



Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY
THURSDAY 6TH FEBRUARY 2020, 7:00 PM**

Meeting held in school

Present:

Carol Dunne (CD); Nicola Gladwell (NG); Catherine Kimber (CK); Clare Willetts (CW);
Janice Markey (JM); Alan Ford (AF); Ed Cousins (EC); Hiranthi Herath (HH); Scott
Crawford (SC); Rachel Wright (RW).

In attendance:

Rose-Marie Smith - Clerk (RS).

1. Apologies

Apologies were received from Natalie Sands (NS); Phil Cooke (PC); Ellie
Kaye (EK); Graham Robinson (GR). The meeting was quorate.

2. Election of Chair/Vice Chair

NG was unanimously elected Chair; she discussed succession planning
for the role.

HH was elected as Vice Chair. **ACTION POINT:** RS to arrange 'Safer
Recruitment' training for HH. SC advised that he has undertaken this
training.

RS

NG would also like to pass the SEND role to another governor, and CK
wishes to pass the Safeguarding role to another governor at the end of
this academic year. **ACTION POINT:** if interested in any role, discuss with
NG/CK. NG concluded her comments by welcoming Rachel Wright as a
recently appointed parent governor.

*Interested
parties*

3. Declaration of pecuniary interest in any agenda item

None declared.

4. Items for any other business

None declared

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Minutes prepared: 19.02.20.

5. Minutes of previous meeting/matters arising

Meeting held 8th October 2019; document circulated prior to meeting

- CW advised that she had emailed Paul Gooding (Abingdon School) about mental health first aid training, but the email had bounced back. CW to check email address with EK
- CW advised that once again there has been a new appointment as the school’s designated SEND Officer, with some SEND services remaining difficult to access
- Reporting and recording procedures for incidents of physical or verbal by abuse by a pupil have been implemented and discussed at various staff meetings to try and ensure clarity
- Complaints procedure – to be discussed at forthcoming SLT meeting, then on agenda for Operational & People Management committee meeting scheduled for 5th March 2020
- NG expressed thanks to Victoria Middleton, whose term of gubernatorial office has come to an end; Victoria was extremely supportive as both a governor and a friend of the school. The search for a replacement co-opted governor is ongoing.
- **ACTION POINT:** the ‘community engagement’ aspect of the SEDP to appear on the next FGB agenda
- The positional ‘Safeguarding’ email address has been set up
- The Pay committee and Head’s appraisal meetings have both been completed
- Governor visits – governors were reminded to record visits via the online form

Agenda

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

6. Head’s Report

Document circulated prior to meeting

CD briefly introduced the report and made the following observations/responses to queries:

- There were slight changes to the pupil movement statistics
- In answer to RW’s query about maximum nursery numbers, CD advised that the current full-time equivalent is 26, mornings only.
- CD commented that she continues to receive positive feedback about the behaviour of Long Furlong pupils, particularly Year 6 following recent offsite visits
- **ACTION POINT:** Governors to consider suggestions for speakers to lead collective worship (assemblies)
- With regard to the PPA role following Tash Smith’s resignation, CD advised that the role has been advertised, with a number of potential candidates looking round the school. In response to a question, CD further advised that there has been no contact from parents/carers expressing concerns
- With regard to staff absence statistics, CD and RS outlined the circumstances around absence for stress-related reasons. CK commented that the absence figures are in line with Office for National Statistics data. It was agreed that it is useful for governors to see anonymised ‘headline’ reasons for absence. AF enquired whether a record is kept of supply costs; CD confirmed that it is for

All

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teacher supply, but consideration must also be given to knock-on – and often unseen – costs such as additional workload placed on other staff

7. EYFS Compliance

CW, in her role as Early Years' lead, advised that the school is fully compliant with the EY framework; this includes areas such as staff ratios, risk assessments, suitable toilet arrangements for pupils.

8. Equality Duty (Annual Report) and Equality Objectives

Documents circulated prior to meeting

There were no proposed changes to the document 'Meeting the aims of the Equality Act 2018-19'.

Discussion took place around wording used in the objectives, especially around the 'protected characteristics', the need to ensure that 'sex' and 'gender' are used correctly in each instance, and that the listed protected characteristics reflect those used in current legislation. EK had asked NG, in her absence, to comment on the need to ensure that the objectives embrace all members of the school community.

Policy/plan – CD's amendments accepted, as proposed. NG suggested that a good understanding of less 'noticeable' characteristics, e.g. religion, be maintained.

All papers were approved, subject to agreed amendments.

9. Staffing Structure – review (confidential item)

Document circulated prior to meeting

As this item is deemed confidential, it is minuted separately.

10. Period 10 (January) budget monitoring report

Document circulated prior to meeting

NG thanked RS for the budget monitoring report, and comprehensive notes.

11. Schools Financial Value Standard

Document circulated prior to meeting

RS explained that she and NS had met to discuss the annual return; RS had input the raw data, and responses/comments were agreed to each question on the checklist. NS was satisfied, as a result of the responses, that resources are being managed effectively. The areas highlighted in the 'RAG' rating on the dashboard tab were addressed as follows:

- High level of classroom support staff – RS commented that Long Furlong has, for a long period of time, been keen to retain a Teaching Assistant assigned to each class throughout the school day. Financial restrictions have meant that this has been impossible more recently, with most class TAs being assigned to supporting a pupil with additional needs in their class in the afternoons
- Senior leaders as a percentage of workforce – RS highlighted that of the five members of staff on the Senior Leadership Team, three have not only full-time teaching commitments, but other responsibilities (e.g. phase leadership, and CW is also

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Deputy/SENDCo). This is not unusual in a school the size of Long Furlong

- Teacher contact ratio – RS commented that although it might appear that the teacher/pupil ratio is high, the metrics behind the analysis do not take into account that two part-time teachers provide PPA cover; they do not work in addition to class teachers.

12. Policies/Procedures

Document circulated prior to meeting

Peer/Peer abuse (OCC policy) – governors adopted the model policy.

13. Governors' Code of Conduct

Document circulated prior to meeting

Governors approved the updated code of conduct. **ACTION POINT:** all governors to confirm they have read and understood the code via GovernorHub.

Governors

14. Feedback from Strategy & Finance/Operational & People Management/Teaching, Learning & Pastoral committees

Operational & People Management – AF reported that discussions/actions planning had taken place around the staff engagement survey; at a follow up meeting in January, the need to embed the school vision – particularly amongst staff – was agreed. Suggestions had been made that it would be useful to undertake the survey annually to ascertain progress against planned actions.

Governors supported this, with the caveat that an annual survey does not always give change time to fully embed. It has been agreed that a committee member would seek staff feedback on the induction process. In response to an enquiry about whether staff exit interviews are carried out, CD responded that this is not routinely done. Governors suggested that this would be useful, with CK recommending that it be done independently. **ACTION POINT** (post-meeting): NG to contact Natasha Smith and offer an exit interview.

NG

Teaching, Learning & Pastoral – CK reported that the committee had received a comprehensive verbal report from the school's English Lead, Georgie Ellaby; questions about the subject matter of the report were answered by GE and CD. Discussions had taken place around a new Relationships and Sex Education policy (part of the new PSHE framework). Governors queried the formats in which assessment data is shared with them, with further discussion to take place; CD is to meet with EK and SC and share the 'Insight' tracking system with them. EK is to work with the Maths Lead, Jenny Steele, to see if there might be ways in which the practice of both can be informed.

Strategy & Finance – in NS's absence, NG reported that the committee had discussed budget and budget monitoring, Nursery pupil numbers (CD commented that these are currently increasing) and reviewed the charging/remissions policy.

Minutes of committee meetings can be accessed by all governors in the 'Documents' section of GovernorHub

15. Standing Items

- Governor Training – NG reminded governors of the usefulness of induction training (both RW and SC are booked to attend), and highlighted the free training opportunities, details of which are accessible via GovernorHub
- Governor visits – discussed earlier in this meeting
- FOLF – CD commented that FOLF continue to successfully plan and run a range of events which are both social, and great fundraisers!
- Nursery admissions – CD advised that current indications are that the Nursery class will be full (26 pupils) in the summer term
- Health and Safety – it was felt that there was insufficient time to discuss the write-off of the playground equipment. **ACTION POINT:** to be discussed at 6 March 2020 meeting of the Operational and People Management committee

Committee agenda

16. Any Other Business

None discussed.

DRAFT

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