



Interim Headteacher: Miss S Miller

**MEETING OF FULL GOVERNING BODY
MONDAY 19TH FEBRUARY 2024, 6:15 PM**

Meeting held in school

Present:

Adam Millgate (AM – Chair); Graham Robinson (GR); Ramon Luengo-Fernandez (RLF); Rob Hudson (RH); Clare Willetts (CW); Alan Ford (AF); 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 Rachel Wright (RW); Scott Crawford (SC) and Hiranthi Herath (HH). The meeting was quorate.

1.2 Items for AOB – AM was aware of two items for information/discussion.

1.3 Declarations of interests – None declared.

2. Minutes of meetings –

2.1 Full Governing Board 18.01.24.

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

2.2 Full Governing Board 25.01.24.

ACTION POINT: RS to add GR as an attendee at point 4.5. Subject to this amendment. the minutes were approved as a true record of the meeting.

RS

3. Standing items

3.1 Safeguarding update - EF updated governors concerning the issue of improving site security. Having sought quotes to have locks fitted to all external doors, professional advice is that to comply with fire and building regulations, MAG locks are not an acceptable solution – an electronic solution should be put in place. This would mean a cost of approximately £15,000. EF commented that there are a number of other areas where security measures could be improved, meaning a greater budgetary

Signed:  Date: 19/3/24

Page 1 of 4

Minutes prepared: 20.02.24.

requirement. She further advised that OCC have carried out a condition survey on all maintained schools, and the report will be received shortly; this may indicate additional premises work.

SM suggested that a short-term solution would be to install higher gates and fencing. **ACTION POINT:** EF to seek quotes.

3.2 Attendance update – SM advised that pupil attendance remains high overall (95%+), with effective daily monitoring in place by the admin team. Parents and carers are generally proactive in advising the school about absence. Pupils classified as ‘persistent absentees’ are those whose attendance falls beneath 90% over the course of the academic year; last term there were 16 pupils in this position. In a number of cases, this is a result of unauthorised holiday absence in the early part of the school year.

3.3 Health & Safety monitoring update – EF advised that Environmental Health carried out a routine (but unannounced) inspection of the school kitchen in January; the food hygiene rating of 5 has been retained. During the spring half-term, annual testing for legionella was carried out throughout the school, and the extraction system in the kitchen professionally deep-cleaned.

3.4 Governor training – none reported.

3.5 Governor Visits – SM reported that RW had joined her for a review of SMSC (Spiritual, Moral, Social, and Cultural development); they identified that work around the teaching and learning of British Values. The children were confident in their knowledge of the school values, expectations around behaviour in school, rules and sanctions. SM noted a pupil voice around staff engaging in ‘active listening’ and checking in with pupils.

3.6 FOLF – SM, CW and EF had a meeting with committee members; it was agreed that the committee would review their terms of reference, with clarity around some areas needed. It was noted that the cost of transport for school trips and events has increased exponentially over recent months; it would be useful to consider various solutions in this respect. [RLF asked if requests for contributions for trips and events are well supported](#); EF stated that this is generally the case.

3.7 Successes & Celebrations – SM advised that sporting success continues.

4/5. **Headteacher’s Report – verbal/Curriculum**

SM advised that the school has been trialling the use of “Jigsaw” resources to support the teaching of PSHE and RSE; this appears to have been successful. Additional resources have been bought to support teaching and learning in Music. [RLF enquired whether teaching of Italian is still being sourced through the Italian embassy](#); SM confirmed that this is the case, and that the teacher has been supportive in setting up and using assessment grids in the Insight tracking software.

SM advised that in a recent visit by the OCC Maths adviser, Kate McGill, it was noted that deployment of TAs has improved, there is greater evidence

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of planning for a wider range of abilities, and pupils are positive about maths. Areas for further work include a reduction in the over-reliance on White Rose PowerPoint resources, and checking that resources are right for pupils with barriers to learning maths.

There has also been a visit by the EYFS adviser, Sarah Pugh, and the English adviser, Vicky Clarke, is due to visit 20th February.

SM commented that there is a schedule of handover meetings in place with Natasha Crellin, and NC will also be joining the next scheduled Local Authority strategy meeting. AF asked if governors would receive feedback from the strategy meeting; AM confirmed this would be the case.

6. Pay committee/Headteacher appraisal review

6.1 Pay committee – ACTION POINT: RS and RH to liaise and arrange suitable date. RS/RH

6.2 Headteacher appraisal review - ACTION POINT: AF and SM to liaise and arrange suitable date. AF/SM

7. SFVS (Schools Financial Value Standard)

EF explained that this is a checklist which maintained schools must submit to the Local Authority annually. It had been shared with RH and AM prior to governing board scrutiny.

TJ enquired whether the self-assessment of some measures being in place 'in part' is cause for concern; EF stated that she feels not, as each area has an explanation.

RLF enquired whether the self-assessment of balances being 'uncertain from year to year' is cause for concern; again, EF stated that she feels not, as OCC and governors are being kept well informed in this respect.

EF advised that, further to discussions at recent board meetings, Dolce has agreed to reduce its proposed subsidy charge by £2,000.

8. EYFS Framework - compliance

CW advised that, in line with the recently updated framework, Long Furlong remains compliant. Governors did not raise any questions.

9. School website – required content audit

EF advised that, with the exception of end of Key Stage 2 assessment data, all content is now up to date. School had been advised of updated DfE requirements in this respect earlier today, and will make the necessary changes as soon as possible.

10. School Operations committee

AM advised that, following advice from Governor Services, it is necessary to appoint EF as Associate Member to a specific committee. He therefore proposed establishing this ad hoc committee. Governors agreed and unanimously approved the terms of reference.

11. Policies for approval

11.1 Pay policy – Support staff (OCC) – governors agreed that page 8 should be amended to reflect an 'ad hoc' approach to recruitment and retentions awards. Subject to this amendment, the policy was adopted.

Signed:  Date: 19/3/24

ACTION POINT: EF to amend policy.

EF

12. AOB

Parent forum – TJ commented that meetings had been paused so as not to clash with SM's online sessions for parents/carers. It was agreed that it would be useful to have another Parent forum meeting. Discussion took place around potential areas of focus; these included the use of personal smart devices/phones by pupils in school, the transition from interim to permanent Headteacher, current status of the school's Ofsted journey.

TJ

ACTION POINT: TJ to arrange meeting.

Ofsted protocol – ACTION POINT: SM to draw up a protocol for staff/governors to indicate actions and responsibilities when notified of a monitoring visit.

SM

13. Closing items

13.1 Meeting effectiveness and feedback

Timings of agenda items were well managed.

13.2 Confirm date of next meetings (x2)

- Tuesday 19th March, 6:15 pm
- Wednesday 24th April, 6:15 pm

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