



GATEWAY
PRIMARY SCHOOL
Lifelong love of learning

Minutes - meeting of the Full Governing Board 11th October 2021


Governors Present

- Kevin Moyes (KM) - LA Governor and Chair of Governors (by Zoom)
- Kayleigh Anstee (KA) Headteacher
- Sarah King (SK) Parent Governor
- Emma Smith (ES) Co-opted Governor
- Mike Caffrey (MC) Co-opted Governor
- Susan Polly (SP) Parent Governor


Also in Attendance

- Jonathan Smith (JS) Clerk


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1.	Welcome and overview of year.	KM welcomed all to the meeting. The meeting was quorate and was chaired by Mike Caffrey.		
2.	Apologies for absence	Apologies were received and accepted from Craig Drew (CD) Co-opted Governor, Sian Doyle (SD) Parent Governor, Parent Governor, Rob Leach (RL) Co-opted Governor, and Natasha Stone (NS) Staff Governor.		
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 September 20 th 2021 were approved by the Board All outstanding actions from the log are included in this agenda.	5.1 Minutes of 20 th Sept FGB 5.2 Action Log -	

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6.	Matters arising not covered on the agenda	All items are covered in this agenda.		
7.	Headteacher Report	<p>KA presented the October 2021-2 Headteacher's Report.</p> <p>The key issues are:</p> <ul style="list-style-type: none"> • There are 234 pupils on roll (+3 new arrivals). 3 children are in receipt of an EHCP and 35 are SEND • A 0.6 maternity cover will be required in January. An advertisement has been circulated. However, KA confirmed that there was an alternative plan should recruitment be unsuccessful. • Attendance is inconsistent. For example, it is 98% in Penguins and Eagles but only 88% in Chicks. • The next data collection point is on 15th October. Pupil Progress Meetings will follow. The school will use the more ambitious FFT 20 to set individual targets for Year 6. KA reminded colleagues that Year 6 is a particularly small cohort (36 children) and that each child therefore has greater statistical importance. • The phonics target set for Year 2 is 84%. • Mark Smith (School Improvement Lead) has visited classrooms and the OCC EYFS Consultant has made an unannounced visit to the early years class. The OCC Maths and English consultants have visited school to observe practice and to work with staff. They have provided helpful advice. • After school clubs have restarted. These include girls' football, tennis, dance and art. Each member of staff has been asked to offer an extra-curricular club or activity this year. All seem keen to volunteer. • The first 'Hang at the Hangar' event is scheduled for 13th October. Representatives from the RAF Brize Norton Community Support team will attend. 	<p>7.1 Headteacher Report to include: School and County admin data (numbers on roll/ proportion of children who are SEND and Pupil Premium, attendance, and critical incident reports from 2020-1</p> <p>7.3 Year 6 targets</p>	

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		<ul style="list-style-type: none"> The first Parents' Evening of the year will take place on November 15th. This will be virtual. The whole school will attend the panto in Swindon on December 9th The latest student attainment data quoted in the 'LA Programme of Support' (Mark Smith; 9th Sept) is: 					
			Reading (2020 in brackets)	Writing (2020 in brackets)	Mathematics (2020 in brackets)		
		KS1	63% (56%)	66% (50%)	59% (54%)		
		KS2	74% (71%)	59% (88%)	67% (79%)		
		<ul style="list-style-type: none"> GSA (the Parent Association) have met for the first time. They are planning to undertake one fund-raising activity each term. They have organised a Halloween fancy dress to take place at the end of October. The Budget is 'on track'. 					
		<p>A Governor asked if the newly commissioned phonics programme will affect 'Good for Gateway'. Will a rewrite be necessary? KA explained that the phonics programme is a stand-alone series of activities that will not dilute other development work underway. The programme provides excellent high-quality resources and a range of planning tools. https://www.pearson.com/international-schools/british-curriculum/primary-curriculum/bug-club-family.html</p>					
		<p>A Governor asked why 'Bug Club' was chosen when there are so many alternative phonics schemes available on the market. KA explained that as a stand-alone platform, 'Bug Club' is particularly attractive. It is more likely to blend with, and complement, ongoing classroom activity and it is less expensive than the other programmes available. Many of the alternative schemes require staff to attend whole-day training, perhaps three times a year, and this can be extremely disruptive. 'Bug Club' belongs to the Pearson suite of learning programmes. KA explained that a Pearson representative had visited school and had met with</p>					

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		<p>the leadership team. KA is confident that 'Bug Club' is the most 'Gateway appropriate' scheme.</p> <p>In answer to a question from a Parent Governor, KA confirmed that 'Bug Club' workshops will be organised for parents.</p> <p>The first batch of data is due at the end of the following week. A Governor asked if KA is confident that staff expectations, and assessment judgements are consistent. KA felt that the school had moved forward considerably in this respect and that she was not anticipating any significant inconsistencies. The Pupil Progress meetings with class teachers, following the collation of the data, will provide evidence (or otherwise) of consistency.</p> <p>A Governor asked if the visit of the EYFS consultant had been helpful. KA confirmed that it was. However, the school has now received four external EYFS visits in a short space of time and each expert has provided slightly different advice. KA feels it is now time to distil an EYFS pathway that is appropriate to Gateway, using all this advice.</p> <p>A Governor was concerned that attendance had dipped below 95% in some classes. KA explained that a sickness and flu bug had been in circulation, and this had particularly affected the younger children. She added that health professionals in the community have arranged a deluge of school-time appointments as they attempt to catch up with the post pandemic backlog. Children are also withdrawn from school to attend postponed family social events such as weddings. These are now more likely to fall on weekdays.</p>		
8.	Update from the Chair	<p>General Oxfordshire Governance issues and any correspondence.</p> <p>KM confirmed that OCC/PHE Covid briefings continue.</p> <p>The Headteacher's Appraisal meeting has been held. KA's 2021-2 targets have been set.</p>	General Oxfordshire Governance issues and any correspondence - verbal update.	

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9.	School Self Evaluation Form - updates since last meeting	<p>KA explained that 2021-2 SEF has been rewritten and that Mark Smith and the leadership team have been involved in the process. Following advice from Mark Smith, two documents will be published. One will be a user-friendly two-page summary of the SEF. The other will be more a more detailed document that will signpost evidence and detail impact. School leaders have received conflicting advice regarding the setting of grades and will seek more supporting evidence before confirming their decisions.</p> <p>The current SEF has the following judgements:</p> <table border="1"> <tr> <td>Quality of Education overall</td> <td>Good</td> </tr> <tr> <td><i>Judgement</i></td> <td><i>Good</i></td> </tr> <tr> <td><i>Implementation</i></td> <td><i>Good</i></td> </tr> <tr> <td><i>Impact</i></td> <td><i>Good</i></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> <tr> <td>Overall Judgement</td> <td>Good</td> </tr> </table> <p>However, by the end of this term, school leaders will have been able to fully analyse the October pupil progress and attainment data. The school will have undergone a Local Authority review (November) and the autumn parent survey will have been collated and analysed. This information will help confirm and secure the final SEF grades. They may yet change.</p> <p>Governors agreed to revisit the SEF in December 2021.</p>	Quality of Education overall	Good	<i>Judgement</i>	<i>Good</i>	<i>Implementation</i>	<i>Good</i>	<i>Impact</i>	<i>Good</i>	Behaviour	Good	Personal Development	Good	Leadership and Management	Good	EYFS	Good	Overall Judgement	Good	9.1 Updated 2021-22 SEF	
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10.	School Improvement Plan - updates since last meeting	<p>KA confirmed that there had been few changes to the School Improvement and Development Plan. Most actions are now underway, and the plan will be RAG rated and circulated to Governors at the December FGB.</p>	10.1 Updated 2021-22 SDP	KA																		
11.	Governor updates since last meeting	<p>KM explained that he and ES had completed a learning walk recently. Positive relationships were evident in all teaching and non-teaching transactions. The classroom environment is</p>	Governor Reports/updates, other governor Monitoring Reports/updates, and																			

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		<p>KA confirmed that the school has no LAC (now called 'Children We Care For')</p> <p>Governors spent time considering different approaches to community engagement. Groups can now safely meet face to face and Governors feel that there is an opportunity to take this work forward. The school hopes, through meetings, to develop a school vision that relates to the needs and ambitions of the people in the community. KA explained that Sarah Gardiner (Deputy Headteacher) had been tasked with cohering the RSE curriculum at school into a specific vision and values-based entity. The seven termly values of 'Commander Joe' will help underpin this work.</p> <p>A Governor was concerned that the seven strands of 'Commander Joe' may lead to a fragmented school vision. KA explained that the seven values were termly 'topics' and that the whole scheme is subsumed into a simple set of values that relate closely to those of the school.</p> <p>Governors decided to initiate a community working group to take these ideas forward under KM's leadership. The group is likely to include representatives from parents, pupils, the Parent Association, Town Hall and church.</p>	<p>bookings/usag e /hire agreement and discuss promotion of hall and community engagement - CD</p> <p>Learning and Teaching and Inclusion</p> <p>Report on Looked After Children - not applicable 11.5 LA Programme of Support</p> <p>Community Agree governor plan in respect of Visions and Values review</p>	KM
12.	Safe-guarding	There were no issues to bring to the attention of Governors	<p>Safeguarding or bullying and racist incidents to report?</p> <p>Safeguarding issues to bring to the attention of Governors</p>	

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13.	Health and Safety	The 2021 Health and Safety Report, following the September audit will be presented at the November FGB. No unexpected (and expensive) issues are anticipated.	Any H&S incidents to report to Governors? Outcomes OCC Health and Safety Audit (Sept 2021) Any issues to report relating to the 13.1 Covid-19 Risk Assessment	
14.	GDPR	MC will meet with Gill Locke this week to discuss any GDPR issues	Any issues/breaches since the last meeting	
15.	Governor Business and Communications	<p>The Parent survey is live, and the staff and student survey will follow in due course. KM asked KA to produce a plan explaining when each event will take place, how feedback will be given, and how Governors are to be involved in the process.</p> <p>KA felt that a 'Governor Station' might be set up at the Parent Evenings scheduled before Easter. KA will organise a phonics workshop for parents, Parent Governors may wish to join this event.</p> <p>Governors may also wish to attend Parent Association events and meetings.</p>	Discuss Community Actions for the year to include overview of parent/carer surveys and proposed focus of parent consultation evenings	KA KA
16.	Governor Training Update	Emma Smith attended new Governor induction training on Saturday 9 th October and has also attended safeguarding training on 12 th October.	<p>Governor training undertaken or planned since last meeting.</p> <p>Reports/knowledge sharing on training undertaken since September 20th, 2021</p> <p>16.1 Updated Governor Training Tracker</p> <p><u>Update:</u> LA Data Training for new governors 16.2 Skills Audit Analysis</p>	

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			LA Data Training for new governors																	
17.	Policies Review/for approval (as per policy schedule)	There were no policies to review at this meeting	Update Policy Tracker - policy review dates to be staggered																	
18.	Items for next FGB agenda 8 th November 2021	<p>Headteacher:</p> <ol style="list-style-type: none"> 1. Pupil Data - including with home grown breakdown, focus on inconsistencies with boys' data (in new format agreed). Review Pupil Progress and attainment (including reporting on vulnerable groups) - HT 2. Quick verbal HT report HT 3. SDP report on a specific target or other curricular aspect (staff member) Sarah Gardiner to Report - HT 4. Ensure that pay panel has made/confirmed pay decisions on all teachers and issued salary letters - KM 5. Complete asset management plan - KM 6. Review of School Accessibility Plan & Transport Plan - KM 7. Report on Website review to include statutory compliance - KM <p>December Annual Safeguarding & Child Protection Report including the anti-bullying appendix; receive annual safeguarding audit form - HT/KM SDP developments (RAG rated) and SEF update (with grades)</p>																		
19.	AOB	A member of staff has recently experienced a bereavement. Governors agreed to an arrangement, proposed by KA, that will enable the colleague to receive support for this loss during term time.																		
20.	Date of next meetings	<p>19.1 Governor FGB Meeting Schedule 2021-22</p> <table border="1"> <tbody> <tr> <td>Mon 8 Nov 2021</td> <td>17:30</td> <td>Mon 25 Apr 2022</td> <td>17:30</td> </tr> <tr> <td>Mon 6 Dec 2021</td> <td>17:30</td> <td>Tue 17 May 2022</td> <td>17:30</td> </tr> <tr> <td>Mon 10 Jan 2022</td> <td>17:30</td> <td>Tue 7 Jun 2022</td> <td>17:30</td> </tr> <tr> <td></td> <td></td> <td>Tue 12 Jul 2022</td> <td>17:30</td> </tr> </tbody> </table>	Mon 8 Nov 2021	17:30	Mon 25 Apr 2022	17:30	Mon 6 Dec 2021	17:30	Tue 17 May 2022	17:30	Mon 10 Jan 2022	17:30	Tue 7 Jun 2022	17:30			Tue 12 Jul 2022	17:30		
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