



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY TUESDAY 8TH OCTOBER 2019, 7:00 PM

Meeting held in school

Present:

Carol Dunne (CD); Helen Wigginton (HW); Nicola Gladwell (NG); Natalie Sands (NS); Catherine Kimber (CK); Clare Willetts (CW); Graham Robinson (GR); Janice Markey (JM); Phil Cooke (PC); Ellie Kaye (EK); Alan Ford (AF); Ed Cousins (EC)

In attendance:

Rose-Marie Smith - Clerk (RS); Hiranthi Herath (HH); Scott Crawford (SC)

1. Apologies

Apologies were received from Victoria Middleton. The meeting was quorate. NG welcomed HH, SC and EC; introductions were made.

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 11th July 2019; document circulated prior to meeting

- **ACTION POINT:** CW to contact Paul Gooding (Abingdon School) regarding mental health first aid
- Regarding SEND, CW commented that waiting times for support services and SEND processes appear to be increasing. The SEND officer who leads the support service for school is leaving, with no information yet on a replacement
- CD reported that the three staff vacancies discussed at the last meeting have been filled (Year 6 teacher, SENTA, Year 2 maternity cover)
- CD advised that protocols for recording behaviour incidents have been agreed
- Staff engagement survey – AF advised that outcomes from the survey formed part of discussions at the September INSET day,

CW

Signed:Date:.....

Page 1 of 5

Minutes prepared: 19.10.19.

with progress to be reported at Operational & People Management committee meetings

- Complaints procedures – NG advised that she has drafted new procedures, which closely follow DfE and National Governance Association guidelines. Further discussion will be needed around mediation arrangements.

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

5. Co-opted Governors

Following brief discussion, Scott Crawford and Hiranthi Herath were appointed and welcomed as co-opted governors, and Janice Markey reappointed as a co-opted governor. NG advised that Victoria Middleton comes to the end of her term of office as co-opted governor in January 2020; NG and RS have begun work to seek suitable candidates. The process of recruiting a new parent governor to replace HW is underway; NG expressed, on behalf of governors, her thanks to Helen for all her hard work.

6. Draft SEDP 2019-22

Document circulated prior to meeting

CD advised that the self-evaluation and development plans comprise one document as they co-exist. To enable school leaders to efficiently assess the self-evaluation, it is aligned to the judgements in the 2019 Ofsted framework.

As previously discussed, some elements of the plan in previous years (e.g. Talk for Writing) no longer appear as a focus as it is felt that the ethos and principles are well-established in school.

Governors discussed aspects of the development plan, in particular strand 4 of Objective 2 concerning community engagement. Areas of discussion included: how engagement is defined, potential barriers to engagement (work, childcare), what do we see as the outcome of improved engagement with parents/carers (how will it look?), and how this might best be achieved. In response to a question, CD advised that there is not currently a parent forum, although feedback is occasionally gained from FOLF (the PTA). PC suggested that governor ‘surgeries’ might be a way forward, perhaps at parents’ evenings. NG emphasised the importance of ensuring that any points raised by parents/carers receive a response.

Governors agreed to actively seek opportunities for discussing ideas with parents/carers regarding community engagement - keeping the discussion open to allow parents/carers to raise what the school does well or could do better.

7. SEND Information Report

Document circulated prior to meeting

CW advised that unfortunately, as a result of last year’s decrease in SENTA hours (meaning that most class TA’s are needed to offer 1:1 support to particular pupils in the afternoons), a number of the more time-consuming group interventions have not taken place. As several of these

interventions are high-impact, CW has asked teaching staff to revisit the possibility of fitting them into the timetable. Increased efforts are being made to ensure that staff who need it have access to ongoing SEND training; this might be through in-house sessions, feedback from external training, or by accessing low-cost training.

8. SEND policy

Document circulated prior to meeting

CW advised that the policy remains unchanged since last year's review; the policy was re-approved.

9. OCC Safeguarding audit

Document circulated prior to meeting

Discussion took place around some of the observations made in the report. In response to the suggestion that an intruder could potentially gain access through the external school kitchen door, GR strongly recommended not locking the gates to the bin cage when the kitchen is in use as it forms a fire escape route. CD acknowledged this point and confirmed that she would inform users that the door itself – which has a thumb turn lock – be locked.

EK advised that she is qualified to lead safeguarding training sessions and is willing to do so if needed. CD replied that she would need to check this with OCC's Safeguarding team, as requirements are in place regarding training of different groups.

ACTION POINT: RS to add a 'Safeguarding' folder to GovernorHub containing weblinks to the OSCB website and 'Prevent' training.

RS

10. Safeguarding Policy

Document circulated prior to meeting

Discussion took place around confidentiality when sharing information, and the following was agreed: **ACTION POINT:** RS to set up a 'Safeguarding' email account under the school's Office 365 subscription; CK, as governors' safeguarding lead, to be given access to the account. RS to check with IT support if email 'alerts' can be sent to an external account without forwarding the email itself.

RS

Further discussion took place around procedures in place to enable pupils to make a safeguarding allegation, and whether they can do so anonymously.

Peer to Peer Abuse policy – CD advised that OCC had issued new advice very shortly before the date of this meeting. **ACTION POINT:** CD to review guidance, policy to be reviewed at next meeting.

CD
Agenda

11. Appointment of Pay committee and Headteacher Appraisal sub-committee

NG advised that two governors were needed for each; HH, EC, PC and SC offered to act where needed. **ACTION POINT:** NG to liaise with them, CD and RS to confirm roles.

NG

12. Abingdon Learning Trust

Document circulated prior to meeting

CD advised that Fiona Hammans, CEO of Abingdon Learning Trust, had recently dropped in to see her to discuss relationships between the Trust and Long Furlong; she subsequently emailed the PowerPoint shared with governors. It was agreed that there is currently no compelling reason for LF to consider academisation.

13. School dinner provision

Documents circulated prior to meeting

Governors were being asked to make a decision about the future of school dinner provision, which is currently managed in-house. Two governors sent queries prior to the meeting about the 'hidden costs' mentioned in the briefing document. RS advised that this is difficult to quantify financially: it involves staff time (often members of SLT) taken up in the absence of kitchen staff in the management, production and service of meals – often at short notice - and the stress that this causes. She and CD acknowledged that outsourcing provision will mean an additional financial cost to the school, but feel that the current model is unsustainable. Their preferred choice and recommendation is Dolce; CD advised that positive testimonials about the company have been received, both in her informal conversations with local Heads whose schools use Dolce, and in CD's/RS's visit to see service in operation at Carswell School (including discussions with the School Business Manager and Dolce kitchen staff). Governors approved the proposal to move the provision of school dinners to Dolce.

14. Policies/Procedures

Documents circulated prior to meeting

The 'Allegations of abuse against staff/volunteers' and 'Staff disciplinary' policies are both OCC policies; they were adopted by governors as presented.

15. Feedback from Teaching, Learning & Pastoral committee

CK explained that she is now Chair of the committee, and thanked HW for her chairship previously. Items discussed at the last meeting included: the possibility of a Head's Forum focussed on the teaching of spelling; data from the summer 2019 assessments; the success of the RALF (Reading at Long Furlong) programme in accelerating reading and comprehension, and whether this could be replicated for Maths; the need for increased Emotional Literacy Support through the school's training ELSA, as soon as funding allows this.

16. Governor attendance at parents' evenings

NG advised that the next parents' evenings are scheduled for Tuesday 5th and Thursday 7th November, 3:30 – 6:30 pm, and asked that governors let her or RS know if able to attend.

17. Standing Items

- Governor Training – NG encouraged governors to take up training opportunities, especially Induction training. **ACTION POINT:** RS to update training offer in GovernorHub. Governors were reminded

RS

Signed:Date:.....

that CD will be carrying out Safeguarding training after the next meeting (6th February 2020). **ACTION POINT:** Governors to check and update their own training records in GovernorHub, or ask RS to do so; this to include Safeguarding, Designated Safeguarding Lead, Safer Recruitment, Governor Induction, etc.

- Governor visits – for the benefit of new governors, PC clarified that visits to school are generally done by prior arrangement, and with a specific focus. Recent governor visits include NG (two briefing sessions with CD), NS (school swimming) and CK (safeguarding). Governors were reminded to complete the online visit form after each visit (found in GovernorHub, Documents, Governor Visits to School).
- FOLF – CD reported that the AGM had been held, with all officer positions being filled, and events in place for the autumn term
- Nursery admissions – numbers are low, with only 12 on roll in the Nursery class at the present time. Waiting lists numbers remain a concern. Open sessions are advertised and held once a term. EK suggested a little more clarity on the school website about the Nursery provision and offer might be helpful to prospective parents/carers
- Health and Safety – in light of the number of incidents/near misses being reported in and around the school car park, governors agreed by email that action needs to be taken to try and prevent a serious situation arising. A section of hedging by the vehicle ‘out’ gate has been removed, resulting in improved visibility, and RS is awaiting contact from OCC Highways to arrange a meeting to discuss further measures. CD will continue to remind parents/carers of the importance of safe driving and vigilance, and will work with the Year 5 class to devise road safety awareness and signage. CW/JM to discuss with Eco Council and seek their ideas/support.

18. Any Other Business
None discussed.