



**Headteacher: Mrs Carol Dunne**

**MEETING OF FULL GOVERNING BODY  
THURSDAY 2 MARCH 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); Sarah Calow (SC); Victoria Middleton (VM); Clare Willetts (CW)

**In attendance:**

Rose-Marie Smith - Clerk (RS)

**1. Apologies**

Apologies were received from Keith Dunnett (KD). 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 10 January 2017; document circulated prior to meeting*

- First meeting of the Nursery 'task and finish' group has been held, with the second scheduled for 6 March.
- **ACTION POINT** – CD to arranged Governors' learning walk
- Community defibrillator – RS reported that a decision about location of the proposed defibrillator has finally been received from Long Furlong Medical Centre; the opinion of the partners is that it would be better located at the Community Centre. Liaison between school, Long Furlong Community Association and Christ Church on Long Furlong to continue.

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

**5. Review of School Development Plan/Self Evaluation document**

CD

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Page 1 of 5

*Minutes prepared: 05.03.17.*

- School Development Plan - RS apologised that she had not made CD's updated document available to governors; NG suggested that governors with laptops/tablets accessed the version from January 2017 via GovernorHub, and CD talked through updates. **ACTION POINT:** RS to upload March 2017 version as soon as possible after meeting. NG asked when the initial impact of Talk4Writing might be assessed; CD advised that this will form part of the summer 2017 pupil progress analysis. CD advised that the first meeting of the parent forum was well attended; HW confirmed that positive feedback was received from those attending.
- Self-evaluation document – the document was tabled at the meeting; **ACTION POINT:** CD asked that governors consider the format and content, and let her have any comments within the next two weeks. HW suggested that under the heading "Outcomes for pupils" a precis of strengths/areas for development be added, and that only significant 'headline' data be included, with additional data signposted.

RS

Governor  
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## 6. Governor Appointment/Election

NG shared the following:

- Staff governor - congratulations and thanks to CW on being re-elected to the governing body
- Local Authority governor - KD wishes to step down from this role. Phil Cooke, Associate Minister at Christ Church, is interested in taking on the role; Phil has previous experience as Chair of Governors in a community Primary school. His biography has been sent to the Local Authority requesting ratification of the appointment. No opposition to this appointment was raised by those present.
- Co-opted governor – NG nominated Graham Robinson for the vacancy; Graham has a background in IT and project/budget management. No opposition to this appointment was raised by those present.
- Co-opted governor – after 7 years in the role (and 15 in total as a Long Furlong governor) LB has advised of her intention to resign by the end of the current academic year. NG expressed thanks on behalf of the school to LB for her commitment and service. CK agreed to take on the role of governor responsible for Safeguarding. **ACTION POINT:** RS to arrange appropriate training. A nomination for a co-opted role has recently been received from SGOSS; NG will meet with the candidate.

RS

## 7. Governor Skills Audit/Competency review

*Document circulated prior to meeting*

NG reported briefly on the most recent meeting of the Abingdon Partnership governors' group – one of the items under discussion was the practice of governance without committees. It was agreed that having recently reviewed the committee structure and terms of reference, this is not something that would be considered in the short term future. NG commented on the usefulness of being able to network with the group, sharing experience and best practice with those in a similar position.

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Page 2 of 5

Minutes prepared: 05.03.17.

Self-evaluation of governing body:

- regarding alumni, NG suggested that this is perhaps more pertinent to Secondary schools and was not a priority for the governors.
- SC asked whether any feedback had been received about governor presence at the November parents' evenings; NG advised that none had been formally received, but it can only have been useful in raising the profile and visibility of governors, making them more approachable. **ACTION POINT:** NG reminded those present of her request for attendance at the next parent evenings scheduled for 21<sup>st</sup> and 23<sup>rd</sup> March.
- Discussion took place around establishing staff views of the school. **ACTION POINT:** Staff survey/stress survey to be on next agenda of Operational & People Management committee.
- AF raised the issue of governors' responsibility for different areas within school (e.g. Health & Safety, SEND, Safeguarding), and contributing more proactively to agenda; all agreed that responsibility for areas gives a sense of ownership and involvement. AF recommended a periodic review of governor effectiveness and accountability.
- NG advised that the current skills survey reveals gaps in knowledge re: education policy; it was agreed that this would become a standing item to improve and extend knowledge. **ACTION POINT:** AF agreed to lead the discussion on a relevant topic at the next FGB meeting. Governors were referred to sources of useful information regarding education policy and developments such as NGA newsletters, TES and Governor hub

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RS

AF

## 8. British Values

*Document circulated prior to meeting*

CD commented that she feels it is a shame that the DfE refers to "British" values. CW commented that there is some repetition in the document, and that perhaps it could be streamlined by combing some text. CK raised the issue of radicalisation; CD advised that this is covered in the Safeguarding Policy. **ACTION POINT:** CD to amend the document and circulate to governors for approval.

## 9. Safeguarding Annual Report/Anti-Bullying Plan

*Review actions arising from September 2016*

LB reported on her meeting with CD held recently:

- The reporting and recording of Safeguarding incidents is effectively highlighted to staff via a noticeboard in the staffroom, and regular briefings
- LB has scrutinised the Single Central Record which is up to date, and meets Ofsted requirements. All current governors hold clear DBS checks.
- CD has undergone Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM) training; CW and Georgie Ellaby are still to do so.

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Page 3 of 5

Minutes prepared: 05.03.17.

- CD, CW and Georgie Ellaby have undergone Designated Safeguarding Lead (DSL) training via the Oxfordshire Safeguarding Children Board.
- Common Assessment Framework (CAF) training is to be undertaken; the process has recently changed.
- Anti-bullying policy – see next item on this agenda
- Since CD joined the school, bullying and safeguarding incidents are reported to governors.
- Staff have undergone basic safeguarding training, with a renewal due in September 2017.

LB advised that she is confident that safeguarding awareness and good practice is embedded throughout the school. An updated audit is to be completed in the summer, prior to the annual Safeguarding report being presented to governors in September 2017.

Anti-bullying – a number of actions have taken place recently, including the overhaul of the existing school policy, parent and pupil surveys, revised incident report forms, attendance by CD and Jane Crowther at Oxfordshire’s Anti-Bullying conference. The next parent forum will centre around anti-bullying, including online safety. A low number of incidents of alleged bullying are reported; these are thoroughly investigated and dealt with as appropriate, with support offered to victims and perpetrators. CD is finalising analysis of the pupil surveys; HW offered to assist in preparing data to share with the school community. **ACTION POINT:** RS to upload the parent and pupil survey outcomes to GovernorHub. HW asked how outcomes will be fed back to pupils; CD advised that this would be done via the School Council.

RS

**10. Anti-Bullying policy**

*Document circulated prior to meeting*

It was agreed that the details of the support groups contained in the policy would also be published as a separate advice leaflet. It was further agreed that the audit action plan would not be published.

**11. Staffing Structure**

*Documents circulated prior to meeting*

CD advised that adverts are currently live for two permanent, full-time teaching posts, and temporary, part-time maternity cover for the summer term. Regarding the structure, it was agreed that no changes are necessary at the present time.

**12. Standing Items**

- Governor training – RS has recently asked all governors for information regarding their training, and updated records via GovernorHub
- Governor visits – LB (Safeguarding), NG (Head, SENDCo) and NS (Health & Safety) have carried out visits since the last meeting
- FOLF – CD reported that the recent discos were successful, with very good behaviour by those that attended. FOLF have agreed to fund a new washing machine for the Nursery, and are discussing

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what contribution they will make to classroom touchscreens. The next event is Long Furlong's Got Talent on 10<sup>th</sup> March

- Nursery admissions – RS advised that an additional five pupils are registered to join the class in April

**13. Any Other Business**

None discussed.

***Next meeting: Thursday 25 April 2017, 7:30 pm***