GATEWAY
PRIMARY SCHOOL
Inspiring Curious Minds

Minutes of the Meeting of the Full Governing Board
March 9th, 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 7pm, was quorate and was held at school. It was chaired by KM.		
2.	**Apologies for absence**	Apologies for absence were received and accepted from Kelly Mahon and Robyn Pearce-Jones		
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. Emily Tranter is training to be a SENCO and teaches at (River Learning Trust) Edith Moorhouse Primary in Carterton.		

<table>
<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 December 15th, 2026, were approved by Governors.

HL noted that the mathematics monitoring visit alluded to in the minutes was undertaken by HL not KM.</td><td>5.1 Minutes of Dec 15th FGB Meeting
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 March 2026 Headteacher's Report:
The school currently has 297 pupils on roll and is fully staffed.
57 (19%) are on the SEND register and 15 (5%) have EHCPs.
A further 0.5 teaching requirement has become available enabling the school to recruit a full-time 1.0 teacher. Senior staff feel that this appointment will help provide greater consistency for a vulnerable teaching group.
The school will use the Apprentice Levy to recruit an apprentice in September 2026.
Phonics is on track to achieve the school target (80%) and Year 6 SATS assessment practice is already underway.
The maths learning walk and January book look were positive.
The handwriting Policy has been reviewed and shared with staff.
A Parent Evening will be held on 18th March.
Staff illness has made it necessary, in extremis, for senior staff and support staff to cover teaching groups. However, all schools have been affected by high staff illness following a mild, wet winter.
Overall attendance for terms one and two was 95.96%, which is above the national average of 94.4%. SEN attendance is an excellent 95%, placing the school in the top 30% nationally.
The pupil 'Eco-Group' is constituted and active. The children are very committed!
There are no bullying or race related incidents to report.
Discussion continues to take place regarding longer-term plans to expand and upgrade the school kitchen.
Site external lighting continues to be improved
KA shared the Spring staff INSET plan with Governors. It was noted that the sessions include enhanced provision, retrieval, oversight of data and a 'Good for Gateway' revisit.
The latest Attendance Data was circulated before the meeting:<table><tr><th></th><th>Gateway March</th><th>National data</th></tr><tr><td>All children</td><td>95.6%</td><td>94.6%</td></tr><tr><td>FSM</td><td>95.7%</td><td>92.3%</td></tr><tr><td>SEN support</td><td>93%</td><td>92%</td></tr><tr><td>EHCP</td><td>85.4% -</td><td></td></tr><tr><td>Service</td><td>96.1%</td><td>96.1%</td></tr></table>Governors are pleased with attendance. It was noted that pupils following alternative provision have skewed the data in certain year groups.

KA circulated a summary of school exclusion activity since 11th September before the meeting. The anonymous analysis includes the length of each suspension, the number of pupils involved, the reason for</td><td>7.1 Headteacher's formal report. 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, any curriculum developments, especially in relation to teaching the national curriculum, effectiveness of Assessment Procedures and quality first teaching report - HT</td><td></td></tr>
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<tr><td></td><td></td><td>the suspension and context (i.e. time of day). There have been 24 exclusions affecting 7 children.

A Governor asked if there were any similarities relating to when incidents leading to an exclusion took place. KA explained that lunchtime incidents were possibly more common but incidents took place in the morning and afternoon sessions too.

KA was asked how many of the excluded children are ‘repeat offenders’ She explained that repeat numbers are low implying that the suspension, and the reintegration plan agreed with families and children, is generally effective.

A Governor noted that the data on ISDR suggests that exclusion is an outlier and although this relates to a three-year rolling average rather than 2025-6 numbers, OFSTED may wish to explore the data and Governors need to ‘have an answer’.

A Governor asked if recent staffing changes have affected the quality of teaching. KA shared details of the recent resignations, recruitment and the cover plans activated when immediate recruitment has not been possible. She explained that there have been strong applications for the vacant posts and she is confident that recruitment has strengthened the team. Cover arrangements have been effective and new staff have often visited their groups to introduce themselves before taking up their posts.

Jude Scott, Cambrian School Improvement partner visited school on 5th February 2026. The foci of her visit included curriculum pathways and staff structure, and she undertook a detailed learning walk to review activity in several classrooms. She concludes:

• Engagement in lessons is good
• Any child ‘outside’ the classroom (for a range of reasons) was supervised by an adult
• Classroom practitioners in all lessons are skilled and competent
• There were some inconsistencies with the organisation of learning in the Year 1 and Year 2 class.
• EYFS learning was well managed and purposeful
• The school expectations regarding presentation and handwriting are inconsistent.
• She encouraged Governors to ask the children questions about their targets when visiting school.

Governors are pleased to receive such a positive report.</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 has been rewritten to accommodate the new OFSTED grading criteria, and the pupil and school data has been updated.

<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>
</table></td><td>9.1 Updated 2025-6 SEF - HT
9.2 Updated 2025-6 SDP - HT</td><td></td></tr>
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		9.2 The 2025-6 School Improvement Plan has four priority objectives Priority One: Ensure improved progress in mathematics through, amongst other things, whole class teaching. Priority Two: Ensure improved progress in English through the active teaching of reading and writing Priority Three: Focus on oracy across the curriculum. Making 'talk for learning' a priority Priority Four: Ensuring that those with complex needs receive the support needed. The improvement Plan has seasonal milestones and Governors noted that activity this term will generally involve staff training, staff awareness, modelling and embedding. A Governor asked, if OFSTED arrived this term or next, what issues might become an 'OFSTED development point'. The documentation and strategy regarding alternative provision needs to be sharpened and KA felt that the pastoral/behaviour capacity of the school is 'thin' and this impacts upon leadership capacity. Behavioural issues tend to 'move up the chain' to leadership quickly and OFSTED may consider this to be an issue. A Governor asked, if school should be 'ahead of the game' and hire extra pastoral support now. KA explained that the budget may not be able to support recruitment. Action will only be taken when it is certain that the budget has the capacity to absorb the cost. KA noted that Greater Depth in maths and writing is a challenge. It is difficult for staff (and children) to provide the consistent evidence required although progress has been (and is being) made. KA explained that there are few materials and exemplars available to support this difficult development area and that the school will not benefit from moderation this year. KA explained that the school has received four days of training from the MathsHub and this will focus on developing greater depth and SEN provision and it will be supported by lesson visits and training/conversations with staff. 9.3 The school targets remain: The 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 is expected to be 78%. Year 6 reading is expected to be 78%, writing is expected to be 83% and mathematics is expected to be 78%. Combined is expected to be 71%.		
10.	**Governor updates since last meeting**	10.1 The Term 3 Data overview was circulated to Governors before the meeting EYFS 84.4%; Yr1 90.7%; Yr2 97.8%; Yr3 92.7%; Yr4 100%; Yr5 93.2%; Yr6 86.4% The data identifies several interesting trends. • Girls' reading is 62.3% while boys' reading is 59.8% • SEN reading is 26% while non-SEN reading is 67.9% • Boys' writing is 50.4% while girls' writing is 59.8% • SEN writing is 14% while non-SEN writing is 64.6%	Governor Reports/updates, other governor Monitoring Reports/updates, and reports from visits by external professionals. Teaching, Learning and Inclusion 10.1 Term 3 Data Overview 10.2 Governor Monitoring Visit – SIP Priority 2 Phonics and use of 'Bug Club', writing, oracy (HL/ET)	

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		• Maths SEN is 42% while non-SEN is 67.9% 10.2 HL undertook a monitoring visit reviewing the data in detail and addressing Development objectives 1.1 to 1.3. Her report breaks down performance of all students by groups and includes a helpful commentary relating to each class. HL notes that 'the use of Bug Club phonics is having a positive impact. 83% of children are meeting the standard. Teachers use the scheme consistently. SEND and PP children are being closely tracked.' She has analysed the progress of FSM, SEN and Service pupils using the latest SONAR data and concludes that: • The current focus on FSM, SEN and service data is a positive use of monitoring capacity. • Pupil movement in and out of school remains high due to military posting and this often undermines attempts to track across years. • This movement also makes it hard to plan SEN interventions over a longer period. It was agreed that Governors will continue to monitor and join pupil progress meetings and HL will continue to relate other SIP objectives to the performance of SEN, PP and Service pupil when visiting. Governors understand that the school has strong inclusive culture and that monitoring visits continually identify full differentiation and effective intervention work. HL explained that it is important for colleagues to develop a narrative to explain these trends and be able to summarise how the school is aiming to address each. In answer to a question KA confirmed that the decision to commission 'alliance' membership of the Cambrian Trust has been a great success and value for money. The Cambrian SIP visits are helpful and other support provided by the Trust is welcome. She is unsure how long this arrangement will be allowed to continue as the Trust are very keen for the school to join as full members. Sarah Gardner's mid-year Pupil Premium Report was circulated to Governors before the meeting. This includes planned outcomes and explains how funds are (and have been) allocated. The total SEN funding is £205K and development issues include, further use of the Hangar as a flexible enhanced provision base, continued staff training in adaptive teaching, improved early identification skills and a review of SEN staff deployment. KA Reported that the school will have 297 children in September (PAN 315) and that EYFS will have a full quota of 45 children in September. Other than the need to provide more pastoral capacity, there are no plans to restructure staffing in 2026-7 GL presented the Period 9 Budget Statement. She noted that revenue income has increased by £10,442 to £77,340 while revenue expenditure has increased by £16,173 to £95,921. As a result, the end of FY carry forward is reduced to £2,987. Energy savings (Gas and Electric) have helped reduce expenditure, but it has been necessary to invest in new laptops for office staff and the Assistant Headteacher. Support staff overtime costs were increased to enable paediatric first aid training to take place. Some subscription costs have also increased. KA explained that various 2026-7 budget scenarios are being considered. The school finds itself in a more secure financial environment and may have the capacity to extend the staffing budget to extend pastoral	10.3a Term 2 Data and 10.3b Governor Monitoring Visit Report - Pupil Data Analysis 10.4 Governor Monitoring Visit SIP Priority 3 Teaching and Learning, Good for Gateway (HL/ET) 10.5 Governor Monitoring **Report - progress and attainment data - HL** **10.6 Cambrian Trust SIP Note of Visit (KA) Decision to recommission Cambrian Trust services in 2026-7** **10.7 Mid-year review of Pupil Premium Funding, - SG/KMa** Discuss net capacity of school and the staffing structure 2025-6 **Finance** 10.8 Period 9 Budget Report **10.9 Period 10 Budget CFR (GL)** **10.10 Period 11 Budget CFR (GL)** Verbal Report on preliminary preparations for 2025-6 Budget	

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		capacity. OCC may also wish to consider supporting the alternative provision facility so that it has the necessary staffing to function on a full-time basis. The charity supporting reading has provided the funds to purchase additional reading books and resources. A Governor asked if any unplanned budget issues are feared. GL confirmed that there are no 'nasty surprises' hidden in the three-year budget. Staffing remains 80% of the total budget and changes in staff pay awards are likely to have the largest single impact on the budget. The SFVS document has been returned to OCC by KM. Other than the Carterton water issues that resulted in a full school closure, there were no other premises or Health and Safety issues. The Carbon Assessment and Monitoring Report was shared with Governors before the meeting. The report relates school activity to cost and the generation of carbon. It is noted that heating provides the heaviest CO2 loading and that timers, matching heating to building use and flexible usage of the heating programme in Spring and Autumn (when heating may not be needed) will have a significant impact. The cost of the plan translates to £39K in total or £5K a year. Recent GSA community and fundraising events, including the Halloween Disco, Christmas Bingo and Christmas Fair have been successful. Parent evenings have been well attended. KA explained that senior staff will follow up directly with families who are unable to attend the meetings on 11th and 18th March. SEND review meetings have recently been held between teachers and parents. Families attending were invited to visit the alternative provision space and their meetings with staff were held in this building. KS1 parents were invited to a sharing assembly in Term 3. They were introduced to the learning linked to the 'we are investigators' topic. A 'break the rules' day was held at the end of term 3, raising £50. Easter Bingo is upcoming.	**10.11 SFVS -KM** approval (via Governorhub) and confirm SFVS submitted to local authority before deadline. Premises (Excluding Health and Safety) Environmental Sustainability 10.12 Climate Action Plan - KMa Community *Verbal Update*: Community activities planned, or undertaken which Governors could attend.	
11	**Safeguarding**	There were no safeguarding or bullying issues to report to Governors. The Prevent Risk Assessment was circulated before the meeting and approved by Governors	Any Safeguarding issues to report 11.1 Reviewed/updated PREVENT Risk Assessment – KMa/SG	
12	**Health and Safety**	12.1 The minor issues relating to working at height, the Critical Incident Plan, manual handling and safe storage/use of shelves identified in the October OCC Health and Safety Audit have been addressed. GL confirmed that 'the rules have changed' and it is no longer necessary for Governors to sign off the swimming folder. There have been no accidents to report.	Health and Safety issues to report to Governors. Any external Health and Safety visits to report.	
13	**GDPR**	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.	13.1 GDPR policy/Data protection Policy	

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14	**Governor Business and Communication**	The Board has vacancies for two Co-opted Governors and one Parent Governor. The Governor monitoring schedule was shared with Governors and approved. KMa's term of office will end in May. 14.2: KM undertook a full website review on March 9th. The website is populated by most of the required documents and the actions identified by the 2025 audit have all been addressed. It was noted that • The school admission details require updating • The remote education provision content requires updating • The Pupil Premium spend document requires inclusion (summer term) • The SEND information document needs to be included when ready. KA explained that the new website is visually impressive but is less user-friendly. Staff are still exploring how to upload content	14.1 Governor Monitoring Schedule - progress check/review- KM 14.2 Website review - confirm Governor details. - KM 14.1 Government Attendance Report 14.2 Website Audit	
15	**Governor Training Update**	Training completed this year includes: • JS attended OCC Safeguarding adults and children 11th Sept and the OCC Clerks' briefing on January 12th. • HL attended the Governor briefing on 2nd October and Effective use of Pupil Premium Funding on 21st October. • RPJ attended Inclusion training on 25th Nov and Appraisal training on 17th Nov • ET attended Induction Two on 14th Oct.	Governor training undertaken or planned since last meeting (including cyber training) Reports/knowledge sharing on training undertaken since last meeting. 15.1 Updated Governor Training Tracker	
16.	**Policies Review/for approval (as per policy schedule)**	**Policies for Approval or Adoption** Food Safety Policy and Procedure 2026 . The policy was approved by Governors Attendance Policy 2026. A Governor asked if the school applies fixed penalty notices to persistently absent families. KA confirmed that it did. The policy was approved by Governors Positive Handling Policy 2026 Governors discussed the Positive Handling Policy in some detail. KA confirmed that the school does not have Team Teach qualified staff. This new policy justifies the permitted use of reasonable physical intervention, and it includes updates that clarify the legal parameters. The policy was approved by Governors. Mobile 'Phone use Policy 2026. The policy was approved by Governors Prevent Strategy and Policy 2026. The policy was approved by Governors	Updated Policy Tracker (Including Statutory Policies)	
17.	**Community Communication and Activity**	The March letter will include thanks for forbearance during the water issues last week and a celebration of pupil maths achievements. It will invite applications for the vacant Governor posts	17.1 Governor Community Communication - March 2025 Agree key messages for post FGB meeting communication	
18.	**Non-standing items for**	• HT formal report • Quality First Teaching report - Hours Audit		

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	the next FGB meeting as per LA schedule and Gateway monitoring schedule.	• Review Budget and establish final outturn position • Governor Monitoring visits planned and undertaken • Spring Two Pupil Attainment and Progress Data • Year 6 SAT predictions and arrangements for assessments • Agree SDP monitoring actions • Mid-year staff appraisals • Premises issues – any summer development work planned		
20.	**Date of next meeting – 7pm in school**	Monday 27th April 2026 (Budget Approval) 2pm Monday 18th May 2026 Monday 29th June 2026		