



Interim Headteacher:
Miss Sandra Miller

**MEETING OF FULL GOVERNING BODY
WEDNESDAY 22ND NOVEMBER 2023, 6:00 PM**

Meeting held in school

Present:

Sandra Miller (SM); Adam Millgate (AM – Chair); Alan Ford (AF); Hiranthi Herath (HH); Clare Willetts (CW) Graham Robinson (GR); Tom Jones (TJ); Ramon Luengo-Fernandez (RLF); Rob Hudson (RH); Rachel Wright (RW)

In attendance:

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

Text in blue indicates governor questions/challenge

1. Meeting administration

1.1 Apologies and absence - Received and accepted from Scott Crawford (SC) and Ellie Kaye (EK). AM introduced and welcomed SM. The meeting was quorate.

1.2 Urgent Items for AOB – One declared (AM)

1.3 Declarations of interests – None declared

1.4 Election of Vice Chair – AM advised that SC has offered to take on the Vice Chair role for this academic year. Those present unanimously voted in favour of this.

2. Minutes of last meeting - Full Governing Board 16.10.23.

AM went through the action points and observed that, with one exception, all had been completed. The Staff Development policy will be carried forward.

Agenda

The minutes were agreed to be an accurate record of the meeting.

3. Standing items

- 3.1 Safeguarding – AM advised that EK will be resigning as co-opted governor at the end of January. As current Deputy Lead for Safeguarding, RLF agreed to step up to Lead. **ACTION POINT:** RLF & EK to liaise regarding handover. **AF asked the process for filling this, and the Local Authority [LA] governor vacancy.** AM advised that the board needs to identify suitable candidates and

RLF/EK

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formally appoint them; the LA candidate must be approved by the LA councillor, Nathan Ley. In order that a suitable balance of interests on the board be maintained, it is preferable for nominees to these posts not to be parents of current Long Furlong pupils. AM asked governors to inform him of any potential candidates known to them; he and RS will also look at candidates on governor recruitment websites (Inspiring Governance; Governance for Schools)

- 3.2 Attendance – SM advised that attendance currently stands at 97%, above the national average; the Government agenda of improving school attendance continues. When Long Furlong’s data for persistent absentees is analysed, there is generally an explanation behind it. Data indicates that children on the SEND register are particularly vulnerable in this respect; RLF posited that attendance at medical or other appointments might contribute to their absence
- 3.3 H & S – EF commented on a recent ‘near-miss’, when the iPad charger trolley sparked. Staff have been reminded to ensure that wall sockets are switched off before plugging in/unplugging any electrical items. No H & S reports have been made to OCC or the Health & Safety Executive since the last governors’ meeting. EF advised that long-standing issues with drainage persist, with regular visits from specialist contractors to resolve blockages. This issue recently affected the nursery sandpit, as poor drainage resulted in the pit filling with water – after heavy rain – to a potentially dangerous level; this has been remedied. A fire risk assessment is to be carried out by an external company; the school is grateful for the discount given as a result of having family members on the school roll. The boiler replacement project is scheduled for the new year; installation is forecast to take sixteen weeks and will be managed and paid for by OCC. Governors expressed surprise at the length of the project; GR commented that a ground heat pump is being installed. SM advised that school will liaise closely with OCC about the project, and will ensure necessary risk assessments are in place
- 3.4 Governor training – RH has completed OCC’s ‘Governor Induction B’ and Safeguarding training
- 3.5 Governor visits – RH attended a recent meeting with SM, EF and Paul Ruane (School Improvement Adviser) regarding the school’s budget; areas for consideration include increasing lettings, extending the nursery offer to 30 hours and reviewing support staff utilisation. SM added that it was a very useful meeting; **ACTION POINT:** SM and CW to carry out an audit of support staff utilisation before Christmas, and report to governors in January. AM attended the recent Strategy School meeting, which appeared positive; minutes of this are awaited from OCC **ACTION POINT:** AM to circulate via GovernorHub when available
- 3.6 FOLF – EF advised that a new Chair was elected at the AGM and planning is currently underway for the Christmas Fair

SM/CW

Agenda

AM


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- 3.7 Successes & Celebrations – the successful appointment of an interim Head!

4. Headteacher’s Report – verbal

5. Interim Headteacher Initial Findings, Learning Walk around school and feedback from LA Strategy Visit

- SM advised that she has undertaken a number of activities since joining Long Furlong to help her understand the school climate; these include 1:1 meetings with all teachers, with a particular focus on individual pupils. This has allowed her to capture a comprehensive current data picture, and showed how well the teachers know every child in their class
- SM was concerned that the proposed spreadsheets to record pupil attainment would increase teacher workload. As an experienced user of Insight (the external tracking system used by the school for the last few years) she has been able to model to teachers its features and benefits, and it has been agreed to continue with this arrangement. SM commented that it is important to ensure that staff feel confident and supported in using the software. SM has met with support staff in groups, and 1:1
- SM benefitted from a useful handover meeting with Carol Dunne to effect a seamless transition, and has received great support from CW, EF and Jenny Mitchell
- SM advised that she is a licensed MPTA (Maximising the Practice of Teaching Assistants) trainer, and work around this will begin shortly, with the aim of seeing changes in deployment of support staff, and improving the independence and learning of pupils.
- There has been a fresh focus on safeguarding, with posters around the school, and a handbook created and shared with staff around the use of CPOMS (online tool for recording safeguarding concerns)
- A Friday morning (08:30) staff briefing has been introduced; notes are made available for those unable to attend
- SM has identified that a timetable audit is needed – to develop the wider curriculum, consistency is needed in the time allocated to subjects. Work will also be carried out to standardise break times
- SM met with the School Improvement Partner – Andy Terrey – this week, as a follow-up to the LA review
- SM advised that another early focus has been the learning environment. Staff engaged with a tidying exercise, and discussion has taken place around what the classroom should look like
- Ongoing focus areas include quality of planning, teacher questioning and retrieval practice (with an expectation that this will

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be evidenced). Teachers have been asked to self-evaluate where they are with this; this is a starting point for the coaching dialogue

- The January INSET had been set aside for First Aid training, but SM would prefer a curriculum focus – to be decided
- SDP/SEF – SM is updating these documents with clear milestones, and hopes to share them with governors shortly
- SM is grateful to staff for their receptive and supportive welcome. Wellbeing is a standing item on agendas. A key focus is placed on following through with ideas and plans
- SM circulated a document: “Environmental Habits in the Classroom – Expectations”

AF asked if there is significant change in some respects. CW commented that some actions are tweaks or a reintroduction of things previously in place. EF commented on the positive feedback from support staff following their 1:1 meetings; people feel an integral part of the team.

TJ asked about interaction with parents. SM replied that she likes to be ‘visible’ and engage with parents and carers; she has received a warm and positive welcome. Her first parents’ forum will be an online event, focussing on online safety for children.

SM led governors on a learning walk around the school. She advised that English and Maths ‘working walls’ are a priority; however, some classrooms have limited display space, so staff have to be creative (e.g., using a whiteboard). All classes should have ‘Zones of Regulation’ check-in areas, and celebrations of individual pieces of work.

It was highlighted that Phonics displays are prominent in Years 1 and 2. SM commented on the unfortunate paucity of breakout spaces in which staff can work with individuals or small groups of children.

A focus on communication and language is evidenced in the Reception classroom; this continues and is built upon in Years 1 – 6.

SM advised that she is planning to hold a reading audit, and will invite governors to help.

RW thanked SM for the attainment data circulated in advance of the meeting. AF added his thanks, commenting that it was clear and helpful.

RLF highlighted the disparity between boys and girls in some areas; SM confirmed that this is being investigated.

6. Governor Monitoring – Planning and Expectations

AM advised governors of the need to develop a governor monitoring plan. SM will share the 6/7-week school monitoring plans; the governor plan will be based on these.

He reminded governors to record monitoring visits to school.

7. SEND Information Report

CW apologised for missing data, as a result of issues with Insight. She invited questions from governors.

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RW asked how the progress of interventions is measured? CW advised that all programmes have a baseline and end-point assessment.

8. Policies for Approval

- **8.1 SEND policy** – CW advised that no changes have been necessary since the policy was reviewed a year ago. The policy was approved
- **8.2 Disposal of Assets policy** – RLF asked if arrangements are in place to clear hard drives before disposal of laptops. EF advised that they would be cleared by the school's 123ICT consultant; this is addressed in point 9 of the policy. SM asked if there is an asset register; EF confirmed this. The policy was approved
- **8.3 Driving at Work policy (OCC)** – EF confirmed that all staff have shown her the relevant documents. The policy was adopted
- **8.4 Safe Swimming policy (OCC)** – **ACTION POINT:** GR agreed to complete the governor checklist. The policy was approved
- **8.5 Lettings policy** - The policy was approved
- **8.6 Teachers' Pay policy (OCC)** – TJ asked if the publication of the policy impacts outstanding decisions on progression to the Upper Pay Range. SM confirmed this, will discuss with AM and advise. RS reminded governors that decisions needed to be made concerning the completion of Annexe B; it was agreed that all payments will be considered on an ad hoc basis. **ACTION POINT:** EF to update policy. The policy was adopted
- **8.7 Appraisal policy (OCC)** - The policy was adopted

GR

EF

9. Any Other Business

AM proposed that EF be appointed as an Associate Member, as she offers valuable skills, experience and knowledge to meetings. This appointment was unanimously agreed. TJ asked if this fills a vacancy on the board; AM advised that this is not the case, as Associate Members are not full governors.

AM advised that the Headteacher recruitment pack is almost complete, with the post due to be advertised on 1st December and interviews scheduled for 18th and 19th January 2024. He thanked all those involved in the process so far, and stated the interview panel will be AM, AF, SC, EK and RW.

10. Closing items

8.1 Meeting effectiveness and feedback – Governors greatly enjoyed the learning walk, which informed understanding of how the school operates, and were encouraged to see the range and quality of data presented.

8.2 Confirm date of next meetings (x2) – as per the schedule, the next two meetings will be Thursday 25th January 2024 and Monday 19th February 2024.

The meeting closed at 20:04

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