



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board (Online) 6th December 2021

Governors Present

- Kevin Moyes (KM) - LA Governor and Chair of Governors (
- Kayleigh Anstee (KA) Headteacher
- Sarah King (SK) Parent Governor
- Emma Smith (ES) Co-opted Governor
- Mike Caffrey (MC) Co-opted Governor
- Craig Drew (CD) Co-opted Governor
- Sian Doyle (SD) Parent Governor
- Natasha Stone (NS) Staff Governor.

Also in Attendance

- Jonathan Smith (JS) OCC Governor Services

Item No	Topic	Minute	Document Ref	Action
1.	Welcome and overview of year	KM welcomed all to the meeting. The meeting was online The meeting was quorate and was chaired by Kevin Moyes.		
2.	Apologies for absence	Apologies were received and accepted from Emma Smith		
3.	Urgent Additional Items	There were no urgent additional items.		
4.	Declarations of Interests	No new interests were declared	4.1 Declarations of Interest forms	
5.	Approval of FGB Minutes	The Minutes from the FGB held on November 8th, 2021, were approved by the Board. All outstanding actions from the log are included in this agenda.	5.1 Minutes of 11 th October FGB meeting 5.2 Action Log, October edit-	

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6.	Matters arising not covered on the agenda	All items are covered by this agenda.		
7.	School improvement team	<p>KA presented a written headteacher's report. The key issues were:</p> <ul style="list-style-type: none"> • There are 242 children on role. 35 are SEND (14%) and 5 are in receipt of EHCPs. • The school will be fully staffed in January. A Year 5/6 maternity cover has been recruited and a vacant TA post has been filled. • Pupil attendance has been excellent (98%). However, staff absence has been high. • The next whole school data point is scheduled for 10th December. Data will be available for scrutiny at the January 2022 FGB • The OCC monitoring visit, led by Jane Ratcliffe and Andy Heyes, took place on 2nd November. • Staff INSET on 10th November looked at the outcomes in topic books and considered 'quick wins.' INSET held on 24th November focused on a more creative approach to teaching Geography, Science and History. • Staff appraisals are now complete. There are no issues to report to Governors. • A new cycle of after school activities is available. • 28 children and 3 staff will attend Yenworthy in January. The whole school will attend the panto on December 9th. • 86% of parents participated in a recent online parent consultation evening. • EYFS tours have been popular suggesting that recruitment in September 2022 will be strong. <p>A Governor noted that the one child in the school, previously following a reduced timetable, is now 'full time'. He asked, what had made the difference. KA explained that the pastoral team had met the child's needs through carefully planned and graduated steps that were designed to boost the child's confidence. The team exercised patience and ensured that the pupil was always ready to move to the next stage.</p> <p>A Governor asked if usage of the Hangar was improving. KA confirmed that some early activities had been poorly attended but she felt that this was because they were timed inconveniently. Other events are planned in the new year, at different times.</p>	7.1 Formal Written HT Report to include admin data and Quality First Teaching report	



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		<p>A Parent Governor commented that the fine motor skills workshop organised for parents had been excellent. She asked if any more workshops were planned. NS confirmed that workshops in phonics, reading and mathematics were planned next term.</p> <p>A Governor asked why staff absence had been so high. KA explained that most staff absence was directly or indirectly Covid related. For example, staff had been required to look after their own children who had tested positive. Some of the Covid absences had been long term (ten days) for a variety of reasons. There has also been an early chicken pox outbreak.</p> <p>A Governor was very pleased to see that OCC had validated success in mathematics across the school. They claimed that mathematics was 'singing'. He asked if there were lessons to learn from the achievement in mathematics that could be applied to, say, English. KA feels that the success in mathematics is largely due to the 'White Rose Maths' programme. This is a prescriptive programme that some staff find restrictive. However, the structure ensures total consistency and clarity, and it is possible to see evidence of the 'White Rose' approach in every classroom. KA is unsure that the more creative subjects like English can be subject to such a rigid structure. However, mathematics does provide a successful model that can be referenced by other subjects. https://whiterosemaths.com</p> <p>Many prospective families have been shown around the school by senior staff this term. A Governor asked if these families had provided feedback. Why have they visited Gateway rather than other schools in the town?</p> <p>KA explained that some claim to have been attracted by the video on the website while others felt comfortable with the inclusive forces culture evident at the school. For example, there were positive comments about the squadron badges on display in the building. Some families were looking for comprehensive and affordable wrap around care and others were attracted by the professionalism of the pastoral team.</p>		
8.	Update from the Chair	There are no new OCC updates or briefings to report.	General Oxfordshire Governance issues and any correspondence - verbal update.	



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9.	School Improvement Plan and SEF - updates since last meeting	<p>The 2021-2 SEF has been updated. The judgements are:</p> <table border="1" data-bbox="451 275 1173 376"> <tr> <td>Quality Of Education</td> <td>Requires Improvement</td> </tr> <tr> <td>Implementation</td> <td>Good</td> </tr> <tr> <td>Impact</td> <td>Requires Improvement</td> </tr> </table> <table border="1" data-bbox="451 405 1173 600"> <tr> <td>Behaviour and Attitude</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> <tr> <td></td> <td></td> </tr> <tr> <td>Overall</td> <td>RI/Good</td> </tr> </table> <p>KA explained that the school was on the cusp of 'good'. The recent OCC external review identified areas that were particularly strong. Maths across the school was reported to be 'singing' and positive comments about EYFS have persuaded school leaders to move the EYFS judgement to 'good'. However, there is insufficient evidence of consistent pupil progress in all areas, to warrant a 'good' overall. KA added that the SEF document is now more confident and celebratory than at the start of the year and that, given time, the school will be able to provide the evidence to support a 'good' judgement.</p> <p>Key evidence will continue to be provided by the work in pupil books, consistent professionalism evidenced by lesson observation, internal assessment data (including SATS) and phonics screening results.</p> <p>The overarching aims of the development plan remain the same. However, minor adjustments have been made to the plan to reflect the OCC monitoring visit feedback. Progress with the 'profile of reading' has been particularly rapid. All classrooms have revamped reading corners and fresh decodable texts have been made available. A KS1 library has been created.</p> <p>The general quality of topic books has also improved. Children now follow more consistent routines regarding format and content. Expectations have thus been raised.</p> <p>A Governor asked what if the Development Plan was vulnerable to any foreseeable obstacles. KA felt that staff absence presented a significant challenge. It is often necessary to ask senior staff to cover classes during time that was otherwise allocated to management and school development. A 'tight' school budget also constrains a number of other everyday activities. For example, the school is unable to provide a school mobile 'phone for staff involved in off</p>	Quality Of Education	Requires Improvement	Implementation	Good	Impact	Requires Improvement	Behaviour and Attitude	Good	Personal Development	Good	Leadership and Management	Good	EYFS	Good			Overall	RI/Good	<p>9.1 Updated SEF (following external LA school review) including recommendations on amended grades and rationale</p> <p>9.2 Updated and RAG Rated SIP (following external LA school review)</p>	
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		<p>site visits with children. Staff are expected to use their own 'phones.</p> <p>The adjustments to the SEF and SIP documents were approved by Governors</p>		
10.	Governor updates since last meeting	<p>10.1 The staff welfare questionnaire was circulated in November. The feedback is largely positive. For example, 92% of staff strongly agree that 'I can rely on my line manager to help me with a problem' and I am clear what is expected of me at work.' Responses to the question 'are you consulted before changes are made?' were less positive. KA explained that earlier in the year it had been important to effect some critical changes immediately, without the usual discussion. These developments are now embedded and the sense of urgency that precluded consultation in September, is less likely in 2022.</p> <p>A Governor asked why a TA had recently resigned. KA confirmed that he/she had left for personal and career-based reasons.</p> <p>KM confirmed that the Pay Panel has met and has approved the pay recommendations made by the headteacher following the October 2021 staff appraisal process. The Headteacher's Pay Committee has also met and reached agreement.</p> <p>CD confirmed that the budget continues to be 'tight'. It is hoped that income from lettings and after school activities will create a useful inflow of funds. However, pupil numbers are the main source of funding, and it is hoped that 250+ students will be on roll in October 2022.</p> <p>A Governor asked if after and pre-school clubs covered their cost. KA explained that the roster of activities offered was under review and that a few less popular clubs will be removed from the programme in the new year. None of the activities have committed fixed costs. Consequently, it will be possible to adjust the programme so that it operates profitably.</p> <p>The Financial Resource review has now been completed. The report will be published on 13th December.</p> <p>MC reported that several smaller premises development issues have recently emerged, and these have been added to Gill Locke's 'to do' list. These minor repairs are in danger of being pushed aside by the larger projects planned later in the year. The</p>	<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. 10.1 Staff stress and wellbeing survey</p> <p>Confirm Headteacher Performance Review/Appraisal completed</p> <p>Finance 10.2 P7 Budget overview Ensure that pay panel has made/confirmed pay decisions on all teachers and Headteachers pay changes backed dates to 1st September 2021 and issued salary letters</p> <p>Update on DfE Financial Resource Review</p> <p>Premises (Excluding Health and Safety) Premises issues to report to Governors</p>	



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		<p>developments are 'quick fixes' and, when completed, will boost the morale of staff and children. However, the budget does not have the capacity to complete all this work immediately.</p> <p>KA explained that heating in the main school building is dependent on just one functioning boiler. The cost of repairing the decommissioned boiler is likely to be £7,000.</p> <p>KA confirmed that the Teaching Staff Cover budget is in deficit.</p> <p>10.3 The LA External Monitoring Visit confirmed that the school is improving at pace despite challenges (see item 9)</p> <p>10.4. KM completed a monitoring visit to SEN/Inclusion on 30th November. He met with Sarah Gardiner to discuss the processes relating to inclusion. KM reports that all development plan activities in this area are 'on track' and that staff are 'aligned with the vision'.</p> <p>Gill Locke is in receipt of the website audit. A few minor adjustments are required.</p> <p>The GDPR Privacy Statement for Governors was approved by the Board.</p>	<p>Learning and Teaching and Inclusion</p> <p>10.3 LA External Review Report - feedback and actions</p> <p>10.4 Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision 30.11.2021</p> <p>Community</p> <p>10.5 Website Audit</p> <p>GDPR</p> <p>Approve 10.6 Governor GDPR Privacy Statement</p>	
11.	Safeguarding	<p>Social Services have changed the process for no-names consultations and staff are now encouraged to contact the MASH directly. There has been an increase in referrals over the last few weeks but many of these relate to indirect concerns about older siblings at other schools.</p> <p>KM confirmed that he has met with the school Safeguarding Lead and that all the safeguarding systems and processes monitored during the visit, are fit for purpose. The visit facilitated the completion of the OCC Annual Safeguarding Return.</p>	<p>11.1 Governor Monitoring Report - Safeguarding 30.11.2021 Approved 11.2 Section 175/157</p> <p>Annual Safeguarding Report for academic year 2020-2021</p>	
12.	Health and Safety	<p>There are no Health and Safety incidents to report to Governors.</p> <p>KA commented that the site is very dark after school and that a revision of the number and position of outside lights might be appropriate.</p> <p>Covid related incidents remain rare. Staff now wear masks in the playground and in all public thoroughfares.</p>	<p>Any H&S incidents to report to Governors.</p> <p>Any issues to report relating to the 12.4 Covid-19 Risk Assessment</p>	



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13.	GDPR	There are no GDPR incidents to report to Governors	Any issues/breaches since the last meeting	
14.	Governor Business and Communication	This issue will be addressed at the January 10 th FGB Governor meeting	Discuss Community Actions for the year to include overview of parent/carer surveys and proposed focus of parent consultation evenings Community Progress with development of Community Engagement working Group	
15	Governor Training Update	SK and CD have completed the GDPR training module. Rachel Caseby will host pupil data training on 9 th December 6.00-7.30pm. This will be recorded and made available to those who are unable to attend.	Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting 15.1 Updated Governor Training Tracker - check all training including GDPR is up to date. Update Pupil Data training - all Governors with Rachel Caseby - booked for 9 th December 2021 18.00-19.30	KM
16.	Policies Review/for approval (as per policy schedule)	The 2021 OCC Teacher's Pay and the OCC 2021 Support Staff Policy were adopted by the Board.	16.1 Update Policy Tracker - policy review dates to be staggered 16.2 Teacher Pay Policy Model 16.3 Support Staff Pay Policy	
17.	Communication with Community	KM explained that he intended to write an end of term letter to the school community. After discussion it was agreed that the following topics should be included. <ul style="list-style-type: none"> • The stability of the current leadership team • Sustained improvement at the school. It is worth noting that OCC are reducing their involvement. • The continued provision of parent workshops in maths, phonics and reading. • The availability of activities in the Hangar. • Thanks to staff. • Thanks to parent volunteers. 	Agree key meeting messages for community communication	



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18.	Meeting Impact	<p>After discussion, the following points emerged</p> <ul style="list-style-type: none"> • Colleagues had no strong preference for either face-to-face or online meetings. Hybrid meetings are, however, unpopular • As Governors gain greater confidence, the number of questions asked at FGB meetings (and the amount of challenge provided) will increase. It was suggested that each Governor brings four, pre-prepared questions, to the January meeting. • It is important that the Board to reacts to the 'post Kevin Moyes' skills audit in the new year. 	<p>In Discuss effectiveness of meeting/impact: What worked well? What worked less well? What should be different next time?</p>	<p>All Govs</p> <p>KM</p>														
19.	Items for the next FGB Meeting January 10 th 2022 as per Governor Objectives, Annual Schedule, Policy Planner and Governor Monitoring Schedule	<ul style="list-style-type: none"> • Transport plan - <i>HT</i> • Teacher working hours audit results - <i>HT</i> • Progress with development of Community Engagement working Group to discuss vision and values - <i>KM</i> • Long-Term Premises/Maintenance Plan - <i>HT</i> • Termly report to include School Admin data; attendance; incident reports; review progress of SDP - <i>HT</i> • ASP Report/ discussion (Analyse School Performance - pupil progress and attainment against national) - any significant additional data/ information including reporting on vulnerable groups. - <i>HT</i> • As per Governor Monitoring Schedule and agree SDP monitoring actions for the coming term - <i>KM</i> • Review net capacity of the school; Review staff structure; Budget Statement - <i>HT</i> • SMSC -School calendar of events and proposed governor support / involvement - <i>HT</i> 																
20.	Date of following meetings	<table border="1"> <tbody> <tr> <td>Monday 10th January 2022</td> <td>Verbal HT report</td> </tr> <tr> <td>Monday 7th February 2022</td> <td>Written HT Report</td> </tr> <tr> <td>Monday 7th March</td> <td>Verbal HT report</td> </tr> <tr> <td>Monday 25th April 2022</td> <td>Budget Approval</td> </tr> <tr> <td>Tuesday 17th May 2022</td> <td>Written HT Report</td> </tr> <tr> <td>Tuesday 7th June 2022</td> <td>Verbal HT report</td> </tr> <tr> <td>Tuesday 12th July 2022</td> <td>Written HT Report</td> </tr> </tbody> </table>	Monday 10th January 2022	Verbal HT report	Monday 7 th February 2022	Written HT Report	Monday 7 th March	Verbal HT report	Monday 25 th April 2022	Budget Approval	Tuesday 17 th May 2022	Written HT Report	Tuesday 7 th June 2022	Verbal HT report	Tuesday 12 th July 2022	Written HT Report		
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