



GATEWAY
PRIMARY SCHOOL
Lifelong love of learning

Minutes – meeting of the Full Governing Board 29th September 2020 17.30-19.30 – Online

Governors Present:

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

In attendance:

Katherine Mills – OCC Clerk

Apologies

- Clare Bladen CD Headteacher

Item No	Topic	Further Information/Pre-Reading (Including Document Number)	Document Reference	Action
1.	Welcome	The Chair welcomed new governors and the clerk to the first FGB meeting. Due to the school's current situation the sizeable agenda was necessary in order to ensure statutory requirements were in place.		
2.	Apologies for absence	None		
3.	Urgent Additional Items	None		
4.	Declarations of Interests	KM confirmed that all interests have been submitted and the summary published on the governor page of the school website.		KM
5.	Approval of FGB Minutes	Minutes of 14 th July 2020 were approved (by those governors in attendance) as an accurate record of the meeting. The Chair would sign a copy for filing in the school office.	5.1 Minutes of 14.07.2020	KM

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6.	Matters arising not covered on the agenda	<p>Election of Chair of Governors and Vice Chair</p> <p>KM was elected as Chair of the FGB with a 1 year term of office to end in September 2021.</p> <p>Vice Chair election deferred to the next FGB meeting.</p> <p>LA Strategy Meeting</p> <p>KM advised that regular LA strategy review meetings were taking place. KM had shared the minutes of the previous strategy meeting with governors and confirmed that all governor actions had been completed.</p> <p>The next meeting would take place on the 8th October.</p>	6.1 Strategy Meeting Notes	KM
7.	Headteacher Report	<p>The FGB recognised the challenging situation for the School Leadership Team (SLT) and thanked KA and all staff for their focus on the needs and progress of the school pupils.</p> <p>KA summarised key points from the report as follows:</p> <ul style="list-style-type: none"> - Decrease in pupil numbers presented a finance issue and required a focus on marketing of the school. Pupils were traditionally lost to feeder schools. - Attendance and behaviour were good with a positive term start for pupils and staff – KM confirmed he had seen good behaviour during his recent learning walk. - Recruitment to cover for KA was under way - SG – no significant concerns but an increase in incident reports due to higher awareness and catch up from the summer - No H&S issues to report - Community engagement was a challenge due to the Covid pandemic but the PTA was up and running. - The budget was just balancing but would be impacted by the school improvement plan and requirements for additional resources. <p>Baseline Data</p> <ul style="list-style-type: none"> - Data collection from 2nd week in term showed a drop in attainment due to lock down and summer break. Age related expectations from Feb '19 was used for tracking. - Pupil Progress meetings had reviewed gaps in learning and 6 annual meetings would track progress - The next Teaching and Learning (T&L) steps were in place and the CDP focus would be learning in lesson - Learning walks showed inconsistent T&L. Yr5 & 6 were the strongest years, KS1 was weaker. To be reviewed by SLT and LA. 	<p>7.1 Headteacher Report</p> <p>7.2 Baseline Data</p> <p>7.3 Monitoring Schedule</p>	

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		<p>Governors were happy that the challenges in data had been addressed in the SEF and SDP.</p> <p><i>Governors asked how pupils had coped with the return to school</i> <i>KA reported that the pupils were positive and engaged. Staff were trying to balance nurture, behaviour and social aspects with basic catch up skills. The next governor update would be before the October half term.</i></p> <p><i>Governors asked what the impact of the monitoring schedule had been</i> <i>KA reported that teachers were able to better plan for what was needed next, with targeted teaching becoming the normal practice. Most staff were engaged with this process. SDP priorities, task versus learning, marking and in class impact would all be reviewed during the LA support and monitoring visit.</i></p> <p><i>Governors asked if the LA was giving the correct level of focus and support and if there was a risk of overload</i> <i>KA advised that in some weeks the level of support and necessary meetings was a challenge and time heavy but that some of the support was very relevant and bespoke. Governors agreed that this needed to be managed carefully to ensure this did not impact adversely on the SLT.</i></p> <p><i>Governors asked for feedback on the number of military family children attending the school.</i> <i>KA reported that the number of pupils was down and that some families were waiting to move later in the year.</i></p> <p><i>Governors asked if the increase in reported SG concerns were Covid related</i> <i>KA advised that they were general concerns with some catch up from lock down and the summer.</i></p> <p><i>Governors asked of there had been progress on the forensic look at the legacy budget issue?</i> <i>KM advised that the school office was liaising with LA Finance in order to conclude the analysis. A repayment plan would then be agreed, to start after the school received a Good Ofsted report. It was important to be aspirational and understand that a Good Ofsted report would lead to an increase in pupil numbers and therefore additional funding.</i></p> <p><i>Governors asked what the impact of the new monitoring system had been so far and what the anticipated impact was</i> <i>The new monitoring system is allowing us to review and revisit items addressed at staff meetings meaning we can</i></p>		



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		<p>move quickly on our priority areas. It is also helping to maintain the pace needed to implement change and see the impact.</p> <p>Governors asked what the biggest challenge to rapid school improvement was at the moment KA confirmed it was the current leadership challenges</p> <p>Governors asked how the curriculum had been developed including the process KA confirmed that it was a whole school process as well as input from the LA Adviser. Leadership had developed and shared with staff for feedback and it had been worked up together to ensure whole school buy-in</p> <p>Governors asked why subject leads had not yet fully started in their roles KA confirmed it was because some staff were new to their current areas of responsibility and also because of the challenges around leadership at the moment. However, there is a clear plan in place to ensure subject leaders will fully function in their roles very soon.</p> <p><u>Governors agreed the format of the Headteacher report</u></p>		
8.	Update from the Chair	N/A		
9.	School Self Evaluation Form – updates since last meeting	<p>KA and the School Improvement Partner reviewed the school as Requiring Improvement and felt that this was a fair reflection of the school's current position. This would be addressed at the LA monitoring visit.</p> <p>Governors discussed and <u>approved the SEF</u></p>	9.1 Updated SEF	
10.	School Development Plan – updates since last meeting	<p>KA and the LA support were building the SDP termly, based on the Ofsted framework. Small key actions would show progress and would impact on T&L. KA would add the SG actions to the SDP.</p> <p><i>Governors asked what the school approach was to embedding the SDP in the school and if all staff knew the SDP expectations?</i> <i>KA confirmed that the main priorities had been shared with staff and the SDP had been shared with the SLT in detail. The objectives were in the LA progress report and key monitoring was ongoing.</i></p> <p><i>Governors asked how the success of objectives would be measured?</i> <i>KA advised that this would be through the monitoring of T&L actions, the review of progress and attainment data and the observations and learning walks. Governors were required to monitor the evidence provided by the SLT, the LA, pupils,</i></p>	10.1 Updated SDP	

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		<p>staff and parent voice, whilst ensuing FGB focus remained strategic and not operational.</p> <p>Governors discussed and approved the SEF</p>		
11.	<p>Governor Updates Since last meeting</p>	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and External notes of Visit (not covered elsewhere on the agenda)</p> <p>Finance KM reported that period three budget documents had been shared with governors. The budget had a carry forward of £8,000 although this was unlikely to be the case by the end of the academic year due to investment in the school staffing and resources.</p> <p>KM would update governors on the deficit issue following the outstanding responses from the LA Finance Officer</p> <p>Sports Funding KA reported that funds had been spent on Real PE and a projector and this had seen continued impact on school sports.</p> <p>KA advised that the PE teacher had written a report on proposed spending. This focused on improved staff CPD to include hockey coaching, curriculum resources and an increase in sporting activities in and outside of school. A plan would need to be agreed to recover from the lost swimming lessons in the future.</p> <p>Governors asked if the strategy would be reviewed during the year. KA confirmed that there would be two mid-year and an end of year review.</p> <p>Review Governor services subscription for 2020-21 – currently purchase Clerk Support, Governor Hub and Training package – No change</p> <p>Staffing N/A</p> <p>Premises (Excluding Health and Safety) N/A</p> <p>Inclusion</p> <p>Pupil Premium: It was noted that there was little information available for 2019-20. KM had agreed with KA that the focus should be on having a solid plan for 2020-21.</p> <p>2020-2021 would see a small PP grant. Allocation on TA support and smaller classes, uniform, school trips and residential would be tracked throughout the year.</p>	<p>11.1 Budget Profile Summary P3</p> <p>11.2 Budget Leger P3</p> <p>11.3 LA Budget Response P3</p> <p>11.4 Sports Funding Review of 2019-20 Spend</p> <p>11.5 Sports Funding 2020-21 Strategy</p> <p>11.6 Pupil Premium (PP) Funding 2019-20 Review and 2020-21 Strategy</p> <p>11.7 Services</p>	<p>KM</p>



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		<p>Services Premium Funding The most impact was seen in Primary Support for service families. There was also allocation for TAs which enabled the school to keep the class structure.</p> <p>SEN Funding Strategy The school SENCO had secured additional funding whenever possible. There was still however a discrepancy between funding received and funding required for SEN support. TA hours had been lost in order to provide 1 to 1 support. Funding was also allocated to Educational Psychologist and play therapy.</p> <p>The above reports were discussed and <u>approved by the FGB for publication on the school website.</u></p> <p>Curriculum SIL Notes of visits were noted, information had been covered already in the meeting.</p>	<p>Premium Funding 2019-20 Review and 2020-21 Strategy</p> <p>11.8 SEN Funding Strategy – (impact review for 2019-20 and strategy for 2020-21)</p> <p>11.9 SIL NOV 20.02.2020</p> <p>11.10 SIL NOV 03.07.2020</p>	KA
12.	Safeguarding	<p>Any safeguarding or bullying and racist incidents since last meeting? None.</p> <p>KA confirmed that previous logging of SG incidents had not been thorough. From September the school had been using the software CPOMS for electronic logging and review. Actions were now assigned to staff with weekly reviews. The system was robust.</p> <p>KA confirmed that LA conducted a Safeguarding Audit last week there were only minor recommendations – the full report has not been shared with KA yet but when it is it will come to the next FGB for discussion and follow-up</p> <p>KM confirmed that a meeting has been booked with KA on 8th November 2020 to complete the LA Annual Safeguarding submission – the report will then come to the November FGB for approval</p>	12.1 Safeguarding Audit – last year	<p>KM</p> <p>KM</p>
13.	Health and Safety	<p>Incidents Since last meeting - none Update from lead governor – N/A for this meeting Update on actions in current Health and Safety Audit – all actions completed</p> <p>Remotely approved COVID-19/ school re-opening Risk Assessment – <u>Governors ratified the risk assessment</u></p>	<p>13.1 Health and Safety Audit</p> <p>13.2 Remotely approved COVID-19/ school re-opening Risk</p>	
14.	GDPR	Any issues/breaches since the last meeting – none		

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15.	Governor Business and Communications	<p>KM confirmed that all governors had completed and sent him the statutory documents listed below:</p> <p>Photo and short biography (for website and governor communication) Governor Skills Audit Governor Details Form Declaration of Interests Form Governor Confidentiality Form Governor Code of Conduct Governor Training Record</p> <p>All Governors confirmed they had reviewed and understood the following documents: The Department for Education Governor Handbook NGA glossary of terms for governors 7 Principles of Public Life Being a Governor Presentation Governor hub file structure and the documents added so far Ofsted Report</p> <p>All governors confirmed that they have read and understood : Keeping Children Safe in Education Part 1 and 2</p> <p>All governors reminded to complete in the next month: Prevent, Safeguarding and Governor Induction Training and to send dates booked for and certificates once completed to KM</p> <p>Governors discussed the Instrument of government and agreed no changes were needed – they reflect the needs of the school</p> <p>Governors discussed the proposal to have governance without committees. Based on the need for rapid improvement in the school and because most governors were new governance without committees was Agreed</p> <p>Governors Approved:</p> <ul style="list-style-type: none"> • Standing Orders • Delegation planner – without committees • Governor work and meeting annual schedule • Governor Visits Report • Governor Monitoring template – SDP • Governor Monitoring template – Non SDP • Governor Induction Policy • Governor Expenses Policy <p>Governance Policy including Terms of Reference – deferred to next meeting to give governors time to consider the roles they would like</p> <p>Appointment to statutory governor roles: - Safeguarding Governor - KM</p>	<p>15.1 Instrument of government</p> <p>15.2 – Governance without committees KM thoughts</p> <p>15.4 Standing Orders – without committees</p> <p>15.6 Delegation planner – without committees – deferred to next meeting</p> <p>15.7 Governance Policy including Terms of Reference – deferred</p> <p>15.8 Governor work and meeting annual schedule</p> <p>15.9 Governor Visits Report</p> <p>15.10 Governor Monitoring template – SDP</p> <p>15.11 Governor Monitoring template – Non SDP</p> <p>15.12 Governor Induction Policy</p>	<p>All govs</p> <p>KM</p>



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		<p>- Staff Whistleblowing Governor - CD</p> <p>KM Confirmed that Edubase is up to date</p> <p>KM confirmed he had sent a Parent Communication out and asked parents to complete the Share Your View questionnaire so governors could establish a baseline. The communication also shared the details of the 3 parent governor vacancies. KA advised there had been no applicants for the three Parent Governor vacancies.</p> <p>KM to send out a follow up communication to parents and to offer a drop in online session.</p> <p>KM confirmed he had sent a Staff Communication which included an Engagement and Wellbeing questionnaire to help governors to establish the baseline.</p>	<p>15.13 Governor Expenses Policy</p> <p>15.14 Edubase summary</p> <p>15.15 parent governor advert</p> <p>15.16 Governor Parent Communication sent</p> <p>15.17 Governor Staff Communication sent</p>	KM
16.	Governor Training Update	Governor Training Tracker is up to date and covers training completed since the last meeting	16.1 Governor Training Tracker	
17.	Policies Review/ for approval (as per policy schedule)	<p><i>Governors noted that usually many of these policies would not come to the FGB for approval but given the school context and many new governors it was felt to be beneficial.</i></p> <p>The following policies were approved by the FGB:</p> <p>17.1 Administer Medicines Policy</p> <p>17.2 Allegations Against Staff Policy</p> <p>17.3 Anti-Bullying Policy</p> <p>17.4 Attendance Policy</p> <p>17.5 Behaviour Policy</p> <p>17.6 Code of Conduct for Parents</p> <p>17.7 EYFS Policy</p> <p>17.8 First Aid Policy</p> <p>17.9 Handwriting Policy</p> <p>17.10 Health and Safety Policy</p> <p>17.11 Lost Child Policy</p> <p>17.12 Prevent Policy</p> <p>17.13 Pupil Exclusion Policy</p> <p>17.14 Safeguarding and Children Protection Policy</p> <p>17.15 Code of Conduct for Staff</p> <p>17.16 Volunteers Policy</p> <p>17.17 Whistleblowing Policy</p> <p>17.18 SEND Policy</p> <p>17.19 E-Safety Policy</p> <p>17.20 Visitors Policy</p> <p>17.21 Policy Tracker</p>		

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18.	Items for next agenda (in addition to actions)	<p>Learning and Teaching:</p> <ul style="list-style-type: none"> • Governor Behaviour Principles – set out expectations • Accessibility Plan and Policy – access to school and curriculum <p>Finance and Staffing:</p> <ul style="list-style-type: none"> • External Financial Benchmarking – compare with other schools • Financial Skills Matrix (for LA submission) • School budget update • Adopt staff pay policy – LA policy • Approve Asset management plan • Staff Engagement Survey Results <p>Community</p> <ul style="list-style-type: none"> • Parent View Results • Plan for Community (parent, staff and Pupils) engagement and Voice <p>Governor Business:</p> <ul style="list-style-type: none"> • Governor Website Audit • Update on governor website page/compliance • Allocation of additional Governor roles • Creation of Pay Committee – statutory requirement to include three governors • Creation of Headteacher Performance Committee • Governor Skills Audit Analysis • Governor Monitoring Schedule • Update on new governor DBS checks • Governor annual action plan/objectives 		KM
19.	Date of next meetings and Close	<p>13th October 2020 3rd November 2020 15th December 2020 12th January 2021 16th February 2021 16th March 2021 13th April 2021 (budget setting) 18th May 2021 15th June 2021 20th July 2021</p> <p>The Chair acknowledged that there had been a lot of information in the meeting for new governors to absorb and that governors should ask KM if they had any queries. There would be more time for discussion in future FGB meetings.</p> <p>KM asked KA if the school SLT had any specific requirements from the FGB? <i>KA advised that the monitoring schedule would be the priority and that this would feed into the SDP.</i></p> <p>The Chair asked KA to pass the governors thanks on to all of the school staff for all of their hard work and resilience and that the</p>		



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		team spirit and focus had been evident during his recent school visit. KM would also write separately to the staff. The meeting ended at 6.55pm.		

Action Log:

Item	Action	Owner	Completion date	Completed
6	Vice Chair election deferred to the next FGB meeting.	All	October meeting	
11	KM would update governors on deficit amount	KM	October meeting	
15	All governors to complete: Prevent, Safeguarding and Governor Induction Training – please send dates booked for and certificates once completed to KM	All	Asap	
11.8	Funding Reports to be published on the school website.	KA	Asap	
15	15.7 Governance Policy including Terms of Reference – deferred	All	November meeting	
15	KM to send out a follow up communication to parents and to offer a drop in online session.	KM	Asap	
18	Governor Website Audit	KM	October meeting	
18	Governor Skills Audit Analysis	KM	October meeting	