



**Gateway Primary School
Meeting of the Full Governing Board
November 19th 2019, 6.00 pm**

Governors Present:

Mike Wright	MW	Parent Governor
Scott Galbraith (Chair)	SG	Parent Governor
Clare Bladon	CB	Headteacher
Doreen Rose	DR	Co-opted Governor
Kayleigh Anstey.	KA	Staff Governor

In attendance: JS OCC Governor Services
Jonathan Smith

1.	Welcome, apologies, quorum		
	Apologies were received and accepted from Natasha Stone (NS) and Liz Hart (LH) The meeting was quorate.		
2.	Declarations of any other urgent business		
	There was one item of additional business		
3.	Declarations of business/pecuniary/other personal interest in any agenda item		
	No additional new interests were declared.		
4.	Minutes of Full Governing Body Meeting September 10th 2019		
	The minutes were approved. Governors agreed that they are an accurate record of the meeting held on September 10 th 2019. The minutes will be signed and a copy stored on file at the school.		
5.	Matters Arising from Meeting September 10th 2019		
	Item 7.3 (matters arising)	SG to contact OCC and ask for advice in relation to the 'Brightstart' building – update CB was pleased to announce that progress has been made in relation to this issue. She has held several meetings with Brightstart and Thames Water. OCC's	SG

	<p>premises legal team has been alerted to the situation and actively involved in a solution.</p> <p>CB is unable to confirm whether the building will be demolished, moved to a new location or if the drain will be repositioned by Thames Water. However, all parties involved in the project are talking to each other and there is a much greater a sense of purpose.</p> <p>A Governor asked if the contractors have been asked to secure the site in a more attractive, less ramshackle fashion. CB explained that this would happen once a decision about the future of the building had been agreed and the resulting contract awarded.</p> <p>The meetings have identified that Brightstart have a contractual obligation to pay the school £5,000 p.a. for shared services and utilities. This is currently unpaid. This fee will be collected forthwith.</p> <p>The Premises Manager has been alerted to a number of premises issues that are required to make the Bungalow fit for purpose.</p>	
Item 6.2	<p><i>Appointment of independent advisor to Headteacher Appraisal Panel.</i></p> <p>The Headteacher Appraisal Panel will consist of Catherine Redgrave who is Gateway's System Leader (School Improvement Leader) MW and SG. The Panel will meet with CB on Wednesday 27th.</p>	CB
Item 6.3	<p><i>Obtain Badge and email address for LH.</i></p> <p>This action is complete</p>	JS
Item 6.3	<p><i>KH to make safeguarding visit to school – update</i></p> <p>This action is complete.</p>	KH
Item 6.4	<p><i>Appointment of LA Governor – update</i></p> <p>SG will contact OCC in relation to this issue.</p>	SG
Item 6.4	<p><i>Election of second Staff Governor – update</i></p> <ul style="list-style-type: none"> • The instrument of Governance was amended before the Summer break. The constitution now features two staff Governors. • The skills audit suggests that it is appropriate to have one Staff Governor who represents the older children in the school and one who works with EY children on a daily basis. • Natasha Stone was appointed to the Board in March 2019 • Kayleigh Anstee is the only applicant for the additional Staff Governor position and is therefore appointed to this role. 	CB
Item 6.4	<p><i>Contact Sierra; is she is able to re-join the board?</i></p> <p>Sierra is unable to rejoin the Board</p>	SG

	Item 7.1	<p><i>Confirm that fire evacuation procedures facilitate the opening of the new gates to allow access to emergency vehicles.</i></p> <p>The procedure has been amended. Staff have been required to call an ambulance in response to an incident at the school. The new procedures have thus been tested.</p>	CB
	Item 7.1	<p><i>Purchase of fridge freezer and kettles for staff room.</i></p> <p>This action is complete. KA explained that the new facilities are much appreciated by staff.</p>	SG
	Item 7.3	<p><i>Leadership Team decision regarding staff absence insurance.</i></p> <p>The leadership team has decided to take out an absence insurance policy from Education Mutual. This is a local insurance company established by two ex-headteachers. The budget will be able to accommodate this expense.</p>	CB
	Item 7.3	<p><i>Leadership Team decision regarding website provision</i></p> <p>The leadership team have decided to remain with the school's existing web providers. However, they have commissioned a complete rebuild. The new site will be mobile 'phone friendly (it is not at the moment) and will be ready by Christmas.</p> <p>The school has recently undertaken a survey with parents regarding communication. The results show two extreme positions that the school's communication strategy will be required to satisfy. Some parents wish to be 'spoon fed' with all information and images communicated directly to their phones. Others prefer a more minimalistic approach to school communication via social media. They wish to be alerted of a news item by social media but to find the actual content on the website.</p> <p>Governors agreed that a mixed economy might be required as just one approach is unlikely to satisfy both sets of respondents. Nevertheless, they feel that a refreshed and vibrant website, relaunched with a fanfare and constantly updated thereafter, is critical to the communication policy.</p>	CB
	Item 9.3	<p>Arrangements regarding Staff/Governors 'meet and greet'</p> <p>Governors will join staff at a pre-Christmas social event on 17th December (12 noon to 1.00 pm)</p> <p>KA will organise</p>	KA
6.	<p>Governing Body Issue.</p> <p>6.1 Appointment of Additional Governors (JS) The school will undertake the election of an additional Parent Governor</p> <p>6.2 Training Planned/Undertaken since the last meeting (to include Prevent Training) Send link January</p>		

	<p>JS will post the Prevent website link on GovernorHub. All Governors will have completed this training by January</p> <p>6.3 Confirmation that Governors have read KCSIE September 2019</p> <p>This action is complete</p>	<p>CB JS all Govs</p>
<p>7.</p>	<p>School development issues</p> <p>7.1 HT's Report (CB)</p> <p>The Headteacher presented a verbal report. She confirmed that in future she intends to present a dashboard-type report featuring key performance indicators such as attendance, basic student attainment data, behaviour data etc. Governors agreed that this format is appropriate and welcomed this development.</p> <p>7.2 Development Plan – allocation of Governors to Development Plan strands</p> <p>The Development Plan is close to completion but transactions with OCC regarding the plan continue. One of the main issues is that the plan relates to the July 2019 Inspection Report and this reflects the old OFSTED framework. The new plan must meet these requirements plus those of the new OFSTED criteria. CB explained that she hopes to send the completed plan to OCC by 29th November.</p> <p>'Development of the Governing Body' is a discrete strand in the plan and CB will soon ask the Board to spend time creating a Governing Body Development Plan to meet this need. This will involve Governors setting targets, identifying milestones and developing a structure that will enable the plan to be reviewed.</p> <p>Staff colleagues present explained that they had confidence in the support provided by OCC for maths and English. The consultants allocated to the school understand the context of the school and there is a developing sense of partnership. There is less confidence in the OCC four week 'quick-fix' strategies as these do not seem to encourage sustained pupil development.</p> <p>One member of the support staff is absent long-term. CB has contact HR for advice regarding this issue and is carefully following the procedures set out in the OCC Absence from Work Policy. This will include input from Occupational Health. CB has increased the hours of the existing team to manage this work and this will have an impact on the budget.</p> <p>CB has received the resignation from two job-share members of the teaching staff (one fte). The post has been advertised, candidates have visited the school and the there are additional plans should recruitment be unsuccessful.</p> <p>CB explained that there have been a number of incidents that have tested the emergency procedures at the school. An ambulance has been required on two occasions. The vehicle was able to gain access easily and other procedures relating to the medical incidents functioned effectively.</p> <p>In a separate incident, a student climbed the fence and absconded. The child's absence was noted immediately and all procedures, including communication with the police and family were effective. The child was returned safely. CB has made some minor adjustments to the procedure following this experience and has produced a simple communication flow-chart for staff to reference. Governors felt that the close proximity of the school to the town centre and airfield made it important to keep this procedure 'live' and to test it regularly.</p>	

A child has been excluded for one week following a serious incident. Staff report that the child has now returned to school and is demonstrating a positive and co-operative attitude.

CB explained that work of the Pupil Premium statement has been hindered by the absence of clarity regarding Pupil Premium finances. She is able to identify interventions undertaken and is able to assess their impact but, as Pupil Premium funding was previously subsumed by the Federation, is unable to assess the cost of this activity.

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

The meeting with OCC has now taken place. The school has been allocated a recovery deficit of £86,000. Governors still do not have confidence in the calculations made by OCC. For example, a Governor asked how the school could enter the federation with an £8,000 surplus and three years later accrue a debt of £86,000? SG explained that conversations regarding the allocation of the deficit continue.

SG has made it clear at meetings that the required savings threaten the school improvement programme currently in place and that, therefore there is a strong argument to simply write the debt off. Savings of such magnitude can only be made by reducing the number of support and teaching staff at the school and, long term, this will undermine the plans to move the school forward. Should the school fail to improve and, sadly, is placed in Special Measures by OFSTED, it will be required to join an academy chain and OCC will need to write off the deficit in order to make this happen.

OCC argue that they are legally prevented from writing-off the deficit. This can only happen if the school is closed down and then relaunched as an entirely new organisation. OCC are testing the legal constitution of the federation but feel it is unlikely that the defederation of Gateway in January 2019 can be considered the creation of a 'new' school.

The OCC Cabinet will meet in December to discuss the financial situation of the three Carterton schools and agree a way forward. The discussion will consider new housing in the town, the impact of any decision on other schools in the area and expected future demographics in West Oxfordshire.

It is likely that this process will generate some media interest and Governors will need to prepare an agreed press statement. It will also be necessary for Governors to consider a standard set of responses to questions that members of the community are likely to ask.

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

These are included in the Headteacher's report.

7.5 Any other issues that the headteacher wishes to bring to the attention of Governors. (CB)

A member of staff was asked to attend Court and provide evidence in a safeguarding case. Senior staff were able to help the colleague prepare. She was driven to and from Court by a senior member staff on the day of the hearing and supported throughout and after the proceedings. The experience has raised staff awareness of the need to keep careful records in all safeguarding situations. It has reinforced the requirement to use the full functionality of CPOMS.

Governors felt that it was likely that other staff would be required to give evidence in similar safeguarding cases in the future and that OCC should consider creating a support package for employees who find themselves in this situation. It could help them, for example, prepare for cross-examination.

	<p>Compliance Issues</p> <p>8.1 Budget update with Gill Locke</p> <p>Gill Locke will attend the January FGB meeting and give a 'half-time' update on the budget. She will identify key variances including the additional expenses associated with the staff adjustments made in January.</p> <p>The recommendations of the Pay Committee and Headteacher Appraisal Panel will be signed off.</p> <p>8.1 Policies for approval and ratification (SG)</p> <table border="1" data-bbox="124 488 1430 766"> <tr> <td><i>Safeguarding Policy 2019-20</i></td> <td>This is complete and has been approved</td> </tr> <tr> <td><i>Anti-Bullying Policy updated review</i></td> <td>On website – to be reviewed May 2020</td> </tr> <tr> <td><i>Staff Code of Conduct</i></td> <td>KA will circulate to staff for comment</td> </tr> <tr> <td><i>2019 OCC Pay Policy done</i></td> <td>Approved</td> </tr> </table> <p>8.2 Safeguarding issues to bring to the attention of the Governing Body (CB)</p> <p>There were no issues to report</p> <p>8.3 Health and Safety issues to bring to the attention of the Governing Body (CB)</p> <p>There were no issues to report.</p>	<i>Safeguarding Policy 2019-20</i>	This is complete and has been approved	<i>Anti-Bullying Policy updated review</i>	On website – to be reviewed May 2020	<i>Staff Code of Conduct</i>	KA will circulate to staff for comment	<i>2019 OCC Pay Policy done</i>	Approved	
<i>Safeguarding Policy 2019-20</i>	This is complete and has been approved									
<i>Anti-Bullying Policy updated review</i>	On website – to be reviewed May 2020									
<i>Staff Code of Conduct</i>	KA will circulate to staff for comment									
<i>2019 OCC Pay Policy done</i>	Approved									
	<p>Any other urgent business</p> <p>There was no other business.</p>									
10	<p>Date of next FGB Meeting January 21st 2020</p>									

Agenda Items for the Meeting on January 21st 2020

Budget update – key variances (with Gill Locke)
 Staffing update (CB)
 Website Development (KA)
 Governing Body development strand – School Development Plan (SG)
 Student progress and attainment (CB/KA)
 Development Plan Governor monitoring schedule Jan-April (all Gov)

Summary of Actions

Matters arising	Brightstart building plans- to continue discussions	CB
Matters arising	Arrange Parent Governor elections	CB
Matters arising	Enquire about LA Governor vacancy	SG
Item 6.2	To complete Prevent training	All

Item 7.2	To write Governing Body development strand of School Development Plan	SG
Item 8.1	To circulate Code of Conduct to all staff	KA