GATEWAY
PRIMARY SCHOOL
Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday 30th June 2025 at 7pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Lock (GL) - Staff Governor.
- Kelly Mahon (KMa) - Co-opted Governor
- Kevin Moyes (KM) – LA Governor
- Helen Lynch (HL) - Co-opted Governor
- Robin Pearce-Jones (RPJ) Parent Governor
- Emily Tranter (ET) Parent Governor

In Attendance

- Jonathan Smith (JS) - OCC Governor Services

Item No	Topic	Minute	Document Reference	Action
1.	**Welcome**	KM welcomed all to the meeting. The meeting began at 7 pm and was quorate. The meeting was held at school and chaired by KM		
2.	**Apologies for absence**	All Governors attended.		
3.	**Urgent Additional Items**	There were no urgent additional items.		
4.	**Declarations of Interests**	Kevin Moyes is Chair of Governors at Five Acres Primary School in Bicester, Carterton Primary School and Bloxham Primary School, He has also been commissioned to undertake work for the Ridgeway Education Trust. Kevin also completes Governance Reviews on behalf of the LA. Gill Locke, Staff Governor, is also the school Business Manager. ET is training to be a SENCO and teaches at a (non-Trust) primary school in Watchfield.		
5.	**Approval of FGB Minutes**	The minutes of the FGB Meeting held on Monday 19th May 2025, were approved by Governors. HL reminded colleagues that Governors are keen to identify the FSM cohort of children (and monitor their progress 2025-6) and it will be necessary to unpack some of the data included in these minutes in more detail going forward.	5.1 Minutes of 19th May FGB Meeting 5.2 Action Log	

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6.	**Matters arising not covered on the agenda**	There were no new matters arising.		
7	**Headteacher's Report**	7.1 KA presented the May Headteacher's Report: • There are 282 children on roll, and this could rise to 290 in July • 13 EHCPS are currently active. • It has been necessary to issue 7.4 days of exclusions this term, but these relate to a very small number of complex children. GL and KA report that behaviour in the school is excellent and that visitors always comment on the politeness and good humour of children that they meet. • The school has recently recruited four TAs and the school is otherwise fully staffed. One of the TAs is a nursery manager and will lead the after-school provision. • Pupil attendance remains above the national average • The updated 2024-5 Targets are: EYFS GLD = 80% Phonics 'pass' = 76% KS1 Sats Reading = 75%; writing =70%; Maths = 72%; combined 60%. KS2 Sats Reading 82%; writing 75%; Math 80%; combined 60% Multiplication average score =18 Governors approve these targets. 2025-6 targets will be presented in September for approval. • The school aims to become more heavily involved with the MathsHub in September • Children visited the Umberslade Activity Centre for the first time on June 23rd. The school has also welcomed external sport coaches who have led cricket and skipping sessions. • All subject leads have presented updates of their action plans to staff. There was much evidence of cross-curricular activity. • KA explained that building exit and access procedures have been improved, to ensure that children find unauthorised absence from the site, more difficult. • There is no change to the staffing structure. Year 4/5 have several EHCPs and support for this group has been boosted in the 2025-6 staffing plan. Some of the TLR roles have been adjusted. In answer to a question, KA will provide Governors with details of the number children who scored 25 out of 25 in the multiplication test this year. HL added that the DfE website has data describing the performance of disadvantaged groups and gender groups in 2024, for comparison. A Governors asked for clarification of the FSM attendance data. For example, are the EHCP children included in the analysis also FSM. Is there overlap? KA will provide more detailed data that will allow Governors to put the DfE data regarding FSM children in context. She added that the FSM cohort is relatively small, and it should be easy to clarify the characteristics of the group and avoid any double counting. KMa confirmed that she will ask any question that Governors have about the FSM cohort, to senior staff, during her regular monitoring visits.	7.1. Written HT report to include School Admin data; attendance; incident reports; SDP progress update; confirmation that staff JDs are all up to date, review staff attendance	**KA** **KA** **KA**

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<tr><th>Item No</th><th>Topic</th><th>Minute</th><th>Document Reference</th><th>Action</th></tr>
<tr><td>8.</td><td>Update from the Chair</td><td>There were no new issues to share with Governors.</td><td>General Correspondence and any national or local governance issues</td><td></td></tr>
<tr><td>9.</td><td>SEF and School Improvement Plan</td><td>9.1 The SEF judgements remain:
<table><tr><td>Quality of Education</td><td>Good</td></tr><tr><td>Behaviour</td><td>Good</td></tr><tr><td>Personal Development</td><td>Outstanding</td></tr><tr><td>Leadership and Management</td><td>Good</td></tr><tr><td>EYFS</td><td>Good</td></tr></table>
The SEF will be updated at the start of the year.

KA shared a colour-coded version of the 2024-5 School Improvement Plan.

Most of the issues are green and the highlights are:

• The reading culture in the school has developed significantly and the investment in ‘free readers’ has given reading a boost in KS2.
• The school values, ethos and vision have recently been reviewed, and this has led to the development of a vision and values document which has now been shared with staff. The document identifies how Gateway expects staff to conduct themselves and ‘live out these values.’
• Phonics has become less of a priority as EYFS teaching has improved significantly. The scheme is taught consistently, staff confidence is high, and children engage positively in lessons. It is hoped that phonics results this year will be at or above the national average.

The only red item relates to a promotional video that could not be produced this year for operational reasons.

A Governor asked why ‘LT monitoring of KS1’ is amber. KA confirmed that this monitoring activity has happened, but it has been affected by staff capacity and has not been delivered with the level of intensity planned. This is an operational issue and will be resolved next year.

Governors are very pleased with the progress demonstrated by the RAG rated SIP this year.

The framework of the 2025-6 School Development Plan was shared with Governors. The development priorities in 2025-6 will be:
• To improve attainment and progress in mathematics through whole class teaching. This will involve continued</td><td>9.1 Updated SEF
9.2 9.2 RAG rated Development Plan
9.3 Pupil Targets
9.4 2025-6 SDP</td><td></td></tr>
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		involvement in the Maths Hub, mixed year group teaching and White Rose/Oak academy resources. • To ensure that the teaching of spelling is effective with a whole school spelling drive. • To embed an oracy focused approach to learning by prioritising 'talk for learning'. • To continue to develop inclusive practice through training and CPD. • To ensure that all performance data is above the national average. A Governor asked if KA and the LT have considered using the 'Alternative Provision' available at other schools in the area. KA explained that senior staff feel that the needs of the children with the most complex needs are best met with appropriate interventions at Gateway. Mainstream provision and curriculum can be adapted if necessary and complex children benefit from the caring environment and pastoral support provided in-house. In answer to a question KA explained how MathsHub good practice will be cascaded.		
10.	**Governor updates since last meeting**	10.2 HL visited school on 14th May to oversee the 2025 Key Stage 2 SATS assessments. She considered timetables, the storage of papers and special arrangements for pupils with needs. She confirms that all procedures were compliant and that the assessments were conducted in a 'calm and purposeful' atmosphere. 10.3 KM undertook a visit on 15th May to meet Sarah Gardner, to discuss the use of exclusions at the school. She confirms that exclusions are very much a 'last resort'. They are used sparingly and there have only been 5 children excluded since September 2024. The procedure followed by school is consistent and complies with the Gateway Behaviour Policy. All exclusions are followed by a reintegration meeting and this meeting establishes a plan, agreed by all parties, designed to 'break the pattern'. KM also completed a learning walk on 15th May. This monitoring visit focused on inclusion and safeguarding, and it considered a range of activities in different classrooms. She reports strong evidence of differentiation and a confident understanding of the needs of different children by adults in each classroom. A range of resources are available to support children including visual timetables, writing slopes, fidgets, wobble cushions and ear defenders. Safeguarding procedures are compliant, and staff spoke with authority about their safeguarding responsibilities at school. HL met senior staff on 19th May 2025 to discuss the latest round of Pupil Performance Meetings. The meeting focused on Year 3 and 4. The data was shared:	Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of visits (not covered elsewhere on the agenda) **Learning and Teaching (Including Inclusion)** **10.1 Governor Monitoring Report - Learning Walk 2nd May 2025- KM** 10.2 Governor Monitoring Report – SATs 14th May 2025 10.3 Governor Monitoring Report – Exclusions – 15th May 2025 10.4 Governor Monitoring Report –Learning Walk Including Inclusion – 15th May 2025 10.5 Governor Monitoring Report Meeting (PPM's) with the teachers for year group 3 and 4 and SLT team – 19th May 2025 10.6 Governor Monitoring	

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	Reaching Expected Standard in Reading	Reaching Expected Standard in Writing	Reaching Expected Standard in Maths
Year 3	75.8%	60.6%	67.6%
Year 4	82.2%	68.9%	84.1%

	Progress Reading	Progress Writing	Progress Maths
Year 3	100%	100%	93.5%
Year 4	100%	100%	93.2%

HL explains that boys' writing will be a leadership team focus area. Boys will be encouraged to use Bug Club to generate writing ideas.

HL revisited on 26th May to review DD5, the latest SONAR attainment and progress data. She reports progress in most year groups since DD1 (October). For example, the percentage reaching the expected standard in writing in Year 3 was a 53.1% at DD1 and has grown to 60.6% at DD5. Year 1 writing has grown from 62.2% at DD1 to 70.2% at DD5. Over 90% EYFS children are now achieving the required standard in each of the 15 areas of development. The SEN reading gap is distinct in Years 1, 2 and 3 and 38% of Year 4 boys are below the standard in reading. However, Year 5 (the Covid year group) are at 85.4% for reading, 82.9% for writing and 75.6% for maths.

KA confirmed that the school will continue to undertake six data drops next year but not have PPM meetings at each data point. She feels that this will give staff the 'space' to develop generic strategies to progress groups (such as FSM). The performance analysis of 90 individual children twice a term absorbs much capacity.

HL will focus on FSM reading progress in the new year and will look closely at the reading strategies active with this and other groups.

The annual Staff Survey results were shared with colleagues before the meeting. The results are very positive. 16 staff members responded and 100% of responders enjoy working at the school, are proud of Gateway and find the work rewarding. 93.8% feel successful in their role. One colleague commented 'I love my team and working closely with the EYFS team as they are fab. The children in KS1 are amazing and I'm really proud of them'. Another commented 'no two days are the same'.

KA added that staff attendance has been strong this year. The ring-fenced fortnightly PPA has made a significant impact. KA added that every senior teacher will receive an afternoon a fortnight for PPA next year.

Report of Summer 2025 Data – 26th May 2025

10.7 Governor Monitoring Report - SEND/SENCO monitoring visit - KMa

Staffing

Recruitment, appointments, and any other staffing issues (to include staff welfare).

10.8 Report on 12 months staff attendance figures and end of year consolidated figures vs. previous academic year- HT

Finance

10.4 Period 1 Budget CFR 2025-6 final outturn and three-year Budget plan

10.9 Governor Monitoring Report - Finance 2nd May 2025– KM

10.10 Report on Cost and Impact of Working with the Cambrian Trust, plans for next year – HT

10.11 Summary of school Hall external usage, uptake for wrap around care and details of the income levels for the last 2 years - HT

Discuss and confirm FGB position on academisation

Premises (Excluding Health and Safety)

Premises issues to report to Governors

10.11 Governor Monitoring report - inspection of premises and grounds including reporting on security and on monitoring of

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		KM undertook a Finance monitoring visit on 2nd May. He met with GL at school. Key points from the discussion: • The 3-year budget has now been submitted to OCC. To date, there has been no communication from the LA, and this is a 'good sign'. • Thanks to unexpected additional funding, the Budget has been strengthened by £20,000. • Funds are allocated strategically and invested in items that have the most significant impact • Wrap-around care now involves 40 children each day, supervised by 4 staff. The provision is worth £60,000 pa and is currently operating at full capacity. • Lettings yield £13,000 per year. GL and KM feel that there is potential to hire out these facilities more intensively GL explained that the Cambrian Trust Associate Membership will cost £3,400 this year. Governors feel that the current arrangement works well and there is no desire to gain full membership of the Cambrian Trust at this stage. Gateway related community activities have included: • The GSA colour run was held in May and raised £1600 • The GSA have planned an al fresco Summer Party in July. • Colour Raffles and Ice Lolly Fridays have funded a book for each of the Year 6 leavers. • The 60th birthday celebrations continue with artwork created for the hall and tea towels created and sold. • KA has met with a local town councillor who would like to attend events at school. KM confirmed that the website is up to date and compliant. It is 'ready' for September pupil recruitment.	energy and utility bills to support sustainability. Review insurance arrangements and premises costs - KM Confirm prospectus type information on the school's website is up to date/any plans for website review/refresh.	
11	**Safeguarding**	11.1 KMa visited school on 15th May to conduct a full safeguarding review. She met with Sarah Gardner and her report includes scrutiny of: • The Child Protection Register. There are currently no CP children in school. • TAFS. The school currently hosts 11 Team Around the Family meetings. • EHCPs. There are 13 children with EHCPs on roll at the school • Anonymous details of MASH referrals • Attendance (currently 95%) • The Accident Book. • The E-safety concerns log. • Staff safeguarding training She confirms that all safeguarding procedures and staff safeguarding qualifications ensure that Gateway is fully compliant. Her monitoring visit concluded with a learning walk to several classrooms, and this provided more evidence of good practice.	Any Safeguarding, Bullying or racist incidents to report since the last meeting. 11.1 KMa Safeguarding monitoring visit	

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		KMa reminded Governors that there is a bank of safeguarding questions on GovernorHub that Governors can ask staff and pupils when they attend for monitoring visits.		
12	**Health and Safety**	KM met with GL on 2nd May and completed the full Health and Safety Workplace checklist. All policies and actions are confirmed to be compliant. Where necessary, a commentary is included. It is noted that the fire alarm will be replaced during the summer break. The new system will integrate both blocks and provide different signals (eg for lockdown and fire).	**12.1 Governor Monitoring Report -Health and Safety (Workplace checklist assessment) 2nd May 2025- KM**	
13	**GDPR**	In his report the GDPR Auditor identifies several actions for Gateway including: • The establishment of a GDPR Working Group • A whole-school CCTV policy • The creation of Governor Privacy Notices There have been no GDPR breaches reported this term.	13.1 GDPR policy/Data protection Policy	
14	**Governor Business and Communication**	The Board has vacancies for two Co-opted Governors and a Parent Governor. There are no terms of office ending this calendar year. 14.1. The Key Governor self-evaluation form was circulated before the meeting. 14.4 A summary of monitoring activity was shared before the meeting. It is noted that there have been 7 monitoring visits relating to data, 5 involving a one-to-one meeting with KA, 4 relating to safeguarding and 3 associated with inclusions (and exclusion). School has received 1 external visit from OCC and 3 from the Cambrian Trust. Meeting dates proposed for 2025-6 are: Mon 6 Oct, 7-9pm Mon 15 Dec, 7-9pm Mon 03 Mar, 7-9pm Mon 27 Apr, 7-9pm Mon 18 May, 7-9pm Mon 29 Jun, 7-9pm During this part of the meeting, colleagues: • Agreed to complete the short Chair of Governors 360 feedback questionnaire. (Results will be presented next meeting). • Completed the Governor skills audit questionnaire. KM noted that most colleagues have served less than two years, and that the skills required to lead Governing Board teams and Governor Panels is a deficit area. This is true of most Governing Boards. • Reviewed and agreed the Governance Policy for 2025. • Considered Governor specialist roles 2025-6.	2024-25 Governance Review - Evaluation of Impact/Looking Back 14.1 The Key Governing Board Self-Evaluation Tool - ***All governors to complete and send to Chair by 16th June 2025*** **14.2 Summary of Consolidated results for the Key Governing Board Self-Evaluation Tool and Discuss overall impact/effectiveness - KM**	**KM**

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		Roles agreed: Safeguarding – KMa Whistleblowing – KM HT Appraisal Committee – KM, RPJ and OCC advisor Staff Pay Committee – KA, RPJ, GL and KA Finance – KM Staffing – KM Learning and Teaching – HL (with ET advice) Premises – KM Community Links and Parent – KM Inclusion – KMa and ET GDPR – KM Sustainability – KMa with GL Well-being – KMa Health and Safety – KM and GL • Reviewed the 2025-6 Monitoring Schedule. • Confirmed that all Governor Declarations are up to date and current. • Made nominations to the Clerk for Chair and Vice Chair roles. • Agreed to adopt the NGA Governor Code of Conduct. • Confirmed that the GIAS list on GovernorHub is accurate, and the DBS list is complete. • Agreed that the circle model of governance will continue for at least another year. • Approved the Instrument of Governance • Approved the Governor work schedule 2025-6 Kevin Moyes was re-elected Chair of Governors 2025-6 KMa was re-elected Vice-Chair of Governors 2025-6		
15	**Governor Training Update**	**Training completed recently includes:** HL – Monitoring EYFS – 5 Feb 2025 HL – Cyber Security Certificate – 15 Nov 2024 KMa – Monitoring EYFS – 5 Feb 2024 KMa – DSL training – Level 3 – 10 Dec 2024 KMa – Sustainable Governance – 12th June 2025 KM – Safer Recruitment – 10 Mar 2025 KM – DSL training – Level 3 – 5 Dec 2024 RPJ – Cyber Safety Certificate – 22 Nov 2024 RPJ – Governor Induction 2 – 1 Oct 2024 RPJ – Governor Induction 1 – 24 Sept 2024 RPJ – Safeguarding Level 2 – 19 Sep 2024 JS – Clerks' Briefing – 14 Jan 2025 ET – Induction Part 2 – 13 May 2025 ET – Induction Part 1 – 6th May 2025 ET – Safeguarding for Governors – 7th May 2025 KM – Sustainable Governance – 12th June 2025	Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting. **15.1 Updated Governor Training Tracker - KM**	

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16.	**Policies Review/for approval (as per policy schedule)**	• Early Careers Teachers (ECT) Policy 2025 • Parent Code of Conduct 2025 • School Complaints Policy 2025 • Safer Recruitment Policy 2025 • Allegations Against Staff Policy 2025 • Child Protection Policies and Procedures (to include Prevent) • Designated Teacher for CWCF (and previous looked after children) Policy 2025 • EYFS Policy 2025 • Special educational needs and disability Policy • Supporting pupils with medical conditions Policy • Relationships and Sex Education Policy • Behaviour in schools and exclusions policy (called Communications Policy) 2025 • Health and Safety Part 4 • First aid in schools Policy • Whistleblowing Policy 2025 • Intimate Care Policy 2025 The policies were approved by Governors.	16.1 Update Policy Tracker	
17.	**Community Communication**	School is also preparing to celebrate 60 years of Gateway in May with a GSA colour run. There will be new artwork in the hall and a lunchtime picnic. 17.2: The 2025 Website Audit has been completed. KM confirms that the actions from the 2024 audit have all been completed and that the website is fully compliant. The Sports Premium Report will be published on the website when available. GL explained that the website provider will change in February 2026, but it is hoped that all the existing content can be transferred to the new site without a rewrite. The Summer parent communication will include: • Farewells to staff 'moving on' and welcomes to new staff joining in September. • GSA activities including the Beach Party • The success of Sports Day • Successful SAT performance • A great year at Gateway!	17.1 Agree messages for June 4th parent letter 17.2 Website audit 17.3 school calendar events	
18.	**Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance Schedule, Governor Monitoring Schedule, and Policy Planner)**	**Chair** • Governor Monitoring Schedule including consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings • Publish on Governor page of the school website: • Register of pecuniary interests • KCSIE declarations# • Governors' attendance for previous year on the website, including those who have left in the last 12 months.		

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<tr><td></td><td>plus actions from this meeting. Other relevant topics</td><td>
List of governing body members, associate members, and responsibilities on the school website for 2025-6
Headteacher

Termly report to include School & County admin data (numbers on roll /SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. Legacy pupil data – 2025 SATS analysis.
SDP approval
Present the ‘SEND Report to Parents’ for approval:
Review Behaviour / Bullying/ Exclusion Policies; including Governors’ Principles.
Review Safeguarding Policy
SMSC -School calendar of events and proposed governor support / involvement
Agree Statutory Policy Schedule for the Year (these are in the schedule)

Other Governors
End of Term Monitoring Reports:

Inclusion
Safeguarding
PPM
End of Term data analysis (to include SATS)

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<tr><td>19.</td><td>Dates of next meetings – 7pm in school</td><td>
<table>
<tr><th>Date</th><th>Start</th><th>End</th></tr>
<tr><td>Mon 6th October</td><td>7pm</td><td>9pm</td></tr>
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