



**Gateway Primary School  
Meeting of the Full Governing Board  
October 22nd 2019, 6.00 pm**

**Governors Present:**

Mike Wright	MW	Parent Governor
Scott Galbraith (Chair)	SG	Parent Governor
Natasha Stone	NS	Staff Governor
Liz Hart	LH	Co-opted 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.	<b>Welcome, apologies, quorum</b> SG welcomed Governors to this first meeting of the year. He extended a particular welcome to Clare Bladon, the new Headteacher of Gateway Primary School. There were no apologies and the meeting was quorate.	SG			
2.	<b>Declarations of any other urgent business</b> There were three items of additional business	JS			
3.	<b>Declarations of business/pecuniary/other personal interest in any agenda item</b> Pecuniary interest forms were completed. This information will be kept in a file in the school office and will also be updated on GovernorHub	JS			
4.	<b>Minutes of Full Governing Body meeting June 11th 2019.</b> <b>Confidential Minutes of LGB held on July 9<sup>th</sup> (regarding the OFSTED Inspection)</b> These were approved by Governors present	SG			
5.	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Item 7.2</b></td> <td style="width: 65%;"><i>Decision regarding 'Read Write Inc'?</i> The leadership team has decided not to commission this learning package</td> <td style="width: 20%; text-align: center;">CB</td> </tr> </table>	<b>Item 7.2</b>	<i>Decision regarding 'Read Write Inc'?</i> The leadership team has decided not to commission this learning package	CB	
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<b>Item 7.2</b>	<p><i>Latest attendance figures – update and comment</i></p> <p>Although only a few days into the term, CB explained that the school has been in contact with the OCC Attendance Team in relation to a pupil who had poor attendance in 2018-9. A meeting to support the family has been arranged at Carterton Community College and Gateway staff will attend.</p> <p>A different family with historic poor attendance has decided to facilitate a 'fresh start' by moving their child to a new school.</p> <p>All children previously following reduced timetables are back in school on full-time.</p> <p>Governors were made aware of a very recent behaviour incident involving a child who, until recently followed a reduced timetable. CB confirmed that the issue was being investigated thoroughly and that she would take action in accordance with the school Behaviour Policy. In answer to a question, CB was able to confirm that a Teaching Assistant involved in the incident was receiving appropriate support from school and that appropriate procedures were being followed.</p>	CB
<b>Item 7.3</b>	<p><b>'Brightstart' building progress</b></p> <p>CB explained that she finds the fact that the builders have no coherent plan to rectify the problem, deeply frustrating. The site is a mess, contractors seem to be receiving conflicting instructions from their managers and the nursery is occupying much needed accommodation elsewhere in the school whilst the issue is being resolved.</p> <p>Action: SB will contact OCC in an attempt to determine how this issue is to be resolved. CB will continue to negotiate with the contractors and also insist that the site is properly fenced off and made more attractive.</p>	SG/CB
<b>Item 7.4</b>	<p><b>Post-defederation arrangements for Central Team – update</b></p> <p>(see 7.3 below)</p>	SG
<b>Item 7.4</b>	<p><b>Recruitment of Business Manager</b></p> <p>This action is now complete. Gill Locke has been appointed.</p>	SG
<b>Item 8.3</b>	<p><b>Any issues to report to Governors regarding 'Lockdown' practice June 13<sup>th</sup></b></p> <p>There are no issues to report</p>	CB
<b>Item 8.3</b>	<p><b>Progress with 'Swimming Folder'</b></p>	CB

	This work is ongoing. There are no swimming lessons planned before January 2020.	
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6.	<p><b>Governing Body Issue.</b></p> <p><b>6.1 Appointment of Chair and Vice-Chair of Governors (JS)</b></p> <p>Scott Galbraith was elected to the post of Chair of Governors Gateway Primary School.</p> <p>Doreen Rose was elected Vice-Chair of Governors at Gateway Primary School</p> <p>The Governors wished both good luck in these roles. There was agreement that under the leadership of Scott and Doreen, the Governing Board at Gateway will continue to grow and improve. The progress made by the team since January 2019 has been remarkable. All present expressed confidence that this will continue during 2019-20.</p> <p><b>6.2 Confirmation of Governor Roles and links (SG)</b></p> <table border="1"> <tr> <td>Chair of Finance Committee</td> <td>Liz Hart</td> </tr> <tr> <td>Pupil Premium</td> <td>Liz Hart</td> </tr> <tr> <td>Health and Safety</td> <td>Mike Wright</td> </tr> <tr> <td>EYFS</td> <td>Scott Galbraith</td> </tr> <tr> <td>Whistleblowing Governor</td> <td>Scott Galbraith</td> </tr> <tr> <td>Governor Pay Committee</td> <td>To be confirmed</td> </tr> <tr> <td>Headteacher Appraisal</td> <td>To be confirmed</td> </tr> <tr> <td>SEND</td> <td>Scott Galbraith</td> </tr> <tr> <td>Governor Training</td> <td>Mike Wright</td> </tr> </table>		Chair of Finance Committee	Liz Hart	Pupil Premium	Liz Hart	Health and Safety	Mike Wright	EYFS	Scott Galbraith	Whistleblowing Governor	Scott Galbraith	Governor Pay Committee	To be confirmed	Headteacher Appraisal	To be confirmed	SEND	Scott Galbraith	Governor Training	Mike Wright	<p>CB/SG</p>
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<p>SB and CB will contact various sources to secure the services of an independent advisor to join the Headteacher's Appraisal meeting. The panel is likely to consist of Chair, Vice-Chair and independent advisor.</p> <p><b>6.3 Agree school monitoring/quality assurance process and timetable. See item 7.2. (SG)</b></p> <p>Meetings with OCC's and Jane Ratcliffe in the next few weeks will help map out the monitoring programme and it is likely that strands of the post-OFSTED development plan will be allocated to individual Governors. CB will share detail at the FGB meeting scheduled for October 22<sup>nd</sup>.</p> <p>LH will make a school visit before October 22<sup>nd</sup>. This will involve a 'tour of the school'.</p> <p>JS will re-request a badge and e-mail address for KH.</p> <p><b>6.4 Appointment of additional Governors (SG)</b></p> <p>SG is in discussion with Tim Brock at OCC about the appointment of an LEA Governor. The instrument of Governance was changed in June 2019 and, as a</p>		<p>CB</p> <p>LH</p> <p>JS</p> <p>SG</p>																			

	<p>consequence, there is a vacancy for a staff Governor and also a need to recruit Co-opted Governors.</p> <p>Natasha Stone was elected Staff Governor after the dissolution of the Federation. Kayleigh Anstee was previously Staff Governor for the federated school prior to maternity leave. A staff Governor election will need be held to enable staff to elect the second Staff Governor and Kayleigh will stand. Governors agreed that Kayleigh's contribution to the work of the Board was extremely valuable and it was important that, whatever the result of the Staff Governor election, it should continue. Consequently, it was agreed that Kayleigh would be appointed as an Associate Governor.</p> <p>SG agreed to contact Sierra to see if her circumstances had changed and if she was available to re-join the Board. CB reminded Governors that the Payment to Governors Policy facilitates the funding of child-care.</p> <p><b>6.5 Training undertaken/planned since the last meeting (including 'Prevent' training) July 9<sup>th</sup> (SG)</b></p> <p>LH has yet to complete her induction training and this will be arranged in due course. SG reminded colleagues that OCC have been very supportive in this regard and will provide training opportunities free of cost. It is likely that a 2019-20 training plan is generated during this autumn.</p> <p>Governors agreed to investigate joint training with Carterton Primary School and the Community College if and when relevant.</p> <p>Prevent training is ongoing</p> <p><b>6.6 Declarations of interest, reaffirm Code of Conduct.</b></p> <p>Declarations of interest information has been collected and recorded.</p> <p>The Code of Conduct is 'live' and has been read and agreed by all colleagues including those recently appointed.</p>	<p><b>CB</b></p> <p><b>SG</b></p>
7.	<p><b>School development issues</b></p> <p><b>7.1 Summer holiday premises update (CB)</b></p> <p>The main school gate has been replaced. Access is currently controlled electronically by the school office who also have CCTV coverage of the gate. Procedures are in place to ensure that visitors proceed directly to the school door and do not divert elsewhere once on site. It is hoped to extend the CCTV coverage so that cameras will be able to observe the full journey of any visitor, from gate to front door. A Governor suggested investing in a more expensive CCTV system, that would have the capacity to accommodate enough cameras to ultimately cover the whole site. Governors agreed.</p> <p>CB will check fire evacuation procedures to ensure that a fire-marshall is tasked to activate the gate, to let in emergency vehicles, once the school has been evacuated.</p> <p>A programme of decoration and refurbishment has been completed over the holiday.</p> <p>Governors agreed to support the purchase of a fridge freezer and new kettles for the staff room</p> <p><b>7.2 Post OFSTED action plan (CB)</b></p> <p>CB has circulated the plan to colleagues</p>	<p><b>CB</b></p> <p><b>CB</b></p>

**Commented [CB1]:** CB is carrying out induction for all staff and volunteers

<p><b>7.3 Finance and budget issues with particular reference to shared Central Services (SG)</b></p> <p>School meals and ICT are the only remaining services commissioned from Central Services. The school meals contract will expire in 2020 and the leadership team will explore alternatives from November 2019 to enable them to migrate to a new supplier immediately after the contract ends. CB explained that she is pleased with the ICT service and that the regular on-site presence of a technician and the availability of remote support exceeds the provision offered by external contractors such as 'ICT 123'.</p> <p>SB has still not received details regarding Gateway's share of the federation accumulated overspend. He has been informed that auditors are involved in the process and it may be a while before a definitive figure is released. SG reminded colleagues that OCC had set a balanced budget for 2019-20 and that it was therefore possible to invest in new resources and staffing this year without the distraction of any overspend recovery.</p> <p>Governors asked CB to recommend a strategy relating to staff absence insurance. The school can take out a policy with a specialist provider, allocated internal funds to an 'emergency absence pot' or take the risk of having no cover at all. CB will make recommendations at the next FGB meeting.</p> <p><b>7.4 Staff issues to be brought to the attention of Governors (CB)</b></p> <p>An employment issue emerged at the end of the summer term regarding a member of staff who has subsequently left the school. This problem has been resolved successfully. As a consequence of this issue, CB has agreed to incorporate awareness of OCC's 'Dignity at Work Policy' and the staff Code of Conduct into the 2019-20 staff training programme.</p> <p>Governors will revisit and approve the Code of Conduct at their meeting on 22<sup>nd</sup> October. It will then be presented to staff for their scrutiny and approval before it can be 'signed off'.</p> <p><b>7.5 Any other issues that the headteacher wishes to bring to the attention of Governors. (CB)</b></p> <p>There were no other issues.</p>	<p>CB</p>
<p><b>8. Compliance Issues</b></p> <p><b>8.1 Policies for approval and ratification (SG)</b></p> <p>The following policies will be approved at the meeting to be held on October 22<sup>nd</sup> 2019:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy (with amendments relating to KCSIS September 2019)</li> <li>• Bullying Policy</li> <li>• Staff Code of Conduct</li> <li>• 2019 OCC Pay Policy</li> </ul> <p><b>8.2 Safeguarding issues to bring to the attention of the Governing Body (CB)</b></p> <p>CB made Governors aware that she has made a MASH referral following the disclosure a safeguarding issue. She assured Governors that correct procedures are being followed.</p> <p><b>8.3 Health and Safety issues to bring to the attention of the Governing Body (CB)</b></p>	<p>All</p>

	See item 7.1	
9	<p><b>Any other urgent business</b></p> <p><b>9.1</b> A staff Governor explained that the structure of residential visits will change in the near future. The current Year 6 will attend a PGL centre in Dorset in July 2020. However, the current Year 5 will attend their residential in September 2020 at the start of Year 6. She added that there will also be an additional residential experience for children in Year 4.</p> <p>A Governor asked if there was a legal requirement to have a male member of staff on residential trips. CB confirmed that there was no such requirement and that successful trips, involving an all-female team, had been undertaken in the past.</p> <p>Governors gave their support to these arrangements.</p> <p><b>9.2</b> The Leadership Team wishes to revitalise the school website. The current website is not particularly visual, has a rather immature ambience and is difficult to modify.</p> <p>Governors agreed that senior staff should explore alternatives and proceed with commissioning a revitalised website. They supported the expected expenditure of £1300 and accepted that it may be necessary to switch contracts before the current contract expires. They asked that the successful contract includes a regular 'compliance check'.</p> <p><b>9.3</b> A Governor suggested that a staff/Governors 'meet and greet' immediately before October half term would be a valuable and pleasant experience. Governors agreed. CB will make the arrangements.</p>	<p>CB</p> <p>CB</p>
10	<b>Date of next FGB Meeting 22<sup>nd</sup> October 2019</b>	<b>SG</b>

#### Agenda Items for the Meeting on 22<sup>nd</sup> October 2019

- Budget update with key variances (with Gill Locke)
- Progress with the recruitment of new Governors
- Post OFSTED Development Plan monitoring programme – allocation of areas of responsibility to Governors with a timetable.
- Governor training programme
- New Website Proposals
- Policies for approval
  - Safeguarding Policy (with amendments relating to KCSIS September 2019)
  - Bullying Policy
  - Staff Code of Conduct
  - 2019 OCC Pay Policy
- Update – new website provider
- Staff absence insurance – recommendations.