



Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY
THURSDAY 29 SEPTEMBER 2016, 7:00 PM**

Meeting held in school

Present:

Carol Dunne (CD); Helen Wigginton (HW); Nicola Gladwell (NG); Clare Willetts (CW); Janice Markey (JM); Victoria Middleton (VM); Natalie Sands (NS); Catherine Kimber (CK); Alan Ford (AF); Linda Butler (LB); Keith Dunnett (KD); Lloyd Czaplewski (LC).

In attendance:

Rose-Marie Smith - Clerk (RS)

1. Apologies

Apologies were received from Richard Fitzjohn and Sarah Calow. The meeting was quorate.

2. Declaration of pecuniary interest in any agenda item

None declared.

3. Items for any other business

None declared.

4. Minutes of previous meeting/matters arising

Meeting held 14 July 2016; document circulated prior to meeting

- Reception class attendance expectations – this to be carried forward; CD to include in welcome letter
- Committee 'Terms of Reference' – see agenda item 10
- Training information – uploaded to GovernorHub

5. Head's Report

Verbal

- Pupil attendance - CD reported that overall, attendance is good at this early stage of the term. One pupil is at 72% attendance; this is as a result of family holiday.
- Staffing – although fully staffed, a couple of issues remain to be resolved. Year 1 is currently being taught by an NQT (supported by Georgie Ellaby), on long-time supply from an agency. Our Year 4 Teaching Assistant, Madeline Kerr, has to return to her home country of Canada at the end of October for personal reasons; it is

hoped that she will be able to return to work, and the vacancy has therefore been advertised on a temporary basis, until the end of December 2016. Thorough checks of timetables have shown that the majority of teaching staff have not been receiving their full PPA allowance (statutory non-contact time of 10% of the pupil-facing timetable for planning, preparation and assessment). Arranging this has been difficult and time-consuming, but CD reported that this has now been resolved in the short term.

- Monitoring standards – ‘drop-in’ lesson observations will take place week beginning 3 October.
- Pastoral care – CD has had meetings with a number of parents concerning individual issues.
- Health & Safety – CD commented on areas of inconsistency between schools when monitoring visits or inspections are carried out, despite being carried out by the same agencies.
- IBC (Schools Finance and Payroll) – CD reported that there are still ongoing issues with errors in the system as a result of her Executive Headship over Long Furlong and Long Wittenham; these issues are proving extremely difficult to resolve, and taking time away from strategic planning and daily operations. **ACTION POINT:** It was agreed that this would be closely monitored, reported to the next meeting of the Strategy and Finance committee and, if necessary, a letter of complaint would be sent to the IBC.
- FOLF AGM – the committee has planned a full year of events. Donations for various initiatives are under consideration, including portable staging and iPads.
- Senior Leadership Team – 2 meetings have been held this term, both successful in forward planning and discussion regarding strategies for school improvement. Member of the SLT have attended CPD sessions, including Partnership Heads and Early Years’ meetings, and a day course on “Managing Difficult People Effectively”.

*Agenda
item*

6. Draft School Development Plan

CD tabled a document summarising the draft SDP, explaining that it is important to present the plan in a way that’s user-friendly for all members of the school community.

When tabling the full document, she commented that not all the objectives are for a year’s duration; some are longer-term strategies.

- Writing – from attainment data, this has been identified as a weakness in several classes in the school. CD commented that, as with a number of areas in the Spelling, Punctuation and Grammar elements of the National Curriculum (NC), some of the terms and objectives are only found in the NC, and are not used in everyday life! The suggested main genres in Writing are as follows: pieces to entertain, to inform, to discuss, and to persuade. Major areas of focus in school are to engender enjoyment in writing, and to embed opportunities for writing across the curriculum.
- Continuing Professional Development (CPD) – it is important that

this is embraced by school leadership across the board, both staff and governors. CD commented on the wide range of leadership opportunities, not only that associated with those in the SLT: each teacher is a leader in his or her classroom, and in curriculum areas. Staff meetings have shown a range of leadership opinions and skills.

- Growth Mindset – CD explained that this a growing initiative in British education, based around the principle of developing resilience and self-confidence.
- Feedback/Assessment – opportunity to consider a number of models, clarify the difference between assessment and tests, and consider how to be best track pupil progress.

CD commented that the plan requires a lead governor for each objective, which could perhaps be considered at a meeting of the Teaching, Learning and Pastoral committee. She confirmed that there is more detail to be added to the plan, including costings to be fed into the budget. It is hoped that one of the outcomes of the plan will be a more creative curriculum.

NG emphasised the need for governors to monitor the SDP on an ongoing basis. KD commented on the wisdom of making a fresh start with new objectives in view of the school having both a new Head and new Chair of Governors. He queried whether if, in a year's time, Writing has shown significant improvement, this area of focus would be reviewed; CD confirmed that this would be the case. KD suggested that the SDP 'headlines' be briefly reiterated at each meeting of the full governing body to maintain focus. NG reminded governors that John Kostoula will bring a fresh strategic perspective as an associate member of the Strategy and Finance committee.

LC commented that, in his experience as a governor, Writing has often been a comparatively weaker element of the school; he queried whether radical change might be in order. CD observed that one of the major areas of focus must be on making writing enjoyable. LC commented that over the last few years there has been a correlation between the amount of attainment and progress data presented to governors and improvement in school performance; CD assured governors that they will continue to receive information on attainment and progress, but perhaps in different ways than before. In response to a question from NG as to when governors could expect a fuller version of the SDP, CD replied that she hoped to populate it by the October half term.

7. Deputy Head – permanent appointment (update)

CD reminded governors that CW had been appointed in April as Interim Deputy Head until December 2016. The substantive post has now been advertised internally, with a closing date of 10 October.

8. Safeguarding Annual Report/Safeguarding Policy (OCC)

Documents circulated prior to meeting

CD reported that Safeguarding had been an area of focus on a recent INSET day. She explained that the term 'missing children' refers to those who are missing from the education system. **ACTION POINT:** It was

CD/LB

agreed that CD/LB would discuss the governor response to the annual report at their scheduled meeting.

CD and Jane Crowther (Teaching Assistant and School Council leader) are to attend OCC's anti-bullying conference. In response to a question from VM, CD advised that there were two alleged incidents reported last term; it is important school staff to remain informed and aware of the possibilities of bullying occurring, and the changing forms (e.g., online bullying) in which it might take place.

Safeguarding policy – the governors agreed to adopt OCC's model policy, with contact details for NG and LB listed as being via the school office.

9. SEND Policy/SEND Information Report

Documents circulated prior to meeting

CW advised that minimal changes had been made to the policy since last year. The policy was approved, subject to a slight change under the heading of "Roles & Responsibilities".

CW explained that the SEND Information Report is a statutory requirement, outlining to all interested parties the provision at Long Furlong for pupils on the SEND register, or those not on the register who might need lower level additional support. NG highlighted the impact made by RALF (volunteers listening to pupils read), and governors expressed their thanks to our volunteers in this respect.

RS apologised that the SEND report to governors had not been sent in advance of the meeting; copies of the document were tabled. CW commented that although comparisons of attainment levels of pupils on the SEND register against those not on the register might not look positive, levels of progress for pupils with SEND are good. It should also be noted that pupils on the register might have made progress in areas other than Reading, Writing and Maths.

CW highlighted the comparatively high cost of the Maths Support Program when compared to impact; this will be monitored.

A training needs analysis will be carried out by means of a staff survey.

An upstairs area of the school has been furnished, decorated and resourced to support pupils with Social, Emotional and Mental Health needs – of which there are growing numbers – and thanks was expressed to FOLF for supporting this with a generous donation of £1,000.

Both NG and LC expressed thanks to CW for the depth of detail now reported to governors in respect to pupils with additional needs. LC queried how best the report can be brought to the attention of parents/carers whose children are not on the SEND register, but nevertheless benefit from interventions. NG suggested that this be highlighted via the next Governor newsletter. AF added that it would be interesting for governors to know a little more about interventions, and how they work. CK commented on the high level of skills and knowledge evidenced by support staff leading interventions; governors agreed that the support staff form a highly effective 'resource' in school.

NG suggested that it might be useful to know how many pupils take part in each intervention.

10. Revised Committee Structure documents

Document circulated prior to meeting

With regard to the Teachers’ Appraisal & Pay committee, LC queried why so named when governors have no direct involvement in teachers’ appraisals. RS replied that it is to clarify governors’ involvement in oversight of the process, and to clearly delineate between teachers’ appraisal, which is a statutory requirement, and support staff appraisal, which is not. CD added that anonymised information concerning teachers’ appraisals will be shared with the committee.

The document was approved, with minor amendment. *[Clerk’s note: a few days after the meeting, it was agreed that it would not be possible to operate a “Teachers’ Pay and Appraisal” sub-committee as originally thought, and the terms of reference would revert to a “Headteacher’s Appraisal sub-committee”.]*

ACTION POINT: Teacher Appraisal and Pay committee to elect a Chair.

Agenda item

11. Pupil Premium 2015-16 report

Document circulated prior to meeting

CD commented that very few pupils at Long Furlong are eligible for Pupil Premium (PP) via free school meals or ‘Ever 6’ (having been in receipt of free schools at any point during the previous six years).

With regard to Pupil Premium funding strings lessons for Year 3 pupils, CK enquired whether the funding would still be used if no pupil in the class was eligible for PP. CD confirmed that this would not be the case, but if a pupil eligible for PP wished to carry on learning the instrument after Year 3, financial support could be offered.

12. Primary PE & Sport 2015-16 report

Document circulated prior to meeting

Discussion took place around the report.

13. Governor Presence – Parent/teacher evenings

NG advised that the next parent/teacher evenings are scheduled for 8th and 10th November, 3:30 – 6:30 pm. **ACTION POINT:** Governors to advise NG/RS if able to offer a time slot to discuss areas of interest or concern with parents.

Governors

14. Policies

Documents circulated prior to meeting

- Charging and Remissions policy (OCC) – this policy was adopted, subject to updating ‘2014’ to ‘2016’
- Staff Disciplinary Procedures (OCC) – this policy was adopted
- Health & Safety Part 3 – the policy was approved, with Health & Safety to become a standing item for the Operational and People Management committee. **ACTION POINT:** NS agreed to carry out a review of risk assessments and be governor with responsibility for H & S.

Agenda NS

15. Standing Items

- Governor training – VM has completed governor induction. NS is to attend 1st October, and is to attend a ‘Finance & Budgeting’

session on 11th October. AF hopes to attend governor induction on 1st October, and LB has completed an NSPCC online module around e-safety.

- FOLF – see Head’s report.
- Nursery admissions – there are currently 11 pupils in the Nursery class; places have been offered to a further 11 pupils to start in January 2017.
- Governor visits – KD reported that he visited the Year 5 class earlier in the week. He was impressed at the speed with which the pupils were ‘on task’ after entering the classroom, and commented on how impressed he was with the obvious strengths of the class staff. NG reported meetings with CD and CW. LB is scheduled to meet with CD on 3rd October to discuss safeguarding.

16. Any Other Business

None discussed.

Next meeting: Tuesday 10 January 2017, 7:30 pm