



**Gateway Primary School  
Meeting of the Full Governing Board  
February 11<sup>th</sup> 6pm**

**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 |
|----------------|----|-----------------------|

|           |   |  |           |
|-----------|---|--|-----------|
| <b>1.</b> | <b>Welcome, apologies, quorum</b><br>SG welcomed all to the second meeting of 2020. The meeting was quorate.  |  | SG        |
| <b>2.</b> | <b>Declarations of any other urgent business</b><br>No other urgent business was declared.  |  | SG        |
| <b>3.</b> | <b>Declarations of business/pecuniary/other personal interest in any agenda item</b><br>No new interests were declared.   |  | SG        |
| <b>4.</b> | <b>Minutes of Full Governing Body meeting January 21<sup>st</sup> 2020</b><br>These were approved by the Governing Body and signed by SG. They kept in a file in the school office. |  | SG        |
| <b>5.</b> | <b>Matters Arising from Meeting January 21st 2020</b>   |  |           |
|           | Matters arising   | Brightstart building – developments.<br><br><i>CB confirmed that the agreed repositioning of the building will take place during the May half-term holiday (May 25<sup>th</sup> to</i> | <b>CB</b> |

|          |   |              |
|----------|---|--------------|
|          | <i>May 31<sup>st</sup>) and, consequently, will involve minimum disruption. It is not yet possible to plan for the relocation of the pre-school. However, the senior team are already considering the use of the bungalow once it is repossessed by the school. The building will require complete redecoration and SG was able to confirm that funds are available in the premises budget to accommodate this expense. It is hoped that the bungalow can be used for specialist pupil interventions and music lessons.</i> |              |
| Item 6   | 2020 Governors' Monitoring Plan for publication.<br><br><i>This will be published soon. SG and MW confirmed that several monitoring visits have already taken place.</i>  | <b>SG/CB</b> |
| Item 6.1 | Liz Hart to become Associate Member?<br><br><i>Liz is unable to accept this post</i>  | <b>SG</b>    |
| Item 6.1 | Recruitment of Co-opted Governors<br><br><i>See item 6</i>  | <b>All</b>   |
| Item 6   | Governor recruitment<br><br><i>The advertisement has been prepared and will be posted before half-term. It is hoped that elections will take place in early March.</i>  | <b>SG/MW</b> |
| Item 7   | Pupil Premium Review 24 <sup>th</sup> January<br><br><i>See item 7</i>  | <b>CB</b>    |

|                   |   |         |         |       |
|-------------------|---|---------|---------|-------|
| <b>6.</b>         | <b>Governing Body Issues</b>  |         |         |       |
|                   | <b>6.1. Recruitment of Additional Governors Vice-Chair of Governors (</b> |         |         |       |
|                   | The current constitution is:  |         |         |       |
|                   | Governor  | In Post | Vacancy | Total |
|                   | Headteacher   | 1       | 0       | 1     |
|                   | Local Authority Governor  | 0       | 1       | 1     |
|                   | Staff Governor  | 2       | 0       | 2     |
|                   | Parent Governor   | 2       | 0       | 2     |
| Co-opted Governor | 0   | 4       | 4       |       |

JS

JS explained that OCC Governor Services had contacted him to confirm that the current constitution of the Governing Body is not compliant. The statutory guidance requires that:

**“B.1 Requirements for all maintained schools (regulation 13)**

*The governing body must not be smaller than seven members, and must include:*

- *at least two parent governors;*
- *the headteacher unless the headteacher resigns as a governor;*
- *one, and only one, staff governor;*
- *one, and only one, local authority governor; and*

*The governing body may appoint as many additional co-opted governors as they consider necessary. However, the number of co-opted governors who are eligible to be elected or appointed as staff governors under Schedule 2 must not, when counted with the one staff governor and the headteacher, exceed one-third of the total membership of the governing body.*

*There is no upper limit but governing bodies should have regard to this statutory guidance in deciding their size.”*

- Consequently, it is not possible to continue with a constitution that includes two Staff Governors. After some discussion, the Governing Body made the following decisions:
- The Instrument of Governance for Gateway School will describe the following constitution:

One Headteacher  
 One LA Governor  
 Three Parent Governors  
 One staff Governor  
 Four co-opted Governors

- Natasha Stone would continue in the role of Staff Governor. Natasha was appointed Staff Governor to the newly constituted Gateway Governing Body, and appointed to the Board on 29<sup>th</sup> January 2019.
- Kayleigh Anstee will be appointed to the post of Co-opted Governor at the FGB meeting to be held on April 2<sup>nd</sup> 2020.
- The March FGB meeting will be rescheduled. It will now take place on April 2<sup>nd</sup> 2020 at 2pm (as opposed to March 24<sup>th</sup>) to enable these adjustments to be enacted, hopefully, by April 1<sup>st</sup> 2020.
- Once the intended recruitment of an LA Governor and 4 Co-opted Governors is complete, the total Governing Body at Gateway will constitute 10 members. Consequently the ‘lobby’ provided by the three staff members of the Governing Body will not exceed 1/3 of all Governors.
- JS will confirm these arrangements with OCC Governor Services, update the Instrument of Governance Document and revise the constitution details on GovernorHub. A copy of the new instrument of Governance will be included with these minutes.

JS

SG

SG/  
CB

**6.2. Training undertaken/planned since the last meeting (including ‘Prevent’**

SG will complete the online ‘Prevent’ training in March. A copy of his successful certificate will be kept, on file, at school.

|                  |   |                                   |
|------------------|---|-----------------------------------|
|                  | <p><b>6.3. Governing Body Strand of School Development Plan</b></p> <p>SG and CB will meet after half term to fill in the necessary pro forma. This will be circulated to Governors for online approval once complete.</p> <p><b>6.4 Governing Body Monitoring Plan</b></p> <p><i>See item 4</i></p>  |                                   |
| <p><b>7.</b></p> | <p><b>7 School Development Issues</b></p> <p><b>7.1. HT's report (CB) to include any key developments since the last meeting</b></p> <p>CB's Headteacher Report identifies key changes, development and progress that have taken place at the school following the previous report. CB has identified a number of quantitative actions planned in the near future and Governors feel that this process will help them to identify impact (or otherwise) of the development plan from meeting to meeting.</p> <p>The key points discussed were</p> <p>Attendance has improved slightly since the beginning of the year (96.5%). Moreover, a audit by the OCC Attendance and Engagement Team complemented the pre-information provided by the school prior to the visit and the actions undertaken in support of the Attendance Policy.</p> <p>A member of the support staff is absent through long-term sickness. The colleague and school are in receipt of support from HR and Unison and a meeting between all three is planned this term.</p> <p>The school was unsuccessful in recruiting a replacement teacher for Robins' Class (Year1/2). A temporary arrangement, with the existing teacher, has been agreed and the class will have cover until 31<sup>st</sup> August 2020. The September 2020 position will be re-advertised before Easter with interviews taking place immediately after the break.</p> <p>CB and KA informed Governors that consideration of the September 2020 staff structure is already taking place. CB explained that school leaders are developing a structure that supports the long-term needs of the children and school rather than one that attempts to blend the skills and attributes of exiting staff. CB assured Governors that any planned adjustments would be preceded by open, transparent consultation with colleagues.</p> <p><b>7.2. Pupil Premium Review</b></p> <p>The school has received two Pupil Premium reviews. A deprivation Pupil Premium review led by Jane Elvidge on January 24<sup>th</sup> was followed by a Forces Premium visit on 27<sup>th</sup> February led by Andy Hayes. CB and KA confirmed that both visits were extremely supportive and valuable. They focused on the needs of the school and offered advice rather than, as has been in the case in the past, auditing the performance of the school against standards. The reports have provided school leaders with evidence to inform 'PP Action Plan' and will, in due course, be combined to produce a strategic plan outlining how the grants are spent and what impact this has on children's outcomes. This document when complete will be posted on the school website.</p> | <p><b>CB</b></p> <p><b>CB</b></p> |

**7.3. Finance and budget issues with particular reference to shared Central Services and historic deficit recovery (SG)**

SG explained that an informal meeting of OCC Cabinet members has been planned to take place in the near future. The meeting is in large part due to the adverse media publicity regarding the financial situation at the Community College. The Chairs of all three ex-Federation schools have requested combined access to the panel. SG explained that there is still concern that the deficit has been apportioned according to a perceived sense of equitability rather than through a more precise, hard, income versus expenditure criteria. He wishes to have the opportunity to share this view with Cabinet members. There is still a strong sense that Gateway has been asked to recover a sum of money that is unrealistic and unfair. Governors agreed that an impartial, third-party, review of Gateway's precise financial profile whilst a member of the Federation, would be most welcome.

SG will inform colleagues of progress in this regard.

Governors discussed a number of the services provided by the central team. Many contracts are due for renewal during 2020-1.

There has been dissatisfaction with the service provided by Aspen's who provide school meals. Governors will seek tenders from a number of other school meal providers. CB will consult with those school meal providers who will be represented at the OCC Headteacher's Conference. MW has already contacted a number of contractors and has asked for quotations. There was some discussion regarding the reinstatement of the school kitchen. A number of contractors offer to staff, refit and finance a school-based kitchen. The contract expires in July 2020.

There is concern that the current ICT provision is not cost effective. The school has only received a draft service level agreement and consequently it is difficult to assess precisely what service is provided and whether it meets (or exceeds) the needs of the school. There is concern that most external ICT contractors offer a GDPR compliance service and this is not available in the current agreement. SG will contact the central team and ask for clarification.

There is similar concern that the service level agreement relating to the photocopying service involves an unnecessary central 'mass production' functionality that is unnecessary.

Governors understand that, should Gateway's withdrawal from a contract and for this to indirectly lead to redundancies, the school would be required to make a contribution to redundancy costs.

It was agreed that a meeting be held as soon as possible, involving Peter Almgil from the central team, SG, CB and the school Business Manager, to review all centrally held contracts.

**7.4 Staff issues to be brought to the attention of Governors (CB)**

There were no issues to report

**7.5 Any other issues that the headteacher wishes to bring to the attention of Governors**

There were no other issue to report

SG

SG/  
CB

|    |   |  |
|----|---|--|
|    | <p><b>Compliance Issues</b></p> <p><b>8.1 Policies for approval and ratification (SG)</b></p> <p>The Attendance Policy and Exclusion Policy will be presented for approval at the April 2<sup>nd</sup> FGB meeting.</p> <p><b>8.2 Safeguarding issues to bring to the attention of the Governing Body (CB)</b></p> <p>CB confirmed that plans were in place to facilitate CPOMS training. It should be possible to provide Governors with a regular update of anonymised headline safeguarding data.</p> <p><b>8.</b> KA reminded Governors that ‘Safer Internet Day’ had recently taken place and that it is normal for this event to generate a number of issues and these will be thoroughly investigated by the safeguarding team.</p> <p><b>8.3 Health and Safety issues to bring to the attention of the Governing Body (CB)</b></p> <p>MW has visited the school and carried out an H and S audit. As a result, action has been taken to label fire doors.</p> <p>Following an accident involving a member of staff, consideration was given to improved signage at exit points that provide a stepped access down to the playground level.</p> <p>The redundant stairs that provide access to the balcony in the Hall have been ‘blocked off’</p> |  |
| 9  | <p><b>Any other urgent business</b></p> <p>There was no other urgent business</p>   |  |
| 10 | <p><b>Date of next FGB Meeting April 2nd 2020 (at 2pm)</b></p>  |  |

**Proposed Meeting Dates 2019-20**

|  |            |
|--|------------|
| April 2 <sup>nd</sup> 2020 @ 2.00pm (Budget) | <b>FGB</b> |
| May 19 <sup>th</sup> 6pm                     | <b>FGB</b> |
| July 14 <sup>th</sup> 6pm (SATS)             | <b>FGB</b> |

**Summary of actions**

|                 |   |              |
|-----------------|---|--------------|
| Matters arising | Brightstart building – developments. Any update regarding completion dates? | <b>CB</b>    |
| Item 6          | 2020 Governors’ Monitoring Plan for publication                             | <b>SG/CB</b> |
| Item 6.1        | Recruitment of Co-opted Governors   | <b>All</b>   |
| Item 6.2        | Prevent Training  | <b>SG</b>    |
| Item 6.3        | Governing Body Development Plan   | <b>CB/SG</b> |

|          |  |              |
|----------|--|--------------|
|          |  |              |
| Item 7.3 | Pupil Premium /Service Premium Development Plan                  | <b>CB/KA</b> |
| Item 7.3 | Outcomes of meeting regarding Central Services                   | <b>CB/SG</b> |
| Item 8.1 | Attendance Policy and Exclusion Policy to Governors for approval | <b>CB</b>    |
| Item 8.2 | CPOMS training update  | <b>CB</b>    |