



Headteacher: Mrs Carol Dunne

## MEETING OF FULL GOVERNING BODY MONDAY 18<sup>TH</sup> SEPTEMBER 2023, 6:00 PM

### *Meeting held in school*

#### **Present:**

Carol Dunne (CD); Adam Millgate (AM – Chair); Clare Willetts (CW); Alan Ford (AF); Hiranthi Herath (HH); Graham Robinson (GR); Ellie Kaye (EK); Tom Jones (TJ); Phil Cooke (PC); Ramon Luengo-Fernandez (RLF)

#### **In attendance:**

Rose-Marie Smith (RS – clerk)  
Emma Fox (EF – School Business Manager)  
Rob Hudson (Parent governor elect)

*Text in blue indicates governor questions/challenge*

### **1. Meeting administration**

**1.1 Apologies and absence** - Received and accepted from Rachel Wright (RW) and Scott Crawford (SC). The meeting was quorate.

**1.2 Urgent Items for AOB** - CD – overview meeting for schools regarding academisation.

**1.3 Election of Vice Chair** - No appointment was made; **ACTION POINT:** item carried forward to 17.10.23. meeting.

*Agenda*

**1.4 Declarations of interests, and Pecuniary/other interest register updates** - No declarations of interest were made regarding this meeting. **ACTION POINT:** All governors were asked to update the register of interest via their GovernorHub profile.

*Governors*

### **2. Minutes of meetings**

**2.1 Teaching, Learning & Pastoral 11.05.23.**

**2.2 Operational & People Management 11.05.23.**

**2.3 Full Governing Board 06.07.23.**

**2.4 Full Governing Board (Extraordinary) 11.07.23.**

**2.5 Strategy & Finance 11.07.23.** - GR noted that, contrary to his observation at the meeting regarding the community centre generally being booked throughout the day, there are some afternoon spaces.

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All minutes were agreed to be accurate records of the meeting.

### 3. Standing items

**3.1 Safeguarding update** – EK summarised the main updates in Keeping Children Safe in Education 2023; these include the governing board’s responsibilities for overseeing the implementation and use of appropriate filtering and monitoring on school devices and school networks; safer recruitment measures – carrying out online checks of job applicants, including social media; processes around allegations of abuse against external users of the premises (e.g. social groups, clubs). CD advised that a statement is contained in job adverts concerning online check, and that she receives an alert if inappropriate material is accessed via the school network.

EK reminded those present that it had been agreed to upload records of governor/Headteacher safeguarding meetings to GovernorHub. AM apologised for this oversight. **ACTION POINT:** AM to upload records to GovernorHub

AM

**3.1.1 Keeping Children Safe in Education (Sept 23) - ACTION POINT:**

AM asked that all governors read KCSIE as soon as possible and indicate via GovernorHub by 30<sup>th</sup> September that they have done so.

Governors

**3.1.2 Section 157/175 annual safeguarding report 2022-23** – CD advised that EF is to undertake DSL training, to ensure three trained members of staff after CD leaves. [EK asked, regarding section 10.19 \(page 29\), for confirmation that the listed areas are taught at Long Furlong;](#) CD reassured governors that this is the case. [EK further asked for clarification around governor responsibility for the SCR \(Single Central Record\); should the lead governor scrutinise the SCR, or seek assurances that it is complete and up to date?](#) **ACTION POINT:** CD to check with ESAT (Education Safeguarding Advisory Team). [With regard to section 8.2, PC suggested that “it” be changed to SCR, for clarity.](#)

CD

CD advised that in the action for 7.16, a typo needs to be corrected; should read “Tools not used . . . “ **ACTION POINT:** CD to correct before submitting to OCC.

CD

[AM sought confirmation that all paper safeguarding records have been digitised;](#) CD confirmed that this is the case, and uploaded to CPOMS.

**3.2 Attendance** – [RLF requested clarification of the term ‘attendance plan’;](#) CD advised it refers to informal measures when a pupil has poor (e.g. less than 90%) attendance and there is no parental engagement. [HH asked if it would be possible for attendance reports to include numbers in addition to percentages.](#) CD agreed to do so.

With regard to attendance so far in 2023-24 academic year, CD advised that this stands at 97.5% (National = 95.6%); she highlighted that data can be skewed at this early stage of the year even a relatively low number of absences looking more significant.

**3.3 OCC Health & Safety monitoring report 2023** – EF reported that the monitoring visit went well, although some issues were highlighted, especially around storing items at height. A professional fire risk assessment is being sought. The school is compliant following the 5-yearly fixed wire electrical testing (although some outstanding items following the remedial work identified during the check). [GR commented](#)

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that the fire exit sign over the school’s main entrance/exit is illuminated permanently; **ACTION POINT:** EF to check.

Governors commended and thanked EF for her thorough and effective work on health and safety.

**3.4 Governor training** – AM reminded governors that training with OCC booked via GovernorHub will automatically be recorded on their profile; other training should be entered manually.

**3.5 Governor Visits (to include policy/recording)** – AM commented that there was a disconnect between policy and practice concerning governor visits, particularly around recording and reporting visits. In an effort to clarify this, he has refreshed the policy and report template (as circulated). A report template is available via GovernorHub; when completed, it should be shared initially with the Headteacher & staff member for any feedback, then emailed to the Clerk and Chair to be uploaded to the designated GovernorHub folder. AM reminded governors that they are not to make judgements on teaching and learning; this falls outside the governor remit. **RLF asked for clarification on whether governors can express an opinion in a visit report, or should remain purely factual; PC suggested that careful choice of wording is key.**

**AF asked how the success of monitoring visits can be assessed, to ensure they are purposeful for staff as well as governors.** AM advised that visit reports will be included in the papers for each meeting; not for individual scrutiny, but to raise questions if necessary. In answer to a question from PC, CD and CW confirmed that they are happy with the policy and report template as presented.

The policy was **approved**.

**3.6 FOLF** – CD advised that the FOLF AGM is to be held later this week; school staff will be represented by CW, EF and Stephanie Ouzman, School Administrator, who has agreed to be FOLF rep.

**3.7 Successes & Celebrations** – curriculum plans are proceeding well; participation in the Abingdon Music Flood is exciting; a grant of £1,000 has recently been granted; another SENTA has been appointed and starts work shortly.

**4. Governing Board Matters**

**4.1 Standing Orders** – AM commented on section 10, which refers to the ‘framework for delegation’; this will be presented at the October 2023 meeting. AM proposed that the standing orders be approved; TJ seconded. Governors voted unanimously that the standing orders be **approved**.

**4.2 Terms of Reference** - AM proposed that the terms of reference be approved; HH seconded. Governors voted unanimously that the terms of reference documents be **approved**.

**4.3 Appoint Lead/Deputy Lead Governors** – AM went through the list of roles, inviting expressions of interest. PC stated that as he will be moving away from Abingdon in the next few months (and thus resigning as LA Governor) he is reluctant to take one of the roles. The following roles were agreed:

|                     | <b>Lead</b> | <b>Deputy</b> |
|---------------------|-------------|---------------|
| <b>Safeguarding</b> | EK          | RLF           |

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|                             |    |    |
|-----------------------------|----|----|
| <b>Inclusion</b>            |    |    |
| <b>Finance</b>              | RH | TJ |
| <b>Health &amp; Safety</b>  |    |    |
| <b>Quality of Education</b> |    | CW |
| <b>Staffing</b>             | AF | TJ |

**ACTION POINT:** AM to discuss vacant roles further with those unable to attend this meeting.

AM

**4.4 Appoint Pay Committee** – it was agreed that PC would Chair the committee, with TJ, RH and RLF serving as members. **ACTION POINT:** committee to meet before 25.10.23.

PC/Pay committee

**4.5 Appoint HT Appraisal Subgroup** – it was agreed that AF would Chair the subgroup, with SC and HH serving as members. The subgroup meets on 19.09.23.

**4.6 Agree external advisor for HT Appraisal Subgroup** – Elaine Ricks-Neal has been contracted, via OCC.

**4.7 Approve Meeting Schedule** - AM proposed that the meeting schedule be approved; RLF seconded. Governors voted unanimously that the meeting schedule be **approved**.

**4.8 Confirm all governors have agreed to Long Furlong Primary School Governor Code of Conduct** – AM advised that the document is based on the National Governance Association template. **ACTION POINT:** Governors are asked to indicate agreement via their GovernorHub profile.

Governors

## 5. School Action Plan

CD advised that Matt Blyton (SIP) has seen and is happy with the document. [TJ commented on the large amount of content, and whether it is realistic.](#) CD replied that it has to be, to take the school out of the “Requires Improvement” category.

**ACTION POINT:** CD to produce a parent/carer and child version of the plan.

CD

## 6. Policy for Approval

**6.1 Safeguarding policy** – it was agreed to keep the reference to “must” carry out online check.

Subject to ‘tracked changes’ comments being resolved, the policy was adopted.

## 7. Any Other Business

CD advised that governors are invited to attend a meeting convened by the Confederation of School Trusts, where the academy conversion process will be shared. **ACTION POINT:** AM to share details with governors; attendees to report to January 2024 FGB.

AM

CD briefly mentioned that the outcomes of OCC’s SEND Ofsted inspection had recently been published, with the report highlighting “widespread and systemic failures”.

CD suggested that the primary focus of October’s meeting be assessment, and the secondary focus ‘curriculum development’. This was unanimously agreed.

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**8. Closing items**

**8.1 Meeting effectiveness and feedback** – EK commented that she felt the meeting moved at a very rapid pace; RS suggested that it might take some time to set the rhythm of meetings under the new model.

**ACTION POINT:** it was noted that the action points from previous meetings were not scrutinised; this will be carried forward to 17.10.23.

**8.2 Confirm date of next meetings (x2)** – as per the schedule, the next two meetings will be 17<sup>th</sup> October 2023 and 22<sup>nd</sup> November 2023.

*Agenda*

*The meeting closed at 19:52.*

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