



**Gateway Primary School
Meeting of the Full Governing Board
Tuesday 14th July 2020 1.30 pm**

This is the third meeting of the FGB during lockdown

Governors Present:

Scott Galbraith (Chair)	SG	Parent Governor
Rob Leach	RL	Co-opted Governor
Mike Caffrey	MC	Co-opted Governor
Kayleigh Anstee	KA	Co-opted Governor
Natasha Stone	NS	Staff Governor

In attendance:

Jonathan Smith	JS	OCC Governor Services
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The meeting began at 1.30 pm

1.	<p>Welcome, apologies, quorum</p> <p>SG Welcomed all to the meeting.</p> <p>Apologies were received from Clare Bladen (Headteacher) and Mike Wright (Parent Governor). These apologies were accepted.</p> <p>The meeting was quorate</p> <p>SG welcomed Mike Caffrey and Rob Leach to the Board as Co-opted Governors.</p> <p>Mike is an ex-serviceman who has moved into commercial aviation and, as such works on the Voyager at Brize Norton. Rob is a serviceman with an engineering background, currently working on the C-17. Mike and Rob both share an ambition to provide the best possible education for the children at Gateway.</p> <p>SG explained that he had also received an enquiry from Squadron Leader Craig Drew who had submitted an application to join the Board through 'Inspiring Governance'. Following an election, Craig was appointed to the Board.</p> <p>SG explained that, unfortunately, Kevin Moyes was unable to join the meeting today. Kevin has vast experience in governance and regularly facilitates OCC governor training sessions, including induction training for governors recently appointed to boards. Kevin has considerable safeguarding experience and is a DSL. Kevin was appointed to the Board following an election. Kevin will become the governing body safeguarding lead.</p>	
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	<p>SG shared his intention to step down as Chair of the Board of Governors at Gateway School. He explained that Kevin had experience of providing support for governing bodies who had experienced disproportionate change and turbulence. SG explained that once parent Governor elections are held in September, the Board will be fully constituted. He felt that the election of a new Chair was therefore appropriate at this time and he recommended that the Board elect Kevin as the new Chair of Governors.</p> <p>A Governor was concerned that as Kevin's skills and energies are in great demand, he might not have the capacity to tackle this additional responsibility and give the school the time that it needs. SG explained that he had met with Tim Brock (Head of OCC Governor Services) and Kevin on-line. The meeting considered a range of issues, and this concern had been discussed. Kevin feels that he has the capacity to meet the needs of the school.</p> <p>A Governor asked if it would be possible to meet Kevin in person</p> <p>It was therefore decided that SG would invite colleagues to an on-line meeting with Kevin in the near future.</p> <p>However, as the majority of Governors were in favour of Kevin's appointment, he was elected by majority of Governors to the post of Chair of Governors Gateway Primary School.</p>	SG and all Govs						
2.	<p>Declarations of any other urgent business</p> <p>SG explained that he had received an e-mail from Kevin Moyes raising a number of issues and that these would be included in this agenda, time permitting.</p>							
3.	<p>Declarations of business/pecuniary/other personal interest in any agenda item</p> <p>No new pecuniary interests were declared</p>							
4.	<p>Minutes of Full Governing Body meeting June 9th 2020</p> <p>There were considered an accurate reflection of the meeting held on June 9th 2020 and were approved by Governors present</p>							
5.	<p>Matters arising and actions from the meeting held on June 9th 2020</p> <p>All items are included in this agenda.</p>							
6	<p>Headteacher's Report</p> <p>KA explained that CB is currently not in school and that she would present the Headteacher's Report.</p> <p>Attendance of pupils and staff</p> <p>CB explained that attendance of Reception, Year 1 and Year 6 before July 1st had been</p> <table border="1" data-bbox="248 2018 799 2128"> <tr> <td>Reception</td> <td>72.99%</td> </tr> <tr> <td>Year 1</td> <td>71%</td> </tr> <tr> <td>Year 6</td> <td>79%</td> </tr> </table>	Reception	72.99%	Year 1	71%	Year 6	79%	
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Other groups returning after this time have attendance levels of around 90%
The school has operated four key-worker 'bubbles' during this time

The vast majority of staff have returned to work. Those that have not returned to work have legitimate reasons for doing so.

It is anticipated that all children will return in September. EYFS will have a slightly staggered start as normal

A Governor asked how and why children would be grouped for learning in 2020-1. KA explained that there will be two EYFS groups and three mixed classes (e.g. Year 1 and Year 2) in each phase making eleven groups in total. The 2020-1 class structure is designed to eliminate any unnecessary change in teachers and classrooms in September.

Feedback from OCC strategy meeting any other external monitoring visits

The strategy meeting took place on Wednesday 12th July. The resulting report will include 'next steps' and this will be published on GovernorHub when available. JS will alert colleagues when the report is in school.

KA explained that Mark Smith, Headteacher at St John's Carterton had been commissioned to support the school in this regard and that conversations between Mark and Gateway school leaders were already in progress.

The LA have continued to provide the support of English and Maths consultants.

Remote learning

KA explained that the class Do-Jo was being used for remote learning and for all the communication relating to the work and assessment. This enables staff to identify families who are not engaging with the work and in each situation take appropriate action and offer support.

Safeguarding and vulnerable pupils

KA confirmed that all vulnerable children are carefully monitored. School leaders and the SENDCo meet each week to discuss each individual case and the possible need for intervention. Furthermore, the SENDCo has made a number of safe home visits when necessary. The exchange of information between school and Social Services has remained excellent and there is a constant dialogue with external support agencies. All safeguarding transactions are recorded on CPoms. There have been no disclosures necessitating a MASH referral.

KA added that generalist safeguarding training will take place at school from 1 pm-3 pm on Wednesday 2nd September. She hopes that many Governors can attend.

SEN pupils

The school has carried out risk assessments for all children with EHCPs. The SENDCo has contacted all the families of children who are on SEND register and has communicated with outside agencies. Thus, all the traditional applications for funding and support have remained 'live' throughout the lockdown period.

JS

FSM provision over summer

KA explained that 11 children will receive meal vouchers over the summer holiday. The vouchers (£15 per week) have been ordered in bulk in anticipation of the holiday and will be distributed in batches, two weeks at a time. The vouchers can be redeemed in local stores.

Premises, health and safety

The Premises Manager has adjusted his work pattern so that he is on-site between 8am and 3.30pm each day. This enables him to clean hard surfaces, door handles, flush handles etc and replenish sanitiser, paper towels etc, throughout the day.

OCC have supplied ample PPE which is reordered and delivered once a week. There are strict maximum limits on how many people are to be in one room at a time and these continue to be posted on the doors and around the school.

The Premises Manager is on leave this week. **A Governor asked if this would have any impact.** KA explained that all his duties had been redistributed to other members of the team and that the stringent cleaning and hygiene arrangements would be maintained during his absence.

There have been no Health and Safety incidents reported since the last meeting.

Decoration of bungalow (SG)

The decoration of the bungalow is 'on hold' until the Brightstart building is occupied. The space could be used as a music practice room or an ICT suite.

Staff recruitment/staff issues 2020-1

Kayleigh Anstee will teach Peacocks (0.2) until Christmas 2020. This arrangement will be reviewed after Jen Gridley returns from maternity leave in January 2021.

The arrangement may have to be reconsidered in September if KA is required to undertake additional school leadership responsibilities. The school has a plan, should this situation occur.

The school welcomes a new colleague, Lucy Hampton, who will teach Robins, (Y1/Y2) from September.

Internal interviews are currently taking place to recruit additional TA hours. These appointments are already included in the approved budget.

Parental engagement

Parents have remained supportive of the school and appreciative of the work of staff.

	<p>A Governor explained that several parents had mentioned that the end of year reports circulated included typos, misspellings and some incorrect details. KA explained that senior staff simply did not have the usual capacity to proofread the finished reports before they were despatched. However, this issue is noted and proofreading arrangements will be re-engaged when, as hoped, the school returns to normal.</p> <p>Staff wellbeing and CPD</p> <p>Staff have undertaken online learning in Health and Safety throughout lockdown. Staff have generally demonstrated remarkable fortitude and their return to work has been positive. One colleague has been unable to return to work for legitimate reasons.</p> <p>Transition plans</p> <p>CB has participated in the Carterton Headteacher's Groups meetings. Carterton Community College has arranged an online virtual Year 6 tour and has communicated details of tutor groups for 2020-1. Conversations with Burford, Henry Box and Eynsham have also taken place and SEN and safeguarding details have been shared between schools.</p> <p>Any 2020-1 staffing issues</p> <p>KA reported that one member of staff was absent through long term sickness and that all the necessary procedures, including the engagement of OCC Occupational Health, had been followed.</p> <p>Any adjustments required to the Covid risk assessment to share with Governors</p> <p>The risk assessment is a substantial and 'live' document. JS will circulate the latest version for colleagues to scrutinise and sign off online ready for ratification in September</p> <p>SEF/SIP 2020-1</p> <p>The overall judgement is that the school still requires improvement but has 'good' features. The Strategy Group Report will provide Governors with a clear indication of the school improvement priorities and associated milestones.</p> <p>School leaders will continue to meet throughout the summer holiday in order to progress these plans.</p>	JS/KA
7.	<p>Financial developments</p> <p><i>Developments in relationship to the £80,000 overspend</i></p> <p>The forensic review of the historic budget overspend continues. The Business Manager is engaged in this task and is currently attempting to unravel historic staff costs. The new Head of Children's Services, Kevin Gordon, will assume oversight of this issue.</p> <p><i>Creation of Contingency fund in anticipation of deficit recovery</i></p>	

	This action is in-hand. It has the full support of OCC																				
8.	<p>Governance</p> <p><i>Recruitment of additional Governors</i></p> <p>Parent Governor Elections will take place in September</p> <p><i>FGB Meeting Schedule 2020-1</i></p> <p>Proposed dates</p> <p>22ndth September 2020 10th November 2020 12th January 2021 16th March 2021 18th May 2021 20th July 2020</p>																				
9.	<p>Date of next FGB</p> <p>22nd September 2020</p>																				
10.	<p>Summary of Actions</p> <table border="1"> <tr> <td>Item 1</td> <td>Election of Parent Governor</td> <td>Chair and CB</td> </tr> <tr> <td>Item 6</td> <td>Publish Strategy Group Notes</td> <td>JS</td> </tr> <tr> <td>Item 6</td> <td>Risk Assessment circulated to Governors</td> <td>JS</td> </tr> <tr> <td>Item 7</td> <td>Update – any developments on the £80,000 overspend</td> <td>Chair</td> </tr> <tr> <td>Item 8</td> <td>Confirm proposed 2020-1 dates</td> <td>All Govs</td> </tr> </table> <table border="1"> <tr> <td>To September Agenda</td> <td>SEF and SIP Community Report from Governors Risk Assessment Ratified</td> <td></td> </tr> </table> <p>Meeting finished at 2.35 pm</p>		Item 1	Election of Parent Governor	Chair and CB	Item 6	Publish Strategy Group Notes	JS	Item 6	Risk Assessment circulated to Governors	JS	Item 7	Update – any developments on the £80,000 overspend	Chair	Item 8	Confirm proposed 2020-1 dates	All Govs	To September Agenda	SEF and SIP Community Report from Governors Risk Assessment Ratified		
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