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**Minutes of meeting of the Special Full Governing Body of Long Wittenham CE Primary School  
held virtually on 14<sup>th</sup> September 2021 at 6.30pm**

**Present:**

Elizabeth Atherton – Co-opted (Chair) (EA)  
Gillian Seymour – Headteacher (GS)  
Emilio Lastra-Gill – Local Authority (EL)  
Tom Richardson – Parent Governor (TR)  
Andrew Bayly – Parent Governor (ABa)  
Judith Baldwin – Foundation Governor (JB)  
Catherine McLachlan – Staff Governor (CM)  
Alistair Higginbottom – Parent Governor (AH)  
Catherine Harrison – Parent Governor (CH)  
Paul Wignall – (PW) Ex-Officio Foundation Governor  
Ross Parnell – Parent Governor (RP)

**Apologies:**

Mark Warren – Co-opted (MW)  
Jules Preston – Co-opted (JP)

**Absent:**

None

*The meeting opened at 6.30pm and was quorate*

	<b>Topic</b>	<b>Action</b>
<b>1</b>	<b>Welcome and Thought for the meeting</b> PW gave a prayer of thanks for the staff, parents, pupils and governors. EA thanked governors for attending the special meeting to prepare for Ofsted. Governors who has not met GS introduced themselves	
<b>2.</b>	<b>Apologies and Absence</b> Apologies were received and accepted from MW and JP.  <b>Declaration of Financial Interests</b> None declared for this meeting.  <b>Notification of AOB</b> None	
<b>3</b>	<b>Membership of the Governing Body</b> EA is going to step down as Chair of Governors, but remain on the governing board until after Ofsted and the interviews scheduled for 22 Oct 2021.  Paul Wignall has put himself forward to be the Chair of Governors and Catherine Harrison has put herself forward to be the Vice Chair.	



The governing body agreed to the appointment of Paul Wignall as the Chair of Governors and Catherine Harrison as the Vice Chair. A hand over will continue between EA and PW and CH over the next few weeks.

PW thanked EA for her work as the Chair.

The governing board wrote to parents in July looking for volunteers to join the governing body with EYFS skills, as there is a new EYFS Policy and new teacher, no parents came forward. MW's sister has recently moved to the area and has EYFS experience and is willing to join the FGB as an Associate Governor. It was agreed that Chris Warren would join the FGB as an Associate Governor.

**Link Governors:**

Governors' roles and how they should be linked to the school was discussed.

See [Governor Roles June 2021](#)

Previously governors were linked to subjects, but it was thought that it may be better to link them to School Development Plan Priorities. The draft priorities were:

- Further improve the quality of teaching and learning
- Improve the number of pupils achieving greater depth across the school for writing
- Improve the number of pupils achieving greater depth across the school for maths
- Ensure we have an embedded curriculum that is broad, balanced and purposeful
- Induct new staff and support the wellbeing of all staff

GS has been advised to develop the SDP based on her experience in the school and the draft from earlier in the year. Induction should not be a separate priority, it should be embedded across the other priorities. GS felt it may not be appropriate to focus just on greater depth, but to look at vulnerable groups and the need to introduce more diversity in the curriculum.

In Gs's previous school the member of staff responsible for a priority would complete a 1 page template on the SDP priority and send it to the link governor and discuss in some way before the FGB every term, so the link governor could talk at the FGB.

Governors agreed to link to the SDP priorities, GS will send the updated list of priorities to governors and then we can link governors with an interest or experience in the topic to them

Governors also discussed appointing a:

- Pupil premium governor – JB as chair of TLP agreed that she would take on this role, as it links strongly to the TLP which she chairs.
- Social Media governor – GS's previous school had a governor that managed social media for the school and tweeted on the school's behalf. Each teacher provided one photo a week that would be sent out during the week and enabled all parents to know what was happening across the school. However, it is not part of the role of governors. CM volunteered to do this.



	<p><b>Action: EA to update the list of Governor roles</b></p> <p><b>Meeting with Staff</b> The FGB agree last year to hold regular meetings with staff. We would like to arrange a meeting before ½ term. JB is going to lead this work, governors were asked to email JB if they would like to support with this.</p> <p><b>Action: ALL to email JB if they want to support the meetings with staff.</b></p> <p><b>Action: JB to contact Nicky to arrange a suitable time/times to meet with staff in about 3 weeks</b></p>	<p><b>EA</b></p> <p><b>All govvs</b></p> <p><b>JB</b></p>
<p><b>4</b></p>	<p><b>Policies:</b> The following policies were approved:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• EYFS/Foundation stage</li> <li>• Children with health care needs</li> <li>• ECT induction</li> <li>• Complaints Procedure</li> <li>• Staff Code of Conduct</li> <li>• Exclusion</li> <li>• Premises Management</li> <li>• Statement of procedures for dealing with allegations of abuse against staff</li> <li>• Disciplinary Procedure</li> <li>• Staff Grievance Policy</li> <li>• Supporting Pupils With Medical Conditions September 2021</li> <li>• Whistleblowing Procedure</li> <li>• Data Protection Policy</li> <li>• Behaviour</li> <li>• Charging and Remissions</li> <li>• Health and Safety Policy</li> </ul> <p>The governing body noted its thanks to GS for all her work and Matt Harrison for uploading all the documents onto the school website.</p> <p>It was noted that the link between governors and policies could be strengthened by linking them to committees so that they could monitor a few of them at each of their meetings.</p> <p><b>Action: PW and GS to agree which statutory policies should be linked to which sub-committees</b></p>	<p><b>GS/PW</b></p>
<p><b>5</b></p>	<p>Preparation for Ofsted</p> <ul style="list-style-type: none"> <li>• <a href="#">Answers to Potential Ofsted Questions</a></li> </ul>	



	<p>Governors discussed the answers to the questions and made additions and amendments during the meeting.</p> <p>The governing body discussed who would be involved when Ofsted comes. EA will be there and it had been suggested that CH as the vice chair and a parent governor would also attend. JB also offered to be available. JP will make herself available if she can or we will arrange for Ofsted to talk to her on the phone re SEND/Safeguarding.</p> <p>Governors were asked to consider whether they were willing or able to participate in the interviews when Ofsted call and to let EA know.</p> <p><b>Action: All governors to email EA about whether they are willing and able to be part of the Ofsted interviews.</b></p> <p><b>Action: CH, GS, EA, PW to meet on Friday to add more information to the answers.</b></p>	<p>All gov's</p> <p>CH, GS, EA, PW</p>
<p>17</p>	<p><b>AOB and Close</b></p> <p>Could we do a questionnaire for prospective parents of pupils? Yes, but not sure if we would get honest answer. May be better to strengthen links with pre-school and make governors and EYFS staff more visible in pre-school. Arrange stay and play at weekend for pre-school children after Ofsted. Maybe governors giving coffee at drop off or maybe at the church.</p> <p>CM reminded governors of the commitment to provide staff with an update from each FGB. As the school governor she said she was happy to do this.</p> <p>PW is going to develop a communication to go out to parents about the meeting, so we can ensure that is shared with staff, rather than arranging a separate meeting, and ask them to contact CM if they want any more information or have any questions.</p> <p><b>Action: PW to write a summary of the FGB and share with Nicky to go out to parents and staff.</b></p> <p><b>Date of next Meeting:</b> 5th October 2021</p>	<p>PW</p>

The meeting closed at 8:38pm

EA 14/09/2021

Signed: \_\_\_\_\_ on \_\_\_\_\_

Long Wittenham CE (A) Primary School

Minutes of Meeting held on 14<sup>th</sup> September 2021