



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY THURSDAY 6TH JULY 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); Natalie Sands (NS); Scott Crawford (SC)

In attendance:

Rose-Marie Smith (RS – clerk)
Emma Fox (EF – School Business Manager)

Text in blue indicates governor questions/challenge

1. Apologies

Received and accepted from Rachel Wright (RW) and Ramon Luengo-Fernandez (RLF).

The meeting was quorate.

2. Declaration of pecuniary interest in any agenda item

None declared.

3. Successes, Celebrations & Impact

The following were highlighted:

- Two new SENTAs have been appointed, and a further seven candidates will be interviewed before the end of term
- There have once again been a number of sporting successes
- Sky Arts Week went extremely well; CD highlighted the self-portraits on display on the board outside the hall, which evidence the skills progress built into the curriculum
- Skills in Writing have continued to develop across the school, with a Reception class pupil visiting CD with an excellent story
- The school has won a new football kit for the girls' squad
- A donation of £300 was received for sharing information from an external organisation in the Friday newsletter
- EF has successfully negotiated a period of free skip hire
- 'Move Up' morning went well throughout the school

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- The first meeting of the Parent Forum was well attended, with positive feedback on the day and subsequently
- PC was keen to record that, during his recent governor visit (regarding equalities) he was moved and touched at how positively the children relate to each other; it was clear that staff foster the culture in this respect.
- AM had enjoyed a very positive meeting with the School Council

4. Minutes of previous meeting/matters arising

Meeting held 27th April 2023

Subject to the correction of one minor typo, the minutes were approved as an accurate record of the meeting.

5. Governance at Long Furlong – September 2023 onwards

5.1 – Vacancies and appointments

AM advised the following:

- HH and SC come to the end of their terms of office as co-opted governors in October 2023; both have indicated their willingness to serve for another term, and AM proposed that they be reappointed. This was unanimously agreed.
- RW comes to the end of her term of office as parent governor in October 2023
- From September, NS will no longer have a child attending the school; because of this, and an increasing professional and personal workload, she is resigning as parent governor from 1st September 2023. An election will be held in September (RW is eligible to stand again if she wishes)

5.2 – Instrument of Government

AM advised governors that the new Instrument of Government takes effect from 1st September 2023, and asked that the contents be read and understood by all.

5.3.2 & 5.3.2 – Working Group minutes x 2

- AM commented that from September, and as suggested, full governing board meetings will take place on a rotating pattern of days of the week (Monday – Thursday) and begin at the earlier time of 6:00 PM. The September meeting will focus on the approval of arrangements/governor roles
- SC commended the enormous amount of work done by AM to bring the new model of governance to fruition; all present recorded their thanks
- AM advised that he has received expressions of interest from governors interested in taking the Vice Chair role, which HH is happy to relinquish. **ACTION POINT:** Interested parties to inform AM. *[Clerk's note: A governor employed to work at the school may not take the Chair or Vice Chair role, as per The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.]*

Governors

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6. Head's Report

When discussing pupil numbers, CD observed that there are a higher than usual number of pupils joining the Reception class in September 2023 with additional needs that may require higher levels of support; this will inevitably have an impact on the budget, and on teaching/learning

CD commented on the ongoing reduction in social care support, with school staff apparently expected to take on these responsibilities which are much needed by a number of families

Finance – things continue to be difficult, with many unknowns (e.g. there has still been no information on the 2023-24 teacher pay award, and whether any award will be fully funded by central government.). [NS asked if there is any update on the replacement boiler](#); CD advised that, despite repeated attempts by her and EF, a project commencement date has yet to be received from the Local Authority. Governors made a number of suggestions, including contacting the local MP, and AM writing to OCC on behalf of the governing board. **ACTION POINT:** EF to share contact details with AM; letter to be sent to OCC.

EF/AM

Curriculum – CD advised that for Geography, History, DT and Art there are now full overviews in place for Years 1 – 6, clarifying how pupils should build on skills and knowledge. This piece of work is currently underway for Computing and RE.

SIP visit – [with regard to the comment in the Head's Report that improvements were noted by the SIP, PC enquired about the specifics of what was noted](#). CD replied that she had not yet received the SIP's written report, but – from conversations during the visit – assumed this was a reference to curriculum work. CD advised that the final meeting this academic year is scheduled for the last week of term; she has a substantial data sheet to complete in advance of the visit.

Assessment data

- CD advised that the Key Stage 2 (Year 6) national curriculum test results will be released on 12th July.
- Results for Key Stage 1 (Year 2) children show good progress made when compared to prior attainment. CD observed that a number of Year 2 children were on the cusp of achieving the expected level, but need to be secure in their learning before reaching the 'expected' category.
- [TJ asked if the school retains records of Year 2 attainment for current Year 6 children for comparison](#); CD commented on the implications of being taken down a "data rabbit-hole". She commented that, during pupil progress meetings with Year 3, 4, 5 and 6 teachers, they compare data to KS1 outcomes.
- Year 4 Multiplication Tables Check – CD advised that this is a relatively new statutory check, taken online by pupils in Y4, with a pass mark of 25/25. If pupils are not working at an academic level to be able to properly access the test, they can be 'disapplied' (withdrawn from having to take the test).

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- TJ asked, with reference to the ongoing viability of Nursery provision, who would carry out a strategic review? CD replied that this would be done by the governing board.
- AF asked whether, with regard to incidents of physical/verbal abuse, there had been an increase of occurrences? CD advised this is not the case, and she is unconcerned by the relatively low number of incidents reported to her.
- FOLF – AF asked if there continues to be difficulties mustering enough support to run the Summer Fair. EF advised that there has been a late flurry, and there are now 32 volunteers. CD advised that the current Chair, who has served for two years, steps down at the end of the 23/24 academic year.

7. Post-Ofsted School Action Plan

SC asked if the plan has been shared with all staff. CD advised that, so far, it has only been shared with Leadership Team and Matt Blyton (SIP).

HH asked if all the Summer 2023 milestones will be completed; CD advised that they will not.

AF commented on the large volume of action points in the plan and the challenge for governors in monitoring these. AM replied that this would be done through the governors' monitoring plan.

8. Staff Survey

AF commented that an 83% response rate is excellent (in no small part due to AM's email reminders to staff!)

TJ asked if the same set of questions will be asked again, and on a regular basis; AF agreed this would be useful, on an annual basis.

Discussion took place around ongoing governor engagement with staff; it was agreed that a combination of methods of interaction (written surveys, face to face) is most effective. It was further agreed that it would be useful to have some meetings separately with teaching and support staff, and others as a combined group.

ACTION POINT: AM to email all staff with a survey summary before the end of the summer term, and a feedback meeting facilitated by AM/AF be arranged with staff in autumn 2023.

AM
AF/AM

TJ asked if any areas intersect with the new School Action Plan; CD commented that the school vision is an area highlighted in both for further clarification/refinement. Joint staff-governor work could perhaps take place of a governor visit day.

AF reiterated his belief that SLT ownership of any issues raised in the survey is the best way forward.

9. School Council Report

AM reported on his recent positive meeting with members of the School Council, where a conversation was held about the school values. He noted the children's obvious pride in many aspects of the school.

10. Policies/Procedures

10.1 Nursery Admissions

Governors unanimously agreed to adopt this OCC policy.

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11. Standing items

Safeguarding –EK expressed thanks to EF for continuing to efficiently maintain the Single Central Record; there were no safeguarding issues to report.

Health and Safety – EF advised that OCC’s annual monitoring visit has been rescheduled to 13th July. Sincere thanks were given to GR for his ongoing support and practical work on premises issues.

Training – AF, AM and HH attended training on the Headteacher appraisal process; RS attended the OCC governors’ conference, with keynote speeches from Emma Knights (NGA Chief Executive) and Baroness Floella Benjamin.

Governor visits – HH (x 2 re SEND); PC (Equality); AM (various); AF (Staff survey feedback); NS (Health & Safety); SC (info session on AI)

FOLF – covered under ‘Head’s Report’

12. Any Other Business

- Nursery – CD advised that, following the recent sudden closure of Dunmore Pre-School, she had been contacted by both parents and Michelle Jenkins (OCC) with enquiries about places
- Dolce (school meals) – CD informed governors that the company has made a sudden and unexpected demand for an additional £9,000 in this year’s annual management fees; other local schools using Dolce have not been asked to pay additional fees. EF commented that she has challenged Dolce in this as, contractually, fee increases must be notified to the school by 31st March each year. She further commented that she is seeking quotes from other suppliers. [TJ asked if there is a way to reduce the sum, for example, by Dolce reducing staff working hours.](#) CD advised that the hours have already been pared.
- CD advised that she has tendered her resignation to AM. She commented that research shows 8% of Headteachers are leaving the role in the current difficult climate in schools; this has been a considered decision, which has taken into account her own wellbeing, and the time feels right for a new Head at Long Furlong. AM confirmed that he had accepted the resignation on behalf of the board, and an extraordinary board meeting would be convened in the next couple of weeks to plan for the future.

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