GATEWAY
PRIMARY SCHOOL
Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday December 9th 2024, 5-7pm

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
- Rebecca Scott (RS) 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 5pm and was quorate. The meeting was held at school. KA and JS were at school; all others attended online.		
2.	**Apologies for absence**	Apologies were received and accepted from KMa, GL and RS		
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. Gill Locke, Staff Governor, is also the school Business Manager.		
5.	**Approval of FGB Minutes**	The minutes of the FGB Meeting held on October 24th, 2024, were approved by Governors.	5.1 Minutes of Oct 24th, 2024	

K. Moyes

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		All outstanding actions are included in the agenda.	5.2 Action Log	
6.	**Matters arising not covered on the agenda**	There were no new matters arising.		
	Headteacher's Report	7.1 KA presented the Headteacher's Report. The report was very detailed and some of the issues discussed were: ● A play worker has joined the wrap around care team and a TA has been recruited. ● There have been three exclusions this term involving three different children. There have been no discriminatory or bullying incidents. ● Staff attendance has been good. ● 14% of children are on the special needs register and 4.5% have EHCPs ● Pupil Progress meetings are now nearly complete. The focus of the meetings has been phonics/spelling and progression from KS1 to KS2. ● The recent Year 6 assessment suggests that ambitious targets set at the start of the year are still achievable. Surprisingly, writing outcomes appear to be stronger than reading outcomes. ● Claire Silvester from the Cambrian Learning Trust has visited. She confirms the 'good' SEF teaching and learning judgement. ● A lockdown drill was completed successfully. The new airhorns were used. ● Year 5 and 6 visited Leicester Space Museum. ● A successful insurance claim will help replace furniture and carpets damaged by the September flood. ● Attendance is 96% (FSM=91%, SEN =96%) 5 children are following OCC approved reintegration programmes. All these 5 children have EHCPs. The school is 119th out of 241 Oxfordshire schools for attendance. ● The Staff Handbook has been updated to include the new PPA arrangements. A Governor asked for an anonymous summary of the three exclusions that took place this term. KA was able to confirm that in each case, policies and procedures were followed and that the children were supported by individual reintegration plans when they returned to school. Parents were fully engaged in the process and were supportive. KA added that	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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<tr><td></td><td></td><td>behaviour has generally been excellent this term.

A Governor asked if staff morale remains positive at the end of a tough term. KA confirmed that it does. Staff are tired and need a holiday. However, energy levels remain high, and staff absence is low.

A Governor asked when the staff and parent surveys are planned to take place. It was agreed that the staff survey will take place in March/April and the parent survey in May/June.

A Governor asked if any site improvements are planned over Christmas. KA explained that no work will be undertaken during the Christmas break, but decoration and minor repairs are scheduled for the February half-term.

7.2. The website review is now complete with several administrative issues (and gaps in information) now complete. The Charging and Remission Policy is to be added to the policy section.

7.3 The Pay Committee met on November 15th, 2024, and approved the pay recommendations made by the headteacher. KA reports that staff arrived at appraisal meetings well-prepared and engaged enthusiastically with the appraisal process.

7.4 The Headteacher Appraisal Process is now complete.</td><td>7.2 Website review

7.3 Approval of Pay Committee Recommendations

7.4 HT Appraisal 2024</td><td></td></tr>
<tr><td>7.</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>8.</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>
KA confirmed that the SEF will be adjusted in term 5 to reflect the new OFSTED handbook. Some entries do not align with the new criteria.

9.2 The key development issues continue to be:

● to maintain good teaching and learning and improve classroom practice.
● to continue to develop the school’s ethos and values, enhance the reputation of the school and thus continue to</td><td>9.1 2024/5 SEF
9.2 SIP 2024/5 (for approval)</td><td></td></tr>
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● to continue to develop expertise in phonics.
● to sharpen pupil vocabulary and knowledge in all classrooms.
KA explained that the Development Plan has Autumn, Spring and Summer milestones for each of the identified areas for development.
The Development Plan, with RAG progress, will be presented to Governors in February/March and in June. A Governor asked KA if she is satisfied with the progress made with the Development Plan thus far. KA confirmed that the establishment of the new reading framework was the key develop activity in terms 1 and 2 and this is now complete. Other actions are likely to be completed in Terms 3 and 4. She explained that several aspects remain ‘amber’ because they have yet to generate an outcome. Once impact is established, they can go ‘green’.
A Governor asked if KA anticipates any obstacles to progress. KA feels that it is more difficult to release teachers from their class duties to monitor activity elsewhere. TAs are now used intensively, often one to one, and cannot be asked to oversee a class while the class teacher undertakes a monitoring visit. The new PPA arrangements may make such operations easier.</td><td></td><td></td></tr>
<tr><td>9.</td><td>Governor updates since last meeting</td><td>10.1 HL undertook a monitoring visit to school on 23rd October. She joined a Year 3 and Year 4 Pupil Progress Meetings attended by class teachers and members of the leadership team. She reports
● Sonar provides detail pupil attainment and progress data. It also provides development information that can be used to support pupil pastoral development.
● The Autumn assessment data is:
<table><tr><th>Year</th><th>Reading (expected and above)</th><th>Writing (expected and above)</th><th>Mathematics (expected and above)</th></tr><tr><td>1</td><td>60%</td><td>62%</td><td>84%</td></tr><tr><td>2</td><td>69%</td><td>77%</td><td>75%</td></tr><tr><td>3</td><td>68%</td><td>53%</td><td>59%</td></tr><tr><td>4</td><td>77%</td><td>62%</td><td>75%</td></tr><tr><td>5</td><td>82%</td><td>73%</td><td>75%</td></tr><tr><td>6</td><td>90%</td><td>80%</td><td>83%</td></tr></table>● The Year 4 class has 2 children with an EHCP, 10 on the SEN register and 2 EAL.</td><td>Governor Reports/updates, other governor Monitoring Reports/updates, and reports from visits by external professionals.
Teaching, Learning and Inclusion
10.1 Governor Monitoring Reports</td><td></td></tr>
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		● The EYFS skills are all listed at 90% plus. However, motor skills are 75% and writing is 78% ● The mobility and turnover of children makes data monitoring difficult A Governor asked if staff attending Pupil Progress meetings are well-prepared. KA confirmed that they often arrive overprepared! Staff know their classes well, can identify key trends quickly and are alert to the need for intervention. Meetings are open, honest and teachers are not defensive about strategies that have not worked HL and KMa will continue to monitor PPMs throughout the year. 10.2 The period 6 and period 7 budget monitoring reports was circulated before the meeting. In period 7, income increased by £97K and expenditure increased by £72K giving a +£25K final balance. Wrap around care has contributed £4K, Pupil Premium funding an extra £5K and the 5.5% teacher pay award has been fully funded by government. The school has saved £5k on gas and £7K on school meals. 10.3 KA confirmed that the school will commission solar panels from a company called Lumas. The net cost will be £49,698 and the project will be funded by a low interest, long-term loan, specifically established to be used by schools for this purpose. The solar panels will immediately begin to reduce energy costs and will 'pay for themselves' over a relatively short period of time. 10.3 The school asset management plan was circulated before the meeting. Over 360 individual capital items are listed along with their purchase value, description and location. 10.4 KA explained that the Sport and PE coordinator is new in post and has spent most of this term delivering the activities required by the existing plan. She is now ready to move forward with her own ideas and will present them to senior staff at their meeting on 16th December. A Governor asked if swimming lessons have proceeded as planned. KA feels that swimming has been a great success. The numbers in each session are large (45) and require an additional swimming instructor. However, children can walk to the pool and the facility is excellent.	**10.2 Finance** Period 6 and 7 Budget update **10.3 Premises Issues (not |H and S)** Asset Management Plan Sport and PE Premium statement and impact.	**KA**
11	**Safeguarding**	The Section 175 OCC audit was completed and presented before the November 29th deadline. Sophie Kendall from the ESAT team visited the school on 19th November 2024. The audit confirmed that the school is compliant, and that all documentation is in place. Sophie	Any Safeguarding, Bullying or racist incidents to report since the last meeting. 11.1 Governor	

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KMa’s safeguarding remit in 2024-5 will include any children ‘off-roll’, on reduced timetables or taught off site.</td><td>safeguarding monitoring 11.2 Annual Child Protection Report</td><td></td></tr>
<tr><td>12</td><td>Health and Safety</td><td>The annual OCC Health and Safety inspection took place on 4th October. The report has subsequently been shared with Governors. There are no major Health and Safety issues to report. The only ‘red’ item relates to premises team working at heights procedures and these will be resolved soon. There are minor issues relating to external lighting and fire door locking arrangements.</td><td>Any H&S incidents to report to Governors.</td><td></td></tr>
<tr><td>13</td><td>GDPR</td><td>The GDPR Audit identifies several actions including:

● The establishment of a GDPR Working Group

● A whole-school CCTV policy

● The creation of Governor Privacy Notices

GL has not received any FOI requests to date.</td><td>13.1 GDPR policy/Data protection Policy</td><td></td></tr>
<tr><td>14</td><td>Governor Business and Communication</td><td>14.1 KM reminded colleagues that the school is an Associate Member of the Cambrian Trust until April. Thereafter, a decision will be made about full membership. A Governor asked if a decision about future membership has already been made. KM confirmed that it has not, and Governors will be asked to consider options at the first two meetings of 2025. KA reminded Governors that Associate Membership (access to Cambrian services but not full membership of the Trust) is £5,500. KA feels that the school improvement support and training package is worth this amount alone.

The current constitution (17th February 2020) has 3 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 4 Co-opted Governors. Governors have no wish to alter the instrument at this time. The Board currently has three vacancies – two Co-opted Governors and a Parent Governor.

Governor Responsibilities for 2024-5 will be:

<table>
<tr><td>Safeguarding and Attendance Lead Governor</td><td>KMa</td></tr>
<tr><td>Whistleblowing Lead Governor</td><td>KM</td></tr>
<tr><td>Finance Lead Governor</td><td>KM</td></tr>
<tr><td>Teaching and Learning Lead Governor</td><td>HL</td></tr>
<tr><td>Inclusion Lead Governor</td><td>RS</td></tr>
<tr><td>Staff Well-being</td><td>RS</td></tr>
<tr><td>Community Lead Governor</td><td>KM</td></tr>
</table>
</td><td>14.1 Update from Academy working group

14.2 Governor Monitoring Schedule

14.3 NGA skills audit</td><td></td></tr>
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		<table><tr><td colspan="2"></td><td></td></tr><tr><td colspan="2">GDPR Lead Governor</td><td>KM</td></tr><tr><td>Pay Committee</td><td colspan="2">KM, KMa, RS</td></tr><tr><td>HT Appraisal</td><td colspan="2">KM and KMa (plus LA appointee)</td></tr></table> 14.2 The Governor Monitoring Schedule was recirculated before the meeting. In January 2025: ● HL will monitor multiplication teaching, continuous provision in Year 1, reading strategies and outcomes in books ● KM will monitor arrangements of trips and visits, the website, community links, sources of additional income, Health and Safety and GDPR ● KMa will monitor safeguarding and SEN ● RS will monitor staff wellbeing, the working hours audit and CPD.		
15	**Governor Training Update**	RPJ gained Level 2 Safeguarding certification in July 2024, completed Prevent training in July 2024, induction Part 2 in October 2024 and Governor Induction Part 1 on 24th September 2024. JS undertook OCC training in Data Protection, Safeguarding (adults) and Safeguarding (children) in September 2024. KMa gained the safeguarding (level 3) trainer qualification in November 2024 and completed appraisal training and EYFS safeguarding training in November 2024. HL (15th November), KM (19th November), KMa (19th November) have completed cyber security training. KMa will attend EYFS monitoring training on 5th February 2025 A Governor asked how the school will cope if the whole ICT system fails. This has happened at other schools, and they been forced to close. KA explained that they have a client system that is totally backed up and hosted on a server farm off site. Important operating documents have a paper back up. Paper registers can be used as per fire evacuation, EHCPs are available as hard-copy and the telephone system is independent. It is unlikely that the school would close.	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)**	There were no policies to approve		
17.	**Community**	School House Captains attended the Remembrance Service at	17.1 Agree messages for	

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Governors agreed that KM’s end of year newsletter should include
Christmas plays and services scheduled
Thanks for support – 100 attended the EYFS play
Recruitment of volunteers
Recruitment of Governors
Positive pupil progress meetings
Invites to future parent book looks.</td><td>December parent letter
17.2 Communication with the community
17.3 school calendar events</td><td></td></tr>
<tr><td>18.</td><td>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</td><td>Quality First Teaching Report
ASP Report
SENCO termly Report (SEN and PP)
Preparation for Health and Safety Inspection
HT formal Report
Review Progress with SDP
AP2 Pupil Attainment and Progress Data
Preliminary review of net capacity and staffing structure 2025-6
Period 8 Budget CFR and key variances
Mid-year review of PP and Sport Premium
Lettings Policy (and charges)</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></tr><tr><td>Mon 27 Jan 2025</td><td>19:00</td><td>21:00</td></tr><tr><td>Mon 24 Feb 2025</td><td>19:00</td><td>21:00</td></tr><tr><td>Mon 19 May 2025</td><td>19:00</td><td>21:00</td></tr><tr><td>Mon 30 Jun 2025</td><td>19:00</td><td>21:00</td></tr></table></td><td></td><td></td></tr>
<tr><td>20.</td><td>Reflection</td><td>The hybrid nature of the meeting was successful. It meant that colleagues with child-care duties could attend online. The meeting was ‘rounded’ covering a range of whole school issues like attendance, safeguarding, pupil performance and finance. This is appropriate at the end of a year.</td><td></td><td></td></tr>
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