GATEWAY
PRIMARY SCHOOL
Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday, October 2nd 2023, 7 - 9pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Locke (GL) - Staff Governor.
- Mike Caffrey (MC) - Co-opted Governor
- Emma Smith (ES) - Co-opted Governor
- Kelly Mahon (KMa) - Co-opted Governor
- Kevin Moyes (KM) – LA Governor
- Helen Lynch (HL) Co-opted Governor

In Attendance

- Jonathan Smith (JS) - OCC Governor Services

Item No	Topic	Minute	Document Reference	Action
1.	**Welcome**	ES welcomed all to the meeting. The meeting began at 7pm and was quorate. The meeting was held at school. Helen Lynch was welcomed to her first meeting.		
2.	**Apologies for absence**	All Governors were present at the meeting		
3.	**Urgent Additional Items**	There were no 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. Mike Caffrey is a Governor at Rissington School in Gloucestershire. Gill Lock, Staff Governor, is also the school Business Manager. Kayleigh Anstee is a Governor at Five Acres School Emma Smith is a Parent Governor at West Witney Primary School The 2023-4 Pecuniary Interest Forms were completed before the meeting.		
5.	**Approval of**	The minutes of the FGB Meeting held on July 17th 2023, were	5.1 Minutes of FGB Meeting held	

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	FGB Minutes	approved by Governors. All outstanding actions are included in the agenda.	on May 15th, 2023 5.2 Action Log – Note all outstanding Actions included in the agenda.	
6.	**Matters arising not covered on the agenda**	There were no additional issues.		
7.	**Headteacher's Report**	KA presented the September HT report. Key issues include: • There are 273 children on roll. EYFS, Year 3 and Year 4 are full. It is hoped that numbers will reach 276 by Wednesday 4th October. There is a waiting list for EYFS places, and many parents have expressed interest in joining the school in 2024. • 7 children are in receipt of EHCPs. There are no children with EHCPs in Year 5 and 6. • There have been three fixed term exclusions this term. This does not reflect a pattern and each case is very different. The parents of all three children have engaged in the reintegration process and where necessary, external agencies have been alerted. • 81% of children passed the phonics test this summer. • At KS2, 55% passed reading, writing and mathematics combined. 63% passed reading, 76% passed writing and 71% passed mathematics. The leadership team is disappointed with the reading score. The paper seemed particularly challenging this year. • The AP1 window closes on 13th October. Senior Staff will particularly focus on the performance of Pupil Premium children. KMa will attend the Pupil Progress meetings on 16th October. • Staff appraisals are underway. Appraisal discussions are focusing on 'Good for Gateway 3'. • Three children in EYFS have reduced time timetables. • The curriculum lead will meet formally with subject coordinators to explore the knowledge and language requirements identified in the OFSTED report. The leadership team is receiving training on retrieval techniques and the school has received 10 weeks of leadership coaching funding from central government. • 'Hang out at the Hangar 'is scheduled for 11th October. The School Nurse will be in attendance. • The school has recently appointed a TA. • A teacher has resigned and will leave school at Christmas. It is likely that the post will be filled by extending the contracts of existing teaching staff. A Governor asked how the three EYFS children following reduced timetables are being supported. KA explained that each has a bespoke package that can include elements of Forest School, 1 to 1 TA support or interventions that aim to establish the necessary EYFS routines. One child already has an EHCP, but the support provided by other nursery providers has been variable.	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	

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		A Governor asked if safeguarding referrals have increased this term. KA explained that the safeguarding team are busy, but that the volume referrals is manageable. A Governor asked how the deficit recovery plan, and the consequent financial constraint, is affecting staff well-being. KA explained that the school has a strong culture of mutual support and care, and that the staff remain enthusiastic and positive. However, the need to service the deficit and repay the historic overspend, has created a lean staffing structure with little capacity to react to unplanned demands. All adults are currently at full capacity and any additional need (for example an addition to the school roll of a child with complex learning issues), will require resources to be diverted from their planned use elsewhere. Workload will necessarily increase, and morale will be affected. A Governor asked KA to list the resources that would appear on her 'wish list'. KA felt that two additional TAs would make a disproportionately positive impact on the school. She added that the staff (and children) are restrained by outdated ICT equipment. The chrome book computers and classroom white boards are reaching the end of their effective lives and a wholesale replacement of this kit would be high on her 'wish list'. Improved classroom ICT would have a significant impact on staff morale. Governors considered this issue in detail. The Board is concerned that the improvements made by the school over the last three years could be jeopardised by the restrictions emanating from the deficit recovery plan. A Governor asked if the repayment period could be extended to five years. By this time, the financial impact of the increased school roll will have 'worked through' and be reflected in the budget. It was agreed that KM, as Finance Governor, will contact senior officers at OCC to discuss this issue.		KM
8.	**Update from the Chair**	The OCC Health and Safety team will visit on 16th October.	.	
9.	**SEF and School Improvement Plan**	**9.1 OFSTED and the School Improvement Plan** KA confirmed that the SIP 'Key Priorities' remain: • A continuation of the strategy to improve phonics teaching. • Curriculum development in several subjects including Humanities and ICT • The consistent application of 'Good for Gateway Version 3' • Continued promotion of a 'love for reading'. • The continued promotion of the school's OFSTED 'Good' status in the local community • A longer-term three-year plan (to include premises developments, catering etc). • A consideration of the income generating potential of wrap-	9.1: Updated SEF for approval 9.2: 2023-24 Development Plan for approval	

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		around care. The OFSTED development areas will be integrated into the plan. 1. School leaders are required to invest in training to support phonics teaching and provide additional support for the children who need it. 2. School leaders are required to ensure that steps to achieve clear cumulative knowledge and precise vocabulary are in place The 2023-4 Performance Targets are: • EYFS (good level of development) 80% • Phonics 84% • KS1 combined 65% • Year 4 multiplication test 18 • Year 6 combined 72% (writing 72%) KA confirmed that the school *will* undertake KS1 assessments in 2024 The Autumn Term SDP milestones will be: • Reviewing and establishing the general expectations for learning behaviour • Use of assistive technology • Learning walks that establish that 'Good for Gateway Three' is embedded. • Reading pupil voice KA has written a 'SEF on a page' and the judgements continue reflect the OFSTED grades. The context section has been updated and the judgements remain: Quality of Education: Good Behaviour: Good Personal Development: Outstanding Leadership and Management: Good EYFS: Good ES has created a Governor Monitoring plan based on each School Improvement Plan strand. Currently, KMa has a comprehensive brief that involves her monitoring all aspects of teaching and learning. The scope of this role is too wide for one individual to manage effectively alone. Moreover, the current arrangement tends to insulate other Governors from teaching and learning activity and this is not helpful. The plan will allocate two Governors to each strand so that some division of labour and collaborative work can take place. KA explained that is important to 'monitor the monitors'. By joining the leadership team on a monitoring drop-in, Governors will see		**ES** **ES**

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		how strands of the Development Plan are kept under surveillance. All Governors will be required to include Health and Safety and safeguarding in their remit, especially when visiting classrooms. HL has some expertise in TA deployment and will support the process by monitoring the use of this scarce resource in classrooms. ES will add names and dates to the plan and present at the next FGB meeting. ES will make a well-being monitoring visit this term		
10.	**Governor updates since last meeting**	GL presented an oversight of the budget construction process at school. This was helpful and much appreciated by Governors present. The Period 5 CFR was circulated before the meeting. Income has a positive variance of +£63,000 thanks to extra PP funding, SEN 'top up', extra income from lettings, extra income from after school club and a GSA donation. Expenditure has variance of -£42,000 largely due to changes in staff costs. The net position is +£21,000. A Governor asked if there is 'any news' on likely utility costs during 2023-4. GL explained that an inflationary fuel allowance has already been factored into the budget. However, OCC have instructed schools to set aside additional funds in the budget as costs are likely to be more than anticipated. KA circulated a community engagement statement before the meeting. She proposes to continue to promote and develop these relationships in 2023-4. Partnership organisations include: The Food Bank St John's Church Carterton Schools' Sports Partnership Carterton Headteacher's Partnership RAF STEM activity Neighbours living in houses close to the site. • The school will continue to send Christmas Cards to close neighbours. These were greatly appreciated last year. • Children will visit the RAF museum at Hendon. • Governors will be in attendance to 'meet and greet' at Parent Evenings • A theatrical company is presenting a Christmas panto at Gateway this year. This is a great opportunity to promote the school. Funds raised will be donated to Save the Children. MC and GL will undertake a full-premises inspection this term. KA will circulate a list of diary activities that require Governor support GL confirmed that the Asset Register is up to date and logged on 'Smartlog'.	Monitoring Reports/updates, and external notes of Visit (not covered elsewhere on the agenda) **Staffing** Recruitment, appointments, and any other staffing issues (to include staff welfare). **Finance** Presentation – Gill Locke 10.1 External Financial Benchmarking 10.3 P5 Budget Profile Revenue Summary **Teaching, Learning and Inclusion** **Premises (Excluding Health and Safety)** Premises issues to report to Governors (verbal) 10.4 Updated asset register - MC **Community** 10.5 Community activities planned or undertaken (verbal update)	MC/GL 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></td><td></td><td></td><td></td><td></td></tr>
<tr><td>11.</td><td>Safeguarding</td><td>There are no safeguarding issues to report to Governors.

KMa will complete a safeguarding monitoring visit this term.

An addition to Sophos, the schools ICT filtering system, will ensure compliance with the requirements of KCSIE 2023.</td><td>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</td><td>KMa</td></tr>
<tr><td>12.</td><td>Health and Safety</td><td>There has been an accident involving the playground climbing frame. Unfortunately, a girl fell and broke her wrist. Parents have expressed thanks for the prompt, professional and supportive action taken by staff at school. The incident has been logged and the lunchtime supervision provision has been adjusted in response. However, parents and senior staff agree that the accident was not the result of any deficit in supervision.
MC will update the Swimming Folder before the next meeting.</td><td>Any H&S incidents to report to Governors.</td><td>MC</td></tr>
<tr><td>13.</td><td>GDPR</td><td>There have been no data breaches this term.
The school has received a freedom of information request. It is understood that many other schools have received a similar request and OCC have provided a standard response on behalf of all these schools.</td><td>13.1 GDPR policy/Data protection Policy - 13.2 Acceptable user policies for staff and pupils 13.3 Privacy notice – staff 13.4 Privacy Notice – Pupils 13.5 Privacy Notice – Parents 13.6 Privacy Notice – Governors</td><td></td></tr>
<tr><td>14.</td><td>Governor Business and Communication</td><td>The instrument of Governance makes provision for 3 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 4 Co-opted Governors. The Board currently has vacancies three Parent Governors.

Two parents have applied to join the Board as Parent Governors. As there are three vacancies and the election is uncontested, they can be appointed to the Board at the next FGB meeting. ES will be their ‘buddy’.

JS will update the GovernorHub details to ensure that all pecuniary interest and KCSIE declarations are accurate.

Governor roles 2023-4 are:
<table><tr><td>KM</td><td>HT appraisal Panel, Pay Committee, Finance Governor and Whistleblowing Governor.</td></tr><tr><td>MC</td><td>Co-chair, Community Governor, Premises Governor, Health and Safety Governor, GDPR Governor</td></tr></table></td><td>14.1 Agree Governor Monitoring Schedule Publish list of governing body members, associate members, and responsibilities on the school website for 2023-4 Update and publish register of pecuniary interests 2023-4 Publish the governors’ attendance for previous year on the website, including those who have left in the last 12 months

14.2 Governor</td><td>ES

JS</td></tr>
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		<table><tr><td>KMa</td><td>Vice-Chair, Learning and Teaching Governor, Safeguarding Governor, Inclusion Governor (including attendance)</td></tr><tr><td>ES</td><td>Co-chair, Pay Committee, GDPR Governor, Staff-well-being Governor, Staffing Governor</td></tr><tr><td>GL</td><td>Community, marketing, website</td></tr></table> ES explained that the 2022-3 skill audit is 82% positive. The deficit items that have been identified, relate to skills and competences that are gained with experience. The Board has several new recruits. The Governor objectives 2023-4 are likely to include: • Recruitment requirements • The skills and equality audit • Training (for example GL could lead a session on the budget) • Succession • Promotion of the school with the community Governors agreed to complete the diversity survey on GovernorHub.	Skills Audit analysis Appointment of Lead Governors including Whistleblowing governor Appointment of Headteacher Appraisal Committee Appointment of Pay Panel Governor Objectives: 14.7 Governor 23-24 Objectives – ES and MC Governor Conduct: 14.8 NGA Governor Code of Conduct Governor Skills and Training 14.9 Skills Audit Analysis	All
15	**Governor Training Update**	• ES has included the notes from her OCC Exclusions training on GovernorHub. • GL completed Governor Induction part B in June. • MC has completed a module of service forum training. • JS attended the Clerks' Briefing on 21st September. • KA and the SENCO attended Addressing Disadvantaged Pupils training on September 25th. • HL has completed Governor Induction Part A • KMa will attend the Becoming a Successful Chair training course	Governor training undertaken or planned since last meeting. Reports/ knowledge sharing on training undertaken since last meeting.	
16.	**Policies Review/for approval (as per policy schedule)**	Governors scrutinised these policies in detail and the following issues were identified: • KA explained that the Attendance Policy requires some attention and is not yet ready to be presented for approval. It is necessary to precisely define 'persistent attendance' and clarify holiday arrangements. KA reminded Governors that the service characteristics of the school necessitate a more bespoke attendance policy. It is not possible to use the generic OCC policy. • Part 4 on the Health and Safety Policy requires modification, and it will be submitted for approval at an FGB this term. • The Whistleblowing Policy is subsumed in the Safeguarding Policy • The Anti-Bullying Policy needs significant attention.	16.1 Update Policy Tracker 16.2 Policies for approval: Updated Safeguarding Policy 2023 Governor Behaviour Principles Admissions Arrangements Admissions Policy Allegations Against Staff Policy Attendance Policy	

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		• The Intimate Care parental consent process has been streamlined. • The First Aid recording process has been streamlined. The following policies were presented for approval: Safeguarding Policy 2023 Governor Behaviour Principles Admissions Arrangements Admissions Policy Allegations Against Staff Policy Behaviour and Exclusions Policy Charging and Remissions Policy Child Protection Policy and Procedures Complaints Policy Data Protection Policy EYFS Policy First Aid in School Policy – Governors' Allowances Policy Handwriting Policy Intimate Care Policy – Lost Child Policy Parent Code of Conduct Prevent Policy SEND Policy Staff Code of Conduct These policies were approved by Governors. A Governor asked if children in this year's EYFS group needed more intimate care than normal. KA explained that there is less need for intimate care this year.	Behaviour and Exclusions Policy Charging and Remissions Policy Child Protection Policy and Procedures Complaints Policy Data Protection Policy EYFS Policy First Aid in School Policy Governors' Allowances Policy Handwriting Policy Health and Safety Policy Part 4 Intimate Care Policy Lost Child Policy Parent Code of Conduct Prevent Policy SEND Policy Staff Code of Conduct Whistleblowing Policy	
17.	**Community Communication**	MC reminded colleagues that the Board had agreed to provide parents with a summary of the items discussed at each FGB meeting. It was agreed that this information will be included in the school newsletter. MC will provide the summary. KA confirmed that Parent Surveys will be completed in November and May.	Agree key meeting messages for community communication	MC
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**	• Budget statement - KM • Review systems and procedures for monitoring Health & Safety including risk assessment - MC • Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement - MC • DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups – HT • Evaluation of PP Funding Impact and 2022-23 Strategy - HT • Evaluation of Sports Funding Impact and 2022-23 Strategy - HT • Evaluation of Service Premium Funding Impact and 2022-		

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<tr><td></td><td></td><td>23 Strategy – HT
• Evaluation of SEND Funding Impact and 2022-23 Strategy – HT</td><td></td><td></td></tr>
<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><th>Meeting</th></tr>
<tr><td>Mon 20 Nov 2023</td><td>19:00</td><td>21:00</td><td>Full Governing Board</td></tr>
<tr><td>Mon 29 Jan 2024</td><td>19:00</td><td>21:00</td><td>Full Governing Board</td></tr>
<tr><td>Mon 18 Mar 2024</td><td>19:00</td><td>21:00</td><td>Full Governing Board</td></tr>
<tr><td>Thu 9 May 2024</td><td>19:00</td><td>21:00</td><td>Full Governing Board</td></tr>
<tr><td>Mon 24 Jun 2024</td><td>19:00</td><td>21:00</td><td>Full Governing Board</td></tr>
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<tr><td>20.</td><td>Reflection</td><td>Colleagues felt that the meeting was successful because:
• All Governors had read the papers beforehand and were well-prepared.
• Papers were posted on GovernorHub a week before the meeting.
• Colleagues demonstrated a positive and solutions focused approach.

It was decided that, in future, KA would not present her report verbally at the meeting. Colleagues will read her report beforehand and prepare questions that they can bring to the meeting.

Colleagues may like to submit their questions, via the message board, before the meeting.</td><td></td><td></td></tr>
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Summary of Actions from this meeting

Item 7	Overspend Recovery Plan – KM to discuss with senior officers at OCC	KM
Item 9	Governor Monitoring Plan presented with names alongside Development Plan themes	ES
Item 9	Staff well-being monitoring visit	ES
Item 10	Premises Inspection this term	GL and MC
Item 10	List of school diary activities that require Governor support.	KA
Item 11	Safeguarding monitoring visit	KMa
Item 12	Swimming Folder scrutiny	MC
Item 14	Buddy for new Parent Governors	ES
Item 14	Update GovernorHub records	JS
Item 14	GovernorHub Diversity Survey	All Govs

Item 17	Precise of Governor work for newsletter	MC