrap-around support received by a ‘requires improvement’ school is no longer allocated. KA has needed to press OCC to provide this minimal support. The school will be required to commission any further visits by Mark and the budget is unable to absorb this expense.</p> <p>The Gateway School Association is starting to develop. New members are being recruited and a more active committee is in place. A Halloween Disco and a Cake Bake are planned. MC offered to attend a GSA committee meeting in support of their activities. It is hoped that other Governors will attend events.</p> <p>Chelsea has joined the office team and has already made a huge impact. She has assumed responsibility for a number of onerous, fill-in reports that were previously completed by KA</p> <p>The school will attend a Harvest Festival service at the church.</p> <p>Year 6 have resumed swimming lessons. A Governor asked how children travelled to the pool. KA explained that they walked to and from the pool and the extended school day made the journey back feasible.</p> <p>The school has planned visits to the Living Rain Forest in Newbury and Oxford Botanic Gardens amongst others. The leadership team has identified and trained a School Visit Coordinator. She has ensured that arrangements for visits are thorough and has also provided best-practice school visit model for staff to use as a benchmark. The school has been allocated Fairford Airshow tickets again this year.</p> <p>The SONAR data system is now fully operational. It promises to provide accurate assessments and produce reports, for example, for Governors. KA explained that SONAR will shine a searchlight on the lowest 20% of performing children in any category. Staff have received SONAR training.</p> <p>KA reports that, on return to school, the behaviour of some children has been boisterous. Staff are consistently applying the school behaviour policy and are prepared</p>		MC



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		<p>follow-up any incident with calls home if necessary. Additional organised sport activities have been arranged at lunch time and break time and these are popular.</p> <p>The ICT team have been required to rebuild and replace laptops and whiteboards have been serviced. Some IT equipment is beginning to show its age.</p> <p>The EYFS building work is complete and a formal opening ceremony is planned later in the term.</p> <p>The catering contract has been recommissioned this year. NS and KA report that the quality of school dinners has improved. KA hopes that the caterers will eventually provide a plated, knife and fork, one course at a time service. Some children do not experience a 'sit down' meal at home.</p> <p>Attendance is currently 95% and this is on/above target. However there have been weeks when attendance has dipped to 91%. <b>Governors asked why this was the case.</b> KA explained that there were many reasons but felt that post-pandemic hospital and medical appointments were responsible for many of the absences. She has written in the newsletter and asked parents to arrange medical visits during half-term.</p> <p>There has been no resistance to the extended school day from staff, children or parents. The additional costs have been easily absorbed by the budget.</p> <p>Staff have completed their Prevent training. <b>MC noted that details of a much improved Prevent training programme have been circulated by the government and details are available on GovernorHub. He felt that it would be prudent for Governors to reinforce their current training by following the new course.</b></p>																		
8.	Update from the Chair	The Chair's update is available on GovernorHub. There were no questions																		
9.	SEF and School Improvement Plan	<p>9.1 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>The SEF document has been populated with fresh pupil data but is otherwise unchanged.</p> <p>9.2. KA Presented the 2022-3 School Improvement Plan. The three key priorities are:</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>	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.	<p>9.1 Updated SEF - HT</p> <p>9.2 Updated SDP - HT</p>	
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		<p>KA added that Mark Smith will verify both SIP and SEF when he visits this week.</p> <p>A Governor asked how reading is being supported. KA explained that parents are encouraged to read with their children five times a week. The Best Reader of the Week Award is celebrated at school assemblies. Book sellers are invited to parent evenings to promote appropriate texts. KA reads a 'book of the week' to EYFS children and there are plans to invite celebrity authors into school. Governors offered to be 'guest-readers'.</p> <p>Staff have been encouraged to write personal action plans that follow and feed into the SIP format.</p> <p>9.3 Target 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%  Times tables assessment mean score 18</p> <p>9.4 KA circulated the action notes from the LA Strategy Group meeting held on 11<sup>th</sup> July 2022 before the meeting.</p> <p>There were no questions.</p>	<p>9.3 Provisional outline SDP targets for next year</p>	
10.	<p><b>Governor updates since last meeting</b></p>	<p>There are no specific staffing issues. The school is fully-staffed and the teaching, support and administrative teams remain relatively unchanged.</p> <p>The latest CFR budget was shared with Governors before the meeting. The school has received additional Pupil Premium and LA funding (£5820) but income from wrap around care has fallen by £8000. Pay rises between 5.9% and 8.9% have been factored into the staff budget and an extra £1925 has been allocated to TAs as remuneration for the lengthened day. The budget remains 'tight'.</p> <p>10.2 SATS Results</p> <p>KA explained that 42 children sat the KS2 SATS exams this summer. The results were (expected standard)  Reading = 73%  Writing = 73%  Maths = 73%</p> <p>Governors felt that the 2022 results should be celebrated and shared to as many stake holders as possible.</p> <p>The termly SENCO report is complete. There were no questions</p> <p>The SEND report to parents will be completed and made ready for the circulation. There were no questions</p> <p>The EYFS building work is now complete. MC will undertake a full premises tour and report his conclusions to Governors at the next FGB meeting. The bungalow has</p>	<p><b>Staffing</b>  Recruitment, appointments, and any other staffing issues.</p> <p><b>Finance</b>  10.1 External Financial Benchmarking</p> <p><b>Teaching, Learning and Inclusion</b>  10.2 SATs Results Analysis</p> <p>10.3 Termly Report on meeting with SENCO - SEND/PP and other vulnerable groups provision effectiveness - SD  10.4 Present the 'SEND Report to Parents' for approval</p>	



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		<p>received a make-over and MC's report will consider the use of this asset.</p> <p>KM has recommended that the MC (with KA and Gill Locke) produce a ten-year assets/premises plan)</p> <p>Energy prices have yet to stabilise. There will be more clarity when the FGB next meets in November.</p> <p>An update of the Assets Register is ongoing.</p> <p>GPA is organising a series of community events this term</p> <p>KA encouraged Governors to join as many school events as possible. High priority events are:</p> <ul style="list-style-type: none"> <li>• EYFS parent welcome 13<sup>th</sup> October</li> <li>• Parent evenings on 5<sup>th</sup> November and 10<sup>th</sup> November</li> <li>• Military Child Assemblies 17<sup>th</sup> and 18<sup>th</sup> April</li> <li>• The new EYFS room will be formally opened on 20<sup>th</sup> October at 2pm. KA has invited many local VIPs. Hopefully, Governors can attend</li> </ul>	<p>Premises (Excluding Health and Safety) Premises issues to report to Governors (verbal)</p> <p>10.5 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>10.6 Updated premises long-term plan - MC</p> <p>10.7 Updated asset register - MC</p> <p>Community Community activities planned or undertaken (verbal update)</p> <p>10.8 School calendar of events and proposed governor support / involvement</p> <p>Consider and discuss community link actions/targets for the year (if not in SDP); to include Parent surveys (Parent View)/ focus for discussion at Parents' Evenings, face to face parent/governor meeting?</p>	<p>MC</p> <p>MC</p> <p>All Govs</p>												
11.	<b>Safeguarding</b>	<p>All Governors have signed a declaration to confirm that they have read and understand the changes in KCSIE 2022.</p> <p>There are no racist, homophobic or bullying incidents to report.</p>	<p>Any Safeguarding, Bullying or racist incidents to report since the last meeting</p> <p>Any Safeguarding issues</p> <p>Governor Monitoring Visit - Safeguarding - booked 27<sup>th</sup> September</p> <p>All Governors to confirm they have read and understand <u>part 1 and 2 of Keeping Children Safe in Education</u></p> <p>11.1 KSIE Changes</p>													
12.	<b>Health and Safety</b>	<p>The OCC Health and Safety team will visit on October 10<sup>th</sup>.</p> <p>There are no Health and Safety incidents to report.</p>	<p>Any H&amp;S incidents to report to Governors.</p>													
13.	<b>GDPR</b>	<p>There are no data related incidents to report.</p>	<p>Any issues/breaches since the last meeting</p> <p>Update from GDPR Governor</p>													
14.	<b>Governor Business and Communication</b>	<p>Governor specialisms in 2022-3 will be</p> <table border="1"> <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> </tbody> </table>	Chair	Kevin Moyes	Vice-Chair	Mike Caffrey	Community Communication	Mike Caffrey	Finance	Kevin Moyes	GDPR	Emma Smith	Inclusion	Sian Doyle		
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15	<b>Governor Training Update</b>	<ul style="list-style-type: none"> <li>Sian Doyle attended lead safeguarding governor training on 22<sup>nd</sup> June</li> <li>Emma Smith attended training on the appraisal process on June 29<sup>th</sup>.</li> <li>Kelly Mahon attended safeguarding training in June</li> <li>Kelly Mahon also attended GDPR training on 20<sup>th</sup> June</li> <li>Kayleigh Anstee attended safeguarding training on the 2nd September 2022</li> <li>Jonathan Smith attended the Clerks' Briefing on 22<sup>nd</sup> September May and has completed OCC modules on Health and Safety, GDPR and e-safety</li> </ul> <p>Kelly Mahon will attend DSL training on November 10th</p>	<p>Governor training undertaken or planned since last meeting</p> <p>Reports/knowledge sharing on training undertaken since last meeting</p> <p>KA to complete GDPR Training</p> <p>KMa to complete OSCB level 3 DSL Training</p> <p>All Governors to ensure training certificates have been sent to KM</p> <p>16.1 Updated Governor Training Tracker</p>											
16.	<b>Policies Review/for approval (as per policy schedule)</b>	<p>Governor Behaviour Principles 2022 This policy was approved by Governors</p> <p>Admissions Arrangements 2022 This policy was approved by Governors</p> <p>Admissions Policy 2022 This policy was approved by Governors</p> <p>Allegations Against Staff Policy 2022 This policy was approved by Governors</p> <p>Attendance Policy 2022</p>	<p>Update Policy Tracker</p> <p>Governor Behaviour Principles</p> <p>Admissions Arrangements</p> <p>Admissions Policy</p> <p>Allegations Against Staff Policy</p> <p>Attendance Policy</p> <p>Behaviour and Exclusions Policy</p> <p>Charging and Remissions Policy</p> <p>Child Protection Policy and Procedures</p> <p>Complaints Policy</p> <p>Data Protection Policy</p>											



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		<p>This policy was approved by Governors</p> <p>Behaviour and Exclusions Policy 2022 This policy was approved by Governors</p> <p>Charging and Remissions Policy 2022 This policy was approved by Governors</p> <p>Child Protection Policy and Procedures 2022 This policy was approved by Governors</p> <p>Complaints Policy 2022 This policy was approved by Governors</p> <p>Data Protection Policy 2022 This policy was approved by Governors</p> <p>EYFS Policy 2022 This policy was approved by Governors</p> <p>First Aid in School Policy 2022 This policy was approved by Governors</p> <p>Governors' Allowances Policy 2022 This policy was approved by Governors</p> <p>Handwriting Policy 2022 This policy was approved by Governors</p> <p>Health and Safety Policy Part 4 This policy was approved by Governors</p> <p>Intimate Care Policy 2022 This policy is new to the school. There are children in EYFS this year who require intimate care. This policy was approved by Governors</p> <p>Lost Child Policy 2022 This policy was approved by Governors</p> <p>Parent Code of Conduct 2022 This has been updated to include a section about smoking/vaping on site This policy was approved by Governors</p> <p>Prevent Policy 2022 This policy was approved by Governors</p> <p>SEND Policy 2022 This policy was approved by Governors</p> <p>Staff Code of Conduct 2022 This policy was approved by Governors</p> <p>Whistleblowing Policy 2022 This policy was approved by Governors</p> <p>KA noted that the school has thorough, well tested lockdown procedures but no lockdown policy. This will be presented at the next meeting in November.</p>	<p>EYFS Policy</p> <p>First Aid in School Policy</p> <p>Governors' Allowances Policy</p> <p>Handwriting Policy</p> <p>Health and Safety Policy Part 4</p> <p>Intimate Care Policy</p> <p>Lost Child Policy</p> <p>Parent Code of Conduct</p> <p>Prevent Policy</p> <p>SEND Policy</p> <p>Staff Code of Conduct</p> <p>Whistleblowing Policy</p>	



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				KA
17.	Community Communication	SATS results Governor Vacancies (especially Parent Governor vacancies) Welcome to new staff and families. Trips and Visits GPA activities and membership	17.1 Agree key messages for September parent communication (including Parent View completion and governor vacancies)	
	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	Budget statement - KM  Review systems and procedures for monitoring Health & Safety including risk assessment - MC  Review Community Hall bookings/usage/hire agreement and discuss promotion of hall and community engagement - MC  DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups - KA  2021-22 Evaluation of PP Funding Impact and 2022-23 Strategy - KA  2021-22 Evaluation of Sports Funding Impact and 2022-23 Strategy - KA  2021-22 Evaluation of Service Premium Funding Impact and 2022-23 Strategy - KA  2021-22 Evaluation of SEND Funding Impact and 2022-23 Strategy - KA	Budget statement - KM Review systems and procedures for monitoring Health & Safety including risk assessment - MC Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement - MC DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups - HT 2021-22 Evaluation of PP Funding Impact and 2022-23 Strategy - HT 2021-22 Evaluation of Sports Funding Impact and 2022-23 Strategy - HT 2021-22 Evaluation of Service Premium Funding Impact and 2022-23 Strategy - HT 2021-22 Evaluation of SEND Funding Impact and 2022-23 Strategy - HT	
20	Dates of next meetings - 5.30pm in school	Governors decided to combine the October and November meetings. The AP1 data will be available on 16 <sup>th</sup> October but the pupil progress meetings will not have taken place at this time. KA will not be able to share her next steps with colleagues at this meeting. Moreover, Kelly Mahon hopes to join a PPM at the end of October and her feedback will be insightful. KA will present a written HT report at this meeting:  <i>16th October 2022 - Written HT Report</i> <i>14th November 2022 - Verbal HT Report</i> <i>To become</i> <i>Monday 7<sup>th</sup> November 2022 - Written HT Report</i> <i>12th December 2022 - Written HT Report</i> <i>16<sup>th</sup> January 2023 - Verbal HT Report</i> <i>13<sup>th</sup> March 2023 - Written HT Report</i> <i>16<sup>th</sup> April 2023 - Verbal HT Report</i> <i>15<sup>th</sup> May 2023 - Written HT Report</i> <i>19<sup>th</sup> June 2023 - Verbal HT Report</i> <i>16<sup>th</sup> July 2022 - Written HT Report</i>		



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21.	<b>Meeting Impact</b>	Governors were well-prepared for the meeting and had read all the papers before-hand. As a result, the meeting had momentum and colleagues had time to ask questions and reflect on the answers.	What worked well? What worked less well? What should be different next time?§	

