



**GATEWAY**  
**PRIMARY SCHOOL**  
Lifelong love of learning

**Minutes - meeting of the Full Governing Board 20<sup>th</sup> September 2021**


**Governors Present**

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


**Also in Attendance**

- Jonathan Smith (JS) Clerk


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1.	<b>Welcome and overview of year.</b>	KM welcomed all to the meeting.  The meeting was quorate.  KM invited all present to introduce themselves.		
2.	<b>Apologies for absence</b>	Apologies were received and accepted from Susanne Polley, Rob Leach and Craig Drew		
3.	<b>Urgent Additional Items</b>	There were no urgent additional items		
4.	<b>Declarations of Interests</b>	All 2021-2 Declaration of Interests Forms have now been received. No new interests were declared	4.1 Declarations of Interest forms	

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5.	<b>Approval of FGB Minutes</b>	The Minutes from the FGB held on July 13th were approved by the Board  All outstanding actions from the log are included in this agenda.	5.1 Minutes of 13 <sup>th</sup> July 2021 5.2 Action Log -	
6.	<b>Matters arising not covered on the agenda</b>	All items are covered in this agenda.		
7.	<b>Headteacher Report</b>	KA presented the September 2021 Headteacher's Report. The key issues discussed were: <ul style="list-style-type: none"> <li>• There are 232 children on roll with 31 recruits in EYFS. 11 in-year admissions have joined the school.</li> <li>• Attendance is currently an excellent 98% and appears relatively unaffected by Covid.</li> <li>• The next data point will be October 15<sup>th</sup>. The attainment target set for Year 6 ARE+ combined is 63% (national = 65%) and the 2012-2 Phonics target is 84%. These targets have been confirmed by Mark Smith, the School Improvement Partner. Mark is the Head of an outstanding local school and consequently, has a pragmatic view of realistic pupil achievable in the current environment</li> <li>• The school's new promotional video is available in 5-minute and 2-minute versions. Promotional banners have been commissioned and these are ready to be displayed at the approaches to the school.</li> <li>• KA has received the resignation of a class teacher effective from January 1<sup>st</sup> 2022. Recruitment is underway.</li> <li>• The new term started with INSET designed to reinforce the 'Good for Gateway' programme. Twice weekly SLT monitoring visits support consistency in the application of the programme</li> <li>• Several Team Around the Family meetings are currently hosted at school. Two children are in receipt of Children in Need plans. There are no children at the school with Child Protection status.</li> <li>• A comprehensive extra-curricular offer has been made available to children this term.</li> <li>• 'Brightstart' have received an OFSTED 'good' rating and have undertaken a ceremonial opening of their new building.</li> </ul>	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  7.3 Year 6 targets	


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		<ul style="list-style-type: none"> <li>• The work to convert the bungalow to a military family centre (the Hangar) is almost complete and the space is already in use.</li> <li>• KA is currently leading the teaching staff appraisal process and Sarah Gardiner is leading TA appraisals.</li> <li>• A Fire Drill has been rehearsed. This was successful despite the discovery of a frog by evacuating children!</li> <li>• Year 6 targets (Expected plus) are: Mathematics 87%, Reading 87% and Writing 64%. The Greater Depth in combined subjects target is 9%.</li> <li>• Gary Long, the Children and Families Worker from St John the Evangelist in Carterton has led an act of whole school worship. This was successful and well-received by the children.</li> <li>• The Parent Association is being revived after a period of decline. New parent volunteers will hold a formal AGM this term. Sarah Gardiner is overseeing this development.</li> </ul> <p><b>A Governor asked how SLT assured that learning walks were standardised.</b> KA explained that the school had an internal system of paired observations that confirmed and secured consistent assessment judgements. Mark Smith (SIP) had joined members of the SLT on learning walks and this had provided a set of confirmatory benchmarks, based on the experience of other schools.</p> <p><b>A Governor asked how the more vulnerable learners in Year 6 were being supported to achieve their targets.</b> KA explained that they were taught in a smaller group and TA provision was generous. SLT frequently visit this group and closely monitor their progress.</p> <p><b>A Governor asked if moderation was consistent across the school.</b> KA feels that the judgements made by SLT are robust and accurate. However, the necessary skills remain under development in some phases of middle management.</p> <p><b>A Governor asked if safeguarding traffic had continued to be excessive this term.</b> KA explained that safeguarding referrals are particularly low at this point of the year. There is no evidence that staff are</p>		


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		<p>any less diligent and KA feels that families have tended to enjoy a 'good' summer, with positive relationships.</p> <p><b>A Governor asked if any curriculum developments are underway at the start of the year.</b> KA explained that children are currently experiencing a topic web curriculum and that a map explaining this approach will soon be available on the website for parents to reference. Pupils have moved away from the rather unwieldy diary style recording booklet.</p>																		
8.	<b>Update from the Chair</b>	<p>General Oxfordshire Governance issues and any correspondence.</p> <p>Governors confirmed that they had read Sexual violence and sexual harassment between children in schools and colleges</p>	8.1 Sexual violence and sexual harassment between children in schools and colleges																	
9.	<b>School Self Evaluation Form - updates since last meeting</b>	<p>The 2021-2 SEF has been circulated to Governors. The judgements are:</p> <table border="1"> <tbody> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Implementation</td> <td>RI</td> </tr> <tr> <td>Impact</td> <td>RI</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>RI/Good</td> </tr> <tr> <td>EYFS</td> <td>Good</td> </tr> <tr> <td>Overall Judgement</td> <td>RI/Good</td> </tr> </tbody> </table>	Quality of Education	Good	Implementation	RI	Impact	RI	Behaviour	Good	Personal Development	Good	Leadership and Management	RI/Good	EYFS	Good	Overall Judgement	RI/Good	9.1 2021-22 SEF	
Quality of Education	Good																			
Implementation	RI																			
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Behaviour	Good																			
Personal Development	Good																			
Leadership and Management	RI/Good																			
EYFS	Good																			
Overall Judgement	RI/Good																			
10.	<b>School Improvement Plan - updates since last meeting</b>	<p>The School Improvement and Development Plan has been circulated to Governors. The development priorities 2021-2 are:</p> <ul style="list-style-type: none"> <li>• Further improve the quality of leadership, management and governance.</li> <li>• Further strengthen the quality of teaching, learning and assessment so that all groups of pupils make good or better progress.</li> <li>• Further develop identified areas of the whole school curriculum.</li> </ul> <p>Mark Smith is providing advice and the Development Plan is constantly being refined. It is important that visiting OFSTED Inspectors do not feel that the impact of a development has been inflated and that there is insufficient evidence to support a positive judgement.</p>	10.1 2021-22 SDP - HT																	

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		<p>However, it is equally important that school leaders and Governors celebrate success and enthusiastically promote the success of developments at the school. It is hard to achieve a balance between underselling and overselling the school.</p> <p>Mark Smith has now been appointed the school's formal School Improvement Partner. Mark has already established a strong relationship with Gateway as an informal advisor. <b>A Governor asked if this change in status has affected his relationship with school leaders.</b> KA confirmed that Mark's involvement remains particularly helpful and positive. Mark sets ambitious yet realistic targets.</p>		
11.	Governor updates since last meeting	<p>At the end of the summer term, the budget was balanced. 11 additional pupils have subsequently joined the school, and this has resulted in a small surplus. It is hoped that a number of other pupils will join before the October census. KA assured Governors that financial processes remain 'tight'. For example, each member of the teaching staff is issued with a weekly photocopying statement.</p> <p>There are three streams of RAF funding that the school is attempting to access concurrently. The school has received £10,000 from the RAF Covenant Fund to finance the development of 'The Hangar' as a community centre. There are also two further bids. One will, hopefully, finance a running/Daily Mile track and the other will provide a much needed, child-care/early support fund.</p> <p>It is hoped that in three years' time, Gateway will be able to provide home-cooked school meals. In Year 1 (phase 1), specific building work will be completed to enable EYFS to vacate their current location. The current EYFS base will then become the kitchen. In Year 2 the kitchen will be installed. The school will sign a contract with a catering provider and it is likely that this new partner will fit out the kitchen. In Year 3, the school will provide meals.</p> <p><b>A Governor asked if the number of children taking school meals had increased this year.</b> KA confirmed that it had not. The quality of the service is, sadly, inconsistent. Parent Governors added that it is</p>	<p>Finance 11.1 P3 Budget Profile and report - HT</p> <p>11.2 P4 Budget Profile and report - HT</p> <p>Update on application to MOD Education Support Fund and application for RAF Bursary</p> <p>Update on the school meal service</p>	

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		<p>particularly difficult to book meals and make changes to meal orders. The system is inflexible.</p> <p><b>In answer to a question</b>, KA confirmed that the school meals contract rolled over from year to year. It can be cancelled relatively quickly.</p> <p><b>CD will provide a more detailed (and costed) report at the 11<sup>th</sup> October FGB meeting.</b></p> <p>KA explained that a maternity cover was necessary and that recruitment is underway. <b>In answer to a question</b>, KA confirmed that morale of staff was strong with very little teacher absence.</p> <p>During the holiday, the premises team have completed a significant amount of decoration. Benches have been installed, yellow lines have been painted and the grounds have been well-maintained. Gill Lock has managed the team successfully and their productivity has been high. KA explained that the cleaning had not met the required standard and that she will meet with the manager of the cleaning contractor to resolve these issues.</p> <p>The OCC Health and Safety Inspection will take place on September 28<sup>th</sup>. The dates for 2021-2 Governor Health and Safety monitoring visits will be established at this point.</p> <p>The September INSET focusing on ‘Good for Gateway’ was a powerful start to the year. Further INSET sessions will consider SEN and ‘Real PE’  <a href="https://jasmineactive.com/solutions/real-pe">https://jasmineactive.com/solutions/real-pe</a></p> <p>All reports, bar Sports Funding, are now on the website.</p> <p>A GDPR compliance audit has been facilitated by the web service providers. No issues were identified.</p> <p>The site has been updated with fresh content.</p>	<p><b>Staffing</b> Recruitment, appointments, and any other staffing issues.</p> <p><b>Premises (Excluding Health and Safety)</b> Premises issues to report to Governors (to include summer holiday works)</p> <p><b>Learning and Teaching and Inclusion</b> Overview of September 2021 INSET and anticipated impact Confirm Pupil Premium 2020-21 Review and 2021-2022 strategy in website Confirm Service Premium 2020-21 Review and 2021-2022 strategy in website</p>	<p>CD</p>

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			Confirm SEND 2020-21 Review and 2021-2022 strategy in website Confirm Sports Funding 2020-21 Review and 2021-2022 strategy in website  Community Website update following governor website audit (as discussed at last meeting) including updating the admission arrangements to refresh/develop the Twitter and Facebook content.	
12.	safe-guarding	<p>The updated Covid-19 Risk Assessment, August 2021 and Outbreak Management Plan was circulated to Governors before the meeting. The OMP identifies the current, September 2021, arrangements for children and staff and possible adjustments to the organisation of the school, should cases and infections increase. The triggers that will activate the new arrangements are:</p> <ul style="list-style-type: none"> <li>• If 5 (close contact) children, pupils, or staff, test positive for COVID-19 within a 10-day period or</li> <li>• If 10% of (close contact) children, pupils, or staff test positive for COVID-19 within a 10-day period</li> </ul> <p>KA explained that Gateway has a well-ventilated building with many windows and external doors. The hall is large with good circulation, and it has been possible for whole-school assemblies to take place. The school can easily return to bubbles if necessary and home learning is ready to go live if required.</p> <p><b>Parent Governors were able to confirm that parents have confidence in the leadership of the school during this latest phase of the pandemic and that communication with families is excellent.</b></p>	12.1 COVID Risk Assessment - September 2021 12.2 COVID Outbreak Management Plan 12.3 COVID Letter - Parents	

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		<p>KA confirmed that she continues to attend OCC Covid briefings. The school is expecting receipt of Carbon Monoxide monitors.</p> <p>A Governor asked if the school had considered arranging (and financing) 'flu jabs this Winter. He argued that the cost of such an operation is likely to be far less than the actual and opportunity cost of staff absence. KA agreed with the principle but felt that it would be difficult to establish full staff consent.</p> <p>There were no safeguarding issues to share with Governors</p> <p>Colleagues confirmed that they had all read and understood KCSIE 2021.</p>	<p><i>Absent governors to confirm they have read and understood <u>Keeping Children Safe in Education</u></i></p>	
13.	Health and Safety	<p>There were no issues to report to Governors</p> <p>There have been no major communication issues to report. Parents have been cooperative and have confidence in the actions taken by the school to minimise Covid infections.</p>		
14.	GDPR	<p>An earlier GDPR audit identified a number of issues. For example, the school has in the past emailed copies of the newsletter to families directly and this is not GDPR compliant practice. Parents now receive a link to the newsletter, and this is compliant. Gill Lock is processing the other outstanding issues.</p>	<p>Any issues/breaches since the last meeting</p> <p>14.1 GDPR Compliance Audit</p>	
15.	Governor Business and Communications	<p>KM asked Governors to send in their photos and biographies for use on the website.</p> <p>KA explained that many of the individual elements contributing to the 'Vision and Values' of the school were evident in everyday practice, but it was necessary to bring them together to form one entity. She feels that the planned involvement of Commando Joe will help provide this coherence. <a href="https://commandojoes.co.uk">https://commandojoes.co.uk</a></p> <p>The strands of Commando Joe relate to the five value statements of the school. Moreover, Sarah Gardiner is establishing a working party consisting of parents, the Head Boy and Head Girl, staff Governors and other stakeholders to take the vision and values work</p>	<p>Discuss Community Actions for the year to include overview of parent/carer surveys and proposed focus of parent consultation evenings</p> <p>15.1 Governor Declarations – for website</p> <p>15.2 Governor Attendance 2020-21 for website</p>	

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		<p>forward. The Town Clerk and Major are keen to be involved with the school.</p> <p>Mike Caffrey was appointed GDPR Governor. Emma Smith may take over this role later in the year.</p> <p>Emma Smith will join the HT Appraisal. This will take place on 7<sup>th</sup> October at 9.00am.</p> <p>The Pay Committee will be Kevin Moyes, Craig Drew and Mike Caffery.</p> <p>The DBS records are up to date and Edubase is up to date</p>	<p>15.3 Governor Constitution and leavers for website</p> <p>15.4 Governor list, Bios, Photos and roles, and leavers for website –</p> <p>Discuss plans for ‘Visions and Values’ development</p> <p>Appoint GDPR Governor</p> <p>Confirm governors to conduct Head’s appraisal in the autumn; ensure they are or will be trained; agree External Adviser.</p> <p>Confirm Governors to form the Pay Committee.</p> <p>Ensure all governors have completed a DBS checks</p> <p>15.5 Edu base accuracy check</p>	
16.	<b>Governor Training Update</b>	<p>Emma Smith has completed Governor Induction part A and will complete part B in due course.</p> <p>The skills audit implies that the current Board have a comprehensive range of relevant competencies and experience. A Governor suggested that the skills audit should be reassessed without the current Chair. This will provide opportunity and time for colleagues to attend training should any major deficit be identified.</p>	<p>Governor training undertaken or planned since last meeting.</p> <p>Reports/knowledge sharing on training undertaken since July 13th, 2021.</p> <p>16.1 Updated Governor Training Tracker</p> <p>16.2 Skills Audit Analysis</p>	

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			LA Data Training for new governors	
17.	<b>Policies Review/for approval (as per policy schedule)</b>	<p>17.1 Updated policy schedule</p> <p>17.2 Review Behaviour Policy September 2021 (with additions relating to Covid) This policy was approved by Governors</p> <p>17.3 Review Bullying and Exclusion Policy September 2021 This policy was approved by Governors</p> <p>17.4 Child Protection and Safeguarding Policy and Procedures September 2021 This policy was approved by Governors</p> <p>17.5 EYFS Policy September 2021 This policy was approved by Governors</p> <p>17.6 Health and Safety Policy September 2021 This policy will be approved at the October FGB meeting</p> <p>17.7 Lettings Policy March 2021 This policy was approved by Governors</p> <p>17.8 Lone Working Policy March 2021 This policy was approved by Governors</p> <p>17.9 School Complaints Policy September 2021 This policy was approved by Governors</p> <p>17.10 OCC Teacher's Pay Policy September 2021 This policy was approved by Governors</p>	<p>17.1 Updated policy schedule</p> <p>17.2 Review Behaviour Policy 2021</p> <p>17.3 Review Bullying and Exclusion Policy 2021</p> <p>17.4 Child Protection and Safeguarding Policy and Procedures</p> <p>17.5 EYFS Policy 2021</p> <p>17.6 Health and Safety Policy 2021</p> <p>17.7 Lettings Policy 2021</p> <p>17.8 Lone Working Policy</p> <p>17.9 School Complaints Policy</p> <p>17.10 OCC 2021 Teacher's Pay Policy</p>	
18.	<b>Items for next agenda 11<sup>th</sup> October and 1st November 2021</b>	<p><b>Headteacher:</b></p> <p><b>October</b> Report on Looked After Children if applicable - HT Budget Update - CD Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement - CD Review systems and procedures for monitoring Health &amp; Safety including risk assessments - MC</p> <p><b>November</b></p>		

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		Data Pack and Groups Data - including home grown breakdown, focus on inconsistencies with boys' data (in new format agreed). Review Pupil Progress and attainment (including reporting on vulnerable groups) - HT																										
19.	Date of next meetings	19.1 Governor FGB Meeting Schedule 2021-22  <table border="1"> <tbody> <tr> <td>Mon 11 Oct 2021</td> <td>17:30</td> <td>Mon 25 Apr 2022</td> <td>17:30</td> </tr> <tr> <td>Mon 1 Nov 2021</td> <td>17:30</td> <td>Tue 17 May 2022</td> <td>17:30</td> </tr> <tr> <td>Mon 6 Dec 2021</td> <td>17:30</td> <td>Tue 7 Jun 2022</td> <td>17:30</td> </tr> <tr> <td>Mon 10 Jan 2022</td> <td>17:30</td> <td>Tue 12 Jul 2022</td> <td>17:30</td> </tr> <tr> <td>Mon 7 Feb 2022</td> <td>17:30</td> <td>Wed 20 Jul 2022</td> <td>18:30</td> </tr> <tr> <td>Mon 7 Mar 2022</td> <td>17:30</td> <td></td> <td></td> </tr> </tbody> </table>	Mon 11 Oct 2021	17:30	Mon 25 Apr 2022	17:30	Mon 1 Nov 2021	17:30	Tue 17 May 2022	17:30	Mon 6 Dec 2021	17:30	Tue 7 Jun 2022	17:30	Mon 10 Jan 2022	17:30	Tue 12 Jul 2022	17:30	Mon 7 Feb 2022	17:30	Wed 20 Jul 2022	18:30	Mon 7 Mar 2022	17:30				
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