



**Gateway Primary School
Meeting of the Full Governing Board
Tuesday 19th May 2020 2.00pm**

This is the second meeting of the FGB during lockdown

Governors Present:

Mike Wright	MW	Parent Governor
Scott Galbraith (Chair)	SG	Parent Governor
Natasha Stone	NS	Staff Governor
Clare Bladen	CB	Headteacher
Kayleigh Anstee	KA	Staff Governor

In attendance:

Jonathan Smith	JS	OCC Governor Services
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1.	Welcome, apologies, quorum		
	There were no apologies.		
	The meeting was quorate and the chaired by Scott Galbraith.		
2.	Declarations of any other urgent business		
	One item of additional business was notified		
3.	Declarations of business/pecuniary/other personal interest in any agenda item		
	There were no new declarations of pecuniary business.		
4.	Minutes of Full Governing Body meeting April 29th 2020		
	Governors agreed that the minutes were an accurate record of the meeting held on April 29 th 2020. The minutes were approved.		
5.	Matters arising and actions from the meeting held on April 29th 2020		
	Item 6	<i>Recruit 0.4 fte Teacher (see item 7.1)</i> Recruitment has been undertaken and a candidate interviewed. Unfortunately, it was not possible to fill the position and, as a consequence, the anticipated	CB

		<p>budget overspend will now not happen. The staffing deficit will be met by KA undertaking two days of classroom teaching in 2020-1. KA will team teach and use this classroom involvement as an opportunity to develop an 'open classroom'. Other colleagues will be able to visit the classroom and observe lessons. It will KA will model and demonstrate the skills and techniques necessary to develop the quality of teaching in the school. Governors are concerned that this arrangement could overload KA and reduce the capacity of the leadership team. CB explained that during 2020-1, there would be an expectation that TLR holders assume additional leadership responsibility as per the teacher standards and plans are in place to realise this objective. KA also felt that the 'open classroom' would help deliver her own personal leadership goals.</p>		
	Item 6	<i>CB to develop cover plan 2020-1 with staff</i> This work is in-hand	CB	
	Item 6	<i>Purchase 'Class Monitor'. Cancel 'Twinkl' contract</i> Complete	KA	
	Item 6	<i>Consideration of Aspen school meals contract</i> To be reviewed in the Autumn Term	SG	
6.	<p>Headteacher's Report</p> <p>Current School Arrangements</p> <p>CB summarised the existing arrangements at Gateway</p> <ul style="list-style-type: none"> • Between 6 and 14 children with key worker parents attend Gateway each day. • Staff are part of a rota where they attend school for one week and then have two weeks off. This arrangement enables staff to have a two-week symptom-free window. • Staff remain flexible and cooperative. • CB intends to prepare for reopening before during the week ending May 22nd so that staff can have a school-free half term. Many worked through the Easter break and are tired. • One member of staff has a long term, non-Covid related illness. A number of others are shielding vulnerable members of their family. • The free meal voucher system has been unnecessarily complex and has eventually furnished 9 out of 10 of the eligible families with vouchers. One family has not yet received the necessary support. School is actively involved in attempting to overcome this issue. • The home learning work has been successful. Staff including the headteacher contact families who do not access the class Do Jo. 			

- Safeguarding visits and calls are made to vulnerable families but, despite significant effort, it has not been possible to persuade all the vulnerable families to send their children to school.
- No safeguarding issues have been reported directly by the school. Social Services have been alerted over one concern that manifested during a conversation with a family.

A number of development issues are in process:

- Significant curriculum development work has been undertaken
- Recruitment to a teaching post has been successfully completed.
- Data analysis of student progress and attainment is in process.

School Reopening Plans – June 1st

CB identified the key elements of the reopening plan

- The plans are to be shared with Governors on 19th May and with staff and parents on 21st May.
- June 1st and 2nd will be, as originally planned INSET days during which the school will be prepared for admission of Reception, Year 1 and Year 6 children on June 3rd
- Children will be allocated to ‘social bubbles’; staff and TAs will remain with each bubble

EYFS Ducklings	Natasha Stone, Nicki Scovell
EYFS Chicks	Hannah Mayall, Elise Ayling
Y1 Robins	Nicky Jones, Kate Thorne
Y1 Parrots	Denise Pereira, Rosie Squires
Y6 Peacocks	Claire Thomas, Hannah Davies/Allie Lee, Liz Coumbe
Y6 Toucans	
Key Worker Group Kingfishers	Julie Strongman, April Oswald. Year 4 and 5
Key Work Group Doves	Carol Nash, Liz Smith Year 2 and 3

- Key worker children will continue to attend and will be divided into a Year 2 and 3 group and a Year 4 and 5 group. As numbers are low, it may be possible for them to use one room. However, two rooms have been allocated.
- Teacher PPA and breaks will be coordinated with the other colleagues in each ‘bubble’.
- Parents will drop off children at allocated entrances and there will be staggered start times for year groups. There will be no ‘standing around’ at the start and end of the school day, especially by parents at the gate.
- All staff will arrive no earlier than 8am and will remain in their ‘bubble’ until they leave at 3.30pm. The staff room will close and each member of staff will manage their own individual ‘survival kit’ of tea coffee etc.
- Brightstart will also open on June 3rd and they have coordinated their plans with senior staff at main school.

	<ul style="list-style-type: none"> • Hampshire Modal Plus online work has been commissioned for use with Year 6 pupils. This has an emphasis on transition to Year 7 and the basic skills required at secondary school. • Children will be permitted to wear trainers for outdoor play/sport but will not be asked to change into PE kit. This will reduce family washing requirements. • Where possible, children will be asked to walk to school. • Governors will meet on 2nd June 1.30pm to consider any fresh issues and the plans will be reviewed by senior staff after the first week. • Signs on doors will confirm the maximum occupancy of each room <p>Governors gave their support to the plan and will review these arrangements with senior staff on June 2nd. Governors also approved the risk assessment. It was agreed that the risk assessment would be made available to parents.</p>	
7.	<p>Finance</p> <p>7.1. 2020-1 Budget – OCC response to staff recruitment plan.</p> <p>The three-year school budget will now balance. This follows the adjustments to staffing described in item 5.</p> <p>7.2. May 4th meeting with OCC regarding deficit recovery plan</p> <p>SG and the Chairs of the other ex-federation schools met with Chris Hillard (OCC Interim Consultant Deputy Director, Education) in relation to the budget deficit recovery plan. The meeting established that the deficit will be frozen until the school is confirmed OFSTED ‘good’. At this point, the deficit will be recovered through an agreed slice of funding each year. It was agreed that a balanced budget will be presented each year for the foreseeable future.</p> <p>OCC have argued that the £80,000 deficit relates to one historic year where expenditure at Gateway exceeded income by £80,000. OCC claim to have forensic evidence to support this conclusion. SG has requested a copy of this evidence and, when it is presented, will scrutinise and gain expert advice. Governors feel that such a major overspend is unrealistic. The school has managed to accumulate a healthy budget surplus during 2019-20 despite the school experiencing a difficult transition period. Governors find it hard to understand how an £80,000 deficit could be generated in just one year.</p> <p>The next meeting will be held on June 1st 2020.</p>	
8.	<p>Other Gateway issues to bring to the attention of Governors</p> <p>There was a brief discussion concerning recruitment to the Governing Board. The conclusions were:</p> <ul style="list-style-type: none"> • Tim Brock Head of Governor Services has promised to help recruit an LA Governor • SG will write to local business organisations in an attempt to recruit Co-opted Governors • Recruitment of a Parent Governor will take place when appropriate • Carterton Community College parents will be contacted in an attempt to recruit Co-opted Governors. 	

9.	Date of next FGB Meeting; June 2 nd 1.30pm and June 9 th 1.30pm	
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Proposed Meeting dates.

June 2 nd 1.30 pm	Covid planning
June 9 th 1.30 pm	FGB

Actions

Item 6	Covid risk assessment made available to parents	CB
Item 7	Scrutiny of OCC evidence of £80,000 historic overspend	SG
Item 8	Governor Recruitment	All Govs