



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

**Minutes of the Meeting of the Full Governing Board
Monday, July 11th, 2022, 5.30 - 7.30pm**

Governors Present

- Kevin Moyes (KM) - LA Governor and Chair of Governors
- Kayleigh Anstee (KA) - Headteacher
- Natasha Stone (NS) - Staff Governor.
- Mike Caffrey (MC) - Co-opted Governor
- Sian Doyle (SD) - Parent Governor (by link)
- 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 | 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 | All serving Governors were present. 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 explained that he has recently become 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 May 23rd, 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 May 23rd, 2022 5.2 Action Log - Note all outstanding Actions included in the agenda. 2022 | |
| 6. | Matters arising not | There were no additional issues. | | |

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|----------|----------------------------|--|--------------------|---------------------|---------|-----|---------|-----|-------|-----|----------|-----|--|---------------------|---------|-----|---------|-----|-------|-----|----------|-----|---|--|
| | covered on the agenda | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Headteacher Written Report | <p>KA presented her report. The current end of year external assessment results are:</p> <p>KS2 SATS</p> <table border="1"> <thead> <tr> <th></th> <th>Expected level plus</th> </tr> </thead> <tbody> <tr> <td>Writing</td> <td>73%</td> </tr> <tr> <td>Reading</td> <td>73%</td> </tr> <tr> <td>Maths</td> <td>70%</td> </tr> <tr> <td>Combined</td> <td>57%</td> </tr> </tbody> </table> <p>KS1</p> <table border="1"> <thead> <tr> <th></th> <th>Expected level plus</th> </tr> </thead> <tbody> <tr> <td>Writing</td> <td>73%</td> </tr> <tr> <td>Reading</td> <td>68%</td> </tr> <tr> <td>Maths</td> <td>59%</td> </tr> <tr> <td>Combined</td> <td>50%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Phonics (Yr1) 74% expected level plus. KA reminded colleagues that a new phonics scheme was introduced in February. This has resulted in improvements and will gain even more traction in the future. 256 children will be on roll in September; the full school capacity remains 315 children. The 2022-3 budget assumes 258 children on roll. A recent visit from Andy Heyes (School Improvement Advisor, OCC) identified more consistent teaching and a much-improved learning environment. Andy's report will provide strong evidence for inclusions in the 2022-3 SEF. Writing has been externally moderated by OCC this year. OCC report that teacher assessment decisions are secure and accurate. The quality of work in topic books has improved. Extra-curricular activities and sporting activities are returning to pre-pandemic levels. Children have visited a synagogue and Jonathan's Jungle. Fixtures in cross country, rugby, football, archery and hockey have taken place. 2022-3 Visits are likely to be affected by rising transport costs. For example, it is not possible for the whole school to visit the panto in Swindon this year. MC suggested that children attend the RAF Brize Norton panto in February. Owen Tromans led INSET on Guided Reading on 29th June Staff meetings throughout Term 6 have focused on the impact of the wider curriculum, SEND across the school, maths challenge and data analysis. The summer fete on 1st July raised £1,000. GSA is 'finding its feet'. The parent association is focusing on one, big, activity per term. Two TAs have recently been recruited. A new receptionist has also been recruited. | | Expected level plus | Writing | 73% | Reading | 73% | Maths | 70% | Combined | 57% | | Expected level plus | Writing | 73% | Reading | 68% | Maths | 59% | Combined | 50% | <p>7.1 HT Report to include attendance, incident reports and progress with the School Development Plan - HT</p> <p>7.2 SATS results</p> <p>7.3 Staffing Structure</p> | |
| | Expected level plus | | | | | | | | | | | | | | | | | | | | | | | |
| Writing | 73% | | | | | | | | | | | | | | | | | | | | | | | |
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| | | <ul style="list-style-type: none"> The summer building work is now complete. Governors toured the Early Years classroom before the meeting. Colleagues agreed that the improvements were impressive. Governors were also able to inspect the recently installed playground equipment. Attendance is a commendable 95% The school will move to the SONAR pupil tracking platform in September 2022 replacing Target Tracker. Sonar is more precise and gives a 'real time' picture of student progress and attainment that will be more user friendly. A Governor asked if the new system has any training needs. KA confirmed that it did. It is not possible to completely populate the new platform with legacy Target Tracker data. KA confirmed that the 2022-3 Budget will be 'tight'. The school will support 11 classes this year. Moreover, utility and energy costs are expected to rise further. | | | | | | | | | | | | |
| 8. | Update from the Chair | KM circulated a link to the DfE July Governance Update | DfE July Governance Update | | | | | | | | | | | |
| 9. | School Improvement | <p>The SEF judgements remain:</p> <table border="1"> <tbody> <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> </tbody> </table> <p>The SEF judgements were updated to 'good' at the start of this term. The written commentary establishes that the school is 'recently good' and that it will endeavour to make the 'good' more secure over the next few months. The latest school data has been included. Governors feel that the 2022 SEF accurately reflects the current strengths of the school. SEF judgements are accurate and the evidence to support them is secure.</p> <p>The SIDP has been RAG-rated. Most items are green, and there are few red items. These tend to be incomplete for operational reasons. These include:</p> <ul style="list-style-type: none"> KA team teaching with the ECT - this will continue. Plans to develop working partnerships and teaching friends will continue Strategies to address inconsistencies in books will continue. KA DSL training update will take place in September Plans to become a trauma-informed school will continue <p>KA added that the 2022-3 SIP will continue to develop the three broad areas:</p> | Quality of Education | Good | Behaviour | Good | Personal Development | Good | Leadership and Management | Good | EYFS | Good | <p>9.1 Updated SEF -HT 9.2 Updated SDP - HT 9.3 Provisional outline SDP targets for next year</p> | |
| Quality of Education | Good | | | | | | | | | | | | | |
| Behaviour | Good | | | | | | | | | | | | | |
| Personal Development | Good | | | | | | | | | | | | | |
| Leadership and Management | Good | | | | | | | | | | | | | |
| EYFS | Good | | | | | | | | | | | | | |



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| | | <ul style="list-style-type: none"> Teaching and Learning Management and Leadership Curriculum Development <p>She added that the plan will also ‘keep a close eye’ on Year 3 and there will be an emphasis on maths mastery. If OFSTED visit, there is a possibility that they will scrutinise a curriculum area that has yet to be developed. A Governor asked how the school will cope. KA explained that there is plenty of evidence of successful curriculum development undertaken this year. The school has a good track record of curriculum development and OFSTED inspectors can be provided with evidence that, given time, the whole curriculum can be developed effectively.</p> <p>The full 2022-3 SDP will be presented at the September FGB meeting.</p> | | KA |
| 10. | Governor updates since last meeting | <p>ES visited school earlier to consider the staff well-being survey. The sense of collegiality demonstrated in this survey is strong. KA added that that the ‘can do’ culture of staff will be referenced in the 2022-3 SDP. Staff responses suggest that there is still a need for ICT training for the less confident and the slowness and unreliability of staff laptops is causing some frustration. NS explained that the introduction of SONAR will create a need for whole-school ICT training.</p> <p>KA feels that the Teacher Working Hours Audit is inconclusive. Not all teachers returned the audit, and many had omitted sections. Others put their mark on the dividing line between ‘agree’ and ‘disagree’. Teamwork and collegiality received a very positive response whilst work-life balance received a universally negative response. KA feels that the audit merely reinforces the view shared by all teachers that ‘there are never enough hours in the day’. MC added that the adage ‘if you want to get a job done, give it to a busy person’ was appropriate in most organisations.</p> <p>KM undertook an SDP monitoring visit on 16th May 2022. He visited classrooms on a learning walk, and with KA, looked at pupil exercise books. He reported that the broad curriculum has been developed over the year and that the quality of provision in science, English and mathematics remains high. He notes that resources are agile and used strategically to support the needs of children. He and KA identified some minor inconsistencies in KS1 topic books. However, KM reports ‘a great buzz and energy’. He notes a collective sense of ‘love and pride’ in the school.</p> <p>The annual public sector equality duties carry forward to 2022-3. KA explained that these duties are often common sense and are reflected in everyday practice at the school. KM noted that OFSTED have a propensity to ask unsuspecting members of staff for tangible evidence of the school’s equality objectives.</p> | <p>10.1a Governor Monitoring Report - Staff - 6th July 2022</p> <p>Finance 10.1 July 2022 BPS budget report/end of year position</p> <p>Teaching, Learning and Inclusion</p> <p>10.2 Governor Learning Walk and Book Scrutiny - 16th May 2022</p> <p>10.3 Approve the annual school public sector equality duty statement and Objectives</p> <p>10.4 Termly Report on meeting with SENCO - SEND/PP and other vulnerable groups</p> | |



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| | | <p>SD's safeguarding monitoring visit to school has taken place.</p> <p>MC has undertaken an end-of-term premises tour. He will repeat the tour, with Gill Locke in attendance, before the end of term. He will post his final report on GovernorHub for general scrutiny.</p> <p>The GSA fete was a very successful event. The new arrangements for Sports Day were well-received by the community</p> <p>KA confirmed that the residential trips to Hill End and Yenworthy would continue as planned. The timings will be adjusted slightly to reflect the school calendar. A Governor asked if the educational impact of residential visits will be recorded and reported to Governors. KA explained that Yenworthy was a 'character education' orientated residential experienced. She hoped that a pupil voice activity would capture the impact of this visit. Attendees could reflect on the value of the residential in terms of personal confidence and self-esteem. The Hill End experience includes map reading and map drawing activities and is therefore more closely related to the geography curriculum.</p> <p>The residential visits plan was approved by Governors.</p> <p>The OCC Transport Plan was approved by Governors. KA explained that most children walk to Gateway. There are no buses and few taxis.</p> | <p>provision effectiveness includes HT report - SD</p> <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>Community activities planned or undertaken (verbal update)</p> <p>10.6 Review and Discuss residential visits plan and approve planned residential visits for the year after next</p> <p>10.7 Approve Transport Plan</p> | MC |
| 11. | Safeguarding | <p>KA reported that safeguarding referrals have increased over the term. There have been two MASH referrals and an EHA is being fast-tracked for a child who has recently joined the school. There will be safeguarding staff INSET in September 2022.</p> <p>A Governor asked if increases in the cost of living had made an impact. KA felt that it had. She explained that the school was supporting families by redistributing uniform. School also signposts the Food Bank.</p> <p>A Governor asked if there are plans to support FSM families over the holiday. KA explained that FSM families receive meal vouchers, and these will be distributed by school. She added that all the TAF meetings attended by Gateway staff involve neglect.</p> | <p>Any Safeguarding, Bullying or racist incidents to support since the last meeting</p> <p>Any Safeguarding issues</p> <p>Progress on actions in Safeguarding Audit (if applicable)</p> <p>12.1 Governor Monitoring Report - 24.03.2022 - Safeguarding</p> | |



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|-----------------------------------|-------------------------------------|---|---|-------------|------------|--------------|-------|----------------|-------------------------|--------------|---------|-------------|------|------------|-----------|------------|-----------------------------------|-----------------------------|--------------------------------|--------------|---|--|
| 12. | Health and Safety | The new playground installations have been tested and certified. | Any H&S incidents to report to Governors. 12.1 Governor Monitoring Report - 17.03.2022 Health and Safety | | | | | | | | | | | | | | | | | | | |
| 13. | GDPR | Emma Smith undertook a GDPR monitoring visit on 26 th May 2022. She met with Gill Locke (Business Manager) and reviewed progress with the GDPR audit. She reports that all audit activities are now underway and the 60% are complete. ES and GL discussed a more effective use of 'Smartlog' and 'Turn it On'. A Governor will attend the next visit by the DPO. | Any issues/breaches since the last meeting Update from GDPR Governor | | | | | | | | | | | | | | | | | | | |
| 14. | Governor Business and Communication | <p>The Governors Work and Meeting Schedule was circulated prior to the meeting. The schedule was agreed in September 2021. Most of the schedule is rated 'green'. The only 'yellow' issues relate to the provision of a whole year school calendar and vision mapping. Governors agreed that it had not been appropriate to undertake community vision mapping in 2021-2</p> <p>Governors agreed that more frequent financial monitoring and learning and teaching visits would be undertaken in 2022-3.</p> <p>The Governing Board Health Check has been updated with the 2022-3 'grades' agreed by the Board. https://app.governorhub.com/g/gatewayprimaryschool/management/healthcheck</p> <p>The skills audit has been circulated.</p> <p>The Standing Orders have been circulated for approval. There was agreement that the Board is not yet ready to introduce a committee structure.</p> <p>The Code of Conduct was agreed.</p> <p>Governor General Objectives were circulated and agreed.</p> <p>KM was elected Chair of Governors 2022-3 MC was elected Vice-Chair of Governors 2022-3</p> <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 Caffery</td> </tr> <tr> <td>Clerk</td> <td>Jonathan Smith</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> </tbody> </table> | Chair | Kevin Moyes | Vice-Chair | Mike Caffery | Clerk | Jonathan Smith | 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 | <p>Review of 21/22 14.1 Review of Governor Monitoring 14.2 RAG Rated Governor Objectives 14.3 RAG Rated Annual Schedule 14.4 Governing Board Health Check/Evaluation of Governing Board Effectiveness - <i>all governors to complete document/add comments and come to meeting ready to discuss responses and agree scores</i> 14.5 NGA Governor Skills Audit Questionnaires - <i>all governors to complete and send to KM by 9th July 2022</i></p> <p>Preparation for 22/23 14.6 Agree Standing Orders (structure of governance) 14.7 Agree Governor Code of Conduct 14.8 Approve governor annual objectives Election of Chair (<i>send nominations to the Clerk by 9th July 2022</i>) Election of Vice Chair (<i>send nominations to the Clerk by 9th July 2022</i>) Appoint Lead Governors (<i>send nominations to Chair by 9th July 2022</i>):</p> <p>Learning and Teaching including attendance Finance Inclusion Whistleblowing</p> | |
| Chair | Kevin Moyes | | | | | | | | | | | | | | | | | | | | | |
| Vice-Chair | Mike Caffery | | | | | | | | | | | | | | | | | | | | | |
| Clerk | Jonathan Smith | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | |



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| | | <table border="1"> <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> <p>The 2022-3 Headteacher Appraisal Panel will be ES, KM and MC</p> <p>The 2022-3 Pay Committee will be ES, KM and MC</p> <p>KM confirmed that Governor DBS records and EDUBase is up to date</p> <p>The 2022-3 Delegation Planner was approved</p> <p>The 2022-3 Governance Schedule was approved</p> <p>The Lead Governor Terms of Reference were approved (see above)</p> | Safeguarding | Kelly Mahon | Staffing/HR | Emma Smith | Whistleblowing | Kevin Moyes | <p>Child Protection/Safeguarding</p> <p>Community Engagement</p> <p>Premises and Health and Safety</p> <p>Staffing</p> <p>GDPR</p> <p>Appoint Headteacher's Performance Panel</p> <p>Appoint Pay Committee</p> <p>14.9 Evidence all Governor DBS checks in place</p> <p>14.10 Check Edubase is up to date</p> <p>14.11 Agree Delegation Planner</p> <p>14.12 Confirm Governance Schedule</p> <p>14.13 Approve Governance Policy Including Lead Governor Terms of Reference</p> <p>14.14 Approve Governor Induction Policy</p> <p>14.16 Approve Governor Monitoring Visits Policy</p> <p>Discuss and agree succession planning</p> | |
| Safeguarding | Kelly Mahon | | | | | | | | | |
| Staffing/HR | Emma Smith | | | | | | | | | |
| Whistleblowing | Kevin Moyes | | | | | | | | | |
| 15 | Governor Training Update | <ul style="list-style-type: none"> • Kelly Mahon has attended Governor Induction A and B on 21st May • Kevin Moyes has attended Advanced Level 3 DSL training on 19th May • Emma Smith attended Benchmarking Training On 10th March • Jonathan Smith attended the Clerks' Briefing on 19th May. • Sian Doyle attended lead safeguarding governor training on 22nd June • Emma Smith attended training on the appraisal process on June 29th. • Kelly Mahon attended safeguarding training in June • Kelly Mahon attended GDPR training on 20th June | <p>Governor training undertaken or planned since last meeting</p> <p>Reports/knowledge sharing on training undertaken since last meeting</p> <p>15.1 Updated Governor Training Tracker</p> <p>Update Pupil Data training - all Governors with Rachel Caseby</p> | | | | | | | |
| 16. | Policies Review/for approval (as per policy schedule) | <p>Computing Code of Conduct 2022 KA explained that, following advice, the Computing Code of Conduct now refers to 'devices' rather than 'computers'. The Code of Conduct was approved.</p> <p>Governance Policy July 2022 The policy was approved.</p> <p>Governance Induction Policy July 2022 The policy was approved.</p> <p>Governors Expenses Policy July 2022 The policy was approved.</p> | <p>16.1 Update Policy Tracker - May policies for review</p> <p>16.2 Computing Code of Conduct 2022</p> <p>16.3 Governance Policy July 2022</p> <p>16.4 Governance Induction Policy July 2022</p> <p>16.5 Governors Expenses Policy July 2022</p> <p>16.6 Governors Monitoring Visit Policy July 2022</p> | | | | | | | |



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| | | <p>Governors Monitoring Visit Policy July 2022 The policy was approved.</p> <p>Admissions Policy (OCC) approved The policy was approved.</p> <p>Designated teacher for current and past 'Children we Care For' Policy 2022 The policy was approved. It was noted that LA policy still refers to 'Looked After Children'</p> <p>Equality Plan 2022 The policy was approved.</p> <p>Stress and Well-being Policy July 2023 The policy was approved.</p> <p>Supporting Pupils with Medical Conditions 2023 The policy was approved.</p> <p>Attendance Policy 2022-3 MC asked that the policy be amended to include post deployment 'Reunion Day' in the list of items considered 'exceptional leave'. This leave would be enacted following a four-month (or longer) deployment. Evidence of the deployment would need to be provided to the school. MC confirmed that the total absence, of a child during a deployment, including the reunion day, would only amount to four days.</p> <p>Governors agreed to this change.</p> | <p>16.7 Admissions Policy (OCC)</p> <p>16.8 Designated teacher for current and past 'Children we Care For' Policy 2022</p> <p>16.9 Equality Plan 2022</p> <p>16.10 Stress and Well-being Policy July 2023</p> <p>16.11 Supporting Pupils with Medical Conditions 2023</p> | |
| 17. | Community Communication | <p>KM's community message will include</p> <ul style="list-style-type: none"> • The SATS results • The continued increase in school roll • The school fete and the work of GSA • Attendance • Sports Day • Welcomes to new families. • Development activities 2022-3 | | |
| 19. | Dates of next meetings - 5.30pm in school | <p>19th September 2022 - <i>Verbal HT Report</i></p> <p>17th October 2022 - <i>Written HT Report</i></p> <p>14th November 2022 - <i>Verbal HT Report</i></p> <p>12th December 2022 - <i>Written HT Report</i></p> <p>16th January 2023 - <i>Verbal HT Report</i></p> <p>13th March 2023 - <i>Written HT Report</i></p> <p>17th April 2023 - <i>Verbal HT Report</i></p> <p>15th May 2023 - <i>Written HT Report</i></p> <p>19th June 2023 - <i>Verbal HT Report</i></p> <p>17th July 2022 - <i>Written HT Report</i></p> <p>The February 2023 meeting was cancelled</p> | | |



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| 20. | Meeting Impact | Governors enjoyed the tour of the Early Years base before the meeting. They felt it was good to meet at school face to face rather than online and to assemble for a 'catch-up' with drinks and buns in the staff room, before the meeting started. | What worked well What worked less well What should be different next time | |
| 21 | Final Reflection | KM felt that it had been an exceptional year. KA has galvanised the school and progress has been made in all areas. Her leadership and professional skill have enabled the school to grow and develop at a rapid pace. She has led by example and her energy and commitment have inspired the whole school community. The school is now a more confident, outward-looking and ambitious organisation. Governors thank Kayleigh for her work this year. | | |

K. Hayes