



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes – meeting of the Full Governing May 25th 2021 - Online

Governors Present:

- Kevin Moyes (KM) - LA Governor and Chair of Governors
- Mike Caffrey (MC) Co-opted Governor
- Kayleigh Anstee (KA) Co-opted Governor and Interim Headteacher
- Natasha Stone (NS) Staff Governor
- Rob Leach (RL) Co-opted Governor

In attendance:

Jonathan Smith OCC Governor Services

Not in Attendance:

- Craig Drew (CD) Co-opted Governor

Governor questions and challenge shown in green.

Item	Topic	Minutes	Doc Ref	Action
1	Welcome	KM welcomed all to the meeting. The meeting was quorate and started at 5.30pm		
2	Apologies for absence	There were no apologies for absence.		
3	Urgent Additional Items	There was no urgent additional business.		
4	Declarations of Interests	There were no new declarations of business.	Declaration of Interest form	
5	Approval of FGB Minutes	Minutes of FGB meeting held on 25 th April 2021 The minutes were approved by Governors; they will be signed, uploaded onto the school website and filed in school.	5.1 Minutes of FGB meeting held on 25 th April 2021.	
6	Matters arising not covered on the agenda	There was no additional business.		

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7.	Headteacher Report	<p>KA Presented the May 2021 Headteacher report. The Key points are:</p> <ul style="list-style-type: none"> • The number on roll is 247 (31 pupils less than July 2020). The proportion of service children in the school has fallen from 74% to 67% in the same period suggesting that reduced numbers are related to postings etc. • EYFS applications in September 2021 are less than in previous years. Consequently, there will be one EYFS class next year. • The school has one child following a reintegration timetable. • The progress data, generally, is strong. Year 2 have a deficit in maths. • Pupil Progress Meetings commenced on 24th May. School and middle leaders are engaged in this process; • Consultants make regular visits to the school to support maths (in KS1), phonics and EYFS. Mark Smith (Head St John's) visits each week to assess general engagement with 'Good for Gateway'. • The safeguarding re-audit is complete and there are no significant actions to report to Governors; • Interim staff appraisals are complete. • The SEN parent survey feedback has been particularly helpful. • A recent online parent evening was attended by 92% of families. • Issues with parking and congestion continue at the start and end of the school day. OCC have agreed to paint a yellow 'no parking' box at the school entrance. • KA explained that the school had been asked to contribute to the redundancy costs of a CCC, ICT employee made redundant following the withdrawal of CPS from the federation ICT support scheme. The school will resist this request as the employee was not at any stage employed by the school and Gateway did not withdraw from the original ICT service contract. • Attendance is currently 97%. Attendance during lockdown (vulnerable and key worker groups) was 96% (Pupil Premium 85%). • The curriculum area of the web site is complete with a subject skills progression matrix in each subject. The site showcases best practice in each subject. 	<p>7.1 Headteacher Report to include: School Admin data; attendance; incident reports; mid- year staff appraisal report, impact of staff CPD and staff attendance - HT.</p> <p>7.2 Easter Pupil Attainment and Progress Data - in new format - HT</p>	
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		<p>A Governor noted that whole school attendance is above national and LA levels which is positive but noted there have been 53 sessions of unauthorised absence - are there any patterns? KA confirmed that these were pupils visiting family out of area (as could not see family during lockdown) - school is challenging all such absences with parents including having whole mornings off for dentist - making it clear to parents that every moment in school is critical.</p> <p>A Governor asked if the recent staff appraisals had differed from those undertaken earlier in terms of staff owning the process and being more proactive. KA explained that teaching staff seem to have accepted a higher set of expectations and all staff were able to share their reflections and discuss targets and next steps openly. For example, colleagues on the upper pay spine are starting to grasp (and welcome) their whole-school responsibility. The meetings had been apposite, providing an opportunity to check staff welfare post- lockdown.</p> <p>A Governor reflected that pupil behaviour is always very good (as noted in Governor Monitoring Reports and external Notes of Visit) and asked what the success factors were here. KA explained that there is a culture of good behaviour. Adults now understood that poor behaviour is a form of communication and that it is necessary to deal with the causes rather than the symptoms of this frustration. This approach had been combined with firm expectations, established at the start of the year, regarding behaviour in the classroom and playground. In addition, the Zones of Regulation are working well and help staff to know how the children are feeling including at the start of the day to support their emotional wellbeing Staff are developing the capacity to absorb and resolve much of the lower-level poor behaviour without involving senior leaders.</p> <p>A Governor asked how the good at gateway model is working and what has been the impact so far? / Any adjustments needed? KA confirmed that it is discussed and reviewed regularly with staff and work with senior teachers as MLT to reflect on which things are working well and which aspects we are not yet seeing. Generally, it is well understood, it is used for all learning walks, and it is meeting the needs. Learning walks are giving evidence of inconsistencies between KS1 and KS2 these will be addressed during this term. As we get to a more consistent space some aspects will come away and become bespoke for each phase e.g., phonics specific, outdoors for EYFS - differentiation etc.</p>		
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A Governor asked how professional development is cascaded to other staff. KA and NS explained that CPD was carefully targeted at Improvement Plan objectives and considerable care is given to the selection of attendees. Invitations to attend CPD training experiences are given to those who have the appropriate professional connections to other staff at the school and a propensity to 'spread the word'.

A Governor asked if we have any whole school CPD gaps which we are not addressing? How do we ensure maximum impact of CPD? - KA confirmed that this is not a high expenditure area because lots of CPD has been free/LA funded or the relevant subject lead attends and then shares knowledge with the rest of the team/coaches the other subject leads in the area.

A Governor asked if the school had any 'unreachable' families. KA confirmed we only have one family who were hard to get hold of and in this case a staff member will knock on the door. Most parents are on parent hub and use class dojo to communicate to parents etc. Most respond quickly.

A Governor asked if, given the success of the virtual parent evenings (high attendance) if post pandemic, the school will continue to use virtual parent evenings or return to face-to-face school visits. KA felt that the school is likely to exercise a mixed economy in the future. A virtual opportunity to attend a parent evening is particularly appropriate for service families who may be posted overseas. KA added that online child protection meetings are less emotionally demanding and that staff have a level of protection from angry or abusive attendees.

A Governor asked how we will address gaps in subject leadership from September when the staff transitions happen. KA confirmed the SLT are mindful of the potential issue in this regard and had carefully allocated staff to classes, classrooms and curriculum subjects in an attempt to create effective partnerships, that enable the good work to continue beyond September 2021. The maths lead is going on maternity leave and to ensure consistency the SLT will oversee this subject with Nikki as the named person. Kate will go into KS1, and staff member leaving is reading lead and so Kate will take on Reading and writing. Subjects for additional focus will be: Music, French, DT and PSHE/values.



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8.	Update from the Chair	KM invited colleagues to review the OFSTED briefing presentations available on GovernorHub.	8.1 Ofsted Briefing 1 8.2 Ofsted Briefing 2	
9.	School Self Evaluation Form - updates since last meeting	<p>KA explained that the SEF document had not been updated since October 2020. The key changes are:</p> <ul style="list-style-type: none"> • Behaviour has progressed from ‘Requires Improvement’ to ‘Good’. The evidence to support this judgement has been gathered from learning walks; • Teaching and Learning remains ‘Requires Improvement’ because there is insufficient evidence of sustained progress in all key stages; • The overall judgement is thus ‘Requires Improvement’. <p>However, KA feels that there is evidence of progress and that any visitor monitoring the school would place Gateway close to or even at ‘Good’.</p> <p>Governors agree that it was important that the SEF is honest and compelling. The judgements exercised by school leaders in this regard are therefore considered appropriate at this moment in time.</p> <p><u>Governors approved the updated SEF.</u></p>	9.1 Updated SEF	
10.	School Improvement Plan - updates since last meeting	<p>KA reported that the School Improvement Plan has recently been updated but additional adjustments in response to further book scrutiny, advice from visiting consultants and the OCC Strategy Group report are likely. KA reported that the Strategy Group had sanctioned ‘greening’ a number of amber criteria.</p> <p>A Governor asked KA to summarise how actions within the School Improvement Plan had evolved over the year. KA explained that the original purpose of many of the initial activities was to raise awareness. For example, one early action was that staff read their own job descriptions. The staff culture has subsequently developed, staff have accepted a more challenging set of expectations and the actions have therefore become more specific and strategic.</p> <p>Governors felt that the Improvement Plan reflects accurately, the progress made by the school thus far.</p> <p><u>Governors approved the updated SDP.</u></p>	10.1 Updated SDP	



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11.	<p>Governor Updates since the last meeting</p>	<p>KA explained that the draft budget has been forwarded to the finance team at OCC but there has, to date, been no response. The budget features a deficit in Year 3 and this might be contentious.</p> <p>The school has applied for additional MOD funding. A Governor asked for an update. KA explained that there are several sources of MOD Funding available to the school. For example, a successful RAF bursary could provide the £40,000 needed to convert the vacant bungalow building to a mother and baby facility. An additional £9,500 grant could finance the appropriate equipment and furniture to make the facility attractive to community groups. However, KA explained that the MOD grant application process is onerous and has a very protracted approval window. Moreover, it has been difficult to find a builder post-pandemic with the capacity to provide the necessary detailed quotations. These applications are ongoing, but this project is more of a ‘wish’ than a core premises necessity.</p> <p>There have been no real developments regarding the school meal service and the school continues to exercise a ‘wait and see’ strategy. Gateway is in conversation with Carterton Primary School who have recently commissioned a new supplier. The school may also be able to link up with an RAF catering service. Colleagues are aware that withdrawal from the Carterton Community College service may incur a redundancy charge.</p> <p>A Governor asked for an update regarding the recruitment of a Deputy Headteacher. KA explained that the school is unable to fund a full-time SENCO in addition to a full-time Deputy Head. The ideal solution would be to combine the role of SENCO and Deputy Head into one post. HR have advised that as a part-time SENCO is already in post, the position cannot be advertised. However, a 0.4 Deputy Head role can be advertised internally. Interviews for the position will take place on 27th May and KM will join the panel.</p> <p>The Headteacher Appraisal Panel will meet with KA on 28th June.</p> <p>MC has circulated a three to five-year Premises Development Plan. MC confirmed that following a period of ‘catch-up’, the buildings are now safe, clean and fit for purpose. However, they look tired, and a number of expensive major infrastructure issues have been identified. For example, the fire alarm does not activate in all three building simultaneously. However, systems and procedures are in place to alert all blocks collectively should a full evacuation be necessary. These procedures</p>	<p>11.1 Premises and H&S Long term plan (including issues from Governor H&S Monitoring)</p>	<p>KA</p>
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		<p>are robust, effective and safe. Regular whole school emergency evacuation practices involving children and adults, confirm this to be the case. Governors and school leaders agree that the immediate priority is to develop the school environment and dispel the legacy of weariness. This will motivate children and staff, support the improvement plan and attract new recruits to Gateway. As numbers grow and additional sources of funding become available funds will be diverted to a premises reserve that will in turn finance infrastructure investment. Thus, the immediate premises investment will involve external cladding, painting and decorating of classrooms and corridors, new flooring and improvements to one of the EYFS classrooms. The EYFS development could enable the school to reinstall a kitchen to provide school meals in-house. KA added that an RAF choir, a yoga class and a scout group have already asked to hire Gateway facilities.</p> <p>KM summarised the range of teaching and learning orientated development papers available for scrutiny.</p> <p>KM confirmed the summary of the DfE remote learning provision assessment:</p> <ul style="list-style-type: none"> • Showed we met the statutory requirements and in some areas beyond. • Scores 3-4 out of 5. <p>A Governor asked for a summary of the key issues to be gleaned from the home learning experience. KA explained that there had been initial inconsistencies with children from the same family having a very different experience. Staff had a wide range of competence and confidence with ICT and were sometimes handicapped, for example, by having old laptops without cameras. However, despite these early challenges, KA felt that the home learning programme enabled most children to make their 'normal' steps of progress. This is confirmed by diagnostic assessment data. If another lockdown is required, the school will have the skills, experience and capacity to provide a high-quality suite of lessons for all pupils.</p>	<p>11.2 Assessment Policy 11.3 Assessment Handbook 11.4 Good at Gateway Learning Walk Proforma 11.5 Review of Impact of Remote Learning 11.6 External LA SIL Note of Visit - Review provision for service pupils. Status of curriculum updates on website 11.7 Governor Monitoring Report - Bespoke Data Training and Scrutiny 19.04.2021 11.7b Bespoke Governor Data Training Slides 11.8 Governor Monitoring Report - HT 121 22.04.2021 11.9 Governor Monitoring Report - HT 13.05.2021 11.10 Governor Monitoring Report - Learning Walk and Book review 28.04.2021 11.11 External Note of Visit - EYFS 06.05.2021 11.12 External Note of Visit - Maths 12.05.21 11.13 Governor Monitoring Report - LA External School Review Feedback 20.05.2021 11.14 COVID Catch-up Funding Statement for website</p>	
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		<p>A Governor asked if the Covid Catch-up funding had made an impact. He/she asked for how long the funding would continue. KA explained that the school had used the fund to employ four very capable TAs who have delivered interventions one-to-one or to small groups of pupils. The impact is thus apparent at an individual pupil rather than whole school level. However, there been an overt statistical improvement in KS1 phonics and KS2 general attainment. The funding is, sadly, due to expire in July.</p> <p>A Governor asked how the Services Premium Funding Review had translated into action. KA explained that specific actions relating to assessment and good classroom practice were now evident and in the report. KA has been asked to share Gateway's good practice at a conference involving other service schools.</p> <p>A Governor confirmed the summary of the LA SIL Services Premium Funding Review:</p> <ul style="list-style-type: none"> • Positive report - flagged - lack of capacity in middle leadership. • In preparation, the school will summarise the latest assessment data and provide end-of-year predictions for Service pupils as a discrete group. • The Interim Headteacher should strengthen still further the SPP strategy statement by ensuring clarity over the rationale for planned expenditure in relation to pupil needs and targeting available funding more specifically to meet those needs. <p>KM has shared with Governors a summary of evidence gathered from the activities undertaken during the headteacher recruitment process (lesson observation, book scrutiny, learning walks etc). The report conclusions were:</p> <ul style="list-style-type: none"> • Significant improvements are evident since the previous governor monitoring visits. • The challenges highlighted including with writing and meeting the needs of different learners (including the more able) are known to governors and the leadership team and are being addressed through the School Development Plan. • Behaviour in the school is excellent. • Pupils are happy and engaged with their school. • No Health and Safety or Safeguarding concerns were seen. • The school appearance (inside and out) has much improved, and it now looks like it is cared for. 		
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		<ul style="list-style-type: none"> Next steps will be for governors to undertake the full data scrutiny of the April data and discuss at the next FGB. <p>The formal report following the LA External Review (20th May) has yet to be published. However, KM made notes during the feedback session and shared in a monitoring report. The key points are:</p> <ul style="list-style-type: none"> Leaders and Governors have an accurate view of the strengths and weaknesses of the school. Kayleigh and her team have worked extremely hard and have driven school improvement which is closed the gap in terms of the months we are behind (from the last year). School and governors are clear on the focus areas, these are as per the School Development and Governor monitoring plan. We need to ensure governance is strengthened and sustainable before the end of this academic year. 		
12.	Safeguarding	<p>Any incidents, bullying or racist incidents:</p> <p>The Headteacher advised that there have been no bullying or racially motivated issues.</p>		
13.	Health & Safety	<p>The Headteacher advised there are no health and safety issues to report to Governors.</p> <p>MC's monitoring visit will take place in July</p>		
14.	GDPR	<p>The Headteacher advised there are no data related incidents to report to Governors.</p>		
15.	Governor Business and Communications	<p>KM advised that all DBS checks are now complete, and that Governor Hub and the school central record has been updated.</p> <p>The school monitoring programme is 'on track'.</p> <p>There have been two applications for the three vacant Parent Governor posts. Consequently, an election will not be necessary, and the new Governors can be appointed at the June 16th FGB meeting.</p> <p>JS and KA will arrange for all Governors to have badges as the June 16th meeting could be face-to-face.</p> <p>There have been no applications for the vacant Co-opted posts. KM has advertised the vacancies through 'Inspiring Governance', contacted the Parish Council and Chamber of Commerce and has communicated with large local employers. He remains hopeful.</p>	<p>15.1 Governor Monitoring Schedule - review of progress</p> <p>15.2 Governor Community Communication - Headteacher Appointment</p> <p>15.3 Parent Governor Application</p> <p>15.4 Co-Opted Governor Vacancy</p>	KA/JS



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16.	Governor Training Update	JS has circulated the summer OCC Governor Training Schedule. The training tracker has been updated.	16.1 Updated Governor Training Tracker	
17.	Policies Review/for approval (as per policy schedule)	The following policies were <u>all approved by Governors</u> <ul style="list-style-type: none"> • Staff Capability Policy 2021 • Children with health needs who cannot attend school Policy 2021. • Newly qualified teachers (NQTs) Policy 2021 (note NQTs are now 'Early Career Teachers' or ECTs) • Sex and relationships education Policy 2021 • Staff discipline, conduct and grievance (procedures for addressing) 2021 • Data Protection Policy 2021 • Inclusion Policy 2021 	17.1 Updated policy schedule 17.2 Staff Capability Policy 17.3 Children with health needs who cannot attend school Policy. 17.4 Newly qualified teachers (NQTs) Policy 17.5 Sex and relationships education Policy 17.6 Staff discipline, conduct and grievance (procedures for addressing) 17.7 Data Protection Policy 17.8 Inclusion Policy	



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18.	Items for next FGB meeting	<p>Kevin Moyes</p> <ul style="list-style-type: none"> • Parent View Results • Staff Engagement and Wellbeing Results • Governor Monitoring Visit - review a sample lesson plan, pupil groups data scrutiny, review staff CPD and impact and learning walk and discussion with SENCo. • Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision effectiveness / includes HT report. • Present draft end of year Community Report - for Governor discussion • Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year - SDP Target. <p>Craig Drew</p> <ul style="list-style-type: none"> • Website Audit using audit template. <p>Mike Caffrey</p> <ul style="list-style-type: none"> • Report on annual inspection of premises and grounds (using H&S checklist) including reporting on security and on monitoring of energy and utility bills to support sustainability. <p>Kayleigh Anstee</p> <ul style="list-style-type: none"> • Middle leaders presenting plans and progress to FGB (likely to commence with a 'maths' presentation by the subject lead) • LA School review Report • Provisional outline of SDP targets for next year • Review Computing Code of Conduct • Review and discuss Residential visits and approve planned Residential Visits for the year after next. 		KA
19.	Dates of next meetings	<p>Tuesday 15th June - change to Wednesday 16th June at 5.30pm</p> <p>Tuesday 20th July - change to Tuesday 13th July at 5.30pm</p>		

The meeting finished at 7.10 pm.



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