



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY TUESDAY 1ST MAY 2018, 7:00 PM

Meeting held in school

Present:

Carol Dunne (CD); Helen Wigginton (HW); Nicola Gladwell (NG); Natalie Sands (NS); Alan Ford (AF); Clare Willetts (CW); Graham Robinson (GR); Janice Markey (JM);

In attendance:

Rose-Marie Smith - Clerk (RS)

1. Apologies

Apologies were received from Phil Cooke (PC); Catherine Kimber (CK); Lloyd Czaplewski (LC); Victoria Middleton (VM). The meeting was quorate.

2. Declaration of pecuniary interest in any agenda item

None declared.

3. Items for any other business

Two items were declared.

4. Minutes of previous meeting/matters arising

Meeting held 23rd January 2018; document circulated prior to meeting

- NG commented that there was limited governor attendance at the March parents' evenings; a more formal schedule to be put in place for October
- CD/HT – action point carried forward
- Equality duty – RS confirmed that the document had been updated as agreed, and uploaded to the school website

CD/HT

5. Head's Report

Document circulated prior to meeting

Discussion took place around the data available from the Insight tracking system; this is an agenda item for the Teaching, Learning & Pastoral committee meeting.

In response to a question asking whether there are concerns about pupil attendance, CD stated that – overall – attendance is improving following a period of higher than usual sickness absence. She added that support in

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this area from the local authority (e.g., Educational Social Worker) has reduced significantly over the last few years, as it has with many services. CD advised that the School Improvement Partner (SIP) visit on 24 March had been a very positive experience; arrangements are being put in place for the SIP to meet and work with phase and core subject co-ordinators. The recent advert for a teacher to work in the Nursery class had received a pleasing number of applications, with four candidates interviewed. A candidate has been offered the role and verbally accepted. **ACTION POINT:** CD to give further information when the role has been formally accepted. CD advised that there are no other recruitment plans, but the deadline for teachers to give notice to leave at the end of the summer term is 31 May.

6. School Evaluation and Development Plan (SEDP)

Document circulated prior to meeting

In response to a question about Talk 4 Writing and whether it will continue to appear on the SEDP for 2018/19, CD advised that although staff confidence is increasing, it is yet to be considered 'embedded'. She, Janet Rousou and Rochelle Webster attended a very useful training session at a "Talk 4 Writing School", which helped to answer a number of questions that staff have had with the initiative.

ACTION POINT: RS to invite Jenny Steele to the next meeting of the Teaching, Learning and Pastoral committee (15 May) to talk about objective 3 of the SEDP (PSHE/Growth Mindset).

RS

7. School Funding

CD advised that there are increasing difficulties with school funding, particularly around Special Educational Needs and Disabilities (SEND). Local Authority support continues to diminish, with schools increasingly having to manage the shortfall in support for pupils with mental health issues, reduction in social services provision, and a number of other areas. The concerns that many educationalists feel are not necessarily political, but can be described as civic concern. Governors agreed that it is important to be as open as possible at an early stage about the difficulties which Long Furlong (and many other schools) are facing, and that transparency remains a priority.

Fundraising efforts led by FOLF and supported by so many in the school community are greatly appreciated, but this is not a sustainable model for the basics of school funding.

ACTION POINT: CD to raise this issue through the Partnership to identify whether there are areas of commonality.

CD

8. 2018-21 School Budget

Document tabled at the meeting

NG advised that she and NS had met with CD/RS and discussed the details behind the headline budget. Thanks were expressed to RS for the ongoing management of an increasingly challenging budget.

In response to queries about large differentials in expenditure areas, RS advised the following:

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- E12 (Building Maintenance and Improvement) – in 2018/19, £10,000 is set aside for potential capital projects. If money is not spent, it can be carried forward
- E19 (Learning Resources – not ICT) – in 2018/19, £10,000 of Sport Premium money has been carried forward from 2017/18
- E26 (Agency Supply Staff) – in 2018/19, money has been allocated to cover the cost of a Nursery teacher (55% contract) from April – July 2018

RS advised that under current funding arrangements, a further £17,000 in savings will have to be made in 2020/21.

CD reported that difficult staffing decisions have had to be made to create a balanced budget, but no pupil eligible for one-to-one support will lose that support, and interventions will continue as before to close the attainment gap.

Governors agreed the budget for submission to the Local Authority.

9. School Vision

CD advised that the Vision plan has been discussed by SLT, and at a TA meeting. Following the TA meeting some amendments were made to wording. CD and RS are scheduled to meet on 3 May to refine the wording further before re-sharing with SLT. It was agreed that the new vision would be adopted from September 2018, with ongoing work to ensure it is embedded across all stakeholders.

ACTION POINTS: before next meeting, CD to share Vision with teachers, address parental engagement (workshop?), and finalise action plan with SLT.

CD

10. General Data Protection Regulation

Documents circulated prior to meeting

RS reported to governors on the current status of areas of responsibility, with work progressing well with data audits and a retention schedule. The deployment of a Data Protection Officer – which is required – is proving difficult, as it is for many schools. No support is available through the Local Authority.

ACTION POINT: To be an agenda item at the next full governing body meeting

Agenda

11. Spring Term Committee Meetings – Feedback

- Strategy & Finance – the committee noted that information regarding Universal Credit and eligibility for free school meals needs to be updated in school documents, and on the website. An anomaly in monthly payroll monitoring had been identified; RS had reported that this is a long-standing issue within the payroll system whereby staff with two contracts (for example, Teaching Assistant and Midday Supervisor) have the National Insurance contribution deducted from the wrong contract, thus making the cost centre look incorrect. However, the two areas are correct when combined. A preview of the 2018-21 budget was discussed.
- Operational & People Management – OCC's annual health & safety monitoring visit had taken place, with satisfactory outcomes;

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RS was commended for her work in this area. The need to establish a Pay committee was discussed, and policies approved. The committee agreed to recommend to the governing body that Nursery provision remains as it currently is, with ongoing review.

- Teaching, Learning & Pastoral – Georgie Ellaby attended the meeting and shared very useful information about Talk 4 Writing. Autumn assessment data was shared, as was the ASP (Analyse School Performance) report.

12. Standing Items

- Governor training: GR attended a Safeguarding briefing
- Governor visits: HW took part in the Nursery teacher interviews; NG & NS met with CD/RS to discuss the budget; NG had routine meetings with CD
- FOLF: CW reported that plans for the 25th anniversary summer fete are progressing well; many areas have been agreed, and the committee now needs to hold a joint meeting with FOLF.
- Nursery admissions: it is currently anticipated that there will be 12 pupils in Nursery in September 2018.

13. Any Other Business

NG expressed thanks, on behalf of all governors, to Sarah Calow who has stepped down from her role as co-opted governor.

CD advised of a training opportunity for governors around data and assessment; further details to be circulated via email.

GR advised that the defibrillator has now been installed on the community centre's external wall, and is awaiting operational status. A group of volunteer 'guardians' from the Long Furlong estate have agreed to take responsibility for the defibrillator.

Date of next meeting: Tuesday 10th July 2018, 7:00 pm

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