



Minutes of the Meeting of the Full Governing Body
held at
Longworth Primary School
on
Monday 28 January 2019 at 6:30 pm

Present:

- Valerie Burbank (VB) – Foundation Governor
- Emily Campbell (EC) – Parent Governor (*from 7.20 pm*)
- Daniel Evans (DE) – Vice Chair – Parent Governor
- Laura Johnson (LJ) – Parent Governor
- Lara Lambert (LL) – Staff Governor
- Stuart Warwick (SW) – Chair – Foundation Governor (*via audio conference link*)
- Neil Wilson (NW) – Headteacher

Apologies:

- Kevin Sander (KS) – LA Governor

In attendance:

- Clare Saunders – LA Clerk

Minute	Item	Action
1.	<u>Welcome</u> SW opened the meeting via audio bridge at 6.42 pm, and welcomed Governors.	
2.	<u>Apologies for Absence</u> Apologies had been received from KS. EC had indicated that she would be arriving late. Both apologies were <u>accepted</u> . The meeting was quorate.	
3.	<u>Declaration of Pecuniary Interests</u> There were no updates to the Register. The Clerk mentioned that the new Governor, LL, had been sent Governor Details and Register of Pecuniary Interests forms. Action: LL to complete and return the forms to the Clerk as soon as possible.	LL

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4.	<p>Minutes of the meeting held on 7 November 2018 Matters arising and not covered elsewhere on the Agenda:</p> <p>Minute 4 (4): – NW had prepared an induction checklist and circulated it at the meeting. Action: NW and SW to review the checklist together.</p> <p>Minute 4 (5) (ii): – SW sent governors dates for their committee updates. Action completed.</p> <p>SW had forwarded the email from Governor Services to DE, who had followed up with the potential new Governor; however, the person had decided not to join the governing body. The Clerk said that, although Governor Services had been assisting in the process of finding a new Governor (and in fact had identified two people, both of whom had decided not to proceed), it was for the Governors to make an appointment to the Local Authority Governor role. SW explained that, at the moment, there were no candidates but that KS had offered to continue, leading the Finance Committee and being involved in the expansion project. He would be unable to attend FGB meetings during the week due to his work commitments. The Clerk advised Governors that, as long as apologies are received for each meeting, and formally accepted by the FGB each time, a Governor would not be disqualified on the grounds of absence (as would usually be the case under the “six month rule”). However, another option would be for the governing body to appoint KS as an associate member – this would mean that he could attend meetings of the Finance Committee, and vote, but that he could not be Chair of the committee as he would not be a Governor. In view of the invaluable work which KS carries out on the Finance Committee, Governors agreed that he should continue as Local Authority Governor and that they would accept his apologies for FGB meetings. Action: the Clerk to confirm with Governor Services the appointment of KS as Local Authority Governor from 30 November 2018 for a term of four years.</p> <p>Minute 4 (5) (v): – the meeting to prepare for an Ofsted visit took place in November. Action completed. SW reported that it had been very productive and that he had uploaded the notes to Governor Hub. He commented that there are actions from the meeting which need to be taken. Action: all Governors to look at the meeting notes before the next FGB meeting, and complete the relevant actions; the Clerk to include this item on the agenda of the next FGB meeting.</p> <p>Minute 4 (5) (vii): – The survey was sent out and will be discussed under item 6 below. Action completed.</p> <p>Minute 4 (6): – NW has amended the name of the Governor under <i>Improving Behaviour</i> to LJ. Action completed.</p> <p>Minute 4 (8): – NW has drafted a new Anti-bullying policy; it was circulated in advance of this meeting. Action completed.</p>	<p>SW, NW</p> <p>Clerk</p> <p>All Govs Clerk</p>
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	<p>A new schedule of policy review dates has been circulated. Governors have been allocated to each policy. Action completed. SW explained that the review date for all policies would be November and that it would be the responsibility of each Governor to review those policies allocated to them.</p> <p>Minute 4 (15): – the road sign competition has not yet been done. Action: NW to arrange a competition.</p> <p>The Minutes were signed and filed. Action completed.</p> <p>Minute 6: – SW explained that he and NW had not met to discuss the reorganisation of the year groups because NW had changed his mind as to the timing, and that this would now take effect from September 2019. This item would be discussed later in the meeting.</p> <p>SW thanked LL for agreeing to join the governing body as Staff Governor. The Clerk has sent the forms to LL. Action completed.</p> <p>Minute 8: – SW confirmed that all subjects have Link Governors. Action completed.</p> <p>Minute 9: – the SEND Information Report was sent to the office for uploading to the website. Action completed. NW commented that he would be advertising internally for a new SENCo although Louise Siddle is continuing to fulfil that role on a freelance basis until July.</p> <p>Minute 12: – Pre-school integration was to be discussed later. DE reported that the mandatory works to the building have been completed and that the committee are waiting for the Governors to decide how to proceed.</p> <p>Minute 14: – the Annual Safeguarding Report 2017-18 has been completed and sent off. Action completed.</p> <p>The Minutes were approved and handed to NW. Action: SW to sign the Minutes.</p>	<p>NW</p> <p>SW</p>
5.	<p><u>Chair's Items</u> SW commented that the matter of the Local Authority Governor had been discussed and agreed. There were no further items.</p>	
6. & 7.	<p><u>Headteacher's Report</u> and <u>School Development Plan 2018-19</u> A written report had been circulated in advance of the meeting, together with Attainment and Progress 2018-19, Peer to Peer letter, Parent Survey (Nov 2018), Policies and Procedures schedule, Anti-bullying Policy, Equality Objectives and Annual Activity Plan. The School Development Plan (v3) had also been circulated, and this item was taken first.</p> <p><i>School Development Plan (v3)</i> NW invited comments and questions on the updated SDP. He drew Governors' attention to the monitoring sections which had been completed</p>	

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	<p>for the end of term 1, explaining that where a milestone had been achieved, it is shown in green, where it is currently in-line with expected progress it is blue, and where it is in progress it is red. Action and evaluation is shown in purple eg section 1.1 five Spelling Tutor licences have been bought, to be used for five children with specific spelling needs.</p> <p>NW commented that section 1.2 has been updated since the document was circulated.</p> <p>Referring to 1.3, NW confirmed that taking Year 6 children out for specific Maths teaching has improved their attainment, indicating that this was noted from book monitoring. He referred to the Annual Activity Plan, saying that Governors' responsibilities are shown here. Action: NW to amend the SDP to include details from the Annual Activity Plan.</p> <p>A Governor pointed out the reference in section 4.1 (Management and Leadership) to the fact that the school is not part of a multi-academy trust, and asked whether this was an issue which needed to be discussed again; NW replied that, at present, he did not think that joining a MAT would be a positive move for the school. A Governor said that the question was how to access things which would be available within a MAT, and NW agreed, referring to the peer to peer review, links with outside professionals, training courses for the staff and twilight sessions within the Partnership.</p> <p>A Governor asked whether the SDP was to be shared with staff, and NW replied that it would be sent round. Action: NW to email the SDP to staff.</p> <p>Attainment and Progress 2018-19</p> <p>NW referred Governors to the data, explaining that the colours relate to the school's data as against national figures (not in-school targets). He informed Governors that the combined national target is 67% for Maths, Reading, Writing and EGPS but that he would expect Longworth to exceed that figure. He commented that there is currently a focus on Maths in Year 2.</p> <p>NW said that a few children have left since the start of the school year, so some of the figures have changed since the SDP was drawn up in the summer. A Governor asked whether they should be worried about the progress of the higher prior attainers, and NW answered that this had to be monitored but that the national figure for Greater Depth at the end of KS2 is only 10% for Maths, Reading and Writing, and there are currently very few HPAs in Years 3 and 4.</p> <p>A Governor expressed concern that there still many sections shown in red – particularly for Writing – and asked NW to explain how the figures would be improved. NW responded that often the difficulty is with achieving consistency in Writing, and that both Writing and Spelling are covered in the SDP. He commented that overall there is progress being made.</p>	<p>NW</p> <p>NW</p>
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<p>SW asked whether NW would be providing the February data for the next meeting, saying that the important thing was to see more of the columns turning green. NW replied that he would be bringing the February data to the next FGB meeting.</p> <p>NW turned to the progress data, saying that some areas are not making the expected progress but that there are interventions in place. LL commented that there is a new teaching assistant and more resources available now. NW clarified the EYFS data, saying that the school looked at the children's phonics and their Early Years score when assessing the progress of the youngest children.</p> <p style="text-align: right;"><i>(7.20 pm – EC arrived.)</i></p> <p>NW added that it was harder to predict progress for children who had joined the school in Year 2 as their prior learning was unknown. A Governor agreed, saying that it was important to see the February results.</p> <p><i>Head's Report – Jan 2019</i> <i>Achievement</i> Turning to his report, NW referred Governors to the weblinks in the first section, suggesting that they use them to see how the school compares with 125 other similar schools in the UK. He remarked that the school is placed at 32 out of the sample 125, and 43 out of all 308 primary schools in Oxfordshire. He highlighted the school's targets for 2019.</p> <p><i>Teaching and Learning</i> NW drew Governors' attention to the figures for Pupil Premium Funding and how it was spent in 2017-18. Looking at the figures for 2018-19, he commented that two more FSM children have joined the school this year and that the school will receive funding for them from April ie in the next financial year.</p> <p>Governors discussed the PE funding, noting that the grant received is £16,690. NW spoke about the possibility of getting a climbing wall as the school had been given climbing holds, but none of the firms which could supply a traversing wall would be able to use the holds as they were not from their manufacturers.</p> <p>NW told Governors that he was considering installing a purpose-built running track and that he had obtained three quotes for a 220 m track of all-weather material. The cheapest quote is £14,000. A Governor asked what the likely lifetime of such a track would be, and NW replied that it would be guaranteed for 10 years. Another Governor suggested that a rubber material would be cheaper than Astroturf. NW agreed, and said that he had been informed that the rubber material might not be good in frosty conditions, but that it was very rarely frosty by lunchtime in that area of the school grounds.</p> <p>Governors agreed that a running track would be beneficial for the school, and discussed possible ways of funding it eg the PE funding, the Friends of Longworth School, specific fundraising. It was agreed that the Finance</p>
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<p>Committee should discuss this further. A Governor suggested that another use for the PE money would be to obtain a new climbing frame, but it was agreed that a running track would enable more children to be active at the same time, and that the question of which type of surface would be best should be revisited.</p> <p>A Governor asked how the track would be used, apart from on sports days; NW replied that the aim at the moment is to get the children running a mile each day. Some of the children run around the school field, and they do as many laps as possible in 10 minutes. He commented that this activity has definitely helped to diffuse behavioural problems – there are fewer issues for the staff to sort out at the start of afternoon school.</p> <p>Commenting on how to finance the running track, SW expressed the view that capital reserves should not be used as these may be needed for other items over the next couple of years, given the school's plans to expand.</p> <p>Governors agreed to ask the Finance Committee to look at ways of financing the purchase of the running track without losing other planned items of expenditure. DE said that the idea had been talked about at the last meeting, where the consensus had been that it was achievable. Action: DE to ensure that the proposal for a running track is discussed at the next meeting of the Finance Committee, in particular how to fund it and what impact the spend would have on the school budget; NW to obtain more quotes for the track.</p> <p>A Governor asked NW whether he knew how much PE funding would be received in the future; NW answered that the money was ring-fenced at the current level until 2020 but that after this, it might go back to the previous amount of approximately £8k.</p> <p>EC suggested that the school investigate other forms of funding eg a sports grant from Asda, the Waitrose community fund. Action: EC to approach companies with sports grants to see whether this project would qualify for funding.</p> <p>SW asked EC, as Link Governor for PE, whether she had looked at the proposed spend; EC confirmed that she had met with NW to go through the proposal, and that she was happy with it.</p> <p><i>Behaviour and Safety</i> NW told Governors that e-Safety Day is on Tuesday 5 February but that the school would be doing it on Thursday 7 February, and he drew Governors' attention to the staff training schedule in his report.</p> <p><i>Leadership and Management</i> NW will be contacting the Local Authority Designated Officer (LADo) about the two incidents of racial abuse. Governors discussed the fact that a child had left the school as a result; a Governor commented that he thought parents may want an explanation as to how the school had</p>	<p>DE NW</p> <p>EC</p>
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	<p>handled the situation. SW emphasised that Governors needed to be clear as to how the issue had been dealt with. NW informed Governors that he had spoken to the parents of the child who had been abused, that they had been happy with the way in which the school had handled the matter and had thought the right steps had been taken. He added that the Equality Objectives would be published on the website, and that he intended to have a 1:1 session with the other child.</p> <p>Governors discussed the draft Equality Objectives and agreed that they should be sent to the parents asking for suggestions of activities to support the objectives. Action: NW, LJ, SW and DE to review the draft Objectives and share with the rest of the FGB; when they are finalised, NW to arrange for them to be sent to parents via email and hard copy.</p> <p>NW said that he had found the Peer Review to be a useful process and that he would be looking at the actions suggested in the letter eg achieving more consistency in whole school systems.</p> <p>A Governor asked what information the parents would receive following the collation of the Parent Survey results and it was agreed that feedback would be helpful. Action: NW to prepare a summary of the key points and themes for the newsletter, and to share the results of the survey with staff.</p> <p>NW confirmed that staff appraisals are being done, and agreed to send out skills sheets to Link Governors to inform their conversations with staff. Action: NW to arrange for Link Governors to receive the appropriate skills sheets.</p> <p>NW told Governors that he had decided not to swap the classes around during the year; this this will be done from September – FS1, Y1 and Y2 will be Fox Class, Y3 and Y4 will be Hedgehog Class and Y5 and Y6 will be Otter Class. He referred to the Pros and Cons table in his report, and commented that the pre-school expect 11 of their children to apply for school places for this year, plus there will be others, so the school could employ a teacher on a 0.6 basis to teach Year 2 in the library each morning. He said that he expected the new arrangement to help the Year 5 and 6 children improve their Maths.</p> <p>A Governor commented that it was important to ensure that the staff were onboard with the plan, and another said that the library would have to be set up in such a way as to ensure that the children saw it as a classroom.</p> <p>It was noted that there are two new children joining the school this term, one of which will be in Year 1. NW told Governors that he has advertised for a teaching assistant for the Hedgehogs class.</p>	<p>NW, LJ, SW, DE NW</p> <p>NW</p> <p>NW</p>
9.	<p><u>School Extension Project</u> This item was moved up the Agenda.</p>	

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	NW said that he had been told by County of a change of contractor, that the work would now be done by a local firm and that September 2020 was still set as the completion date. He had also discussed the projected cost with County – it had been agreed that this was an extremely high estimate, and that the construction did not need to be as complex as the quote had described.	
8.	<p><u>Subject Link Governors</u></p> <p>SW had circulated the Annual Activity Plan. Governors agreed to use this from September 2019. NW confirmed that Safeguarding meetings should be held twice in each half of term.</p> <p>LL suggested that it would be useful for Governors to have a copy of the protocol for Learning Walks. Action: NW to email Governors the protocol.</p>	NW
10.	<p><u>Pre-school Integration</u></p> <p>It was agreed that there was no need for DE to attend the next meeting of the pre-school committee as the school is not yet ready to clarify the next step, but it was acknowledged that the committee would need to have some certainty about the future soon. Governors agreed to discuss the options at the FGB meeting in March. Action: the Clerk to ensure that this item is on the Agenda for the next meeting.</p>	Clerk
11.	<p><u>Finance Report</u></p> <p>The Finance Update, Minutes of the Finance Committee Meeting held on 11 January, P8 results and draft Annual SFVS Return had been circulated in advance.</p> <p>DE explained that the finances are in a relatively healthy position but that it was important to maintain sound capital reserves – the maximum that could be kept without any clawback taking effect.</p> <p>He referred to the SFVS Return, saying that it needed Governors' approval. Governors approved the Return. Action: SW to sign and submit the Return before the end of January.</p>	SW
12.	<p><u>Health and Safety</u></p> <p>There were no issues to report.</p>	
13.	<p><u>Any other business</u></p> <p>Safeguarding had been omitted from the Agenda so was considered at this point. There were no items to discuss.</p>	
14.	<p><u>Date of next meeting/Items for the Agenda</u></p> <p>Monday 18 March 2019 at 6.30 pm.</p> <p>The meeting ended at 8.55 pm.</p>	

CS 30.01.19

8/8 Minutes of the Full Governing Body meeting of Longworth Primary School held on 28.01.2019

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Dated: