



**Interim Headteacher: Miss S Miller**

## **MEETING OF FULL GOVERNING BODY THURSDAY 25<sup>TH</sup> JANUARY 2024, 6:00 PM**

### ***Meeting held in school***

#### **Present:**

Adam Millgate (AM – Chair); Hiranthi Herath (HH); Graham Robinson (GR); Ramon Luengo-Fernandez (RLF); Rob Hudson (RH); Rachel Wright (RW); Scott Crawford (SC); Clare Willetts (CW); Ellie Kaye (EK); Emma Fox (EF); Tom Jones (TJ); Jenny Fishpool (JF).

#### **In attendance:**

Rose-Marie Smith (RS – clerk)

*Text in blue indicates governor questions/challenge*

### **1. Meeting administration**

**1.1 Apologies and absence** – Apologies were received and accepted from Alan Ford (AF); Ellie Kaye had advised that she would be late joining the meeting because of work commitments. The meeting was quorate.

**1.2 Declarations of interests** – None declared.

### **2. Appointment of co-opted governor**

Following a unanimously positive vote, Jenny Fishpool was appointed as a co-opted governor for a four-year period. AM welcomed JF to the board.

### **3. Minutes of meeting - Full Governing Board 22.11.23.**

- GR advised that the swimming policy governors' checklist is a lengthy document; he hopes to have it completed shortly
- The Teachers' Pay policy was updated, in line with discussions

The minutes were approved as a true record of the meeting.

### **4. Standing items**

#### **4.1 Safeguarding update**

- RLF advised that he and EK had met in December to discuss handover of the Lead Governor role

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- Governors discussed the need for more effective security arrangements for external doors in the event of a lockdown scenario. TJ asked if estimated costs for this are available; EF replied that these are in the process of being sought
- SM outlined the changes in *Keeping Children Safe in Education 2023* around requirements for effective teaching of online safety, filtering, and monitoring of internet use in school. Securus digital monitoring is now in use, which can highlight individual users and the content being accessed

[EK arrived, 18:15]

**4.2 Attendance update** – SM advised that weekly attendance for each class is published in the newsletter. In general, pupil attendance is good at Long Furlong, although a reduction in term-time holidays would be welcomed.

**4.3 Health & Safety monitoring update** – EF advised that the project to replace the boilers has begun; liaison with OCC and the team carrying out the work has been effective. A professional fire risk assessment, as recommended by OCC, is booked for February 2024.

**4.4 Governor training** – none reported.

**4.5 Governor Visits** – AM reiterated thanks to all those involved in the Headteacher interviews on 18<sup>th</sup> January.

- EK/RLF met to discuss handover of the Lead Governor role
- GR/TJ/HH/RW took part in a reading audit exercise with groups of pupils; TJ commented on how much he enjoyed meeting the pupils, particularly in different age groups
- HH/RW/RH took part in a learning walk around provision in school for pupils with SEND

**4.6 FOLF** – SM commented that she, CW & EF are meeting with the committee shortly to clarify their terms of reference, how the finances are managed, etc., and will update governors at the next meeting.

#### **4.7 Successes & Celebrations**

- Appointment of new Headteacher!
- SM highlighted the recent sporting successes in football and swimming
- SM also highlighted the marvellous engagement by pupils with music by way of instrumental lessons and performances

### **5. Headteacher's Report**

- SM stated that she hopes that, with support from staff, she is focussing on the right areas and that consistency is being

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embedded. A recent learning walk showed ongoing improvement in pupils' independence and knowledge retrieval skills. She observed that curriculum planning is key: being clear about what children need to know. Curriculum subject leaders are being released from class to monitor children's work and scrutinise teachers' planning.

- SM advised that she has held 1:1 meetings with teachers, reflecting on CPD and how it impacts their practice (both positively and negatively).
- With regard to safeguarding, SM commented on the need to introduce a 'low-level concerns' policy, and highlighted the expectation that staff must self-declare any incident in which they are involved. [EK asked if such declarations will be stored centrally](#); SM confirmed this to be the case
- Acceptable Use Policy – SM advised that governors will need to sign the AUP
- CPOMS – SM reported that staff are engaging well with recording and reporting concerns. An increase in incidents of sexualised language and behaviour amongst some older pupils has identified a staff training need in how to respond to and manage this
- Discussion took place around the pros and cons of using 'cover supervisors' from support staff instead of agency supply teachers

#### 6. **Period 9 (December 2023) budget monitoring**

- EF advised that whilst OCC's finance team is pleased with the progress made in reducing the current year's deficit, the in-year deficits in future years remains a concern
- [RLF asked if SENTAs are fully funded](#); CW confirmed that all EHCPs needed have been applied for
- Discussion took place around the costs involved in providing school meals. EF advised that OCC have placed a freeze on accepting more schools to their provision; most commercial providers of school meals are in a similar position of rising costs. At present, and historically, there is good uptake of Universal Infant Free School Meals (Reception, Year 1, Year 2) but low uptake of paid meals in Years 3 – 6
- Various models of provision can be considered but governors should bear in mind the hidden costs, e.g. admin staff time and capacity to run an alternative model

#### 7. **Governor Monitoring Tasks**

SM suggested that a repeat of the reading audit is carried out shortly before the Easter break; also, that governors meet with subject leads and carry out a 'pupil voice' exercise, perhaps focused on "sticky knowledge". [RW enquired about a monitoring table for governor area leads/deputy leads](#); AM replied that it is hoped that this will be in place from September 2024, with a more agile approach this year.

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**8. Curriculum Subject Audits**

SM commented that, amongst other things, the audits have been useful in considering resources and identifying gaps. *RLF enquired whether leading a subject is a voluntary role?* SM replied that it forms part of a teacher's professional duties, but would normally be a consultative process. In some schools, there are teams rather than designated individuals, e.g. "Arts team"; "Humanities team".

**9. Review of staffing structure/Support staff utilisation**

SM highlighted the high level of SEND learners and EHCPs in the school. She advised that the requirement for 1:1 support need not necessarily mean a TA supporting a pupil directly at all times, and other models of working should be considered; this may be more financially sustainable.

*RH enquired at what stage SEND provision can be considered for a new Reception September intake;* CW advised that this process can begin when places are offered in the April, but need might not be identified until after a child starts school.

Discussion took place around low numbers of pupils on roll in Nursery (currently 12); CW commented that this is an issue that is not just affecting Long Furlong. It was agreed that the model of Nursery provision should be revisited at a future meeting.

**10. Policies for approval**

**10.1 Anti-bullying, Discrimination and Harassment – staff** (OCC policy) – the policy was adopted.

**10.2 Online Safety/Social Media** – it was agreed that this policy would be carried forward until the new Headteacher has started.

*Agenda*

**11. AOB**

AM thanked EK for her work during 5 years as a co-opted governor and presented her with flowers on behalf of the board.

**12. Closing items**

**12.1 Meeting effectiveness and feedback**

- Timings of agenda items were well observed
- The information contained in the Head's Report was useful and presented in an effective visual manner

**12.2 Confirm date of next meetings (x2)**

- Monday 19<sup>th</sup> February
- Tuesday 19<sup>th</sup> March

It was agreed that the start time of meetings would move to 18:15.