



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY TUESDAY 9th FEBRUARY 2021, 7:00 PM

Meeting held virtually via Zoom

Present:

Carol Dunne (CD); Nicola Gladwell (NG); Adam Millgate (AM) Chair ; Clare Willetts (CW); Janice Markey (JM); Alan Ford (AF); 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), Rose-Marie Smith - School Business Manager (RMS)

1 Apologies

There were no apologies. JM will need to leave the meeting early.

Absences: There were no apologies received from EC.

The meeting was quorate and started at 7.08pm

CD apologised to the governors as there were some issues with the meeting weblink. In addition, KCSIE was supposed to be on the agenda this evening but it has been missed. It will be carried forward to the next meeting.

RW joined the meeting at 7.13pm

2 Election of Chair and Vice Chair

The clerk took this agenda item. AM was nominated for Chair. He left the room and governors elected him to Chair of the Governing Body for a 12 month term.

HH was nominated for Vice Chair. She left the room and Governors elected her to Vice-chair of the Governing Body for a 12 month term.

3 Declaration of pecuniary interest in any agenda item

None declared.

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4 Items for any other business

SC would like an update on some recent data breaches. CD will update under AOB.

5 Minutes of previous meeting/matters arising

Meeting held 8th October 2020 (virtually via Zoom); document circulated prior to meeting

- 1. Action: KCSIE will be c/f to the next meeting.**
- 2. Governors were reminded to complete the KCSIE declaration on Gov Hub if they haven't done so.
- 3. Covid-19 Safeguarding policy – EK was going to find out if a Covid-19 Safeguarding policy is required. EK reported back that she could not find a definitive answer but believes it would be good practice to have one. CD confirmed that Long Furlong still has the original Covid-19 policy in place, but it is the current Safeguarding policy that has references to Covid-19 guidance and procedures and has the required longevity and ability to cover all circumstances. It was agreed to keep the policy as it is.
- 4. Action: There were two corrections to be made to NS and AM's initials. The Clerk will amend these.**
- 5. Action: Prevent online training – If you haven't completed this training please do so before the next FGB meeting.**

Clerk

Clerk

ALL

EK

Action: EK to provide AM with the safeguarding email address

The minutes were approved as an accurate record of the meeting. The clerk will make the amendments as noted and AM will sign the minutes to be filed at the school.

6 Headteacher's report

Report circulated prior to the meeting

CD advised the GB that the number of pupils on roll is now 226. She ran through headlines of the report and drew attention to: Behaviour and attitude – despite reports that other schools have reported a downturn, this has been very positive at Long Furlong School. Attendance last term was very good. There was only 1 persistent absence to deal with.

Safeguarding – The DSL's now hold a termly meeting.

There is an adjustment to the PE funding. The correct amount is £17,750. Some of this money has been spent on new outdoor play equipment.

CD attended the OCC briefing. The DfE have been challenging schools as to why they haven't been offering places to key worker children and vulnerable children during lockdown. CD confirmed that Long Furlong have been offering places to those children.

Statistics from the briefing read that 77 primary schools in Oxfordshire (Long Furlong being one of them) have not reported one positive case of Covid-19. There have been 43 staff tested positive in the County to date. Cases are decreasing.

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Pupil premium data will now be taken from the October census date, not the January date that it is normally taken from.

A third of laptops received from the DfE have been loaned out to pupils in addition to others donated to the school that we have had refurbished. More laptops are expected to be received from the DfE. Lateral flow testing in school has been rolled out. Everyone is responding to this positively.

Nursery provision – some nursery pupils are attending school, but the uncertainty about funding isn't fully resolved.

The DfE has updated that Free School Meals funding will continue to Friday 5th March 2021.

Interviews are taking place this Friday for Early Years TA vacancy.

AM invited questions / feedback. There were no questions.

The governors thanked CD for a comprehensive report. RW commented on the changes made to the online / virtual learning package have been well received and it is much more positive. A parent has feedback to RW praising what the school is offering.

7 **Early Years compliance**

CW confirmed that the school is compliant with Early Years requirements. CW advised the GB that a new statutory framework will be in place from September; she will put together a briefing for governors at the next FGB meeting on 29th April.

CW

Action: EY Framework briefing at the next FGB meeting (CW)

8 **Committee meeting feedback (Autumn term)**

Documents circulated prior to meeting

Teaching, Learning and Pastoral committee

SC feedback to the GB. Meeting held on 21st January. SC was elected as Chair.

- The committee received an update on curriculum development. Curriculum leaders are continuing with their subject and making progress. There will be some delays due to school closure.
- Progress is being made on the RSE policy.
- The Online safety and social media policy was ratified.
- Catch up plan was discussed. The school will have £16K for specific interventions for pupils to catch up.
- Staff welfare was discussed. The team are exhausted but carrying on. SC sent a communication to staff on the back of that discussion. This has been shared with governors.
- Lots of live lessons are being delivered during this lockdown and there has been good engagement with this.

No questions.

Progress data discussion will be held this term.

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Operational and People Management committee

AF reported. Meeting was held on 15th October. AF was elected as Chair.

- Year end reviews for support staff have been carried out. CPD opportunities were being identified.
- Health and Safety policies were ratified. Just need to keep an eye on changes that may be required with Covid situation.
- There was a discussion on a data breach. SC is now being kept in the loop with communications.
- Pay policy / Staff appraisal / data protection / staff development and accessibility policies were reviewed and approved.

No questions.

Finance committee

NS reported. Meeting held on 15th October. NS was elected as Chair.

- The budget report had been supplied by OCC and was received on the day of the meeting so there was not much time to scrutinise prior to the meeting.
- CD gave an overview that up-to-date reports have now been received and this will be reported on tonight. Some savings have been made with school closure, but Covid related costs are still high.
- Charging and remissions policy and Disposal of assets policy was reviewed and approved.
- There was a discussion concerning Dolce the catering company. They are trying to protect their income and had given the school some options that were being considered. It was agreed that CD would explore what other schools were doing but the governors also agreed in principle to take up the option that would involve them paying a levy as the school was not going to provide hampers.

No questions.

9 Equality Duty, Annual report

Policy circulated prior to the meeting

CD drew attention to point 2 on the report which is highlighted. She explained that they will support victims of discrimination and this includes educating the aggressor(s) to not repeat this behaviour. This is to rehabilitate, not use sanctions alone.

Questions were invited.

No questions raised. Governors approved the report including point number 2.

10 Financial report

Budget reports and SFVS were circulated prior to the meeting

(a) NS reported that the budget sheet has been reviewed. An underspend of approximately £10K is still being forecast. She drew attention to the potential expenditure on PPE and how this could eat into the underspend.

Q: *Is an underspend still a likely prospect?*

A: RMS replied. They hope to keep the underspend as it is, but it is too early to tell and the Covid situation makes it too unpredictable to say. It is

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unlikely that the school can claim any expenditure back from DfE now, even if there is a positive case confirmed at school. The governors thanked RMS for getting back up to speed with the financial reports again.

(b) SFVS – RMS reported. This is a national requirement each year. This year the deadline has been extended to submit in May. Governors need to have oversight of this report and to sign off on it. It is to make sure that the correct financial standards are in place and best value is being achieved.

Section F does have some boxes that are highlighted in red. NS is looking at these.

Q: Are the red areas the same ones as previous years?

A: RMS confirmed they were.

Q: If an area is flagged as red, what happens?

A: RMS explained that the school tries to address the reasons why. This year, school closure has impacted on certain areas.

The governors need to be aware of this so that they can challenge the school and know what is going on financially.

11 **Complaints procedure review**

NG reported. The complaints procedure was reviewed following the last complaint that the school had. It is a very standard approach and reflective of DfE guidance. Just need to clarify any points that are not clear.

CD wondered if the response time deadlines could be considered. Most complaints seem to be received on a Thursday / Friday or just before a school holiday break. This can create pressure on dealing with responses. There was a short discussion. The guidance states 5 days to respond. The procedure needs to ensure the policy states '5 working days' and that school holidays are not included in this. As long as a response is given then a discussion can be held with the complainant if more time is needed to investigate. Maintaining communications in these situations is important.

CD stated that a complainant may not agree to an extension.

The governors agreed that the timeline should be kept. It is in everyone's interest to deal with complaints in a timely fashion but not to rush it. Complaints have always been handled within deadlines previously.

Q: There is nothing in the procedure about informing the person who has been complained about. Is this correct?

A: It depends what stage the complaint is at. It is not a requirement in the guidance, but is it good practice to do so. Usually the Headteacher would feed back to the complainees at stage 1 so it wouldn't be neglected.

This document is published on the website.

Decision made to keep the complaints procedure as it is.

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12 Staffing structure review

Document circulated prior to meeting

CD explained the staff structure document. The only caveat with this structure is the staffing requirement for SEND provision. This is dependent on how many SEND pupils are at the school.

CD is mindful of the budget and getting the right balance of SLT for the size of the school.

Q: Re: midday supervisors. Can CD explain the 6 MDS and 1 MDS?

A: CD explained that 6 of those midday supervisors are also TA's. Only 1 midday supervisor is solely employed in that role.

It was agreed to change the wording to explain this more clearly.

JM left the meeting at 8pm. The meeting was still quorate

Q: Is the 24 hours p/w of school admin time sufficient?

A: The administrator has been working some overtime recently. CD will most likely review these hours in the future.

No further questions were asked.

13 Standing items

- Governor Training –Safeguarding training to be carried out at the next FGB

Action: CD to send out a power point presentation in advance of the next FGB meeting

CD

Prevent training – to be completed by all governors

Action: Governors complete Prevent training online.

ALL

- Governor visits –

- i. EK carried out a walk around visit on 16th October. A report was submitted to CD and NG.
- ii. EK will contact CD to book in another safeguarding visit.
- iii. HH and CW are organising a virtual SEND monitoring meeting.

- FOLF met last night. The discussion was mostly around ideas for events / activities to remain connected with families. Any ideas are welcome.
- Nursery admissions – This was covered earlier under the HT report.
- Health and Safety – This was covered within the HT report. NS would normally meet with RMS to discuss and prepare for the H&S annual inspection. RMS confirmed this won't happen now until the summer term.

14 Any Other Business

- 1) Two x data breaches have occurred and one investigation that was not a breach. They have been investigated and dealt with appropriately:
 - One external breach notified by the contractor for the school messaging system (parent mobile phone numbers and messages were affected). The contractor reported it to the ICO and measures are in place to prevent this happening again. RMS contacted the parents to advise them.

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- An internal breach by a member of staff who accidentally sent a number of pupil's first names to another OCC school's office email address. CD has had a discussion with the staff member on how to prevent this happening again.
 - One case of a pupil reading record being mislaid. Initially it was thought that a staff member had left it at their house, but it was found that the pupil had left it at school. This was not a data breach.
- 2) CD advised the governors that a new date for parent consultation of the RSE policy has been set for February 23rd at 5.30pm. Governors would be welcome to attend. SC confirmed that he will attend this.
 - 3) As NG has stepped down as Chair of Governors this year, CD wanted to extend her thanks to NG for her support as Chair and for all the time and effort she has put in to support the school and staff. NG responded that it has been an honour. She will remain as a governor for another year.
 - 4) PC has noticed his term of office ends in March. What will happen at this point?
A: RMS is aware of this and that GR's term of office also expires soon. She will be in touch with both about standing for another term if they are interested.

There is still one vacancy for a Co-opted governor. No success yet with recruitment. The school is registered with Inspiring Governance. If any governors can recommend anyone then please do so.

Meeting ended 8.27pm

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