GATEWAY
PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday January 27th, 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.

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 and was quorate. The meeting was held at school. Emily Tranter (Parent Governor) was welcomed to the Board. KM confirmed that Emily will receive a mentor. Emily is training to be a SENCO and teaches at a primary school in Watchfield.		
2.	Apologies for absence	Apologies were received and accepted from Kelly Mahon.		
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.		

Item No	Topic	Minute	Document Reference	Action
		Gill Locke, Staff Governor, is also the school Business Manager.		
5.	**Approval of FGB Minutes**	The minutes of the FGB Meeting held on Monday 9th December 2024, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of 9th December FGB Meeting 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 January 2025 Headteacher's Report. The report was very detailed and some of the issues discussed were: • The school has recruited a TA and a lunch-time supervisor this term. • Staff absence is low. • The school has 40 SEN children (14%) and 13 have EHCPS (4.5%) • Pupil Progress meetings took place at the end of last term. These are closely linked to the Term 2 pupil attainment and progress data. • Early evidence suggests that the 2025 SATS attainment will be very encouraging. • Phonic progress across Year 1 is also encouraging • Jude Bennett (School Improvement Partner) visited on 14th January. She noted improvements in reading, phonics and the classroom environment. She was particularly supportive of the targeted reading scheme. • Senior staff are currently developing a more robust oracy strategy. • There have been no exclusions this term. • Pupil behaviour is much improved. Play time and lunch time behaviour is now much calmer, thanks to improved supervision and more constructive play arrangements. Senior staff hope to encourage more creative play by investing in a mud kitchen, small pedal bikes and other play equipment. • Senior Staff attended a Cambrian Learning Trust curriculum seminar led by Emma Tarrant. • There has been one fixed term exclusion this term. All processes and procedures have been followed (including the creation of a reintegration plan) and parents are supportive. • The school continues to participate in the oracy project and the maths mastery training continues. • Gateway is engaged in a military child project in association with The Mulberry Bush School.	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	

Item No	Topic	Minute	Document Reference	Action
		7.1 KA circulated the latest attendance data |	To 20th Sept	To 27th Nov	To 20th Jan
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Whole school	97.3%	96%	95%
SEN	97%	96%	95% | 5 children follow OCC approved reduced timetables and two children attend for less than 2 hours each day. SEN attendance is excellent and places the school in the top 30% of schools nationally. A Governor asked if all reduced timetables are logged with OCC. KA confirmed that they are. Each arrangement is reviewed every fortnight by OCC and the head of the service makes regular calls to school to check on progress. These arrangements only proceed if they have the full support of parents. A Governor asked for more details about the Mulberry Bush project. KA explained that the staff from Mulberry Bush had pre-secured the funding to pay for the academic research and had approached the school to secure a partnership. The result of this work will be a free-standing piece of academic research rather than a school improvement strategy. A Governor asked how staff joining the school mid-year are supported. KA explained that the staff joining in January received the standard Health and Safety and Safeguarding induction and less formal support is provided through 'buddies' and mentors. For example, the new TA was allocated a 'shadow' TA to advise and support her for the first two weeks at the school. A Governor asked for more details about the Oracy Project and what is meant by 'subject based oracy'. KA explained that the project involves 'learning to talk and talking to learn'. Each subject not only has specialist vocabulary but also a distinctive mode of talking. The oral communication of a scientist will differ from the oral communication of an artist. The project explores this further. A Governor noted that a review of the school vision was underway and asked for details. KA explained that senior staff felt it was appropriate to review the school vision,		**KA**

<table>
<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>philosophy and tagline. Many new staff have joined the school over the last four years and the school has moved forward in all areas. ‘Lifelong Love of Learning’ was an appropriate mission statement four years ago, but much has changed. Senior staff would prefer the school to have a more aspirational, and academic focused statement. KA explained that she hopes to share five alternative taglines with parent, children and staff and then consult with Governors. This activity will take place either side of half term.</td><td></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>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.

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 enrol additional pupils.
• to continue to develop expertise in phonics.
• to sharpen pupil vocabulary and knowledge in all classrooms.

KA explained 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
9.2 SIP 2024/5</td><td></td></tr>
<tr><td>9.</td><td>Governor updates</td><td>10.1 Claire Silvester from the Cambrian Trust visited on 13th</td><td>Governor</td><td></td></tr>
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Item No	Topic	Minute	Document Reference	Action
	since last meeting	November and her report is available for scrutiny. https://app.governorhub.com/document/67586ce2280e625df805e720/view She comments *'floor books were of high quality, demonstrated that Reading is a key priority and as important as writing and maths'*. Jude Bennett's (OCC School Improvement Partner) visit report was also circulated to Governors before the meeting. Jude scrutinised the SEF, the website, Safeguarding and Attendance. There was a significant focus on the quality of education and much of the visit was spent in classrooms. He concludes: '*Gateway is a well led school. Leaders accurately identify and actively address areas for development. They review and evaluate evidence based best practice and introduce change in a managed way. Governors are challenging and knowledgeable and have high but fair expectations of the SL team'.* There was a discussion about the merits of using 'Bug Club to support phonics teaching. The school will retain this programme even though many other schools use Read Write Inc. There are several advantages of Bug Club not least that it is embedded, popular and good value for money. The December pupil progress and attainment data was circulated to Governors. Headlines include: 73.9% of EYFS children are at or higher in the prime areas and 69.6% are at or above the expected level in all subjects HL visited school on 17th January to monitor the phonics and reading data. She concludes that: • 49 year 1 children were assessed and 63.3% are 'just at' or above' in reading. 16.7% of disadvantaged children	Reports/updates, other governor Monitoring Reports/updates, and reports from visits by external professionals. **Teaching, Learning and Inclusion** ***PLACEHOLDER: Governor Monitoring Visits -KM*** 10.1 SIP Note of Visit 10.2 AP2 progress and attainment data - HT	

	At or above the expected level
Year 1	55%
Year 2	63.9%
Year 3	46.9%
Year 4	66.7%
Year 5	69.6%
Year 6	71%
Whole school	62.3 % (2.1% reaching higher)

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		are 'at or above' in reading but 0% of SEN children are 'at or above for reading'. Expected progress is 93.3% across year. • Pupil progress meetings have impact. At Autumn 1 the phonics 'pass' mark was 11.6%. At Autumn 2 it is 31.3%. • Many children were just one mark off the threshold. A Governor asked if the assessment data suggests that any year groups require additional support. KA explained that Year 5 are already receiving specific support, and this will continue for the remainder of the year. A Governor asked if there are any unexpected trends in the data. KA notes that writing is stronger than reading and this is unusual. In most schools the relationship is reversed. KA feels that the drive to improve writing has been effective and is now embedded. The reading strategy requires the same structure, consistency and pace. Various reading activities and interventions are planned. The Pupil and Service Premium Statement was reviewed. The report explains that 9% of the school are in receipt of the Pupil Premium and 23% of these children are also on the SEN register. The school will receive £47,360 of Pupil Premium funding this year and this is invested in a range of activities. Quality First Teaching, improved attendance and engagement in enrichment activities are the key drivers of improvement. 60% of children in the school receive the Service Premium and the school will receive £59,160 of SP funding this year. SP children continue to outperform and out attend their non-service peers. KMa confirmed that she will monitor Service and Pupil Premium this year and will visit school before the February half-term. The SEND funding report was also circulated to Governors. There were no questions. KA circulated the proposed staffing structure before the meeting. The plan includes three classes in Lower KS2 and three classes in upper KS2 and it relates to the number of children already in the school. It is expected that EYFS will be full in September 2025 and the school population will be 310 children at this time. Governors feel that this structure is appropriate and meets the needs of all the children at Gateway.	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 Report on review of net capacity and staffing structure 2025-6 - HT**	**KMa** **GL**

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		The Lettings Policy 2025 was approved by Governors. The pricing structure will be maintained for a while. However, prices have not been adjusted for two years and GL may advise Governors that a small increase in hire costs is appropriate, in the new financial year. Governors are anxious to avoid losing loyal and reliable customers. GL circulated the latest Period 9 Budget details • Income is above budget but is greater than expenditure (also above budget) giving a small surplus • Increased Income has largely resulted from unplanned increases in DfE funding (£48K) and Pupil Premium funding (£5k), successful insurance claims (£13K), donations (£7K) and wrap around care (£4K). • Brightstart and lettings revenue are £2k lower than expected. • Additional TA costs, training costs and insurance premiums (£15K) have pushed up expenditure and there is a £6K overspend on buildings. • The school has saved £6K on gas and £5K on school meals. The Asset Register was circulated before the meeting. This lists the school's fixed assets and provides a nominal value for each item. GL has taken responsibility for producing the 10-year premises plan and this will be presented to Governors in due course. The OCC Budget Monitoring Response was signed-off by KM on 16th December. The document confirms that the school will continue to operate within the financial parameters agreed with OCC and that deficit recovery will be achieved by the end of next year. The report encourages school to closely scrutinise SEN funding (as this is often delayed) and income from extended school activities. The Parent Association continues to operate well-organised fundraising activities. Activities planned this term include a Valentine's Day bingo session, a table-top sale and a 'break the rules' day in term 3 and 4. The GSA has financed new reading books for KS2, and it has also helped to purchase further Bug Club phonics books for EYFS and KS1. The school receives regular visits from John Gridley at Horizon Community Church.	**Lettings Policy (and charges) - HT** **Finance** 10.7 Peri**od 7 Budget CFR** **10.8 Review** **10.9Asset Managemen t Plan 2024-5 – GL** **Premises (Excluding Health and Safety) Premises Long-Term Plan - GL** **10.10 Community Community activities planned or undertaken (verbal update)**	**GL**

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		The annual SFVS audit was circulated to Governors before the meeting. Governors approved the document and feel that financial arrangements at school are compliant and demonstrate best practice.	**10.11 SFVS for Approval – KM/GL**	
11	**Safeguarding**	The Section 175 OCC audit was completed and presented before the November 29th deadline. Colleagues were reminded that KMa's safeguarding remit in 2024-5 includes any children 'off-roll', on reduced timetables or taught off site. There were no safeguarding issues to report.	Any Safeguarding, Bullying or racist incidents to report since the last meeting. 11.1 Governor safeguarding monitoring 11.2 Annual Child Protection Report	
12	**Health and Safety**	A fencing panel is missing from an adjoining neighbour's garden. A temporary fence is in place. Staff have been asked to be vigilant.	Any H&S incidents to report to Governors.	
13	**GDPR**	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.	13.1 GDPR policy/Data protection Policy	
14	**Governor Business and Communication**	KA explained that the current Associate Member arrangement with the Cambrian Trust ends in April. She has discussed the post-Easter arrangement with leaders of the Trust who have offered the school a choice of three-tier associate memberships going forward. KA explains that tier three offers backroom and ICT support that is not required but for £3,500, tiers one and two provide all that the school needs. There appears no pressure from the Trust to take out full membership. Governors support this decision. They feel the three high-quality monitoring visits received each year, from an experience School Improvement Partner, will provide KA and the leadership team with reassurance and direction. OCC support is currently minimal. The Board has vacancies for two Co-opted Governors. There are no terms of office ending this calendar year. The updated Spring and Summer monitoring schedule was circulated before the meeting. The schedule links directly to the school improvement plan and identifies areas of	14.1 Update from Academy working group 14.2 Governor Monitoring Schedule	

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		scrutiny, possible monitoring activities (like book looks) and named Governors. For example, HL, KMa and RS will monitor the teaching of multiplication, continuous provision, reading strategies outcomes in books and split inputs. KM will monitor admission/pupil recruitment arrangements, marketing and potential income streams. KM circulated the skills audit. The average score is and encouraging 2/3. The board may wish to appoint new Co-opted Governors with finance/business/HR experience as this is a comparatively low scoring area.	14.3 NGA skills audit	
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. RPJ completed cyber training in November 2024 KM completed DSL Level 3 training in December 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	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 at this meeting.		
17.	**Community Communication**	The Parent Survey and Staff Survey will be distributed after Easter. *Key messages in the January newsletter will include:* • A welcome to Emily Tranter • The successful Safeguarding audit • Exciting new playground developments • Thanks to GSA for the books and resources • Volunteer reader recruitment KM wrote to parents on 10th December. The Co-opted	17.1 Agree messages for December parent letter 17.2 Communication with the	

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<tr><td></td><td></td><td>Governor position was advertised.

School events in February and March will be:
• February 26th and 27th KS2 Oxford Castle Visit
• March 6th World Book Day
• March 12th Lancaster House fundraising cake bake
• Week Commencing 17th March, Parents' Evening Meetings</td><td>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>• HT formal report
• Governor monitoring visits
• Cambrian Learning Trust activity
• Mid-year review of Sport and Pupil Premium Funding
• Mid-year review of SEND funding
• Review of the Equality Plan
• Preliminary work on 2025-6 Budget
• Agree external services 2025-6 including premises support services and insurance
• Community communication
• GDPR</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 24 March</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>Direct Actions from this meeting to be discussed on March 24th</td><td>• KA to share feedback from parents, staff and children regarding a change of mission statement.
• GL to recommend appropriate community hire charges for school facilities.
• KMa to undertake a Service and Pupil Premium monitoring visit
• GL to provide an update on the 10-year Premises Plan
• KA to share Parent and Staff Survey preparations.
• KA to share any Cambrian Trust developments.</td><td></td><td></td></tr>
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