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Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY
THURSDAY 9TH FEBRUARY 2023, 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) Ramon Luengo-Fernandez.(RL)

In attendance:

Emma Fox (EF – School Business Manager) and Rachel Caseby (RC -Schools Governor Services

Text in blue indicates governor questions/challenge

1. Apologies

Received and accepted from:
Rose- Marie Smith - Clerk
Eleanor Kaye
Scott Crawford

The meeting was quorate.

2. Declaration of pecuniary interest in any agenda item

None declared.

Signed: .....

Date: 27/4/23.....

Page 1 of 8

Minutes prepared: 20.02.23.

3. Election of Chair/ Vice- Chair

The Chair proposed that the current election period should run for 18 months until September 2024; with the next election to take place for a term of one year.

This was **agreed**.

4. Minutes from Previous meeting/Matters arising

Meeting held 20th October 2022

Document circulated prior to meeting.

The minutes were **agreed**.

Boiler update: CD advised that county has postponed work on the boiler until the summer.

Governor/Staff Meeting: The Committee agreed that the meeting with staff in December was useful.

Action: TJ to circulate notes from the meeting and complete a report.

TJ

Ofsted Workshop:

TJ attended an Ofsted workshop and feedback that the number of Governors involved with an Ofsted inspection should be no more than 3 to allow conversations to be focused. There is an updated IDSR available.

Action: Chair to collate Governor's availability.

AM

Recruitment Workshop: [TJ asked for an update following the Recruitment workshop in September](#)

CD advised that there were attendees at the workshop that expressed an interest but did not apply for a position. Potential candidates often withdrawn due to salary and hours. The Chair shared feedback he had received via email.

5. Governor Services Feedback

RC introduced herself as a Governor Services Officer working for county within the school improvement team. She explained that Long Furlong (LF) is receiving strategy support within the local authority with meetings focussed on the following:

- Safeguarding
- Quality of teaching around the curriculum for English and Maths
- Increasing the leadership capacity within the team (subject leaders)

She described previous meetings as being positive, with school currently being assessed as a 'wobbly' good.

Signed: 

Date: 27/4/23

Page 2 of 8

RC had met with the Chair prior to the meeting to look at how LF's Governing Board is currently organised and advised that the constitution should be looked at annually, with a minimum number of 7 full GB meetings per year (9 being a reasonable number for a school of LF's size).

The traditional model currently used (15 meetings, with an additional 1-2 additional pay committee meeting per year) provides a heavy workload for the Head and staff whereas a circular approach means that the Head provides one verbal and one written report per year which prompts discussion. It allows all Governors to attend every meeting (9, two hour focussed meetings per year) with a lead Governor to head the discussion for specific Agenda items; linked to the monitoring schedule. The purpose of fewer meetings is to use them as a platform to work through prepared questions and this approach reduces the gap between meetings and increases Governor capacity.

PC asked if there are other models and how are the success is measured.

RC confirmed that the Traditional and Circular models are the most common GB models and success is measured via the Ofsted rating.

RW questioned whether the circular model reduces discussion.

RC explained that there is an expectation that all papers and documentation have been read prior to the meeting, with the prepare questions, prompting discussion.

Action: Chair to circulate paper for the next meeting

Chair

PC asked what makes county think that LF is in a strong position to become a 'solid good'.

RC advised that Matt Blyton report is positive, and she felt that Chair has a good hand on Governance.

6. Heads Report/ SENP

Document circulated prior to meeting.

CD started by highlighting the positive recruitment of a HLTA and School Administrator.

There is still a challenge around staff absence, alongside a lack of supply teachers; with CD being in a position of needing to provide teaching cover for 2.5 days that week alone.

AF questioned if we have an absence challenge and if we need to look at resilience, for example fewer TA's and a floating teacher.

TJ reiterated the question of money in the budget for a floating teacher.

Signed: 

Date: 27/4/23

Page 3 of 8

NS confirmed that financially, this provision is currently not feasible.

CD explained that the absence figures are heavier due to having a member of staff on long term absence (now retired) and explained that if any member of staff meets the trigger of more than 7 days absence, she meets with for them. CW has previously led a session on TA deployment.

NS asked if we can compare the absence figures to the same period as last year. **Action:** Absence data to be provided

Head

RL commented that the reason for absence is important. i.e if it is for stress? Is there a pattern? And PC questioned if there any patterns now that were different before covid i.e. the effect on staff wellbeing or increased level of stress and anxiety?

CD explained that as well as sickness; school is in a period of intense support from OCC in which middle leaders have required time out of class to complete subject work. Staff capacity is low and there is also a reduced capacity to deal with being unwell. Occupational Health support is very weak and there are constant challenges with the increasing need to work with other agencies: early help etc

CD questioned how much knowledge is there at county of this problem?
RW confirmed that EPS would have knowledge.

Action: Governors to carry out staff survey

SEN Update:

CW advised that 3 EHCP's have gone into the draft stage and should be finalised with the funding applied for.

Safeguarding Update:

CD reported a near miss with a nursery window not having the required safety lock.

Action: This is to be added to the Safeguarding Audit

Year 2 cohort:

CD advised that there is a level of concern with the current Year 2 class; in which there are several children who are a long way from meeting age related expectations, many children and families with additional needs and a high number of children with English as additional language.

TJ asked if there are more children who won't meet expectations or the other end of the scale that are not being stretched and challenged.

Natalia Sands questioned if there is the support from Year 2 parents or is

Signed: .....

Date: 27/4/23

Page 4 of 8

Minutes prepared: 20.02.23.

there potential that these parents are unable to help?

CD explained that the school provided a phonics session that was well attended by parents and there is information on the website re the Talk for writing framework.

PC asked if school has enough RALF Readers?

CW confirmed that each class has a RALF Reader and there was discussion if the same approach could be used for maths support.

Action: TJ to conduct work around parental engagement

Industrial Action:

CD reported that there was a robust discussion at TLP

SEDP:

CD confirmed that there is now a separate folder on Governor Hub for the School Development Plan which comes out of the SEF (School Evaluation Framework). She offered questions for which there were none at this time. Feedback is encouraged.

Action: Plan for reading, writing and maths to follow.

7. Equality Duty

Documents circulated prior to meeting.

The annual report, objectives, policy and plan are up the date.

HH questioned if 23% for the number of children speaking English as an additional language should be classed as 'small'.

Action: 'small' to be removed.

CD advised that materials are representative, and school is constantly working towards a diverse workforce.

RL asked if there are there any contentious areas with regards to the curriculum?

CD explained that the school endeavours to be sensitive and not complacent whilst continuously looking at unconscious bias. The Curriculum progression documentation will make the curriculum more transparent.

Action: Parent forum to be set up

Signed:

Date: 27/4/23

Page 5 of 8

Minutes prepared: 20.02.23.

The Policy was **approved** subject to above amendment.

8. Schools Financial Value Standard- Compliance Report

Documents circulated prior to meeting

This was **approved**.

9. P09 (December 2022) Budget Monitoring Report

Documents circulated prior to meeting.

EF provided an update on Period 9 Budget monitoring, emphasising the high negative variance with regards to supply expenditure and the lower than previously reported variance for catering expenditure (Dolce) due to other items being included on this ledger code.

CD reported that £2000 has been received from the county councillor's fund.

Governing Body recorded their thanks to EF

10. EYFS Framework- Compliance

CW reported that she (as Reception teacher) and the nursery teacher have completed the relevant Staff food hygiene courses. The new HLTA in reception will also need to complete this.


11. Constitution of Governing Body

The Chair confirmed that there is a statutory requirement for a minimum of 7 Governors. (2 parent Governors, 2 co-opted, 1 LA Governor, 1 staff Governor, Headteacher).RC confirmed that the only vacancies to act upon are staff or parent Governors.

It was agreed that LF would start the process to reconstitute down to 13 Governors. The Chair transferring to a co-opted Governor was an example of how the numbers can be re organised to keep parents with specific skills/roles on the board.

It was also agreed that the reconstitution should go hand in hand with the change to the operating model, but the process to start reconstituting should begin now, as it can take a term or so to get completed.

Action: Reconstitution process to start once completed, this will be published to the school website.

Signed:.....

Date: 27/4/23

12. Staffing Structure- Annual Review

As school has only completed 1.5 terms of the current staff structure, it was decided this be reviewed at the next meeting,

CD that that the redeployment of SENTA's will be formally reviewed at the end of the year.

13. Policies/Procedures

The Teaching & Learning policy was reviewed with staff and there were no questions.

NS commented that that perhaps this could this be more visible or shared with key stage 2 (Years 4,5 and 6)

The Policy was **approved**.

Action: Policy to be added to the website

14. Action points for Committee meetings

Refer to the meeting minutes on Governors Hub

15. Governing Board operating models

Discussed under item 5.

16. Standing Items

North Abingdon Housing Development; Governor Training; Governor visits; FOLF; Nursery admissions; Health & Safety; Successes, celebrations and impact

GR reported the closure of the Dunmore Road for 2 weeks from the 14th March.

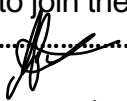
Governor Training: TJ has completed Ofsted training

Governor Visits: HH has attended a SEN meeting with CW- future dates to be scheduled.

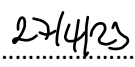
SC to reschedule visit

TJ to join the H&S visit

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RL asked how to arrange a visit.

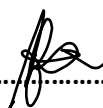
CD explained the visit needs to be linked to the school improvement plan, matched to the monitoring schedule and it is good practice to visit with another Governor.

Action: PC to consider becoming the Equalities Governor

17. AOB

Pay Committee to meet urgently in next couple of weeks with RL to join

Action: AM to arrange

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Date:.....^{27/4/23}