GATEWAY
PRIMARY SCHOOL
Inspiring Curious Minds

Minutes of the Meeting of the Full Governing Board
December 15th, 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 last meeting of the calendar year. The meeting began at 7pm and was held at school. It was chaired by KM.		
2.	**Apologies for absence**	Apologies for absence were received and accepted from Helen Lynch and Emily Tranter.		
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 (non-Trust) Edith Moorhouse Primary in Carterton.		

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5.	**Approval of FGB Minutes**	The minutes of the FGB Meeting held on Monday October 6th, 2025, were approved by Governors.	5.1 Minutes of 6th October FGB Meeting 5.2 Action Log	
6.	**Matters arising not covered on the agenda**	There were no new matters arising.		
7	**Headteacher's Report**	7.0 KA presented the October 2025 Headteacher's Report: • There are currently 305 children on roll. KA reports that the school is beginning to feel 'full'. • A TA joined the team in October, and the school is fully staffed. A teaching colleague will leave at Christmas, and a contingency plan is in place to cover the vacancy. This was shared with Governors. • There has been some staff absence this term and various bugs have affected children and staff. KA reports that the impact of this absence has been mitigated through cover and the creative use of TAs • There have been four fixed term exclusions since the last FGB meeting and eight for the year so far. • HL has visited school regularly. She has attended pupil progress meetings and joined a mathematics learning walk. • The OCC and Cambrian School Improvement Partners have visited and both reports were circulated to Governors before this meeting. • The phonics screening assessments will take place before the end of term and the school is anticipating an 80% success rate. • The ECT is on course to successfully complete her assessments and become fully qualified. All TAs have received an appraisal meeting with a member of the leadership team. These have been well-received. • The Teaching and Learning Policy has been slightly adjusted • There are no safeguarding issues to report • Staff have received bereavement training led by professionals from Seesaw. • The February Staff INSET will reconsider the School Improvement Plan objectives. • Three children are following a reduced timetable A Governors asked if there have been many new joiners this term. KA confirmed that the turnover of pupils is not more or less than previous years and there has not been a large influx of extra children. However, the school does feel busy at lunchtimes. A plan to manage the pressures in the dining hall is in place and this has helped reduce the crowded feeling. A Governor congratulated the school on encouraging so many parents to attend the Parent Evenings. She asked how the school engages those who do not attend. KA explained that they have accurate information on families that do and do not attend, and a follow-up call or meeting is always possible. Those that do not attend can be, and are, contacted directly. A Governor asked if progress with the SDP is as expected. KA felt that it is. Some of the milestones have been adjusted but the main body of work is in progress and is 'where we want to be'. There have been some minor challenges, but these have not been sufficient to prevent progress. The end of term exclusion data was circulated before the meeting. The data is anonymous but provides useful information about the nature of the incident, the age of the children and the time during	7.0. 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 7.1 Exclusion Data 7.2 Report on staff appraisals 7.3 Report on HT appraisal 7.4 HT appraisal targets to share with Governors 7.5 Confirm Pay Panel has agreed to decisions regarding remuneration and circulated salary letters 7.6 Attendance	

<table>
<tr><th>Item No</th><th>Topic</th><th>Minute</th><th>Document Reference</th><th>Action</th></tr>
<tr><td></td><td></td><td>the day that the incident happened. There have been 8 incidents involving 4 children and the total days of exclusion are 18.5 days.

The Autumn 2025 Staff Appraisal process is now complete, and the remuneration decisions recommended by the Headteacher have been approved by the Pay Committee.

The Headteacher's appraisal is also complete. KA's 2025-6 targets have been re-defined.

KA shared the termly attendance data and the DfE 'like-schools' attendance benchmarks with Governors. Gateway attendance is 95.96% (national = 94.4%) with SEND attendance at 95%. SEND attendance places the school in the top 30% nationally. The attendance of service children is 96.23% and this is also higher than average. The DfE report places the attendance of Year 4 children, whole school attendance on Tuesdays and whole school attendance on Thursday, at the top of a league table of 18 similar local schools in the sample.</td><td>comparison with other schools 7.7 Attendance this term</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 has been rewritten to accommodate the new OFSTED grading criteria.

<table>
<tr><td>Inclusion</td><td>STRONG STANDARD</td></tr>
<tr><td>Curriculum and Teaching</td><td>EXPECTED STANDARD</td></tr>
<tr><td>Achievement</td><td>EXPECTED STANDARD</td></tr>
<tr><td>Attendance and Behaviour</td><td>EXPECTED STANDARD</td></tr>
<tr><td>Personal Development and well-being</td><td>EXPECTED STANDARD</td></tr>
<tr><td>Early Years</td><td>STRONG STANDARD</td></tr>
<tr><td>Leadership and Governance</td><td>STRONG STANDARD</td></tr>
<tr><td>Safeguarding</td><td>MET</td></tr>
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KA explained that those few schools who have been inspected under the new guidelines have not been asked to present their SEF documents. Inspectors, it seems, prefer to collect their own evidence from observation and research when they are on site. More evidence about OFSTED's plans will be published in January and these can be discussed at the February FGB. The school is not due to be inspected before March 2027, and this provides time for Governors to prepare.

Governors approve the basic SEF as presented and will not require it to be augmented until there is more clarity about the new OFSTED standards.

9.2 The 2025-6 School Improvement Plan was circulated before the meeting. The plan has four priority objectives

<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 active 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>
</table>
</td><td>9.1 2025-26 SEF update

9.2 2025-26 SDP update</td><td></td></tr>
</table>

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		Priority Four: Ensuring that those with complex needs receive the support needed. The improvement Plan has seasonal milestones and activity this term has generally involved staff training, staff awareness, modelling and embedding. 9.3 The KS1 targets remain imprecise. Phonics 'pass' is expected to be 80% plus and 85% of EYFS children will reach a good level of development. The Year 4 multiplication average score is predicted to be 24 and Year 6; grammar punctuation and spelling will be 78%. Year 6 reading will be 78%, writing will be 83% and mathematics will be 78%. Combined will be 71%	9.3 2025-26 Pupil targets	
10.	**Governor updates since last meeting**	10.1 HL made two pupil data orientated visits on 16th and 20th October. The visit on 16th October focused on the DD6 pupil attainment data (i.e. the end of year data) and compared it to the DD1 data (Oct 2024) to establish progress. For example, she discovered that Year 1 reading (exp) had risen from 60% to 76%, writing had risen from 62.2% to 71.8% and mathematics from 84.4% to 86.9%. She confirms that school leaders have a full grasp of the needs of individual children. 10.4 The second monitoring visit focused on the current pupil attainment data with close attention to the performance of Pupil Premium and SEN children 10.2 KMa met with Sarah Gardiner on 24th October to discuss the school's exclusion strategy. She confirms that exclusion is only ever used as a 'last resort'. Exclusions are generally awarded for physical assault or vandalism with the intention of 'breaking a habit' and keeping others safe. KMa confirms that the strategy is used consistently. 10.3 KMa undertook a well-being monitoring visit on 17th October. She confirms that the Staff Well-being Policy is in place and working. She notes that responses to the June staff survey are more positive than those received in January 2024 and there seems less anxiety about change. Staff asked 'what could be better' replied 'more time to do my job'. KMa feels that teachers in every school in the country would probably make the same request. It is noted that 30 responses were received in January 2024 and only 16 in June 2025. 10.4 KM undertook a mathematics monitoring visit on 27th November. The visit involved a learning walk and a visit to Year 5 and 6 and Year 3 and 4 maths lessons. The visit focused on mixed-age teaching strategies. KM reports that school leaders have high expectations in maths lessons and these translate into high quality learning. He notes that books are marked thoroughly and that teacher assessment informs learning. 'Rapid Graspers' are identified and their work differentiated, the Mastery in Number strategy is effective and learning walls and other devices support learning.	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 Monitoring Report – end of year data 10.2 Monitoring Report – exclusions 10.3 wellbeing monitoring report. 10.4 Maths monitoring visit	

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		10.5: The Pupil Premium, Sport Premium and Service Premium reports were circulated to Governors before the meeting. The Sport Premium funding is £16,000 topped up by £10 funding per pupil. The percentage of Year 6 children able to swim 25m increased to 84% in 2025. GL and KA confirmed that the use of the Leisure Centre for swimming lessons is working well.	10.5 Sport Premium Funding Plan and Pupil/Service Premium Funding Plan	
		10.6 Sue Tomkys (OCC) visited school on 2nd December. She evaluated the school against the new Ofsted criteria and reviewed pupil data. The next steps advised are: • To identify why some children, struggle in mathematics. Is their lack of fluency the result of mental arithmetic deficits or poor problem-solving skills. • To monitor the impact of the two-year Oak Academy programme and continue to engage with the BBO hub. • To continue to monitor the teaching of phonics to ensure that all children are continuing to engage.	10.6 Sue Tomkins Monitoring Visit	
		10.7 The dishwasher in the kitchen will need to be replaced. KA explained that this issue reinforces the need to have a 'proper' school kitchen. Lighting around the site will be improved.	**10.7 Premises (Excluding Health and Safety)** Premises issues to report to Governors	
		10.8 Budget GL confirms that the Budget remains 'on-track'. She adds that the school will host a Holiday Club for the first time, over the February half-term break. The activity appears to be very popular with parents and should raise a net profit of £1,000. GL reports that OCC have expressed confidence in Budget management at the school.	10.8 Budget and Finance Issues	
		10.9 Climate Action Plan KMa has attended the training and will take the audit process forward in January. The OCC audit materials will enable a step-by-step approach to construction the Climate Action Plan. The school has recruited an Eco Committee.	10.9 Climate Action Plan	
		10.10 Community The GSA Halloween disco raised £500 and Christmas bingo raised £440. Two pupils laid a wreath on behalf of the school at the Carterton Remembrance Service, and the house captains attended the formal RAF Service of Remembrance on the airfield. EYFS recruitment activity continued throughout November, and this included group sessions and individual tours for those who could not attend the group events. KA received very positive feedback from attendees and is confident that the school is likely to be full in September 2026. Parents meetings held on the 19th and 26th November were very well attended. The next round of parents' evenings will be held in March.	**10.10 Community** SMSC -School calendar of events and proposed governor support / involvement - community activities planned or undertaken (verbal update)	

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<tr><td>11</td><td>Safeguarding</td><td>There are no safeguarding or bullying issues to report to Governors.

11.1 The construction of the Section 175/157 safeguarding audit was overseen by KMa. She reports that the whole completion process was calm and professional and that there were no unexpected issues.

A Governor asked about the reference in one of the reports to Governors' DBS records. GL will action this issue</td><td>Any Safeguarding issues to report to Governos
11.1 Section 157/157 Report sign off
11.2 Safeguarding Monitoring Report</td><td>GL</td></tr>
<tr><td>12</td><td>Health and Safety</td><td>12.1 The notes of Chrissie Rooke's Health and Safety visit on October 17th were circulated before the meeting. The minor issues relating to working at height, the Critical Incident Plan, manual handling and safe storage/use of shelves identified at the previous meeting have been addressed. The report is very positive and praises GL for her management of this area.

GL confirmed that it is no longer necessary for Governors to sign off the swimming folder.</td><td>12.1 Actions from October 17th external Health and Safety visit</td><td></td></tr>
<tr><td>13</td><td>GDPR</td><td>In his 2024-5 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.</td><td>13.1 GDPR policy/Data protection Policy</td><td></td></tr>
<tr><td>14</td><td>Governor Business and Communication</td><td>The Board has vacancies for two Co-opted Governors and one Parent Governor. KM will contact a potential Parent Governor. KMa is holding persuasive conversations with several colleagues on the airfield.

Governor specialist roles were confirmed at the October FGB meeting:

<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 Voice</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></td><td>14.1 Governor Recruitment</td><td>KM and KMa</td></tr>
<tr><td>15</td><td>Governor Training Update</td><td>Training completed this term includes:
• JS attended OCC Safeguarding adults and children 11th September
• HL attended the Governor briefing on 2nd October
• RPJ attended Inclusion training on 25th Nov and Appraisal training on 17th Nov
• ET attended Induction Two on 14th Oct.</td><td>Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting.
15.1 Updated Governor Training Tracker</td><td></td></tr>
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16.	**Policies Review/for approval (as per policy schedule)**	**16.1 Updated Policy Tracker** • Admission to School Policy 2026-7 • Assessment Policy 2025 • Communication Policy 2025 • Pay Policy (OCC) for Teachers 2025 • Marking and Feedback Policy 2025 • Transport Policy 2025 • SEN and Disability Policy 2025 • Charging and Remission Policy 2026 • Data Protection Policy 2025 All policies were approved by Governors	**16.1 Updated Policy Tracker**	
17.	**Community Communication**	• Parent Association Activities • Remembrance Day • Co-opted Governor vacancies • The trip to the Panto	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) plus actions from this meeting. Other relevant topics**	• Termly report to include School Admin data, attendance, incidents reports, review SDP progress • Data packs or all groups – review pupil progress and attainment • Monitoring Reports • Review staffing and staff structure • Early budget planning 2026-7 • Review net capacity of school • Report on effectiveness of assessment provision • Mid-year review of sport and pupil premium funding • Agree purchases of external services. • Check Gov details on website • Food Safety Policy and Procedure		
19.	**Date of next meeting - 7pm in school**	Monday 2nd March 2026		