



**Gateway Primary School
Meeting of the Full Governing Board
January 21st 6pm**

Governors Present:

Mike Wright	MW	Parent Governor
Scott Galbraith (Chair)	SG	Parent Governor
Clare Bladon	CB	Headteacher
Kayleigh Anstee	KA	Staff Governor

In attendance:

Jonathan Smith	JS	OCC Governor Services
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1.	<p>Welcome, apologies, quorum</p> <p>SG welcomed all to the first meeting of 2020. Apologies were received from Natasha Stone (NS). The meeting was quorate.</p> <p>The quoracy of this meeting has been confirmed by Tim Brock, Head of OCC Governor Services.</p>	SG
2.	<p>Declarations of any other urgent business</p> <p>No other urgent business was raised.</p>	SG
3.	<p>Declarations of business/pecuniary/other personal interest in any agenda item</p> <p>No new interests were declared.</p>	SG
4.	<p>Minutes of Full Governing Body meeting November 11th 2019.</p> <p>These were approved by the Governing Body and signed by SG. They kept in a file in the school office.</p>	SG

Matters Arising from Meeting June 11th 2019			
5.	Matters Arising	<p>Brightstart building plans - to continue discussions <i>CB has recently had contact with the OCC premises team about this matter.</i></p> <p><i>OCC have advised that the Brightstart building is relocatable and, as such, they propose lifting and rotating the building 90 degrees. This will enable Thames Water to gain access to the drain and it will obviate the need to demolish the finished building. There is no confirmed date for this procedure. CB understands that the works might be planned for the May half term holiday. CB has given her consent to this operation.</i></p> <p><i>Governors support this decision and welcome this solution to a long-running problem.</i></p>	CB
	Matters Arising	<p>Arrange Parent Governor elections <i>SG and MW will lead this process. It will be supported by an 'advertisement' in the newsletter. A skills audit will be undertaken to ensure that any new appointee has the necessary skills and experience to support the future development of the Governing Body. All the necessary documents, letters and ballot papers are available on the school admin drive.</i></p>	SG/MW
	Matters Arising	<p>Enquire about LA Governor vacancy <i>This work is ongoing. Tim Brock, Head of Governor Services, is supporting the school in this respect.</i></p>	SG
	Item 6.2	<p>To complete Prevent training <i>MW presented his Prevent Certificate for filing at school</i></p>	MW
	Item 7.2	<p>To write Governing Body development strand of School Development Plan <i>(item 6.3 below)</i></p>	
	Item 8.1	<p>To circulate Code of Conduct to all staff <i>KA explained that a recent staff meeting had focused on professional relationships and conduct. The work undertaken at this session was well-received by staff and there is evidence, in transactions throughout the school, that the principles of the Code of Conduct are being upheld.</i></p>	KA
6.	<p>Governing Body Issues</p> <p>6.1. Recruitment of Additional Governors Vice-Chair of Governors (JS)</p> <p>The current situation is:</p>		
	Governor	In Post	Vacancy
	Headteacher	1	0

	Local Authority Governor	0	1	
	Staff Governor	2	0	
	Parent Governor	2	1	
	Co-opted Governor	0	4	
	<p>The Governing Body was sad to receive resignations from Doreen Rose and Liz Hart. Doreen continues as a Governor at Ducklington School and her input as an experienced Governor and Vice-Chair has been much appreciated. She will be missed. Liz is involved in many commendable local community activities, often in support of service families, and Governors understand that her time is extremely limited.</p> <p>Liz may consider continued involvement with the Governing Body as an Associate Governor. Such an arrangement would ensure that her much-needed financial skills are made available to the Governing Body without the need for her to attend every Governor meeting. Moreover, Finance Committee meetings could be scheduled during the school day and this might be more convenient for all concerned.</p> <ul style="list-style-type: none"> • SG will ask Liz is she is prepared to consider this role. • SG and will engage with 'Inspiring Governance' • Other colleagues will approach 'Air Tanker' and other local organisations in an attempt to recruit Governors. • Gill Lock has expressed that she is available as an associate governor if this is needed <p>6.2. Training undertaken/planned since the last meeting (including 'Prevent' training) November 19th (SG)</p> <p>MW has completed Prevent Training</p> <p>6.3. Governing Body Strand of School Development Plan</p> <p>There have been a number of visits by Governors, and conversations with subject leaders, in preparation of this plan. CB announced that the monitoring document is nearly ready to go 'live' but needs a few final slight adjustments. SG and CB will meet this week to progress this work.</p> <p>SG confirmed that the necessary documentation and feedback forms are available online and these will help ensure that monitoring visits are consistent and strategic.</p>			<p>SG</p> <p>SG/ CB</p>
7.	<p>7.1. HT's report (CB) to include latest pupil progress and attainment data.</p> <p>CB explained that she intended to begin each future report with a summary of significant developments and changes since the previous report. This approach is welcomed by Governors who feel that this process will support the School Development Plan by identifying impact. It will also provide an opportunity for the SEF to be updated on a regular basis.</p> <p>Governors asked that a small paragraph from each subject lead, identifying any developments, might also be included in the Head's report.</p> <p>CB added that she intended to invite subject leads to future FGB meetings to make share presentations. For example, a Pupil Premium Review meeting is scheduled for</p>			<p>CB</p>

Friday 24th January. It may be appropriate for staff CB to present a summary of the review, to Governors at the meeting scheduled to take place on February 11th.

The key issues in the Headteacher's report were:

- There are 278 children on roll; 5 have joined since September and 9 have left
- Attendance stands at 96.07% in January 2020 (target 97%) and non-authorized absence is 4.48%
- 10 safeguarding incidents have been logged since November 19th 2019
- The school has 43 SEN children, 3 children in receipt of an EHCP and 1 Looked After Child
- 165 children receive the Service Child Grant. Of these children 75% are ARE or above in reading (non-service = 54%), 62% ARE or above in writing (non-service 51%) and 77% ARE or above in Maths (non-service 63%)
- In the current Year 6 class, 60% of children are ARE or better in Reading, 60% in writing and 70% in Maths

A Governor asked CB for an explanation of the 'unauthorised absence' figure and why the 95.5 days of unauthorised holiday was so high. CB explained that four families persistently take skiing holidays during term time. The senior team remains in contact with these families and communication with other parents regarding term time holidays has 'toughened up' since September. It was noted that an overall attendance figure of 96% was only possible because the remainder of the school is exercising good attendance habits. Consequently, any reduction in 'unauthorised days' will have a significant impact on the overall figure.

A Governor asked for confirmation if the flow of students in and out of the school was significant. Staff explained that more children are leaving than joining at the moment but this is not always the case. There is no sense that the school is shrinking. CB confirmed that any benchmark comparison of Gateway's pupil/student ratio will seem high when compared to other Oxfordshire primaries. However, this staffing is necessary to maintain the ability to accept redeployed service children at short notice. A family relocating from overseas must be able to secure a place at the school. Any situation where siblings are split between different primary schools because a class at Gateway is full, is unacceptable. OCC is aware of this issue and is supportive.

There was some discussion of the appropriate amount of redeployment leave offered to service families. The school will remain sensitive to this issue but prefers to offer in-house allowances, such as no homework, rather than encouraging long periods of complete absence.

Governors were encouraged by the behaviour data presented and the range of interventions in place at the school to reduce the likelihood of fixed-term exclusions. There was an associated discussion regarding the opportunities for younger EYFS male students to exercise a more vigorous play regime in an environment that is safe and non-disruptive. Governors felt that a climbing frame and other play equipment might be appropriate and discussed potential sources of finance including the Benevolent Fund. Governors would welcome a presentation regarding the PE curriculum and play environment at the school.

CB was able to give Governors a summary of the curriculum development work at the school. Governors have been deeply involved in this process. The starting point was a staff INSET session in January where staff were asked to define the characteristics and needs of Gateway children. This work identified certain whole-school issues and these will be developed to form threads that run throughout the curriculum. For example, staff felt that the perception that forces children are resilient because they constantly change schools is actually a myth. Children learn coping strategies but are actually deeply

affected by a change in school. Consequently, the curriculum should reinforce the concepts of 'hello' and 'goodbye' with beginnings and endings, celebrated during the school year. The school will in future send a 'how are you getting on?' letter to all children who leave, one month after they join their new school.

A Governor asked if the existing school meal contract will expire in the near future. SG explained that the contract expires in June 2021 but confirmed that work to secure a replacement is already in-hand.

7.2. Website Developments

Governors are delighted with the new website

- It is a one stop place where information, otherwise held on a variety of media, can be referenced
- It works effectively on 'phones
- It is fresh and attractive. This is important because it will be the first 'port of call' for service families all over the world
- It translates into other languages
- It has a compliance check facility
- It enables parents to access work-at-home resources such as 'Oxford Owl'

KA confirmed that a small core of staff at school had access and this would enable quality to be monitored. SG and MW are to have access rights.

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

SG explained that negotiations are still taking place between school and OCC regarding the £80,000 deficit recovery budget. Staff at school are mystified at the growth of this sum from an initial 'settlement' of £30,000 to a new balance of £80,000. There is concern that the calculations undertaken to establish this new position have been generated by CCC and signed off by OCC. They have not been checked by an independent body. The school has been instructed by OCC to proceed with the allocation of its 2019-20 budget without reference to this sum. Consequently, investment in the resources necessary to deliver the 2019-20 Development Plan will proceed unfettered.

In answer to the question SG confirmed that the 'payback' period for the final deficit fund is likely to be ten years.

The SFVS audit process is complete. The final return will need to be signed off by Governors. The new SFVS document is 'live' and Governors can access it at any point of the year. It also features useful benchmark details.

The FGB meeting scheduled for March 24th clashes with parent teacher meetings therefore it is likely to take place during the school day and include the Business Manager.

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

The school was sad to see the departure of Caroline Peskett and Lorraine Jarvis at Christmas but are delighted to welcome Nicky Jones to Robins Class. The school also welcomes Mivonne Cooper and Lucy Mykytyn to the lunchtime supervision team and Kay Barker to the learning support team (Kay is covering the long term sick of a TA. She is only available until Easter after which date she has commitments to her business – she also has a holiday booked for 2 weeks after half term). Recruitment for a teaching position, post Easter, is in hand.

All

8.	<p>Compliance Issues</p> <p>8.1 Policies for approval and ratification (SG)</p> <p>There were no policies to ratify</p> <p>8.2 Safeguarding issues to bring to the attention of the Governing Body (CB)</p> <p>The OCC Safeguarding return is close to completion. It will be signed off by Governors at the February 11th meeting. CB and MW will meet soon to complete the process</p> <p>8.3 Health and Safety issues to bring to the attention of the Governing Body (CB)</p> <p>There were no Health and Safety issues to report.</p>	All
9	<p>Any other urgent business</p> <p>There was no other urgent business</p>	
10	<p>Date of next FGB Meeting 11th February 2020</p>	

Proposed Meeting Dates 2019-20

February 11th 6pm	FGB
March 24 th during school day (Budget)	FGB
May 19 th 6pm	FGB
July 14 th 6pm (SATS)	FGB

Summary of actions

Matters arising	Brightstart building – developments	CB
Item 6	2020 Governors' Monitoring Plan for publication	SG/CB
Item 6.1	Liz Hart to become Associate Member?	SG
Item 6.1	Recruitment of Co-opted Governors	All
Item 6	Parent Governor recruitment	SG/MW
Item 7	Pupil Premium Review 24 th January – presentation?	CB

Item 8	OCC Safeguarding Return and SFVS to sign off.	All
New Item	ICT Costs	CB