# GATEWAY
# PRIMARY SCHOOL
## Inspiring Curious Minds

**Minutes of the Meeting of the Full Governing Board**
**October 6th, 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

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| 1. | **Welcome** | KM welcomed all to the first meeting of the year. The meeting began at 7pm and was held online. It was chaired by KM. | | |
| 2. | **Apologies for absence** | An apology for absence was received and accepted from RPJ. | | |
| 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.<br><br>Gill Locke, Staff Governor, is also the school Business Manager.<br><br>ET is training to be a SENCO and teaches at a (non-Trust) primary school in Watchfield. | | |

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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>5.</td><td>Approval of FGB Minutes</td><td>The minutes of the FGB Meeting held on Monday June 30th, 2025, were approved by Governors.</td><td>5.1 Minutes of 30th FGB Meeting<br>5.2 Action Log</td><td></td></tr>
<tr><td>6.</td><td>Matters arising not covered on the agenda</td><td>There were no new matters arising.</td><td></td><td></td></tr>
<tr><td>7</td><td>Headteacher's Report</td><td>7.1 KA presented the October 2025 Headteacher's Report:<br><br>The 2025 KS2 results in July were excellent, and this success has energised all members of the school community. KA explained that the writing assessments were externally moderated this year thus assessment decisions are completely secure.<br><br>
<table>
<tr><td></td><td>2024 (reaching expected standards)</td><td>2025 (reaching expected standards)</td><td>National (reaching expected standards)78</td></tr>
<tr><td>Reading</td><td>67%</td><td>81%</td><td>75%</td></tr>
<tr><td>Writing</td><td>78%</td><td>84%</td><td>72%</td></tr>
<tr><td>Mathematics</td><td>67%</td><td>77%</td><td>74%</td></tr>
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<br>
• Term 1 behaviour has been good, and the children have settled quickly.<br>
• 3 days of exclusion have been necessary so far this term.<br>
• 'The Hangar' has been repurposed as an SEN intervention base. It is managed by a remunerated middle leader and is overseen by the SENDCo.<br>
• The teaching team remains consistent. Three TAs have been recruited, and two lunchtime supervisors have joined the team.<br>
• The 2025 staff appraisal round is already underway. An additional TA will be interviewed this week.<br>
• 'Good for Gateway' has been revised following consultation last term. The document features specific objectives relating to oracy.<br>
• The school is trialling Oak Academy maths materials and is undertaking a controlled migration away from White Rose maths.<br>
• https://www.thenational.academy/teachers/programmes/maths-primary-ks2/units<br>
• The September staff INSET focused on safeguarding and oracy. It included a session from Owen Tromans from Hants School Improvement Service.<br>
• KA and the DHT attended a seminar organised by the Cambrian Trust discussing the new OFSTED framework.<br>
• The Budget is balanced thanks to the 302 children on roll. The school population could be 304 children by census time.<br>
• Two evacuation practices have been undertaken using the new alarm system.<br>
• Enrichment activities have included a visit to the RAF Falcon Display Team, Year 6 Junior Citizens Training, the Year 6 Yenworthy residential, LKS2 Viking Day and a KS1 Warwick Castle Visit<br><br>
In answer to a question, KA explained that the KS2 SATS success is largely due to the single year teaching groups introduced (with some financial risk) a few years ago. She also feels that the teaching team has now been settled for two years, and this has resulted in greater consistency, less turbulence and has ensured that everyone is 'on the same page'.</td><td>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</td><td></td></tr>
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<tr><td></td><td></td><td>A Governor asked why the new maths curriculum was taking time to embed. KA explained that some complexities arise with joint year group classes. She added that the Maths Hub are working on a two-year structure for use with such mixed year classes as this issue is a common problem in many primary schools. KA explained that ultimately, the new maths scheme will be less complex, less rigid and easier for staff to use. The resources are excellent, and the scheme focuses on just one objective at any time. It is far easier to monitor pupil progress.<br><br>A Governor asked what a ‘more enquiring approach to history’ looks like in the classroom. KA explained that students do not just find out about castles. They are tasked to explain how castles improved life for ordinary people in the Middle Ages. Pupil investigations are structured around more analytical questions.</td><td></td><td></td></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 document will be updated later to include the latest pupil data and targets. It will need to be rewritten to meet the new OFSTED framework. The judgements remain:<br><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><br>9.2 The 2025-6 School Improvement Plan was circulated before the meeting. The plan has four priority objectives<br><table><tr><td>Priority One</td><td>Ensure improved progress in mathematics through, amongst other things, whole class teaching.</td></tr><tr><td>Priority Two</td><td>Ensure improved progress in English through the effective teaching of reading and writing</td></tr><tr><td>Priority Three</td><td>Focus on oracy across the curriculum. Making ‘talk for learning’ a priority</td></tr><tr><td>Priority Four</td><td>Ensuring that those with complex needs receive the support needed.</td></tr></table><br>A Governor asked how the ‘Inclusion TLR’ mentioned in the report has been designed. KA explained that it is not a newly created TLR but a repurposed ‘Inclusion TLR’ that relates to many of the operations, interventions and actions taking place in the Hangar. This adjustment was made after full consultation with the post holder.<br><br>The improvement Plan has seasonal milestones. Work in the Autumn Term will generally involve staff training, staff awareness, modelling and embedding.<br><br>KA explained that milestones will be set for the year ahead and be regularly updated. The Cambrian SIP (Jude Scutt) will</td><td>9.1 2025-26 SEF<br>9.2 2025-26 SDP<br>9.3 2025-26 Pupil targets</td><td></td></tr>
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| | | visit on 16th October) and the OCC SIP (Sue Tomkys) will visit on 2nd December.<br><br>9.3 The KS1 targets are not yet available. However, other targets are:<br><br>• EYFS 85% good level of development<br>• Phonics 80% 'pass'<br>• Year 4 multiplication average score 24<br>• Year 6; grammar punctuation and spelling 78%, reading 78%, writing 83%, mathematics 78% and combined 71%<br><br>Governors approve the targets above | | |
| **10.** | **Governor updates since last meeting** | 10.1 The SEND report to Parents, written by Sarah Gardiner and supported by KMa, was approved by Governors. This document is a dashboard of SEND activity during the previous academic year.<br><br>10.2 The SEND Information Report, also written by Sarah Gardiner and supported by KMa, is a comprehensive point of reference for SEND parents. This document was approved by Governors.<br><br>Governors felt that the reports 'backed up' their own observations of SEN at Gateway. The report is honest and reflects real practice in the classroom.<br><br>10.3 The Children We Care for Report was circulated before the meeting. This is a detailed report that identifies attendance, attainment, behaviour and the impact of interventions for each looked after child.<br><br>Governors asked several questions relating to this issue that tested the support available at school for looked after children.<br><br>Governors discussed their monitoring arrangements 2025-6. The conversation included the timing of data drops during the year and arrangements to ensure that Governors can accurately monitor progress. The arrangements for pupil progress meetings (last week of term) were discussed and Governors will action an end of year data summary in July.<br><br>KA explained that the 2025 appraisal process is underway and that arrangements have been made for the Headteacher's appraisal.<br><br>10.8 KA explained that the Sport Premium and Pupil/Forces Premium funding strategies are being written currently and will be presented at the December FGB meeting. | Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of visits (not covered elsewhere on the agenda)<br><br>Learning and Teaching (Including Inclusion)<br><br>10.1 SEND Report to Parents (approved last term)<br><br>10.2 SEND Governor Report<br><br>10.3 Receive report on Children we care for (prev. looked after) if applicable - HT<br><br>10.4 Governor Monitoring Report – End of Term data analysis (to include SATS) - KMa<br><br>10.5 Governor Monitoring Report – Pupil Progress Meetings - HL<br><br>10.6 Governor Monitoring Report – Pupil Progress Meetings – Inclusion – KMa<br><br>10.7 KS2 SATs Results<br><br>10.8 2024-25 Sports Funding Strategy Review | |

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| | | 10.11 GL and KM presented the latest budget update. There have been some significant changes to income and expenditure. Expenditure has increased by £59K due to the need for additional TA support (in addition to the three TAs replaced), higher energy costs (the solar panels are not installed yet because of issues with the roof) and higher school meal costs. Income has increased by £53K thanks to £12k of extra capitation, £7k of additional SEN funding and £2k from the GSA. The carry forward remains a positive £15K<br><br>10.12 KM has undertaken an extensive benchmarking activity, relating expenditure at Gateway with other similar sized primary schools. Teacher cost place Gateway 'mid table' with twelve local schools having much higher staff cost per student.<br><br>• The school will fundraise before Poppy Week and lay a wreath at the memorial on November 11th.<br>• The recently appointed House Captains are selecting charities to support this year.<br>• The 'Open Classroom' event took place on Friday 12th September with parents visiting the 'new' classrooms. Parents meetings are scheduled for Wednesday 19th and 26th November. This rescheduling follows comments made from teaching colleagues about workload and wellbeing.<br>• The Carterton Community Church continues to visit school and take assemblies.<br>• The GSA have planned a series of events for the year ahead. The group is recruiting new members. Many members of the PTA are parents of older children in the school.<br>• The school continues to take part in Carterton Community Sports Partnership events. | and 2025-26 Strategy - HT<br><br>10.9 2024-25 Pupil Premium Funding Funding Strategy Review and 2025-26 Strategy - HT<br><br>10.10 2024-25 Service Premium Funding Strategy Review and 2025-26 Strategy – HT<br><br>Staffing Recruitment, appointments, and any other staffing issues (to include staff welfare).<br><br>Confirm HT Performance Management Completed<br><br>Finance 10.11 Period 3 Budget Report 10.12 External financial benchmarking<br><br>Premises (Excluding Health and Safety)<br><br>Premises issues to report to Governors<br><br>Community – details of community involvement | |
| **11** | **Safeguarding** | There are no safeguarding issues to report to Governors | Any Safeguarding, Bullying or racist incidents to report | |
| **12** | **Health and Safety** | 12.1 The notes of Chrissie Rooke's Health and Safety visit were shared with colleagues. The inspection found no significant issues. Minor issues relating to working at height, the Critical Incident Plan, manual handling and safe storage/use of shelves were identified. Work to address these issues is complete.<br><br>The next external Health and Safety Audit will tale place on 17th October. | Health and Safety issues to report to Governors. Any external Health and Safety visits to report | |
| **13** | **GDPR** | In his report the GDPR Auditor identifies several actions for Gateway including:<br><br>• The establishment of a GDPR Working Group<br>• A whole-school CCTV policy<br>• The creation of Governor Privacy Notices | 13.1 GDPR policy/Data protection Policy | |

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<tr><td></td><td></td><td>There have been no GDPR breaches reported this term.</td><td></td><td></td></tr>
<tr><td>14</td><td>Governor Business and Communication</td><td>Governor’s roles agreed at the July meeting:<br><table><tr><td>Safeguarding</td><td>KMa</td></tr><tr><td>Whistleblowing</td><td>KM</td></tr><tr><td>HT Appraisal Committee</td><td>KM, RPJ and OCC advisor</td></tr><tr><td>Staff Pay Committee</td><td>KA, RPJ, GL and KA</td></tr><tr><td>Finance</td><td>KM</td></tr><tr><td>Staffing</td><td>KM</td></tr><tr><td>Learning and Teaching</td><td>HL (with ET advice)</td></tr><tr><td>Premises</td><td>KM</td></tr><tr><td>Community Links and Parent</td><td>KM</td></tr><tr><td>Inclusion</td><td>KMa and ET</td></tr><tr><td>GDPR</td><td>KM</td></tr><tr><td>Sustainability</td><td>KMa with GL</td></tr><tr><td>Well-being</td><td>KMa</td></tr><tr><td>Health and Safety</td><td>KM and GL</td></tr></table><br>It was noted the Board has vacancies for two Co-opted and one Parent Governor. KMa’s term of office ends in May 2026.<br>14.2 KM circulated a RAG rated version of the Governor objectives matrix used during 2024-5. Most of the document is ‘green’ and many of the amber issues have been actioned and will continue in 2025-6. Succession planning for Chair and Vice-chair remains the only ‘red’ item.<br>The 2025-6 objectives develop these activities. Governors hope to a develop long-term strategic vision for the school, to celebrate community activity more consistently and to develop a sustainability strategy.<br>KM reminded Governors that much of the sustainability strategy is operational and that Governors are required to oversee the plan, not write and implement it.<br>It is important that the Board recruits successfully this year and grows the team as this will enable more effective specialism and division of labour going forward.<br>Potential Coopted and Parent Governors have already contacted KM.</td><td>14.1 Governor Monitoring Schedule for approval 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 -KM<br><br>Confirmed published on Governor page of the school website: Register of pecuniary interests and KCSIE declarations Governor attendance for previous year on the website, including those who have left in the last 12 months. List of governing body members, associate members, and responsibilities on the school website for 2024-25<br><br>14.2 Governor Objectives 2024-25 – RAG Rated<br>14.3 Governor Objectives 2025-26</td><td></td></tr>
<tr><td>15</td><td>Governor Training Update</td><td>Training completed recently includes:<ul><li>HL attended the OCC Governors Briefing on 26th June</li><li>JS attended OCC Safeguarding adults and children 11th September</li><li>ET attended Safeguarding Level 2 on 7th May and Induction part one on 6th May.</li><li>HL attended the Governor briefing on 2nd October</li><li>RPJ will attend Inclusion training on 25th Nov and Appraisal training on 17th Nov</li><li>ET will attend Induction Two on 14th Oct.</li></ul></td><td>Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting.<br>15.1 Updated Governor Training Tracker</td><td></td></tr>
<tr><td>16.</td><td>Policies Review/for</td><td>16.1 Updated Policy</td><td>16.1 Update Policy Tracker</td><td></td></tr>
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| | **approval (as per policy schedule)** | The following policies were presented for approval and adoption<br>• Administering Medicines Policy<br>• Admission Arrangements<br>• Anti-Bullying Policy<br>• Assessment Policy<br>• Behaviour / Bullying / Exclusion Policies (including Governors' Principles)<br>• Behaviour in Schools and Exclusions Policy (called Communications Policy) (incl. Behaviour Principles Written Statement)<br>• Child Protection Policy and Procedures (Including PREVENT)<br>• Critical Incident Plan<br>• Early Years Foundation Stage (EYFS)<br>• First Aid in Schools<br>• Health and Safety Part 4<br>• Intimate Care Policy<br>• Marking and Feedback Policy<br>• Parent Code of Conduct<br>• Relationships and Sex Education Policy (HT)<br>• School Information Published on a Website<br>• Special Educational Needs and Disability<br>• Staff Handbook<br>• Supporting Pupils with Medical Conditions<br>• Swimming Policy, Risk Assessment and Other Documents<br>• Teaching and Learning Policy<br>• Transport Policy<br>• Whistleblowing Policy<br><br>The policies were approved by Governors. Those indicated in a different colour will be 'extended' beyond their formal end date, and be re-approved later. Most are OCC policies and are thus unlikely to need significant revision. | | |
| **17.** | **Community Communication** | • The positive start to the new year<br>• Consistent staffing<br>• Excellent KS2 results<br>• Enrichment activities planned<br>• Key Dates<br>• Governor Recruitment | 17.1 Governor Community Communication – September 2025 Agree key messages for post FGB meeting communication | |
| **18.** | **Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance Schedule, Governor Monitoring Schedule, and Policy Planner)** | **Chair**<br>• Budget Monitoring · HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, confirm pay panel has agreed teacher increases and HT pay has been considered · Review and determine head teacher's salary (backdated to 1st September) ensure that pay panel has made/confirmed pay decisions on all teachers and issued salary letters | | |

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| | **plus actions from this meeting. Other relevant topics** | • Health & Safety Walk & Inspection readiness · Complete asset management plan; review of School Accessibility Plan & Transport Plan<br>• Report on links with Pupil Parliament/Council<br><br>**Headteacher**<br>• Quality First Teaching report<br>• Report on Staff Appraisals; working hours audit and stress and wellbeing surveys (if applicable)<br>• SDP report on a specific target or other curricular aspect (staff member)<br>• ASP Report/ discussion (Analyse School Performance - pupil progress and attainment against national) – any significant additional data/ information<br><br>**Other Governors**<br>• Termly Report on meeting with SENCO - SEND/PP and other vulnerable groups provision<br>• Annual S175 Safeguarding & Child Protection Audit and Governor Monitoring Report | | |
| **19.** | **Date of next meeting – 7pm in school** | 15th December 2025 | | |