



**Gateway Primary School
Meeting of the Full Governing Board
April 29th 2020 at 2.00pm**

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
Gill Locke	GL	School Business Manager

1.	<p>Welcome, apologies, quorum</p> <p>SG welcomed all to the third meeting of 2020. Governors thank Kayleigh Anstee for configuring Zoom and supporting the ICT element of this meeting.</p> <p>The meeting was quorate.</p>				
2.	<p>Declarations of any other urgent business</p> <p>No other urgent business was declared.</p>				
3.	<p>Declarations of business/pecuniary/other personal interest in any agenda item</p> <p>No new interests were declared.</p>				
4.	<p>Minutes of Full Governing Body meeting February 11th 2020</p> <p>These were approved by the Governing Body and signed by SG. They kept in a file in the school office.</p>	SG			
5.	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Matters arising</td> <td>Brightstart building – developments. Any update regarding completion dates?</td> <td style="text-align: right;">CB</td> </tr> </table>	Matters arising	Brightstart building – developments. Any update regarding completion dates?	CB	
Matters arising	Brightstart building – developments. Any update regarding completion dates?	CB			

	<p>All work to relocate the Brightstart building has been on hold during lockdown and it is doubtful if the work will be completed before September. The existing arrangement, involving occupation of the bungalow, is likely to continue into the early part of 2020-1.</p>	
6.	<p>Staff Welfare and Health and Safety during lockdown (Statutory)</p> <p>Regular communication with staff takes place on a formal and informal basis during the lockdown period and much use is made of 'Zoom' meetings. Senior staff contact colleagues individually and are sensitive to, and able to identify, any potential staff 'overload' during this time.</p> <p>One member of staff has reported Covid-19 type symptoms and has now recovered.</p> <p>CB confirmed that Gateway staff remain positive and resilient and that she is very proud of her team.</p>	
7.	<p>Safeguarding during Lockdown</p> <p>KA was able to confirm that:</p> <ul style="list-style-type: none"> • The Covid-19 Safeguarding Policy has been approved by Governors and is being followed by staff • Staff have also been provided with copies of KCSIE for reference • Families are supportive of the safeguarding strategy being followed and school involvement has been welcomed • Social Services are involved with the most vulnerable families and the relationship between school and the social workers is strong. • Staff communicate the attendance of 'TAF' children to OCC. • In a few rare situations where it is considered necessary, staff can make direct contact with families by, for example, distributing (safely) food vouchers. • Staff make regular calls and an 'engagement sheet' is updated after each contact. • The DSLs meet on-line every Thursday to discuss each child. • Despite frustrating problems with the software, the school has successfully obtained and delivered free meal vouchers to families. These can equate to £180 a month and are therefore significant. <p>In answer to a question from a Governor, CB was able to confirm that staff exercise social distancing when, for example, delivering food packages to families. Parents are warned in advance that a colleague will be visiting the house at a particular time. The exchange of items will only take place if safe to do so. Records of such transactions are maintained at school.</p>	
8.	<p>2020-1 Budget</p> <p>Gill Locke presented the 2020-4 school budget. Governors were able to scrutinise individual budget items in detail and a number of decisions and adjustments were made as a result of this discussion. The key points were:</p> <p>Gill has modelled a series of possible scenarios and the budget presented to the meeting meets the OCC requirement that school budgets balance over the period.</p> <p>The final financial position each year will be:</p>	

2020	2021	2022	2023	2024
+£62.5k	+£43.5k	-£0.4k	+£56k	+£106.5k

The 2020 position (+£62.5k) is largely thanks to an 'carry forward' of £87k from 2020-1. Governors remarked that this sum is similar in size to the contested amount required by OCC to recover the historic deficit. Governors feel that this information reinforces their view that the sum demanded by OCC is inflated. During a complicated year, when the school remained tied to a number of services provided by the central team, it was still able to create an £80k+ surplus. The school joined the Federation with no overspend of note. Therefore, it is inconceivable that it could amass £80,000 worth of debt during such a short period of membership. SG will take this information to the next joint-chairs meeting with OCC.

The school proposes recruiting a 0.4 fte teacher in September 2020. The post directly relates to specific Year 5/6 needs identified in the school improvement plan. Moreover, the post will increase flexibility, extend capacity and could lead indirectly to a reduction in supply costs. GL was able to model the projected cost of this recruitment over the four years of budget and confirmed that recruitment would lead to a budget deficit in 2022. However, the 2021 surplus would be retained. Governors agreed to support this strategy but accepted that the OCC finance team might challenge the decision. Nevertheless, Governors feel that Kim James and the OCC school improvement team will see this appointment as an integral part of the school improvement plan. The cost will not impact on the budget for two years and many other funding and expense issues will have changed by then. GL reminded Governors that there was also a 'one-off' facility to turn capital funds into revenue if necessary.

The school receives approximately £80,000 of Pupil and Forces Premium funding. However, this budget item contains a significantly smaller amount. CB explained that much of this funding has been invested in members of staff who support Forces/Pupil Premium children but have other whole-school teaching and pastoral responsibilities. For example, the Home-School link worker is partially funded by the Premium but has a remit that includes Pupil Premium and non-Pupil Premium families. It is sometimes difficult to identify the 'Premium' element of their daily activity but senior staff have a statutory requirement to undertake this process and generate an itemised public Pupil Premium Report that also identifies the impact of these activities.

It is assumed that Reception class will have 42 children this year (Sept 2020) and 45 thereafter.

The Classroom Resources budget has been reduced. Stocks of materials that would otherwise have been used during lockdown can carry forward to 2020-1 and there are other agreed economies that can be made in this regard.

The agency supply budget has been reduced from £24,000 in 2019-20 to £12,000 in 2020-1. A significant proportion of the 2019-20 expenditure related to a situation that is unlikely to be repeated. CB explained that it will be necessary to engage all staff in the development of a 2020-1 cover plan. It is important that there is agreement about how cover might be undertaken in-house so that agency costs are less significant.

The Government has agreed to cover the teachers' pay settlement for 2020-1. It has also agreed to pay the additional employer pension contributions until 2023.

	<p>Governors spent some time considering how income might be increased. OCC insurance now automatically extends to bookings for activities such as children's parties and these could be accommodated in the school hall. It may be possible to lease the bungalow to, for example, OCC children's medical and well-being services, once Brightstart move into their new home.</p> <p>The training budget has been set at £6,500. CB explained that training during 2020-1 would be closely related to the school improvement plan. Consequently, much will be in-house.</p> <p>Governors agreed to the purchase of 'Classroom Monitor' for general use in the school. Amongst other things, the platform will make assessment consistent and transparent. The cost initially will be £12,000 pa falling to £11,000 pa subsequently. It is likely that the 'Twinkl' contract will be terminated. This is approximately £10,000 pa.</p> <p>GL explained that OCC had made an attractive 'pitch' for the school meals service. They have promised to reinstall and staff the school kitchen using reconditioned equipment. Moreover, there would be no need for due diligence as Gateway is an OCC school. Governors were concerned that, whilst the kitchen is constructed, OCC plan to deliver food from a school in Witney. It was considered too risky to cancel the Aspen contract now, as this would create uncertainty about the supply of meals in September. However, Governors will consider cancelling the contract with Aspens in September before moving to a new supplier, possibly OCC, in January.</p>	
10	<p>Other Gateway issues to bring to the attention of Governors</p> <p>There was no other urgent business brought to the attention of Governors</p>	
11	<p>Date of next FGB Meeting May 19th 2020 (at 2pm)</p>	

Proposed Meeting Dates 2019-20

<p>May 19th 2.00pm</p> <p>The Zoom Login for this meeting is:</p> <p>Meeting ID: 845 7295 1415</p> <p>Password: GPSGOVS</p>	<p>FGB</p>
<p>July 14th 6pm (SATS)</p>	<p>FGB</p>

Summary of actions

Item 6	Recruit 0.4 fte Teacher	CB
Item 6	CB to develop cover plan with staff	CB
Item 6	Purchase 'Class Monitor'. Cancel 'Twinkl' contract	KA

Item 6	Consideration of Aspen school meals contract	SG
--------	--	----