



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY THURSDAY 20TH OCTOBER 2022, 7:15 PM

Meeting held in school

Present:

Carol Dunne (CD); Adam Millgate (AM – Chair); Clare Willetts (CW); Alan Ford (AF); Hiranthi Herath (HH – Vice Chair); Graham Robinson (GR); Ellie Kaye (EK); Tom Jones (TJ); Phil Cooke (PC); Rachel Wright (RW); Natalie Sands (NS)

In attendance:

Rose-Marie Smith (RS – clerk)

Text in blue indicates governor questions/challenge

1. Apologies

Received and accepted from Scott Crawford (SC) and Ramon Luengo-Fernandez.

The meeting was quorate.

2. Declaration of pecuniary interest in any agenda item

None declared.

3. Minutes of previous meeting/matters arising

Meeting held 7th July 2022. Document circulated prior to meeting

- Safeguarding training for governors – a session had recently been held, attended by some governors. **ACTION POINT:** RS to check training records in GovernorHub and liaise with CD/AM
- Staff voice – **ACTION POINT:** CW to set up and share Doodlepoll with all governors to identify date/time in November 2022
- Governing board self-assessment – item 7 on the agenda of this meeting
- 'Action points' document – created, and shared via GovernorHub
- 2-factor authentication discussed by AM/123ICT consultant
- Boiler – OCC completed a feasibility study; school not yet advised of installation date. **ACTION POINT:** CD to follow up with OCC Property Services

RS

CW

CD

Signed:Date:.....

Page 1 of 6

Minutes prepared: 21.10.22.

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

4. Draft SEDP

Documents circulated prior to meeting

- CD highlighted that, compared to the 2021-22 SEDP, the number of action points has been reduced from six to three. [In response to a question from PC as to the reason for this](#), CD advised that a 'broader umbrella' approach has been taken
- Targeted programmes (school-led tutoring) – on the advice of the School Improvement Adviser, plans are being put in place to offer sessions for specific pupils, led by an existing member of staff
- [EK commented that the 'Wider Strategies' heading in the SDP appears quite broad](#). CD advised that it is important to put the focus on teaching and learning, but the action points are not ranked by importance. PC added that the strategies can be considered wider, but foundational

Self-evaluation form (SEF):

- CD asked governors to bear in mind that this will always be an evolving document, as a result of ongoing changes in school
- [RW asked if the SEF is shared more widely](#). CD advised that because of the potentially sensitive nature of some of the information contained within the SEF, it is not shared widely – only with governors, school improvement advisers and Ofsted
- CD commented that the 'Leadership & Management' heading includes governance
- [EK suggested that a comment be included in that section highlighting the passion and drive of leaders, and the whole staff team](#)

CD advised that she had today received the school's annual IDSR (Inspection Data Summary Report). *[Clerk's note: this is a web-based page showing data for Ofsted inspectors to use when preparing for and during inspection.]* Although there is not much of significance to note (most lines state 'in line with national'), it shows that the school's pupil demographic shows 'English as an Additional Language' being above the national average, and twelve of seventeen ethnic groups for whom data is gathered being represented.

Head's Report:

- CD/CW explained the benefits of having a therapy dog visit selected pupils in school. [PC enquired whether this activity will be risk assessed](#); CD advised that risk assessments around a variety of scenarios will be in place
- [AF enquired about the current situation around staff recruitment](#); CD advised that it remains a challenge, particularly the impact on CW and the Reception class. There is also an impact on staff (and

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Page 2 of 6

Minutes prepared: 21.10.22.

governors) involved in the administration of the recruitment process, as it can be very time-consuming. Two additional Midday Supervisors have been appointed, and the lead Midday Supervisor has made a strong start in the role. TJ enquired whether recruitment is difficult throughout Oxfordshire; CD confirmed that this is the case, and nationally. CD advised that a 'job fair' had taken place in school this week, with potential applicants for support staff vacancies invited to visit, tour the school and meet staff; she thanked EK and HH for their support with this event. RW enquired whether the possibility of forming links with training providers such as local colleges had been considered; CD advised that links are in place, but it is paramount that those appointed have the necessary qualifications and skills. EK raised the possibility of using agency staff; CD replied that enquiries have been made, but agencies are experiencing similar difficulties in attracting suitable staff. TJ asked what will happen if appointments cannot be made; CD advised that efforts will continue; it may be that 'on the job' training is necessary for the Higher Level TA role. TJ further asked if PGCE students could fill gaps; CD explained that this could not be part of their remit whilst undergoing initial teacher training. AF asked about the possibility of moving existing support staff within school; CD advised that only one member of support staff has the qualification for the HLTA role, and is already doing an excellent job in this capacity, and that a very particular aptitude is required to successfully support pupils in Early Years classes. CD informed governors that the School Administrator has resigned after a relatively short time in post; the role has been advertised. TJ suggested it might be useful to ask those who express an interest in any vacancy but ultimately do not apply what influenced their decision.

5. SEND Annual Report to Governors 2021-22

Document circulated prior to meeting

CW advised that in future, she plans to seek the input of parents with children on the SEND register for input into the report; this will be done through the parental SEND group.

CW stressed the importance of curriculum subject leaders having awareness of SEND provision in their subject.

PC asked how the progress of pupils on the SEND register is monitored.

CW advised that their 'Pupil Passports' are updated three times each year, a process that she – as SENCo – oversees. CD also discusses progress of all pupils with their teacher on a termly basis. CW further advised that circumstances have prevented her being able to carry out learning walks and 'book looks', but hopes to resume this shortly.

In response to a question about how the success of intervention schemes are monitored, CW signposted those present to a section of the report

which highlights cost versus impact; if an intervention is having low impact, it is likely to be discontinued, particularly if high cost.

CW observed that Pupil Passports and provision mapping are strengths in the school; [AM suggested that this be added to the SEF](#).

CW advised that the Abingdon Partnership has contracted Garry Freeman, a SEND Consultant, to lead work with schools around partnering with the Local Authority as effectively as possible.

6. Safeguarding Annual Report 2021-22

Document circulated prior to meeting

ACTION POINT: see item 3 above.

- CD advised that the number of MASH (Multi-Agency Safeguarding Hub) listed does not include those where another organisation has made the referral and Long Furlong becomes involved
- [RW enquired whether it is a requirement to have a mental health lead](#); CD required that it would be preferable, but not a requirement – CW currently carries out much of the role, and would like to undertake training when staffing challenges in Reception are resolved
- CD advised that safeguarding is now a standing item on the agenda for TA meetings
- CD informed governors that the school will now be using the CPOMS online system to record and report on safeguarding issues. [EK enquired whether historic files will be transferred to CPOMS](#); CD advised that only 'live' cases will be added to the system. She assured governors that discussion about safeguarding will continue to be encouraged; there will not be a culture of online reporting only. The CPOMS system is electronically linked to the school's MIS (Arbor) to ensure up to date and accurate pupil/parent data. Staff will be able to use mobile devices to report concerns. [NS opened a conversation about the data protection considerations of using personal devices](#); [PC enquired about risk assessments and how staff access will be managed particularly when they leave the school](#). CD assured governors that appropriate measures will be in place when the system goes live.

7. Effectiveness of Board: self-assessment

AM suggested that the board use the GovernorHub healthcheck tool, consisting of fourteen questions linked to the Ofsted framework; those present agreed. **ACTION POINT:** AM to create form and share with governors for responses.

AM

8. P06 (September 2022) Budget Monitoring Report

Document circulated prior to meeting

CD advised that the budget monitoring had been carried out by the school's new SBM, Emma Fox, working with the Local Authority Finance Officer (Matthew Wright).

Signed:Date:.....

Page 4 of 6

Minutes prepared: 21.10.22.

- CD commented that, as always, supply expenditure (E02 and E26) is a potential source of concern; releasing staff to work with external advisers was not factored in to the 2022-25 budget, as not introduced until after the budget set. [In response to an enquiry from TJ as to possible solutions to the issue](#), CD suggested that money may have to be transferred from other areas
- [NS enquired how uptake of application for free school meals/Pupil Premium is encouraged](#); CD advised that a number of techniques are utilised, including targeted approaches handled with appropriate sensitivity
- [CW queried the variance in expenditure at E25 \(Catering Supplies\)](#). **ACTION POINT:** CD to investigate and report back to governors

CD

9. Policies/Procedures

Documents circulated prior to meeting

- **9.1 Disciplinary procedure** (OCC document) – [AF asked if the document is useful](#); CD advised that it is, and schools have the security of knowing it has union backing, as they are consulted by OCC when the document is put together. [TJ enquired if any changes are required to make it school-specific](#); CD replied that this is not necessary – or advisable. [NS asked if Carol has had to use the policy at Long Furlong](#); CD advised that she has referred to it, but has not had to follow any of the processes contained therein. The policy was adopted as presented.
- **9.2 Health & Safety policies** – parts 1, 2 and 3 are OCC documents, and presented to governors for information. Part 4 is school-specific. **ACTION POINT:** CD to move items highlighted in yellow to be SBM responsibilities. The policy was approved.
- **9.3 Safeguarding policy** (OCC document) – governors commented on the policy being somewhat difficult to read; the policy was adopted as presented
- **9.4 SEND policy** – CW advised that the policy has been reviewed and is unchanged since presented to governors a year ago; the policy was approved.

CD

10. Standing items

- Housing Development – GR advised that to his knowledge, around 50 houses are occupied on Kingsgate, and 20+ in Abbey Fields. CD advised that the school has welcomed its first family from the new development. Discussion took place around the potential new Primary school on the development. **ACTION POINT:** CD to contact OCC to obtain update in this respect
- Training – RW commented on how nice it was to do joint training with school and Badger Club staff

CD

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Page 5 of 6

Minutes prepared: 21.10.22.

- Governor visits – AM has met twice with CD; HH has carried out a number of recruitment interviews (alongside CD and CW); HH and EK supported the recruitment fair. TJ enquired about the process for carrying out governor visits; CD suggested he contact her to arrange a mutually convenient date
- FOLF – see Head’s Report
- Nursery Admissions - see Head’s Report
- Health & Safety - see Head’s Report. **ACTION POINT:** NS to arrange visit
- Successes and Celebrations – class open sessions for parents/carers; Music Flood; cross-country competition; Ben Miller author talk; choir has been re-formed; a pupil has won Oxfordshire’s Young Activist of the Year award. PC expressed thanks on behalf of Abingdon Food Bank for the particularly generous level of donations at harvest festival.

NS

11. Any Other Business

- CD reported two data breaches; both are instances where emails were sent in error to the wrong recipient
- Long Furlong is receiving support from three Local Authority advisers: Matt Blyton (School Improvement); Kate McGill (Maths) and Vicky Clarke (English). RW asked whether this is because there are concerns; CD advised that it is a pre-emptive action to support the school in being a ‘strong Good’ in its next Ofsted inspection. AM commented that there is the potential for governance support, with Matt Blyton planning to attend the next full governing board meeting via Zoom
- CD advised that she has been undergoing training to become an Ofsted inspector
- **ACTION POINT:** AM reminded governors to let him know their general availability in the event of an Ofsted inspection. TJ expressed concern at his lack of knowledge of the process and asked if a briefing session might be possible. **ACTION POINT:** CD to organise.

AM

CD