



Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY
TUESDAY 10 JANUARY 2017, 7:00 PM**

Meeting held in school

Present:

Carol Dunne (CD); Helen Wigginton (HW); Nicola Gladwell (NG); Janice Markey (JM); Natalie Sands (NS); Catherine Kimber (CK); Alan Ford (AF); Linda Butler (LB); Keith Dunnett (KD); Sarah Calow.

In attendance:

Rose-Marie Smith - Clerk (RS); Clare Willetts (CW)

1. Apologies

Apologies were received from Lloyd Czaplewski (LC) and Victoria Middleton (VM). The meeting was quorate.

2. Election of Chair/Vice Chair

NG was unanimously elected as Chair. Discussions remain ongoing about the Vice Chair role.

3. Declaration of pecuniary interest in any agenda item

None declared.

4. Items for any other business

Community defibrillator.

5. Minutes of previous meeting/matters arising

Meeting held 29 September 2016; document circulated prior to meeting

- Pupil attendance – as agreed, CD wrote to advise the parents of all Reception class children that by accepting a place in the school, their children are subject to the whole-school attendance policy
- IBC – problems now appear to be resolved
- CD/LB met to discuss the 2015/16 Safeguarding report; LB completed the governors' response and the document was submitted to County
- Richard Fitzjohn was elected Chair of the Headteacher Appraisal sub-committee
- The governor presence at the November parents' evenings were agreed to have been useful

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- RS/NS are scheduled to meet on 13th January to discuss Health and Safety, with a focus on risk assessment

The minutes were approved as an accurate record of the meeting.

6. Head's Report/SDP

Documents circulated prior to meeting

- Nursery numbers for the January 2017 intake were low (an increase from 12 to 15), and numbers on the waiting list also remain low. NS asked if this problem is isolated to this year; CD replied this is not the case, it has been an ongoing issue. In response to a query concerning minimum numbers required to run the Nursery class at a financial break-even, RS advised that staffing alone requires at least twenty pupils on roll each term. KD enquired about Nursery intake dates; CD advised that this is at three points during the year – September, January and April. It was agreed to create a small working party to discuss Nursery provision; CW, AF, NS, RS and CD offered to be members, and it was agreed that input should be requested from the Nursery teacher, Yudany Capin. **ACTION POINT:** CD to co-ordinate the working party and report back to governors
- Attendance – continues to be at a level well above national average
- KD observed that the number of children with medical conditions appears to be high; RS commented that these are not necessarily serious conditions, but might have an impact upon children when in school (e.g. asthma)
- CD commented on the importance of eliminating, as far as possible, incidents of gender bias in school, and the need to promote positive role models in this respect
- Key Stage 2 results, 2016 – CD advised that 61% of pupils met the expected standard. AF enquired whether this should be a cause for concern; CD replied that although it falls below the floor standard set by central government, it should be remembered that this was the first year of testing to the 2014 national curriculum, and many schools fell below the standard. CK queried the aspect of weakness in Writing; CD advised that it is mainly in using and applying spelling and punctuation, and creativity.
- Temporary posts – in response to a query from NG, CD advised she had inherited a situation where there are posts filled on a temporary basis by both teaching and support staff. It is hoped that this situation will be resolved for September 2017. CD advised on a confidential basis (although not so by the time these minutes are publicly available) that Sam Parsons, one of the year job-share partners, is expecting a second baby in June and has yet to decide whether she will return to work. AF expressed his hope that the school continues its commitment to offering part-time and flexible working; CD agreed that she was keen to do so when possible, but also needs to take into account the impact of this, for pupils, in terms of knock-on effect for full-time staff in terms of increased responsibility, and financially. RS commented that currently, only seven of Long Furlong's thirty-one staff are on full-time contracts.

CD

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- Strictly Education (property maintenance support) – the company is currently contracted to provide support for both planned servicing and reactive maintenance, and triannual consultant visits, at an annual cost of £2,500. A revised contract is to be considered, without the consultant visits, at an annual cost of £750.

NG thanked CD for the information and detail contained in the report, which other governors agreed was useful in keeping them informed.

- SDP – NG queried the RAG ratings; CD replied that these are not in place yet, as it is too early to establish areas of risk. In answer to a question about areas of concern, CD advised that progress is needed regarding Nursery provision. She commented that some areas will remain in the SDP for more than one year.

7. Feedback from Autumn term committee meetings

- Finance and Strategy – NG reported that the committee scrutinised budget monitoring up to the end of September 2016, and welcomed John Kostoulas (a parent) as an associate member to lead the strategy group concerning academy status. The group comprises two governors, 4 staff members and one other parent; at its first meeting it considered the potential impact and likelihood of forced academisation (it was considered unlikely in the short term). John Kostoulas and NG had attended a meeting concerning academisation.
- Teaching, Learning and Personnel – HW reported that discussion took place around the RAISE online report on 2015/16; the monitoring of teaching and learning (e.g. book scrutinies, learning walks) – it was agreed to reduce the number of exercise books used throughout the school. Also discussed was the roll-out of new assessment spreadsheets. The Teaching and Learning policy had been completely revised, and now incorporates four other policies.
- Operational and People Management – NG advised that a report had been received on the outcomes of the teacher appraisal process. A number of policies had been reviewed and approved. The committee is in the process of reviewing the school website to ensure that it complies with national requirements.

8. Review of Period 9 (December 2016) budget monitoring

Document circulated prior to meeting

CK enquired about the nature of the overfunding for Nursery; RS advised that for reasons unknown, OCC had funded on the basis of a 52-place Nursery instead of 26-place.

NS observed a slight overspend on staff training and development; CD advised that on occasion, training opportunities are presented that support elements of the SDP – an example of this is the recent training by Jenny Mosley on creating more successful lunchtimes and breaks. RS advised that some of the expenditure on this training was recouped by inviting staff from other schools to attend.

Governors approved the Period 9 budget monitoring.

9. EYFS Compliance

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CW advised that she had recently updated the “Must” audit, which illustrates compliance with the EYFS framework.

10. **School Keyholders**

RS explained that an issue has arisen with regard to OCC and its requirements around school keyholders, meaning that unless keyholders are OCC employees or governors of an OCC-maintained school, they cannot hold keys on an ongoing basis, as this invalidates insurance. Conversations will continue between the school and church representatives to find a viable solution.

11. **Schools Financial Value Standard**

Document circulated prior to meeting

CD advised that the document is a central government requirement, and allows governors to assure themselves as far as possible that all the necessary financial processes are in place. NG commented that a noticeable gap is a Chair for the Strategy and Finance committee, and offered to take the post on an interim basis. Subject to this amendment, the document was approved by governors.

12. **Equality Policy/Plan/Objectives**

Documents circulated prior to meeting

Discussion took place around the documents. NG enquired about outcomes from the anti-bullying survey; CD replied that analysis of the pupil surveys is still taking place. 50% of families responded to the parental survey; CD gave some examples of responses.

ACTION POINT: RS to circulate objectives.

RS

13. **Standing Items**

- Governor training/recruitment – NG advised that SGOSS has so far been unable to find a candidate for the co-opted governor vacancy; RS has registered the vacancy with “Inspiring Governance”. The staff governor vacancy remains open, with the recruitment process re-starting shortly.
- FOLF – please see Head’s Report document
- Nursery admissions – discussed under Head’s Report on this agenda
- Governor visits – **ACTION POINT:** CD to suggest potential date for governors to participate in a learning walk (Thursdays or Fridays were suggested)

CD

14. **Any Other Business**

RS commented that her research shows the cost of an external defibrillator in the region of £2,000. It is suggested that the defibrillator is fixed to an external wall at the medical centre.

She advised that of the groups contacted to participate in a community defibrillator initiative, the following responses have been received:

- Christ Church on Long Furlong is very happy to offer support with fundraising, and any practical support possible
- Long Furlong Community Association are fully supportive of the initiative, and offer £500 towards costs

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- Long Furlong Medical Centre is considering the issue at a partners' meeting on 14th January and will report back with the outcome. Options for fundraising were discussed, including leafleting the Long Furlong estate requesting donations. Further actions to be agreed once a decision is made by the Medical Centre.

Next meeting: Thursday 2 March 2017, 7:00 pm

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