



**Headteacher: Mrs Carol Dunne**

**MEETING OF FULL GOVERNING BODY  
THURSDAY 8<sup>th</sup> October 2020, 7:00 PM**

***Meeting held virtually via Zoom***

**Present:**

Carol Dunne (CD); Nicola Gladwell (NG) Chair; Catherine Kimber (CK); Clare Willetts (CW); Janice Markey (JM); Alan Ford (AF); Ed Cousins (EC); Hiranthi Herath (HH) Vice Chair; Scott Crawford (SC); Rachel Wright (RW), Natalie Sands (NS), Phil Cooke (PC), Ellie Kaye (EK), Graham Robinson (GR).

**In attendance:**

Nicole Brooks – OCC Clerk (NB), Adam Millgate (AM) Parent Governor w.e.f 15.10.20

**1 Apologies**

There were no apologies or absences. NG welcomed everyone including AM who will be a Parent Governor from next week and to NB the Clerk who has stepped in as emergency cover.

The meeting was quorate and started at 7.01pm

**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 9<sup>th</sup> July 2020 (virtually via Zoom); document circulated prior to meeting*

NG invited questions / feedback.

*Q: Can CD provide and update on the recruitment of 2 x SEN TA's?*

A: CD confirmed that one had been appointed and has started and she is holding interviews for the second vacancy tomorrow.

AF joined the meeting at 7.04pm

*Q: Staff well-being has been a concern, has this eased at all?*

A: CD advised that is hasn't, the staff are all working extremely hard to juggle the workload and remain focussed on new procedures / cleaning

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and keeping the bubbles separated. Many children then mix together outside of school and this adds to the stress. Staff have been working on supporting the SEND pupils in a different way. This has caused additional workload and at times been demoralising. Everyone will be encouraged to rest and relax over the half term. The governors have noted the extra pressure that the staff are under and asked CD to ensure that staff raise concerns early on if they are experiencing problems with their well-being. CD added that work on the Development Plan and appraisals have dates planned but to be aware that this may change. Her priority is to keep everyone safe. All staff had their flu jab today.

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

## 5 Succession planning

This is CK's last FGB meeting. NG thanked CK on behalf of the GB for all the work she has done for the school as a governor and as a parent. She has been a greatly valued and active member of the GB. CD expressed her thanks on behalf of the school. CK was the safeguarding governor and NG is stepping down as SEND governor so these roles need to be filled. HH is taking on the SEND governor role and EK will be the Safeguarding governor. NG thanked them both for taking these roles on.

NS joined the meeting at 7.10pm

CK was the Chair of the Teaching, Learning & Pastoral committee so a new Chair will be elected at the next meeting. NG reminded governors that this is her last year as Chair of Governors. She will be happy to support a new Chair in a handover during her last year as governor. She is happy to discuss the role if anyone is interested. Questions were invited. None were raised.

## 6 Draft school evaluation and development plan (SEDP) 2020-2023

a. **SEDP** – *document circulated prior to meeting.*

CD reported that the development plan is on a similar basis to last year and that a lot of work has been carried out over the year. There has been some good development and plenty of documentation to support this. There has been some in-depth review of the plan and success has been seen with the 'Rosenshine Principles' written by Tom Sherrington. Objective 1 - Maths mastery is in its second year now, there is progression with teaching skills and good support via the BBO Hub (Berks, Bucks and Oxon).

Objective 2 – Supporting children in the classroom. The staff have undergone CTM training, CD is working on how to get required support in for children who need it. There is some funding in the partnership to use for this. The RSE policy is underway.

Objective 3 – Community engagement – CD explained to the governors that she would need their support to work on this objective. There is a strong sense of community with FOLF events. CD is looking at new ways

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to conduct parent tours. She is proposed holding them on Saturdays and would like governors to be involved.

The governors discussed this – they agreed it would be nice to hold actual tours around school again. They would be booked in advance and staggered well apart. CD will consider some pre-recorded commentary but is not sure this could be done successfully. RW and EC volunteered to help.

The governors also discussed a virtual Q&A session for the whole school community providing information on the school year and more detail for your six pupils around SATs. It would be positive for parents to get to see the teachers.

NG also suggested an agenda item for the next FGB meeting to discuss community engagement.

Staff development is underway. Appraisals, coaching, peer support and environmental learning are on the current programme.

Questions were invited:

SC offered CD help / support with appraisals. CD noted this and thanked SC.

*Q: Can CD explain what outdoor learning involves?*

A: Making use of the environment around us. For example, using Forest School activities for creative writing and maths, being outside also has a holistic benefit for mental health and well-being. In addition, teaching about the environment and how to understand and care for it.

#### **b. Covid-19 response, including remote learning**

*Document circulated prior to meeting*

CD explained that the response document details what action / approach the school will take in different scenarios that could happen in the event of a Covid outbreak at school or a lockdown situation.

The DfE will advise CD what action she must take depending on the circumstances. Teachers are prepared for different home learning / online learning scenarios. The EY cohort will use Tapestry and Years 1-6 will use the shared folders / online programmes and Zoom meetings.

Following feedback from the lockdown period CD has been putting systems in place to ensure that parents submitting work and teachers responding promptly all works smoothly.

There is a provisional rota in place, some work will be available immediately and other work may take a day or two to get loaded.

AF reported that he had received a number of negative reports on the home learning received during lockdown.

CD had also received some of these reports and was working on improving this in future. She added that she had received a lot of positive feedback too.

AF did not have a positive experience for his children's home learning and that it wasn't a universally positive experience for parents.

CD asked for AF and other governors to direct their feedback to her so that she can be aware and be in a position to act on it.

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Live lessons are not going to be offered. They are difficult to deliver effectively and ensure quality of teaching, they are not mandatory. There was a discussion on the school offer.

The delivery of the communication to parents over what the school offers and reasons why will need to be clear and providing the right tone. There is differing opinion over live lessons and a certain expectation of consistent quality across the year groups. Some parents may feel that the school is doing the minimum requirement if this is not worded correctly.

CD disputed they offer the minimum, the teaching staff have put in a lot of hours and effort to try and get the right balance of teaching in school and online learning.

EK stated that live lessons for older pupils are more effective (i.e. secondary school). Year 6 pupils may benefit from this rather than younger year groups. It very much depends on the cohort.

*Q: How is feedback given to Long Furlong pupils?*

A: Feedback is via email.

CD considered Google Classroom but didn't feel it would work for them. A new system is in line to be rolled out at the school and she did not want to put the staff through training on another system in addition to the extra workload.

PC commented that there is not a straight cut solution to this. There are pros and cons to live lessons.

CD stated that the school has listened to feedback and their offer has progressed and evolved. She believes it to be clear, accessible with good opportunity for feedback. It will be different if the home learning situation arises again. She will also encourage parents to talk to their class teacher in the first instance to get any issues resolved as early as possible. She is happy to discuss this with AF at a later date if this would be useful.

RW believes that parent expectations of home learning may now be higher if there is a local lockdown.

CD stated that she attends a HT meeting weekly and they share a lot of information and ideas on what each school is offering.

No further questions were asked.

## **7 SEND information report**

*Document circulated prior to meeting*

CW reported. Some areas of the report do not have as much information as normal due to lockdown. The interventions used still show good progress though. Support for SEND pupils was still carried out through lockdown. Monitoring visits are not currently happening so CW is relying on feedback instead.

It has been noted that ELSA referrals have increased recently.

*Q: How will the school still use RALF readers if at all?*

A: The school cannot have visitors, so they are not able to have the readers in school. They are thinking of alternative interventions. CD has bought a computer-based literacy support package to use.

CW is using networking to learn what other schools are doing and to share good practice.

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*Q: Could RALF readers carry out Zoom sessions?*

A: Possibly with comprehension activities, but the sessions are most effective face to face building a relationship with the child.

CD pointed out that CW has done a great job during these difficult months and managed to provide support for pupils and find a space for this to be done. The focus has been on quality of teaching and building relationships.

*Q: Could the school have a mobile unit in the playground to use as additional space?*

A: Safeguarding and Covid measures are the barriers. There are restrictions on children moving around the school. Some sessions are held outdoors, weather permitting. CD is considering options but many are not workable.

CW added that there are still a number of EHCP applications overdue. She is chasing them. She has had to submit funding applications ahead of the outcomes as they need the money to provide support.

## **8 SEND policy**

*Policy circulated prior to the meeting*

CW advised that there have been some changes to the wording but no statutory updates.

Pupil passports have been updated and improved. Roll out has been to their high need pupils and the new pupils to school. The remaining pupils will be using them after half term.

There were no questions or feedback.

The policy was approved.

## **9 Feedback on induction process**

AF reported. Two recently recruited teachers were asked for feedback on their induction experience. Both gave positive responses and demonstrates a school and leadership team to be proud of. The positive experience started from the interview process and the new teachers reported school values, kindness and support as highlights.

The only areas for an improvement were some issues with year 4 laptops and that there has not been much opportunity to receive feedback (maybe this is due to Covid situation).

CD added that in a school it can take a full school year to experience the full cycle for induction. Observations and staff room interactions have been affected due to Covid but will address the opportunity for feedback.

NG suggested having another catch up session with the teachers to continue the process (in two meetings time). AF agreed.

*Q: Reflecting on how new staff integrate with others, how many staff are in school and how does the school manage staff room allocation if only 6 are able to use it at a time?*

A: There are a total of 29 staff but not all of them are in every day. There are staggered break times so that all staff can access the room at different times.

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**10 OCC Safeguarding audit**

*Document circulated prior to meeting*

CD reported. This is the 2<sup>nd</sup> year of using the online system. The document is still being updated and EK has been a great help completing some of the gaps. Thanks to EK.

*Q: Re point 2.6 on contractors – does CD have the information to answer this question yet?*

A: CD has asked Dolce (the catering company) the relevant questions but has not received an answer yet. She could confirm that they have a safeguarding statement and they have safeguarding procedures in place.

*Q: During a governor walk around there was a query raised about security with the kitchen doorway. Has this been resolved?*

A: CD believed it had but EK will be conducting a safeguarding walkaround next week and will check this as part of her visit.

CD added that there are lots of different Dolce staff on site, but she does inform all of the staff who they are.

*Q: Some governors have noticed that doorways are open (Badger Club and by reception) and are concerned this is a security risk.*

A: CD will check Badgers Club, but stated the doors are kept open during the school day due to Covid measures for ventilation and reduction in touching handles. Staff are always in those rooms.

EK reported that she has attended Governor safeguarding training and safer recruitment training. A couple of points raised were:

All governors should have annual refresher training on safeguarding

All governors should be familiar with Keeping Children Safe in Education (KCSIE) and confirm that they have read this. Safeguarding is everyone’s responsibility.

The governors discussed this and agreed to discuss KCSIE and go through key points at the next FGB meeting.

**Action: KCSIE as an agenda item at next FGB (Clerk)**

Clerk

**11 Safeguarding policy**

*Document circulated prior to meeting*

The school has used the Oxfordshire County Council (OCC) model template.

OCC have advised CD that they are writing the Use of Photographic Image/ Videos guidance this week and the school will have this next week.

*Q: Is there a Covid safeguarding policy?*

A: CD did have one during lockdown, but since schools have re-opened it is no longer required.

EK will check on this as she believes that it is a requirement.

**The Safeguarding policy was approved by the GB.**

**Action: Renew KCSIE declaration page on Gov Hub (Clerk)**

Clerk

**Action: Confirm if a Covid safeguarding policy is required (EK)**

EK

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**12 Appointment of pay committee and HT appraisal sub-committee**

The following governors were appointed to the pay committee:  
PC, EC, CD and NS.

The next meeting is at 1.30pm on Monday 12<sup>th</sup> October. NS will take the minutes.

The following governors were appointed to the HT appraisal committee:  
AF, HH and SC.

**13 Policies / Procedures**

*Document circulated prior to meeting*

**Covid-19 risk assessment**

CD reiterated that doors are always open for ventilation and to avoid touching door handles.

*Q: The document mentions anti-viral wipes only – are anti-bacterial wipes used also?*

A: Yes, both are used. What is bought depends on price and availability at the time as this has differed greatly over recent months.

*Q: Have any skin problems been reported due to use of cleaning products / hand sanitiser?*

A: One child has reported sore hands. CD is not sure if it is soap or sanitiser, but they are looking into it. If a child has eczema this can cause problems.

*Q: The school was allocated 10 x Covid testing kits. Can CD order more if needed?*

A: CD stated she could, but it is a long process to go through. They have used one test kit so far. Families are able to access a test if needed, even if it takes them a while. So far 20 children have been tested.

*Q: Does the school receive guidance / advice around cleaning?*

A: The school receives lots of email updates and there is a DfE helpline to call.

CK stated that evidence is emerging that surface transmission is less than previously thought and could be downgraded.

*Q: With the staggered start times are many children arriving early and hanging around outside of school (outside the community centre)?*

A: A small number of pupils have been identified and CD has spoken with the parents to stop this happening. There is a safeguarding concern with some children waiting on their own. The governors discussed this and sought clarification on responsibilities and how the school should respond. Once the pupil is on the school grounds, the school is responsible. If they are waiting on their own outside of the school grounds the parents are responsible. If a situation comes to light then CD will have a conversation with the parents and, if necessary, a referral to the MASH team would be made.

Ofsted have started to visit schools again. It is not a normal inspection though. They will meet with the HT, go through safeguarding paperwork and a wider conversation. The classroom observations won't happen at this time.

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Health & Safety Executive (HSE) – are phoning schools and asking a set of questions. They are going through the risk assessment and making sure that the school is able to implement all safety measures required.

#### 14 Standing Items

- Governor Training – Induction training via OCC Governor Services should be attended by new governors. ALL  
**Safeguarding training** to be carried out at the next FGB  
**Prevent training** – all governors should do this e-learning training. EK has already completed hers – it is free of charge to do. ALL  
**Action: Governors complete Prevent training online.** ALL  
The school has signed up to Better Governor training for governors to use. The weblink is [www.bettermgovernor.co.uk](http://www.bettermgovernor.co.uk) ALL
- Governor visits – EK is carrying out a safeguarding visit and a H&S visit at school next week.  
HH and CW met last week for a SEND governor visit.  
NG has met with CD and had a number of phone calls since the last meeting.
- FOLF – The AGM took place via Zoom. It wasn't very well attended. Could have been due to timing.
- Nursery admissions – CD reported good numbers. 17 on roll now and increasing to 18 after half term. In January they will be at capacity and maybe even oversubscribed. There are 14 predicted for next Autumn. The governors will need to keep an eye on numbers.
- Health and Safety – There have been several reports in the Abingdon area of strangers outside of school approaching children. CD has been notified and the incidences appear to be isolated, however, it is important to be vigilant and educate the children and parents about stranger danger without causing panic and alarm to everyone. CD is sharing information appropriately and has sought advice from the police. NS has noticed an increased police presence locally.

#### 15 Any Other Business

*Q: Is there any update on the change of cleaning company?* The governors agreed remotely to switch to another cleaning firm. The existing cleaners were not meeting required standards. Due to the urgency of the matter and lack of options available, they agreed to use a company based on references from other schools who contract them rather than going through the normal process.

*A:* CD reported that the new firm (Proclean) will be starting from 2<sup>nd</sup> November.

The governors all send their best wishes to Rose-Marie (Clerk and Business Manager) for a full and speedy recovery. A gift will be sent to her.

Thanks and good-bye to CK, thanks to AM for joining the meeting tonight and thanks to the clerk for stepping in.

*Meeting ended 8.57pm*

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