# GATEWAY
# PRIMARY SCHOOL
## Lifelong love of learning

**Minutes of the Meeting of the Full Governing Board**
**Monday 24th March 2025, 6.30pm**

**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 6.30pm and was quorate. The meeting was held online. | | |
| 2. | **Apologies for absence** | Apologies were received and accepted from Kayleigh Anstee, 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. 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 27th January 2025, were approved by Governors. | 5.1 Minutes of 27th January FGB Meeting<br>5.2 Action Log | |

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| **6.** | **Matters arising not covered on the agenda** | There were no new matters arising. | | |
| | **Headteacher's Report** | • KA confirmed that there are currently 281 children on roll, and it is hoped that numbers exceed 300 in September.<br>• Staff absence has been low. This is most welcome as there is little capacity to provide cover.<br>• The school will be required to recruit two TAs. Recruitment of high-quality TAs has been a challenge in the past. A staff retirement in July is expected and a casual play worker has been recruited to support peak times in the after-school club.<br>• Brize Norton School will move to the Brize Meadow development, and they have increased their PAN from 20 to 30.<br>• Pupil Progress Meetings have been ongoing since February 10th. KA reports that staff arrive at meetings 'fluent' in the needs of their children.<br>• 2025 Phonics outcomes are expected to be higher than 80%<br>• KS1 Sats assessments will be completed again this year.<br>• Year 6 SAT predictions are Reading 94%, Writing 90%, Maths 84% and Combined 71%<br>• There have been three fixed term suspensions since the last meeting.<br>• Neglect remains the key safeguarding theme this term.<br>• Senior staff and the FSW attended an OCC Military Families Conference recently.<br>• Mid-year staff appraisals are underway.<br>• Enrichment visits to Hill End, Oxford Castle and Jonathan's Jungle have taken place.<br><br>A Governor asked for more detail about pupil numbers. GL confirmed that the school PAN is 315. There are currently 280 children on roll, but numbers should reach 309 when the census is completed in October 2025. The current 11 form structure will be able to cope with this growth without changing the leadership structure or hiring new teachers. Indeed, the school can grow to 315 without any increased staffing costs (perhaps one more TA will be needed, dependent on need).<br><br>A Governor noted that the school needs to recruit a new TA and, in the past, recruitment has been a challenge. She asked if school is worried that this post may remain unfilled. GL explained that the school is creative and will 'cast the net wide'. Gateway is growing and provides many opportunities for ambitious recruits. Indeed, Gateway TAs often join the teacher training scheme. KA is confident that an appointment will be made. | 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.** | **Update from the Chair** | There were no new issues to share with Governors. | General Correspondence and any national or local governance issues | |

<table>
<tr><th>Item No</th><th>Topic</th><th>Minute</th><th>Document Reference</th><th>Action</th></tr>
<tr><td>8.</td><td>SEF and School Improvement Plan</td><td>9.1 The SEF judgements remain:<br><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><br>The School Improvement Partner confirmed that the SEF will eventually need to be adjusted to reflect the new OFSTED criteria and that it is wise to wait for the new framework to be published. Some of the original entries will not align with the new criteria.<br>9.2 The key development issues continue to be:<br>• to maintain good teaching and learning and improve classroom practice.<br>• to continue to develop the school's ethos and values, enhance the reputation of the school and thus continue to enrol additional pupils.<br>• to continue to develop expertise in phonics.<br>• to sharpen pupil vocabulary and knowledge in all classrooms.<br>KM reminded Governors that the Development Plan continues to show Spring and Summer milestones for each of the identified areas for development.</td><td>9.1 2024/5 SEF<br>9.2 SIP 2024/5</td><td></td></tr>
<tr><td>9.</td><td>Governor updates since last meeting</td><td>10.1 HL undertook a mathematics monitoring visit on 29th January. She met with Nikki Scovell to discuss how times tables are taught. HL notes that pupils practice their tables each morning, 'X tables Rockstars' is a used to support this learning and Kate Magill (educational consultant) visits school to give sound advice to teachers and TAs.<br><br>HL also reviewed maths mastery in Year 1 and EYFS, the use of white boards and the application of White Rose maths modules. She concludes 'The Headteacher and maths lead have high expectations of what should be seen in a maths lessons. They know the children and their needs. The maths lead is positive about Mastery in the Number programme in KS1 and is aware of how to consistently improve knowledge of times tables throughout the school'.<br><br>10.2 HL completed a phonics data check 11th February. She notes that in Term 3, 44% of Year One children are at the expected level. Eight other children are only 5 marks away from the pass threshold. HL adds that phonics teachers and SLT have high expectations of teaching and learning and progress in phonics.<br><br>10.3 HL completed a Term 3 data monitoring check. She reviewed the latest data, oversaw the most recent tranche of Pupil Progress Meetings and examined the progress of various groups (such as SEN) via 'SONAR'.</td><td>Governor Reports/updates, other governor Monitoring Reports/updates, and reports from visits by external professionals.<br><br>Teaching, Learning and Inclusion<br>Governor Monitoring Visits<br>10.1 HL mathematics visit<br>10.2 phonics data check HL<br>10.3 AP2 progress and attainment data HL</td><td></td></tr>
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| Year | Reading % expected level | Writing % expected level | Maths % expected level | % making expected progress |
|---|---|---|---|---|
| Year 1 | 63.3 | 57.1 | 83.7 | 97.7 |
| Year 2 | 66.7 | 77.8 | 80.5 | 91.7 |
| Year 3 | 71.9 | 53.1 | 60.6 | 90.6 |
| Year 4 | 80 | 68.8 | 77.8 | 93.3 |
| Year 5 | 73.9 | 76.1 | 71.8 | 86.9 |
| Year 6 | 87.1 | 90.4 | 80.7 | 93.5 |

EYFS scores are all 90% and over except 'fine motor skills' at 76.1% and writing at 80.5%.

10.4 KMa completed an afternoon learning walk with the DHT on 6th February. She visited classrooms and toured the school. She notes that through planning and delivery, lessons observed were clearly differentiated, quality first teaching was evident in all classrooms, staff are totally au fait with the needs of their children and a range of inclusion devices and resources were available (like wobble cushions) in all teaching spaces.

She noted that movement around the site and classroom was well managed and that children received sensory breaks. The environment in all classrooms was positive and safe.

10.5 KMa later met with Sarah Gardiner to explore the scope and some of the challenges faced by the inclusion team. These challenges often relate to the large numbers of children on the register. There are 47 children on the SEND register (an increase of 10) and this is above the national average. 14 children have EHCPS, and this is also above the national average. KMa concludes 'the inclusion work under Sarah's leadership continues to progress very well with continuous improvements being made and significant changes to school culture, attitudes and pupil impact'.

10.6 KMa undertook a Pupil Premium monitoring visit on 6th February. She reports that £30,000 of PP funding has been invested in CPD aiming to develop quality first teaching and more robust and accurate assessment, £10,000 has been allocated to supporting phonics teaching and £7,300 on wider support including emotional support. 60% of the roll receive the Service Premium (£59,000). KMa notes that attendance of PP children is slightly lower than non-PP and Sarah Gardiner is considering a range on incentives such as free breakfast clubs.

Governors asked KMa to join one of the PPM meetings during the next round of meetings. They also asked her to monitor phonics teaching and performance data and the Gateway reading scheme when she next visits.

KM will undertake a website review

10.4 SEND Strategy Review
10.5 Mid-year review of PP and Sport Premium – spend vs. Plan and Impact so far - HT

**Staffing**
Recruitment, appointments, and any other staffing issues (to include staff welfare).
10.6 PP monitoring visit KMa

10.7/8 Sport Premium Spending Log. Swim Survey

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| | | 10.7 and 10.8 The swimming audit and Sports Premium funding log was circulated before the meeting. 73% of the students surveyed are competent swimmers. Governors felt that Sports Premium funding has been invested wisely. It has met the school's priorities and has been invested in activities that have the greatest impact:<br>• Playground equipment<br>• Transport to fixtures and competitions<br>• Professional sport coaching<br>• Play leaders<br>Governors note that £8,500 will be carried forward and this will enable the 'good work' to continue.<br><br>10.9 The Cambrian Trust School Support Partner visited on 12th February. She concludes the Personal Development is close to outstanding. Most other areas are 'securely good'. There are three 'orange' areas, and these relate to disadvantaged children, governance and finance. She will return on 13th March. She notes 'Gateway feels very calm, happy and safe'.<br><br>10.10 The DfE attendance report was circulated before the meeting. This records a headline attendance percentage of 95.3% against a national average of 94.8%. Persistent absence is 7.3% against a national average of 14.1%.<br><br>10.11/10.12 GL circulated the latest Budget Period 10 and 11 CFR summary before the meeting. The school has received additional TAG funding of £28,715 and £18,496 Additional High Needs top up funding. Additional Pupil Premium funding of £5460 has been made available. An additional TA was employed at the start of the year, but this expense has been offset by the additional EHCPs earned thanks to the extra TA capacity.<br><br>GL explained that the net position is a +£15,000 surplus going forward and this will enable the school to meet its repayment obligations to OCC. Another 'tight' year is expected but it may be possible to meet the repayment commitment by the end of next year. A Governor asked what issues had made the most financial impact. GL felt that wrap around care was the single greatest income factor and lower energy costs are the most significant expenditure reducing factor.<br><br>A Governor noted that hiring and letting charges have increased. She asked if this has resulted in a loss of custom. GL explained that the school researched the hire charges of other schools, church halls and public spaces in Carterton and noted that Gateway was charging slightly below the market rate. The school is now in-line with competitors and there has been no protest from Gateway's established and trusted customers.<br><br>GL reminded Governor that the Cambrian Trust will require a £3,000 charge for its services from September. Governors feel | 10.9 Cambrian SIP report.<br><br>10.10 DfE Attendance Report | |

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| | | that this is excellent value for money and support this investment.<br><br>GL noted that the solar panel installation has been delayed while the roof is re-surveyed. The 150 panels will place a significant strain on the buildings.<br><br>10.11 KM reiterated the need to appoint a colleague to the Sustainability Governor Lead role and for them to form a working group (including staff, parent and ideally pupils). This is a 2025 statutory Governing Board responsibility under the Department for Education's Sustainability and Climate Change Strategy<br>He added that this meeting folder includes:<br>• 10.16 NGA Governor Guide on Sustainability<br>• 10.17 NGA Governor Sustainability Case Study<br>• 10.18 Oxfordshire Governor Services Training Slides<br><br>OCC Governor Services host a sustainability training course on 12th June 19.00. GL confirmed that SBMs have all received OCC sustainability training and she understand the basic requirements of the DfE initiative. | 10.11 Sustainability | |
| **11** | **Safeguarding** | Colleagues were reminded that KMa's safeguarding remit in 2024-5 includes any children 'off-roll', on reduced timetables or taught off site. KM reminded Governors that a Prevent risk assessment is now required by all schools. This work is in hand.<br><br>KM noted that she will visit school on 15th May and will review this year's exclusions and suspensions during her monitoring visit<br><br>There were no other safeguarding issues to report. | Any Safeguarding, Bullying or racist incidents to report since the last meeting. | |
| **12** | **Health and Safety** | There have been two accidents logged in the Accident Book. A child was injured on a piece of playground equipment. This equipment *was* covered by a risk assessment, and this has now been amended following the accident. KA also led a whole-school assembly on 'safe-play'.<br><br>A member of the kitchen staff received a minor burn from cooking equipment. She was not wearing the oven gloves provided. Nevertheless, senior staff have reviewed arrangements in the kitchen and the catering team support the amended practices suggested. | Any H&S incidents to report to Governors. | |
| **13** | **GDPR** | The GDPR Audit identifies several actions for Gateway including:<br>• The establishment of a GDPR Working Group<br>• A whole-school CCTV policy<br>• The creation of Governor Privacy Notices<br><br>GL has not received any FOI requests to date. | 13.1 GDPR policy/Data protection Policy | |
| **14** | **Governor Business and** | The Board has vacancies for two Co-opted Governors. There are no terms of office ending this calendar year. | 14.1 Update from Academy | |

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<tr><td></td><td>Communication</td><td>Each Governor will monitor two areas of responsibility before the next meeting.</td><td>working group<br><br>14.2 Governor Monitoring Schedule</td><td></td></tr>
<tr><td>15</td><td>Governor Training Update</td><td>Training completed recently includes<br><br>
<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>
</table>
<br>KM will attend Sustainable Governance on 12th June, HL will attend Exclusion and Suspension training on 2nd April and ET will attend Induction Part 2 on 13 May and Induction Part 1 on 6th May.</td><td>Governor training undertaken or planned since last meeting. Reports/ knowledge sharing on training undertaken since last meeting.</td><td></td></tr>
<tr><td>16.</td><td>Policies Review/for approval (as per policy schedule)</td><td>Public Sector Equality Statement March 2026<br>Equality, Equity, Diversity and Inclusion Policy 2027<br>Equality Plan – March 2025<br>Food Safety and Procedure – February 2025<br>Lettings Policy – March 2027<br>Lone Working Policy March 2025<br>Positive Handling Policy – March 2026<br><br>All policies were approved.</td><td></td><td></td></tr>
<tr><td>17.</td><td>Community Communication</td><td>GSA continue to host regular events such as a recent family bingo night and break the rules day. They have funded new free reader books for KS2.<br><br>The local council are running several events during the year including a celebration of VE day. Gateway will be holding its own VE Day celebrations, to include a whole school sing along and celebration lunch. 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.</td><td>17.1 Agree messages for December parent letter<br><br>17.2 Communication with the community<br><br>17.3 school calendar events</td><td></td></tr>
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<tr><td></td><td></td><td>Spring parent evening meetings will be held in the week beginning 17th March and the parent questionnaire will be issued in the week following parents evening. The staff questionnaire will be completed in Term 5.<br><br>Governors suggested that KM's Spring letter to parents should include:<br><br>• Celebration of a Gateway TA, training to be a QTS teacher – this may help recruitment<br>• The improved budget position thanks to growth in the school roll<br>• Prevent activity at school and the fact that school and Governors are vigilant and proactive in this national activity.<br>• Sustainability and the need for interested parents to support this work</td><td></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>• HT formal report<br>• Quality First Teaching report - Hours Audit<br>• Review Budget and establish final outturn position<br>• Governor Monitoring visits planned and undertaken<br>• Pupil Attainment and Progress Data<br>• Year 6 SAT predictions<br>• Agree SDP monitoring actions<br>• Mid-year staff appraisals<br>• Premises issues – any summer development work planned</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 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>Direct Actions from this meeting to be discussed on May 19th</td><td>• KMa to review phonics and reading during the next monitoring visit<br>• KMa to review exclusions and suspensions when she visits in May<br>• KMa to chair the May FGB meeting<br>• A Governor to step forward to lead the 2025 sustainability development.<br>• KM to undertake a website review</td><td></td><td></td></tr>
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