GATEWAY
PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday 19th May 2025, 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.
- Emily Tranter (ET) Parent Governor

In Attendance

- Jonathan Smith (JS) - OCC Governor Services

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1.	**Welcome**	KM welcomed all to the meeting. The meeting began at 7pm and was quorate. The meeting was held at school and chaired by KMa		
2.	**Apologies for absence**	Apologies were received and accepted from RS, KM and 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 undertakes 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 a (non-Trust) primary school in Watchfield.		
5.	**Approval of FGB Minutes**	The minutes of the FGB Meeting held on Monday 23rd March 2025, were approved by Governors.	5.1 Minutes of 23rd March FGB Meeting 5.2 Action Log	

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6.	**Matters arising not covered on the agenda**	There were no new matters arising.		
7	**Headteacher's Report**	7.1 KA presented the May Headteacher's Report. Issues discussed included: • There are 280 children on roll and 13 have EHCPs • Attendance is an excellent 95% • There have been three fixed term exclusions, and one has required a multi-agency intervention. However, behaviour, generally, has been very good. • The school has recruited a new TA who started after Easter and recruitment to several other TA vacancies is ongoing. KA has 'spread the net wide' and invited applications from gap year students. • SATS began on 12th May and have been conducted in a 'calm and studious atmosphere'. The organisation of SATS and security of papers etc, was monitored by Governors and the Cambrian SIP. • Pupil Progress Meetings are currently active. • It is hoped that 80% of children will 'pass' the phonic screening assessment this year. • KS1 SATS will be delivered to small groups of children. This assessment process was very useful last year. It gives the children a gentle introduction to external assessment and confirms (or otherwise) teacher self-assessments. • The 2025 Parent Survey is positive. Only 34 families responded but comments about Gateway's pastoral care and support are very encouraging. • The headteacher and Deputy have attended training on 'reduced autonomy'. Over the last three years, it has been necessary to strip away any idiosyncratic approaches to classroom practice and ensure that all teachers 'follow the same script'. This approach has raised standards throughout the school. However, this approach can fetter curiosity and ambition, and senior staff feel it is now time to allow staff the freedom, when appropriate, to 'step out of the box'. 7.2. The April attendance report was shared with colleagues before the meeting. The January to April attendance is 94.78% for the whole school, 95% for SEN pupils, 95% for service pupils and 78% for children with EHCPs. Ten Parent Notices have been issued during this period. The school is in the 40% to 50% decile nationally and 128th out of 243 Oxfordshire schools. 7.3. The results of the 2025 Parent Survey were circulated before the meeting. The general results are very positive. For example, 94% agreed that their child was being supported to make good progress. There were very few 'don't knows' suggesting improved school/home communication. 9% did not feel there were sufficient after-school clubs and enrichment activities and large number of those with SEN children felt that their children do not receive appropriate support. KA explained that many SEN parents feel that their children should have one to one support in	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 7.2 Attendance Summary 7.3 Parent questionnaire results	

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<tr><td></td><td></td><td>all lessons, and this is obviously impractical and unrealistic.

A Governor asked if the Cambrian Trust offers the same level of support for excluded children as the LA. RS explained that OCC has direct and natural links to agencies and health care professionals with a range of specialist skills that the Trust does not have. However, OCC still oversees exclusions, and provides resources, in Trust member schools.

A Governor asked if the Year 6 SATS writing decisions (teacher assessment) will be moderated this year. KA confirmed that they will be externally moderated by a visitor from Ducklington School. She will sample just five of the thirty Year 6 portfolios.

A Governor asked if the Cambrian Trust Improvement Partner is providing the same high level of support as earlier. KA felt that she would prefer the visits to be more challenging and involve, if necessary, robust comments about classroom issues identified during a learning walk. She suspects that the Cambrian merger issues are absorbing much of the available capacity at the Trust and associate member schools are not a top priority. A Governor will join KA when the SIP next visits in July. ET added that the Trust SEN network meetings are excellent.

A Governor noted that the attendance of FSM pupils, rests in the lowest national decile. She asked if this is an issue of concern. KA explained that FSM attendance will remain a priority for the leadership team. However, the number of FSM children in the school is low and the data will be skewed by small changes in attendance. Governors will undertake a monitoring deep dive of FSM children and consider attendance, behaviour and progress data as priorities</td><td></td><td>KA

All</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 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>9.2 KA notes that the development plan continues is progressing well.

• The reading culture in the school has developed significantly and the investment in ‘free readers’ has given reading a boost in KS2. Reading has been a key focus of learning walks and is assessed regularly. It is</td><td>9.1 2024/5 SEF
9.2 SIP 2024/5</td><td></td></tr>
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		supported by celebratory posters around the site. • The school values, ethos and vision have recently been reviewed, and this has led to the development of a vision and values document which has now been shared with staff. The document identifies how Gateway expects staff to conduct themselves and 'live out these values.' • EYFS teaching has improved significantly and phonics teaching is secure. The phonics scheme is taught consistently, staff confidence is high and children engage positively in the lessons. It is hoped that phonics results this year will be at or above the national average. A Governor sked if a record of the staff phonics training undertaken this year could be provided. Phonics teaching is a key aspect of the 2024-5 Development Plan and it requires Governors to oversee training. The framework of the 2025-6 School Development Plan was shared with Governors. The development priorities in 2025-6 will be: • To improve attainment and progress in mathematics through whole class teaching. This will involve continued involvement in the Maths Hub, mixed year group teaching and White Rose/Oak academy resources. • To ensure that the teaching of spelling is effective with a whole school spelling drive. • To embed an oracy focused approach to learning by prioritising 'talk for learning'. • To continue to develop inclusive practice through training and CPD. • To ensure that all performance data is above the national average. A Governor noted that phonics teaching does not have a set of discrete actions in the 2025-6 Development Plan. In the past it has been a stand-alone component of the Development Plan. KA explained '*to ensure that all performance data is above the national average*' will guarantee that phonics standards do not slip. Spelling, a key development area, is also associated closely with phonics. However, she agreed to adjust the 2025-6 Development Plan activity regarding phonics.		**KA** **KA**
10.	**Governor updates**	10.1. HL made a progress and attainment data monitoring	10.1 May DD3	

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	since last meeting	visit to school on April 2nd. She undertook a thorough analysis of the SONAR data and was able to review DD3 data for the whole school. KA confirmed that SONAR will continue to be the school assessment platform. HL notes that 57.5% of Year 3 pupils are reaching the expected level in writing and 63.7% are reaching the expected level in maths. The data pack also includes progress data. For example, 95% of Year 5 children are making or exceeding the expected progress in reading, 100% are making or exceeding the expected progress in writing and 95% are making or exceeding the expected progress in maths. 60.6% of Year 3 children are at or above the expected level in writing but all of them made their expected progress in writing. Governors discussed the most appropriate format for monitoring pupil data in 2025-6. Colleagues feel that three data points a year, January, March and June will be more manageable and insightful than six. Other monitoring visits will support these data points by focusing on strategic data. For example, SEN monitoring will necessarily require an analysis of data and Governors will continue to attend pupil progress meetings. Colleagues feel that these overlapping arrangements will ensure full coverage of the pupil progress and attainment data. KMa will ask KM for advice on this issue. 10.4 KM made a Finance/Health and Safety Monitoring visit on 3rd May prior to the presentation of the Budget. Notes to follow.	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. **10.2 Governor Monitoring Report - Learning Walk – 3rd May 2025 – KM** **10.4 Governor Monitoring Report - Finance – 3rd May 2025 – KM** **Staffing** Recruitment, appointments, and any other staffing issues (to include staff welfare). **10.5 Review of staff attendance - HT** **Finance 10.6 Period 1 Budget CFR - HT** **10.7 2024-5 final outturn and three-year Budget plan - HT** **Academisation Working Group Update** **Teaching, Learning and Inclusion 10.8 Governor Monitoring Report - feedback – Kma/HL**	**KMa**

	change DD1 to DD3 children reaching the expected level in reading	change DD1 to DD3 children reaching the expected level in writing	change DD1 to DD3 children reaching the expected level in maths
Year1	+8.8%	+6.6%	+1%
Year 2	+2.1%	+2.2%	+7.8%
Year 3	+3.1%	+4.1%	+4.4%
Year 4	+2.2%	+5.7%	+6.6%
Year 5	+1.5%	+6%	+1.1%
Year 6	0%	+9.7%	0%

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		10.5 Staff attendance this year has been strong. There has been no long-term absence this year and much of the absence recorded has been pre-arranged and/or compassionate. Teachers are given a day of PPA per fortnight and this ensures that hospital appointments etc are made during this time and do not disrupt school activity. 10.6/7 The budget has now been approved by Governors and OCC. The budget will balance each year and by the end of the academic year, the historic deficit from the federation will be cleared. KA reports 'this feels like a huge milestone for the schools ongoing safety and progress. This will allow us to plan with more ambition for the upcoming academic years'. The number of pupils with complex learning issues has increased, and school is likely to recruit further TA support than accommodated in the original budget. 10.8 KMa undertook a learning walk earlier and gave a brief verbal summary of this visit. KMa felt that inclusion was a 'stand out feature' of the visit. Presentations, classroom equipment and teaching were appropriate and strategic and learning was focused on the individual. The report will follow. 10.9 A premises update, including planned holiday works, will be presented at the July meeting. 10.10 The Gateway School Association remains active and, for example, recently financed the new free readers. Planned GSA events this summer include a 'colour run' and summer disco/beach party. The Chair will step down after the summer due to relocation and school is hopeful that an existing member will seamlessly step into this role. Gateway has supported recent town council events including the production of VE Day rocks and these are on display at the Town Hall.	**Premises (Excluding Health and Safety)** Premises issues to report to Governors 10.9 Report on Governor inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability. Review insurance arrangements and premises costs - KM 10.10 Community Community activities planned or undertaken (verbal update) Confirm prospectus type information on the school's website is up to date.	**GL**
11	**Safeguarding**	• There were no safeguarding issues to bring to the attention of Governors. • KMa confirmed that the actions raised by the 175 OCC Safeguarding Audit are in hand. • KMa reminded colleagues that a bank of safeguarding questions are available on GovernorHub and these 'test' an individual's understanding of safeguarding. These	Any Safeguarding, Bullying or racist incidents to report since the last meeting. 11.1 KMa Safeguarding	

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• Colleagues were reminded that KMa's safeguarding remit in 2024-5 includes any children 'off-roll', on reduced timetables or taught off site.</td><td>monitoring visit</td><td></td></tr>
<tr><td>12</td><td>Health and Safety</td><td>KM has completed a full Health and Safety tour</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 for Gateway including:
• The establishment of a GDPR Working Group
• A whole-school CCTV policy
• The creation of Governor Privacy Notices
The school has received and has responded to a SAR request involving a CCTV video clip.</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. There are no terms of office ending this calendar year.
Governor monitoring visits are planned for the Summer Term and these were discussed at the meeting.</td><td>14.1 Update from Academy working group
14.2 Governor Monitoring Schedule</td><td></td></tr>
<tr><td>15</td><td>Governor Training Update</td><td>Training completed recently includes
<table><tr><td>HL</td><td>Monitoring EYFS</td><td>5 Feb 2025</td></tr><tr><td>HL</td><td>Cyber Security Certificate</td><td>15 Nov 2024</td></tr><tr><td>KMa</td><td>Monitoring EYFS</td><td>5 Feb 2024</td></tr><tr><td>KMa</td><td>DSL training – Level 3</td><td>10 Dec 2024</td></tr><tr><td>KM</td><td>Safer Recruitment</td><td>10 Mar 2025</td></tr><tr><td>KM</td><td>DSL training – Level 3</td><td>5 Dec 2024</td></tr><tr><td>RPJ</td><td>Cyber Safety Certificate</td><td>22 Nov 2024</td></tr><tr><td>RPJ</td><td>Governor Induction 2</td><td>1 Oct 2024</td></tr><tr><td>RPJ</td><td>Governor Induction 1</td><td>24 Sept 2024</td></tr><tr><td>RPJ</td><td>Safeguarding Level 2</td><td>19 Sep 2024</td></tr><tr><td>JS</td><td>Clerks' Briefing</td><td>14 Jan 2025</td></tr><tr><td>ET</td><td>Induction Part 2</td><td>13 May 2025</td></tr><tr><td>ET</td><td>Induction Part 1</td><td>6th May 2025</td></tr><tr><td>ET</td><td>Safeguarding for Governors</td><td>7th May 2025</td></tr></table></td><td>Governor training undertaken or planned since last meeting. Reports/ knowledge sharing on training undertaken since last meeting.</td><td></td></tr>
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16.	**Policies Review/for approval (as per policy schedule)**	OCC Attendance Policy 2025 KA explained that this policy will be updated by the LA in September. It is more appropriate to adopt the new policy at this time. Stress and Well-being Policy 2025 Staff Capability Policy 2025 Children with health needs who cannot attend school Policy 2025 These policies were approved and adopted.		
17.	**Community Communication**	School is also preparing to celebrate 60 years of Gateway in May with a GSA colour run. There will be new artwork in the hall and a lunchtime picnic. Key school activities in June include: 5th June – 3:05 Parent Open Day (book looks) 9th June Year 1 Phonics Screening starts 12th June 5:30pm September EYFS parents meeting 18th June Sports Day 23rd June KS1 visit to Umberslade Adventure Centre 27th June Summer Fete 30th June start of Art Week The June Governor community letter can include a reference to the 60th Birthday celebrations, GSA activities, recruitment and Governor Co-opted vacancies. KMa will draft some ideas to share with KM.	17.1 Agree messages for December parent letter 17.2 Communication with the community 17.3 school calendar events	KMa
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**	• Review long-term vision map. • Any forthcoming residential visits planned for approval. • SENCO/SEND monitoring visit. • Premises update • Governor self-review – reconsider 2025-6 Governor objectives. • Staff discipline, conduct and grievance (procedures for addressing) • Governors' allowances (schemes for paying) • Review Computing Code of Conduct (if relevant)		

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<tr><td></td><td>meeting. Other relevant topics</td><td></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 30 Jun 2025</td><td>7pm</td><td>9pm</td></tr></table></td><td></td><td></td></tr>
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