GATEWAY
PRIMARY SCHOOL
Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday October 21st 2024, 7-9pm

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. Robin Pearce Jones was formally appointed to the Board.		
2.	**Apologies for absence**	Apologies were received and accepted from Robin Pearce-Jones and Rebecca Scott.		
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 June 24th 2024, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of May 20th 2024 5.2 Action Log	
6.	**Matters arising not covered on the agenda**	There were no new matters arising.		
7.	**Headteacher's Report**	KA presented the Headteacher's Report	7.1. Written HT report to	

Item No	Topic	Minute	Document Reference	Action
		• There are currently 284 pupils on roll with 13 children joining either side of the holiday. • The school has recruited three classroom teachers and one TA. A wrap around care assistant has been recruited • Attendance is an excellent 97%. The OCC average attendance is 95% and nationally it is only 94%. • 13% of children have SEN and 4% are in receipt of EHCPs • A revised 'Good for Gateway was launched at the staff INSET in September. The objectives have been rearranged and reemphasised and the KS1 section has been amended to reflect new guidance. • Early classroom visits have identified the advantages of 'split teaching' (two different subjects taught in the same class) takes place. • The Cambrian Learning Trust (SIP) visited on September 17th. The report will follow. The school will receive a visit from the OCC SIP after Christmas and an OCC safeguarding audit will take place on 19th November. • Sonar remains in use but the school but will generally migrate to Arbor during the year. • The school held a Harvest Festival service on October 2nd. Year 5 sand 6 recently enjoyed a navy team-building day. They will also visit 'Space' in Leicester this term. • The school received some localised flooding following the heavy rainfall in September. • The Behaviour Policy has been revised and rewritten. It is now specifically Gateway focused. It appears within the Communications Policy. • A Year 6 teacher has joined the OCC reading project. • The school has four children following adjusted timetables. All these children are in receipt of EHCPs. • Staff meetings are now held each Wednesday, they last just an hour and are very focused and outcome orientated. A Governor noted that the school was receiving school-improvement visits from the Cambrian Academy Trust and OCC. She asked, 'which is best'. KA explained that the Cambrian visits are more frequent. The first visit by the Cambrian SIP was general but subsequent visits will be directed at specific school issues. The OCC SIP will only visit once during the whole year. A Governor asked why the school had migrated to Arbor	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
		just when staff seemed to be coming to terms with the assessment tools in Sonar. KA explained that the school will run both systems in parenthesis for a while. The current Sonar assessment structure is superior to Arbor and will therefore be retained. However, it is hoped that eventually (Arbor is still developing) will outshine Sonar. Arbor is an integrated school platform that brings together assessment, attendance, school meals, SEN etc in one place. A Governor reminded colleagues of the 2024 SATS results (Reading = 67%, Writing 78%, Maths 67%.). He asked what lessons had been gained from this performance. KA felt that generally, the results were close to the national average and were acceptable. However, she feels that the overall performance was average and rather disappointing. The cohort was badly affected by staff absence and did not benefit from the concerted 'push' necessary to enable it to reach beyond expected levels. The extra staffing allocated to the group and other mitigations helped averted a dip in performance but these interventions did not have the impetus to raise the whole group beyond an expected level. The data for the whole cohort was also skewed by the performance of four or five children who simply underachieved on the day. In comparison, the 2025 SAT predictions are Reading 87%, Writing 87% and Maths 80%. The EYFS target is (meeting expected standard) 80% A Governor asked if children approached the SATS with the 'right attitude'. KA confirmed that the children approached the assessments in good spirit and with an appropriate attitude. Staff avoided creating stress but managed to accentuate the importance of 'doing your best' and taking the assessments seriously. A Governor noted that the mathematics SATS results were below the writing results. This is unusual. Most schools find that writing is he least successful SATS subject. KA explained that children struggle with the reasoning aspects of the maths assessment. They tackle operational maths questions with confidence but many have low literacy skills and struggle with the 'wordy' reasoning type questions. KA reminded colleagues that the maths lead will receive training from the MathsHub this year and maths mastery will be a development issue for the leadership team and Governors in 2024-5. A Governor asked how new staff had settled in. KA confirmed that three new members of staff started in September, and all are performing well. Their induction training has involved a significant immersion in 'Good for Gateway'. A Governor asked if the after-school provision is profitable. She notes that, to cope with the extra numbers, staffing has		

<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>increased. KA and GL confirmed that the provision remains very profitable despite the extra staffing. There are now 3 full-time after school staff who offer the service five days a week. This enables division of labour and, for example, enables food compliance regulations to be met more easily. There is also a willing TA who is prepared to step in to help if any of the full-time staff are absent.</td><td></td><td></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 KA presented the revised Term 1 2024 SEF. This continues to use judgements that reflect the OFSTED grades. The context section has been updated after the parent survey, but the 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>A Governor asked if the school is close to outstanding in any other area. KA feels that outstanding requires a consistent level of professional good practice that is hard to achieve every day in every lesson. Moreover, the desire to reach outstanding is a collective goal that motivates the staff to improve. Once a school has reached outstanding, there is less incentive to reflect, to innovate and develop new approaches.
9.2 The key development issues will 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 has Autumn, Spring and Summer milestones for each of the identified areas for development. Development work was 'thrown slightly off course' in 2023-4 by staff absence and other unplanned operational issues. KA confirmed that she is determined to avoid this happening again. However, there will be a flexible approach to the plan, and it may be amended</td><td>9.1 2024/5 SEF
9.2 SIP 2024/5 (for approval)</td><td>KA</td></tr>
</table>

Item No	Topic	Minute	Document Reference	Action
		during the year to reflect changed needs. The Development Plan, with RAG progress, will be presented to Governors in February/March and in June		
10.	**Governor updates since last meeting**	10.1 KMa made a 'data' monitoring visit to school on 30th June. She monitored pupil progress meetings, the use of SONAR, results from the formal KS1 SATS style assessments used by the school and whole school data. At the time of the visit, she reports that 61% of children receive the forces premium and the pupil mobility rate is about 33%. 15% of children are SEND. • **Reading**: 80.2% are just at and above. (75.4% boys and 90.5% girls). • **Writing**: 72.4% are just at or above. (64% boys and 82.1% girls). • **Maths**: 80.2% are just at or above. (79.6% boys and 86.5% girls). She concludes that • all staff engaged in the pupil progress meetings have a strong grasp of the needs of 'their' children. • SONAR provides staff and school leaders with the tools to complete this work • Mobility into and out of the school remains high 10.3 Sara Gardner's SEND Report was circulated to Governors. The report establishes that 56 children have some form of SEN intervention. The nature of need is; cognition and learning need 66%, social, emotional and mental health 27%, communication and interaction 7% and sensory and/or physical needs 0%. The report considers attainment, attendance and multi-agency support. The SEND Report was approved by Governors 10.4 The Pupil and Service Premium (August Review) was circulated to Governors before the meeting. This document identifies the range of interventions used by school and notes the impact of this activity on ARE attainment, attendance and phonics learning. It is noted that few PP children read for pleasure and that 57% of PP families receive additional support from Social Services. The 2024-5 Pupil Premium statement was circulated to Governors before the meeting. The statement gives details of the context of the school, costed planned activities and intended outcomes. It is noted that the school receives £47,360 of PP funding.	Governor Reports/updates, other governor Monitoring Reports/updates, and reports from visits by external professionals. **Teaching, Learning and Inclusion** 10.1 2024.05.26 Governor Monitoring Report - AP3 Pupil attainment and progress data 10.2 SEND Report 10.3 SEND Strategy Report 10.4 Pupil Premium Strategy Report 10.5 Sport Premium Funding Report 10.6 Service Premium Funding Report **Staffing** Recruitment appointments and any other staff issues **Budget and Finance** 10.7 Period 5 Budget CFR 10.8 to 10.11 Budget Assessment tools **Premises Issues**	**KA**

Item No	Topic	Minute	Document Reference	Action
		This was approved by Governors The Sport Premium Report will be presented to Governors next term. The sport and PE lead is new in post needs a little more time to construct an effective plan. KA explained that a recent parent survey recorded several comments about changing arrangements and PE attire that may need to be considered. A successful Parent Booklook was held in October. The event was very successful and will be repeated 10.7 GL presented the latest budget CFR. She explained that the school will continue to maintain the agreed level of deficit this year. However, several children with complex needs have joined the school and additional TA hours are required. A bid for additional play therapy funding from the Covenant was unsuccessful and, unfortunately, staffing will need to be reduced. A Governor asked why the Covenant had not been forthcoming with funds this year. KA suspects that the RAF has chosen to focus on schools nationally that have a small minority of service children, rather than schools with 50% service families. The school has received £47K of additional funding and this has been offset by some additional staffing and other expenditure items. However, the Budget is now more positive with a secure revenue balance going forward. There is £24K in the capital account and the rolling programme of LED lighting replacement will continue.	**Community Issues** 10.12 Attendance Report Summer Term	
11	**Safeguarding**	KA reports that safeguarding team at school, continues to be busy. There have been no racist or bullying issues to report. An OCC Safeguarding Audit will take place on 19th November 2024 KMa confirmed that her safeguarding remit in 2024-5 will include any children 'off-roll', on reduced timetables or taught off site.	Any Safeguarding, Bullying or racist incidents to report since the last meeting. 11.1 Governor safeguarding monitoring	**KMa** **KMa**
12	**Health and Safety**	A Health and Safety inspection took place in October. The report will be shared with Governors when in arrives in school. Slight adjustments to the lockdown policy are likely to be recommended otherwise, no significant actions are	Any H&S incidents to report to Governors.	**GL**

Item No	Topic	Minute	Document Reference	Action
		anticipated. There are no new Health and Safety issues to report		
13	**GDPR**	The GDPR Audit was circulated to Governors before the meeting. It is mainly 'green' and 'orange'. 'Red' issues include: • 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	**GL**
14	**Governor Business and Communication**	14.1 The Academy Working Group met in September. The KM confirmed that the school will be an Associate Member of the Cambrian Trust until April. Thereafter, a decision will be made about full membership. 14.3 The Governor Development Plan, first approved in 2023 has been reviewed and updated. The plan includes a range of activities with some identified as 'key areas of focus'. These include • Recruitment of new Governors to establish a full-strength team • Succession planning for roles of Chair and Vice-chair • Development of the school's vision, ethos and values. • KM explained that 'assess the value of Cambrian Trust membership' will be a new objective (October to April) 14.4 Edubase and DBS records have been checked and all are compliant. 14.7 The NGA Code of Conduct for Governors was adopted by the Board at the July meeting 14.8 The Gateway Instrument of Governance was circulated for review. 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. 14.9 KA explained that the new proposed 2025-6 term dates are published on the school website. These were approved by Governors. 14.10 The Governing Board's Standing Orders were re-approved by Governors. The document has been updated to include current post holders.	14.1 Update from Academy working group 14.2 Governor Monitoring Schedule 14.3 NGA skills audit 14.6 Governor Attendnace on website 14.7 list of Governirn Body members for website 14.8 Declarations of pecuniary interest 14.9 2025-6 term dates 14.10 Governor objectives 2024-5 14.11 Governor vacancy update	

<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>14.11 The Board currently has three vacancies – two Co-opted Governors and a Parent Governor.

Governor Responsibilities for 2024-5 will be:

<table>
<tr><td colspan="2">Safeguarding and Attendance Lead Governor</td><td>KMa</td></tr>
<tr><td colspan="2">Whistleblowing Lead Governor</td><td>KM</td></tr>
<tr><td colspan="2">Finance Lead Governor</td><td>KM</td></tr>
<tr><td colspan="2">Teaching and Learning Lead Governor</td><td>HL</td></tr>
<tr><td colspan="2">Inclusion Lead Governor</td><td>RS</td></tr>
<tr><td colspan="2">Community Lead Governor</td><td>KM</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>

KMa was elected Vice-chair of Governors 2024-5</td><td></td><td></td></tr>
<tr><td>15</td><td>Governor Training Update</td><td>HL completed complaints training in June 2024 and ‘Holding the School to Account’ in February 2024
KM qualified as a Level 3 Lead Safeguarding Trainer in May 2024
RPJ gained Level 2 Safeguarding certification in July 2024
RPJ also completed Prevent training in July 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 will gain the safeguarding trainer qualification in November 2024 and will also complete appraisal training and EYFS safeguarding training in November 2024.
RPJ will complete induction Part 2 in October 2024.</td><td>Governor training undertaken or planned since last meeting. Reports/ knowledge sharing on training undertaken since last meeting.</td><td>KMa RPJ</td></tr>
<tr><td>16.</td><td>Policies Review/for approval (as per policy schedule)</td><td>16.1 Updated Policy Tracker (Including Statutory Policies)
16.2 Review Childre Protection/Safeguarding Policy
16.3 Communication Policy Including Bullying/ Exclusion
16.4 Allegations Against Staff Policy
16.5 Safer Recruitment Policy
16.6 Complaints Policy
16.7 CWCF Designated Teacher Policy September 2025
16.8 EYFS Policy - September 2025
16.9 First Aid Policy - September 2025</td><td>16.1 Updated Policy Tracker
16.2 approve Child Protection/Safeguarding Policy
16.3 Communication Policy including bullying and exclusion</td><td></td></tr>
</table>

Item No	Topic	Minute	Document Reference	Action
		16.10 Handwriting Policy - September 2026 16.11 Health and Safety Policy, Part 4 16.12 Intimate Care Policy 16.13 Lost Child Policy 16.14 Relationships and Sex Education Policy 16.15 Supporting Pupils with Medical Needs Policy 16.16 Whistleblowing Policy 16.17 ECT Policy 16.18 Critical Incident Management Plan 16.19 Volunteers Policy 16.20 Administering Medicine Policy All Policies were approved and adopted by the Board. A Governor asked if the Mobile Phone Policy requires any revision. There has been much debate about phones and school children in the press and in Parliament recently. KA explained that the mobile phone policy is subsumed within the safeguarding policy, and she feels that it is fit for purpose. Pupil phones are handed in on entry to school and kept in secure pouches in the office and are returned as children leave the building. She explained that many parents track their children to and from the school front door and that a 'no phones on campus' rule would not work. The rules relating to staff usage may need to be adjusted to include Apple watches.	16.4 Allegations Against Staff Policy 16.7 Safer Recruitment Policy 16.8 Complaints Policy 16.9 CWCF Policy 2024 16.10 EYFS Policy 2024	
17.	**Community Communication**	KA reminded colleagues that the October school calendar includes: Oct 1st: Year 3 and 4 trip to Henley River and Rowing Museum Oct 22nd: Year 1 and 2 trip to Westonbirt Arboretum 23rd Oct: EYFS Open Morning 24th Oct: EYFS Open Morning The Termly Governor Communication will include: Welcome to new staff Appeal for Parent Governor volunteers The success of the Parent Booklook Cambrian Trust associate membership Upcoming school events Promotion and celebration of the school's enrichment programme.	17.1 Agree messages for October parent letter 17.2 Communication with the community 17.3 school calendar events	
18.	**Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance**	• AP1 pupil Progress and attainment data November • Annual Safeguarding and Child Protection Report (with bullying annex)		

<table>
<tr><th>Item No</th><th>Topic</th><th>Minute</th><th>Document Reference</th><th>Action</th></tr>
<tr><td></td><td>Schedule, Governor Monitoring Schedule, and Policy Planner) plus actions from this meeting. Other relevant topics</td><td>Staff Appraisal Feedback
HT appraisal process
Asset Management Plan
Website review – confirm compliance.
Section 105 Safeguarding Audit</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 9th December</td><td>19:00</td><td>21:00</td></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>Colleagues felt that the meeting was well organised and skilfully chaired. Colleagues had time to read and understand the many documents before the meeting. Colleagues felt that a face-to-face meeting was preferrable to the online meeting originally planned.</td><td></td><td></td></tr>
</table>