



Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY
TUESDAY 3RD OCTOBER 2017, 7:00 PM**

Meeting held in school

Present:

Carol Dunne (CD); Helen Wigginton (HW); Nicola Gladwell (NG); Natalie Sands (NS); Catherine Kimber (CK); Alan Ford (AF); Clare Willetts (CW); Victoria Middleton (VM); Graham Robinson (GR); Janice Markey (JM), Sarah Calow (SC), Harvey Tayman (HT)

In attendance:

Rose-Marie Smith - Clerk (RS)

1. Apologies

Apologies were received from Lloyd Czaplewski (LC) and Phil Cooke (PC). The meeting was quorate.
NG formally welcomed NT as a co-opted governor.

2. Declaration of pecuniary interest in any agenda item

None declared.

3. Items for any other business

NG had one item to raise.

4. Minutes of previous meeting/matters arising

Meeting held 6th July 2017; document circulated prior to meeting

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

- Defibrillator – GR advised that at the Long Furlong Community Association's recent AGM, it was agreed that plans to fundraise for and install a defibrillator on an external wall of the Community Centre will go ahead. **ACTION POINT:** SC/GR to liaise regarding publicity for the initiative; school to publicise the 'Cuppa Afternoon' on 19 November and consider its own fundraising strategy
- Dunmore Road housing development – GR advised that initial planning permission has been granted for 150 houses; if planning permission is then granted for a new A34 slip road, a further 400 houses will be built. Following completion of the slip road an additional 400 houses will be added. Surveys are currently being done on the land to the north of Dunmore Road.

GR/SC
CD

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- Discussion topics – NG welcomed suggestions for topics at future meetings, suggesting that it might be useful to address schools’ financing; NS hopes to attend a meeting on 10th November at which Layla Moran, MP for Oxford West and Abingdon, will be present, and can feed back on this. It was agreed that HT would lead discussion around technology available to primary schools.
ACTION POINT: HT to liaise with CD prior to meeting.

HT/CD

5. School Evaluation and Development Plan (SEDP)

Document circulated prior to meeting

CD clarified that the new-style document is the amalgamation of two previous documents: the School Development Plan and the self-evaluation document. Some feedback had been sent prior to this meeting, for which she was grateful.

- With reference to the Vision/Leadership strand, AF advised that an external facilitator, Mark Craig, who specialises in strategic support and governance, has been engaged to work with the Senior Leadership Team (SLT) and governors. Mark’s work has begun, with him holding one-to-one confidential discussions with SLT and some governors. Future meeting dates have already been agreed (2nd November, 27th November), and a sub-group is to be formed to focus on output from the meetings; this group will report back to the full governing body. CD emphasised the importance of engaging staff and parents/carers.
- HSE staff stress survey – headline outcomes from the survey had been fed back to staff, in two separate meetings. VM reported that no comments were received in the teaching staff meeting; NG advised that a handful of comments were received at the support staff meeting. CD felt that there are areas in the HSE survey in which there will inevitably be low scores – many staff in most schools have to work intensively, and there is little flexibility in when breaks can be taken. AF suggested that consideration should be given as to whether the HSE survey is best for a school’s needs, or if a ‘staff engagement’ survey would be more useful. NG thanked AF for his work in analysing and reporting on survey responses. **ACTION POINT:** CW and JM to update staff on progress.
- Talk 4 Writing – CD reported that staff response to training has been extremely positive.
- Growth Mindset – work will continue this year to make this initiative more tangible
- Leadership – the focus in 2017/18 will be on development of co-ordinators new to the school or their subject

CW/JM

6. SEND Information Report

Document circulated prior to meeting

- Data contained in the report was discussed at the September meeting of the Teaching, Learning & Pastoral committee. NG highlighted the increasing number of pupils in Key Stage 2 on the SEND register. CW observed that the school is becoming more effective at identifying issues at an early stage; there is no rush to

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put pupils on the register, the opportunity for 'quality first teaching' to take effect is the first option in many cases. For those pupils in Key Stage 2, issues around Social, Emotional and Mental Health needs tend to manifest when a child reaches that age, or cannot be diagnosed until then. All pupils currently on the SEND register have fairly complex needs. CW advised that there were some issues around inaccuracies in Autumn 2016 assessment data for pupils on the register – pupils were assessed against chronological objectives rather than those matching their capability – and these have now been corrected. It is important to bear in mind that progress from children on the SEND register is not purely academic: other skills might include social interaction, self-regulation of behaviour, increased self-esteem.

- In response to a query regarding the seeming lack of success with the 'comprehension card' intervention, CW replied that this was used with one child for whom it might not have been the right intervention.
- The progress made by children benefitting from working with RALF readers was highlighted – these are volunteers from the school community who listen to children read. CD commented on the value of the one-to-one attention that the children read, as well as the obvious academic value.
- CW commented that there were some difficulties in quality of data received from teachers during 2016/17 on their Provision Maps; this will be an area of focus this year
- CW will be holding meetings with children on the SEND register to obtain 'pupil voice' on provision at Long Furlong.
- CD commented on the huge amount of work and time that CW puts into the SENCo role. NG agreed, adding that Long Furlong is now a school that parents/carers of children with additional needs choose to send their children to.
- HW commented on the Local Authority SEND inspection the previous week, and in particular the lack of suitable opportunity for parental consultation

7. SEND Policy

Document circulated prior to meeting

CW advised that no changes had taken place since the policy was approved last year. It was agreed that reference to the Early Years Framework should be added. The policy was approved.

8. Safeguarding Annual Report

Document circulated prior to meeting

CD advised that she and CK had met to discuss the report in detail. CD highlighted areas for potential action:

- CK to determine if her current level of Safeguarding training is sufficient
- Security of school site – discussion took place around achieving the balance between ensuring, as far as possible, the safety of all those in the school premises, and maintaining an attractive environment.

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- Concerns volunteers might have about safeguarding – CD to be available during parents’ evenings for discussion
- In response to a query from GR, CD confirmed that the school does not directly employ a nurse, but has access to support from the School Health Nurse service

9. Safeguarding Policy

Document circulated prior to meeting

The OCC model policy was adopted.

10. Appointment of Teacher Appraisal/Pay committee

It was agreed that the Headteacher’s report on teacher appraisal and pay would be presented at a meeting of the Operational & People Management committee scheduled for 12th October. It was further proposed that the Headteacher appraisal group comprise RF, LC and AF; to be ratified at 12th October meeting.

11. Feedback from Teaching, Learning & Pastoral committee

Document circulated prior to meeting

HW reported on issues discussed at the meeting, which included:

- ongoing changes to the assessment framework
- the focus across the school at increasing numbers of pupils working at ‘greater depth’
- monitoring groups at risk of under-achieving (e.g. pupils on SEND register, pupils for whom the school receives Pupil Premium)
- monitoring of use of PE/Sport Premium
- review of the Sex & Relationships Education policy

12. Governors’ Code of Conduct

Document circulated prior to meeting

Those present agreed that the National Governance Association model code should be adopted at Long Furlong, subject to addition of reference to Associate Members. **ACTION POINT:** RS to add reference, and upload to GovernorHub and school website.

RS

13. Governor attendance at parents’ evenings

NG and CD both commented on the usefulness of governors’ engagement with parents/carers at parents’ evenings. **ACTION POINT:** governors to advise NG if able to attend on 17th or 19th October.

Govs

14. Standing Items

- Governor training – CK seeking further information regarding safeguarding training. CD encouraged governors to undertake training, both induction and in areas of interest. **ACTION POINT:** RS to upload 2017/18 training details to GovernorHub
- Governor visits – NG has had routine meetings with CD; CK met with CD to discuss Safeguarding; NS met with RS to discuss Health & Safety. It was agreed that a governors’ learning walk would take place early in the spring term.
- FOLF – CD reported that, following the recent AGM, key officers’ positions had not been filled. An Extraordinary General Meeting

RS

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will be held on 12th October. Governors recorded their thanks to the committee, and in particular the outgoing officers who have served the committee and school so well over the last few years.

- Nursery Admissions – RS advised that there are currently 19 on roll, with 4 registered on the waiting list for January 2018.

15. Any Other Business

NG advised that the whilst recognising the exciting opportunity that the ‘Voice In A Million’ concert for pupils at Wembley Arena offers, a handful of parents have expressed concerns around safety and security in light of terror attacks over the past year. CD assured governors that risk assessment has been central to the planning process since the event was first considered, and will continue to be the school’s main priority.

Date of next meeting: Tuesday 23rd January 2018, 7:00 pm