



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes - meeting of the Full Governing Board March 16th 2021 17.30-19.30 - Online

Governors Present:

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

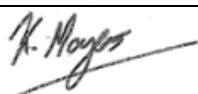
In attendance:

- Jonathan Smith - OCC Governor Services

Apologises:

Item No.	Topic	Minutes	Document Reference	Action
1.	Welcome	KM welcomed all to the meeting.		
2.	Apologies for absence	There were no apologies; the meeting was quorate.		
3.	Declarations of Interests	There were no new declarations of business.	4.1 Declaration of Interest form	
4.	Matters arising not covered on the agenda	There were no additional urgent items.		
5.	Approval of FGB Minutes	<p>Minutes of FGB meeting held on 11th February 2021.</p> <p>The minutes were approved by Governors; they will be signed, uploaded onto the school website and filed in school.</p> <p>It was noted that outstanding actions in the action log have been included in other agenda items and the log will be updated following this meeting.</p>	<p>5.1 Minutes of FGB meeting held on 11th February</p> <p>5.2 Action Log</p>	

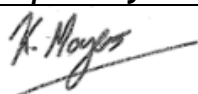
Item No.	Topic	Minutes	Document Reference	Action
6.	Matters Arising not covered in the Agenda	There are no additional issues		
7.	Acting Headteacher Report	<p>KA outlined a number of key school issues:</p> <ul style="list-style-type: none"> • There are 256 children on roll, and this number will grow to 260 by Easter. There are currently 54 families interested in joining the EYFS class in September 2021. • 2 members of staff are shielding but otherwise, all other staff are in attendance. • Most staff and regular visitors to the school are participating in the lateral flow Covid testing process. • Diagnostic data describing student progress (or lack of) since December will be available after March 19th, 2021. • The school has undertaken a moderation of writing. This work will be supported by a thorough book scrutiny supported by external advisors and this will establish how accurately writing is assessed. There is a concern that some staff may be seeking overreaching evidence that child has met an assessment criterion, and this can undersell their achievement. • <i>A governor asked about the outcome of writing moderation? And how those learning at home compared to those who were in. KA confirmed that the outcome was-positive -home learning has demonstrated progress with majority of the children - looking at progress vs. gaps. Governor asked if has it demonstrated the same level of progress? KA confirmed this was mixed and no clear correlation between home and school - writing was a concern in the last lockdown - and dipped but this was not the case this time as changed approach.</i> • The 'Good for Gateway' lesson moderation standards has been launched. KA will share this with governors for next meeting. • <i>A Governor asked how the 'Good for Gateway' standards were developed and who was involved. KA confirmed they were developed with the SLT, MLT and senior teachers - everyone input into them.</i> • The home learning provided during the latest lockdown has been evaluated against national OFSTED standards. The evaluation is positive with most of the items given a '4 or 5' grade. - KA to share this with governors for next meeting. 	<p>7.1 Headteacher Report.</p> <p>7.2 Amended risk assessments following pupil return to school after March 8th.</p> <p>7.3 Reopening guidance - parents</p>	<p>KA</p> <p>KA</p>



Item No.	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> • Teaching staff mid-year appraisals are being undertaken this term. These will revisit the school improvement developments introduced during the year and reinforce the need for staff to provide personal evidence of impact in this regard. • <i>A Governor asked if all staff through the appraisal process, consistently understand the expectations and what is needed. KA confirmed that all teachers are clear on this and it was clear from the discussions which were very reflective</i> • The DSL has received an increased number of referrals this term. There are some issues with the behaviour of older children who are struggling to play together appropriately. <i>Q: What is the reason for the increase in referrals? A: Partly because of additional issues linked to the school being closed but also because we have very robust reporting and tracking system in place and culture of safeguarding in the school.</i> • The curriculum area of the website has been populated with fresh content. <i>A Governor noted that he had monitored this and it was much improved.</i> • The SDP has been 'RAG' rated and new term 4 targets added. There will be a Pupil Premium and Service Children Premium focus. • Children will receive some new learning this term but there will be an equal emphasis on the consolidation (and assessment) of prior and home learning. • Pupil Progress meetings are planned for the week beginning 22nd March. • A recent whole school learning walk identified good practice in KS2 classes. Several development issues were identified at KS1 and, because of operational issues, there was insufficient evidence of EYFS teaching and learning to make a valid judgement. <p><i>A Governor asked if the school's assessment regime was secure and consistent across the school (as this had been a challenge). KA and NS explained that the school had commissioned 'Classroom Monitor' to assess, record progress and attainment data, replacing a paper based and complex process that had existed previously. 'Classroom Monitor' has encouraged consistency and precision. The school makes use of spelling and reading ages to assess progress at different stages of development, and, for the first time, a bespoke Gateway assessment manual has been published which KA will share with</i></p>	<p>7.4 Report on Effectiveness of assessment</p>	<p>KA</p>



Item No.	Topic	Minutes	Document Reference	Action
		<p><i>governors for the next meeting. This is available for reference by all staff and is widely used. Staff have demonstrated an awareness of the principles of consistent and robust assessment during their interim appraisal meetings and KA reported a strong desire to continue ‘where we left off’ before lockdown. NS and KA explained that staff could reference pre-graded exemplar student work if they are unsure about an assessment decision. KA explained that she had personally undergone staff training, supported by external professionals, that confirmed her ability to identify “good” lessons.</i></p> <p><i>A Governor asked if all the staff had embraced ‘Good for Gateway’. KA explained that although the strategy was initiated by SLT, school leaders had exercised a collegiate approach and staff and middle leaders had been heavily involved in this development. It has been supported by INSET and through staff meetings. Staff are responding well to lesson moderation and appreciate the swift and constructive feedback delivered by school leaders. There was evidence that ‘Good for Gateway’ was changing the school culture with regard to teaching for learning. Assessment for Learning principles were more evident during learning walks and the terminology used in ‘Good for Gateway’ had entered the every-day vocabulary of staff.</i></p> <p><i>A Governor suggested that undertaking teacher appraisals immediately after March 8th when children returned to school showed KA’s commitment to supporting staff and driving rapid school improvement. KA explained that staff had welcomed these meetings. They appreciated having one-to-one meetings that singularly focused on their professional development. Staff felt that these meetings had helped reset the expectations established before lockdown and enabled them to plan their work for the remainder of the year. KA reported that staff had been positive and very keen to move forward.</i></p> <p><i>A Governor asked if KA had identified any school wide staff professional development needs. He asked if additional support from the Board was required in this regard. KA felt that staff development in teaching and learning (particularly in English and Maths) and safeguarding had all been addressed. There may, however, be scope to develop staff PE specialisms. She felt that close collaboration and the exchange of ideas between other primary schools in the immediate area had</i></p>		



Item No.	Topic	Minutes	Document Reference	Action
		<p><i>been the single most effective school development input. She looked forward to a time, post pandemic, when these meetings and this cooperation could resume.</i></p> <p><i>A Governor asked if the cancellation of SATS would have any significant impact on our pupils. KA explained that the school would undertake robust attainment tests in lieu of SATS. This would enable staff to monitor the progress of children throughout their time in the school. It is hoped that new arrivals will bring similar assessment data from their current schools.</i></p> <p><i>Governors asked that their support and admiration for the work undertaken by Kayleigh and her team is recorded in these minutes. Schools may have been tempted to shelve their development plans during the pandemic. However, Gateway has made sustained progress at pace and the effectiveness of teaching and learning, and the quality of pastoral care enjoyed by children at the school has improved significantly over the year. The Board thanked Kayleigh and the team for this outstanding effort.</i></p> <p><u><i>Governors had approved and adopted the Return to School, Covid Risk Assessment 2021 on Governorhub and ratified this decision.</i></u></p>		
7.	Update from the Chair	<p>KM confirmed that there had had not received any new guidance from OCC.</p> <p>KM confirmed that he had met with LA on 11.02.2021 for a monthly 1:1 and the report had been shared. Most of the topics have been discussed. KM explained that discussions were underway between school leaders to ensure that the school has sufficient capacity to maintain the progress and pace of school development. There are particular issues regarding availability of part-time members of the SLT on certain days. KA made a proposal on this and Governors supported this. KA reported that discussions were also underway regarding the reallocation several SLT responsibilities. These plans will be shared formally with Governors in due course.</p> <p>KM added that he had met with Tim Brock (Head of Governor Services) to discuss the appointment of Associate Members to this Board. This will support growth, facilitate delegation and enable succession.</p>	8.1 Governor Monitoring Report - HT 121 - 11.02.2021	KA



Item No.	Topic	Minutes	Document Reference	Action
		<p>Governors agreed that this would be a welcome development.</p> <p>KM added that it was agreed that he will remain as Gateway Chair until December 2021.</p>		
8.	School Self Evaluation Form - updates since last meeting	There were no revisions to the School Self Evaluation Framework to report. This will happen following planned monitoring (including external).	9.1 Updated SEF	
9.	School Development Plan - updates since last meeting	<p>KA explained that there have been minor adjustments made to the development plan to reflect the post lockdown environment that is now relevant.</p> <p><u>Governors approved the amended School Development Plan</u></p> <p>The next major adjustment will precede the next OCC review meeting planned in May.</p>	10.1 Updated SDP	
1	Governor Updates Since last meeting	<p>Finance</p> <p>CD explained that he had recently met with the School Business Manager to discuss finance and the general financial situation of the school and this was detailed in his monitoring report. The key issues to report are:</p> <ul style="list-style-type: none"> • There are a number of variances that make it difficult to produce a definitive 2021-2 budget at this moment in time. The final number of children on roll in September 2021 (particularly those registered to the EYFS class) is currently uncertain. One or two children above or below the expected number can have a disproportionate impact on the budget. It may also be necessary to allocate more funds to 'Covid Catch-up'. The extent of this need will not be apparent until diagnostic assessment is complete. • The historic £90,000 overspend is extant. The school will not be required to recover any of this sum while it retains a 'Requires Improvement' status, and this arrangement will be extended during the pandemic. An amnesty will be reintroduced should any other external issue threaten the improvements made by the school. • The budget this year is likely to balance. • The loss of income from lettings is significant. It is hoped that pre-lockdown customers return in June and July. There are plans to advertise 	<p>11.1 P10 Budget Summary</p> <p>11.2 P10 LA Budget Response</p> <p>11.4 Governor Monitoring Report - Budgets including planning for 2021-23 budget - CD</p> <p>Staffing Headteacher recruitment update</p>	



Item No.	Topic	Minutes	Document Reference	Action
		<p>the availability of school facilities in the community.</p> <ul style="list-style-type: none"> • Any additional Covid funding received will be an ‘in out’ item as it will be used to continue the funding of the additional teaching support staff employed during the pandemic. • There has been additional expenditure associated with photocopying, the telephone system and the new ICT service. <p>Staffing</p> <p>The shortlisting of Headteacher applicants will take place on 25th March with interviews planned in April. It was also confirmed that the Interim Headteacher’s mid-year Appraisal review will take place on 29th March 2021</p> <p>Premises (Excluding Health and Safety)</p> <ul style="list-style-type: none"> • MC confirmed her had undertaken a H&S monitoring visit - report shared with governors. MC reported that the School Business Manager has demonstrated excellent procurement skills. She has managed to secure improvements to the fire alarm at half the advertised cost. The alarm now connects buildings and will facilitate an immediate whole school evacuation. • The visual appearance of the school will be improved. Facia boards are to be replaced and repainted this term • It has been necessary to replace lino which had become ingrained with dirt, due to poor cleaning over a long period of time. • Appliance testing is now complete. • The School Business Manager and MC plan to meet this term to discuss a five-year capital improvement plan. This will be shared with Governors in due course. • The school will apply for a £40,000 RAF Community Development bursary. The bid will propose the development of the bungalow as a community centre. It would be available for day-time coffee mornings, toddler groups and the family support worker could be located in the building. At weekends, it could be made available for birthday parties etc. • CD reminded Governors that RAF ‘project parties’ were available to provide the 	<p>11.5 08.03.2021 - Governor Monitoring Report - H&S</p>	<p>SBM/ MC and Govs</p>



Item No.	Topic	Minutes	Document Reference	Action
		<p>man/woman power for any community improvement projects.</p> <p>CD explained that the school catering contract has now expired but will carry forward, week by week, until Gateway is able to make a decision to withdraw or continue. KA reports that the current provider offers variable food quality and some bizarre menus. Carterton Primary School has broken away from the service, negotiating a contract that involves the restoration and reequipment of their kitchen by the provider. A similar development is a long-term ambition of Gateway. The Community College will renegotiate their own catering contract this term and consequently, Gateway is in a good position to 'wait and see' and make a decision that takes account of the experience and plans of its neighbours.</p> <p><u>Governors approved the Charging and Remissions Policy</u></p> <p>Learning and Teaching and Inclusion</p> <p>Governors discussed the SIL's report on the quality of teaching and confirmed that it matched with the monitoring reports and Headteacher's updates - significant improvement is noted along a with consistent understanding of what good looks like.</p>	<p>11.10 Charging and Remissions Policy - Now on Website</p> <p>11.6 SIL External NOV - Quality of Teaching</p>	
10.	Safeguarding	<p>KA reported that there had not been any safeguarding, bullying or racists incidents since the last meeting.</p> <p>KA reported that the 'follow up' OCC safeguarding visit is scheduled for 22nd April. All actions are complete. She added that the increase in safeguarding referrals experienced following the return of all children on March 8th reflect a more proactive safeguarding culture at the school. Staff now have the ability to identify safeguarding issues and make appropriate decisions at the point of disclosure. Recording and reporting systems are more secure and thoroughly understood by all staff.</p> <p>KM undertook a safeguarding visit on 10th February. This considered attendance, the single central record and safeguarding training logs. There are no issues to report with just some minor follow-up actions which will be reviewed at the next meeting.</p>	<p>12.1 Governor Safeguarding Monitoring Report - 10.02.2020</p>	



Item No.	Topic	Minutes	Document Reference	Action
11.	Health and Safety	<p>KA reported that there had not been any H&S Incidents since the last meeting</p> <p>KA reported that the exit button on a door has been move so higher up.</p> <p>Builders are on site attending to the nursery building. This has required adjustments to staff duties at the start and end of the day. Deliveries by lorry have been discouraged at this time</p> <p>There were no other issues to report.</p>		KA
12.	GDPR	There were no issues to report since the last meeting		
13.	Governor Business and Communications	<p>RL's DBS confirmation is complete. Other DBS checks are in process.</p> <p>The monitoring schedule has been updated to reflect the monitoring completed it was circulated and governors are encouraged to make their visits as indicated. KM will visit on 20th April and join KA for a learning walk. The visit will also consider pupil voice.</p> <p>Governors will be given more time to review the Community Communication document before it is sent out and KM will share this on Governorhub</p> <p>KA reported that community engagement had been limited by the pandemic. However, the PTA have organised an Easter bake off fundraiser and a weekend arts festival is planned in the summer. A further online virtual parents meeting will be scheduled for term 5.</p>	<p>15.1 Governor Monitoring Schedule - Term 4, 5 and 6 monitoring arrangements (to include safeguarding and pupil voice)</p> <p>15.2 Governor Community Communication</p>	All Govs
14.	Governor Training Update	<p>MC has completed Safer Recruitment Training and CD has attended a course on Risk Assessment and learning was shared with all governors.</p> <p>The Governor data training with Rachel Caseby will take place on 19th April at 5pm and Rachel will use the most recent school data for the training so new governors can build their understanding of it.</p>	16.1 Updated Governor Training Tracker	All Govs
17	Policies Review/ for approval (as per policy)	<p>The following policies were approved by Governors:</p> <ul style="list-style-type: none"> • Staff Pay Policy 2021 (from OCC) • Staff Well-being Policy 2021 • The Complaints Policy 2021 • The Lettings Policy 2021 	<p>17.1 Updated Policy Tracker</p> <p>17.2. Approval of Charging and Letting Policy</p> <p>17.4 Staff Pay Policy</p> <p>7.3 one working policy</p> <p>17.4 Staff Wellbeing Policy</p> <p>17.5</p>	



Item No.	Topic	Minutes	Document Reference	Action
		<p>The Lone Working Policy 2021 is to be recirculated to Governors. It could not be accessed during the meeting due to issues with 'GovernorHub'.</p> <p>KA and KM agreed to meet to discuss the policy tracker and agree on the timing for the policies to be reviewed.</p>	Complaints Policy (New OCC Model)	<p>All Govs</p> <p>KM and KA</p>
18.	Items for March. FGB meeting	<p>19th April Meeting:</p> <ul style="list-style-type: none"> • Budget Approval - CD • Review of effectiveness of PE & Sport funding - HT • Review of effectiveness of Pupil Premium Funding - HT • Review of effectiveness of SEND funding - HT. <p>25th May Meeting:</p> <ul style="list-style-type: none"> • Premises and H&S Long term plan (including issues from Governor H&S Monitoring) - MC • Data protection Policy - HT • Protection of biometric information of children in schools and colleges Policy - HT • Capability of staff Procedure - HT • Newly qualified teachers (NQTs) Policy - HT • Staff discipline, conduct and grievance (procedures for addressing) - HT. • Children with health needs who cannot attend school Policy - HT. • Designated teacher for looked-after and previously looked-after children Policy - HT. • Supporting pupils with medical condition Policy - HT • Sex and relationships education Policy - HT 		19.28
19.	Dates of next meetings	<ul style="list-style-type: none"> • 19th April 2021 (5.00 pm) Rachel Caseby Data INSET followed by short FGB (budget setting) • 25th May 2021 (5.30pm) • 15th June 2021 • 20th July 2021 		

