



Longworth Undenominational Primary School

Longworth, Oxfordshire, OX13 5EU

Headteacher: Mr N Wilson

Minutes of the meeting of the full Governing Body

Held in school and via Zoom.

Monday 30th June 2025 at 6.30 pm.

Present	Jennifer Kirman (JK) – Governor/Chair <i>via Zoom</i> Neil Wilson (NW) – Headteacher Ivo Furano (IF) – Governor Melissa Gleeson (MG) – Governor <i>via Zoom</i> Rebecca Lyle (RL) - Governor <i>arr.6.47pm via Zoom</i> Joey Potgieter (JP) – Governor
Absent	Lauren Bryan (LB) – Governor/Vice Chair Toni Briggs (TB) – Governor Francesca Parma (FP) – Governor
In attendance	Tess Kirkby (TK) – Governance Professional <i>via Zoom</i> Rebecca Butler (RB) <i>observer</i>

The meeting started at 6.30pm and was quorate. Governor comments and questions are in **red font**.

	Item	Action																																	
1	Procedural matters																																		
1a	Welcome, Apologies for Absence JK welcomed all to the meeting, particularly Rebecca Butler who is interested in joining the Governing Body as a Parent Governor and attended as an observer. Introductions were made. Apologies had been received and were accepted from Lauren Bryan, Toni Briggs, and Francesca Parma.																																		
1b	Declaration of Pecuniary Interests for this meeting None raised in addition to those already declared on GovernorHub.																																		
1c	Minutes and Matters arising from the meeting 28th April 2025 The minutes were agreed to be a true and accurate record of discussions and will be signed to that effect.																																		
	<table border="1"> <thead> <tr> <th>#</th><th>Action</th><th>Owner</th></tr> </thead> <tbody> <tr> <td></td><td>From 10th February</td><td></td></tr> <tr> <td>2a</td><td>To explore options for a languages link to a secondary school closed JK explained that the parent survey asked a specific question about additional after school clubs focussing on modern foreign languages. The results from the survey (please see item 2f) indicated this is not a priority for parents.</td><td>FP</td></tr> <tr> <td></td><td>From 24th March</td><td></td></tr> <tr> <td>3a</td><td>To discuss After School Club invoicing practice with NW carry forward MG will follow up with administrative staff.</td><td>MG</td></tr> <tr> <td>4b</td><td>To update the Governor action plan to align with the new 12-week development plan completed – please see item 4a.</td><td>JK</td></tr> <tr> <td></td><td>From 28th April</td><td></td></tr> <tr> <td>2a</td><td>To seek approval from the Parish Council to locate banners advertising pupil vacancies carry forward</td><td>IF</td></tr> <tr> <td>2b</td><td>To table After School Club opening hours at the next meeting completed – see item 3b</td><td>TK</td></tr> <tr> <td>2b</td><td>To explore options to facilitate flexible voluntary contributions for school trips carry forward</td><td>NW</td></tr> <tr> <td>3a</td><td>To table survey feedback at the next meeting completed – see item 2f</td><td>TK</td></tr> </tbody> </table>	#	Action	Owner		From 10th February		2a	To explore options for a languages link to a secondary school closed JK explained that the parent survey asked a specific question about additional after school clubs focussing on modern foreign languages. The results from the survey (please see item 2f) indicated this is not a priority for parents.	FP		From 24th March		3a	To discuss After School Club invoicing practice with NW carry forward MG will follow up with administrative staff.	MG	4b	To update the Governor action plan to align with the new 12-week development plan completed – please see item 4a.	JK		From 28th April		2a	To seek approval from the Parish Council to locate banners advertising pupil vacancies carry forward	IF	2b	To table After School Club opening hours at the next meeting completed – see item 3b	TK	2b	To explore options to facilitate flexible voluntary contributions for school trips carry forward	NW	3a	To table survey feedback at the next meeting completed – see item 2f	TK	
#	Action	Owner																																	
	From 10th February																																		
2a	To explore options for a languages link to a secondary school closed JK explained that the parent survey asked a specific question about additional after school clubs focussing on modern foreign languages. The results from the survey (please see item 2f) indicated this is not a priority for parents.	FP																																	
	From 24th March																																		
3a	To discuss After School Club invoicing practice with NW carry forward MG will follow up with administrative staff.	MG																																	
4b	To update the Governor action plan to align with the new 12-week development plan completed – please see item 4a.	JK																																	
	From 28th April																																		
2a	To seek approval from the Parish Council to locate banners advertising pupil vacancies carry forward	IF																																	
2b	To table After School Club opening hours at the next meeting completed – see item 3b	TK																																	
2b	To explore options to facilitate flexible voluntary contributions for school trips carry forward	NW																																	
3a	To table survey feedback at the next meeting completed – see item 2f	TK																																	



1d	Any other significant items arising None raised.	
1e.	Chair's procedural items: The following update on Governing body vacancies was noted: <ul style="list-style-type: none"> Current vacancies - 1 x Parent (an application has been received) and 1 x Foundation. Pending vacancy – 1 x Co-opted Governor (RL standing down at end of year) Term of office – JK term expires 11 July. Nomination for reappointment submitted to the Local Authority. It is anticipated that a vote on reappointment can be held at the start of the first meeting in the Autumn term. <p>JK explained that recruitment activity will be aimed at attracting potential candidates who may be interested in transitioning to the role of Chair in due course.</p> <p style="text-align: right;"><i>RL arrived at 6.47pm</i></p>	
2	Progress against SEF Goals – Headteacher's Report	
2a	SEF Goal 1: Quality of Education <i>focus on pupil data</i> Governors thanked NW for the Headteacher's report which had been circulated in advance via GovernorHub. Please see Annex A for Governor questions submitted ahead of the meeting. The following key points were noted: <p><i>Pupil progress data</i></p> <ul style="list-style-type: none"> 69% of pupils in Reception achieved a Good Level of Development (GLD). This score is marginally lower than the national average. NW reminded Governors that this assessment is uniquely wide ranging, covering 7 areas (including physical development), some of which will not be assessed again during statutory schooling. NW is confident that the Early Years curriculum is strong, assessments are robust, and pupils are well supported. 75% of pupils in Year 1 passed the phonics screening check. A small group, who have been receiving daily interventions since September 2024, did not achieve the pass mark (32/40). A Governor asked if there are any early indications as to why the intervention was not effective. NW explained that this is not yet clear although attendance is a clear factor. It is also possible that phonics does not suit their preferred learning style from a neuro diversity perspective. Governors requested that the analysis is shared with Governors at the first meeting of the autumn term. <p>ACTION: Governance Professional to table Year 1 phonics analysis at the next meeting.</p> <p>A Governor asked if/how the school engages with parents about the phonics curriculum. NW explained that workshops are offered to parents to raise awareness and help them understand the approach. These have not been consistently well supported. The school is also exploring the possibility for Communication and Interaction specialists to observe pupils and offer additional guidance.</p> <p><i>12-week plan</i> NW explained that the 2025/26 targets have been set in conjunction with advice/feedback from JK. The 12-week plan is driving staff meetings and there is a specific focus on preparing transitions and ensuring that information is passed on in a timely way. The agenda for the inset day at the start of the Autumn term has been set.</p>	Gov Prof.



2b	<p>SEF Goal 2: Behaviour and Attitudes including attendance</p> <p>NW explained that attendance year to date is 95.4% (2.2% increase on 2023/24) and Persistent Absence (PA) has halved from 24% to just above 10%. The most significant issue for Longworth is attendance among the Pupil Premium (PP) cohort which, at 89.9%, is the lowest in the school and is lower than the national average (92.3%). JP is scheduled to attend a training course aimed at exploring ways to enhance the PP strategy. There was a discussion about the approach to tackling absence. Governors recognised that the reasons for absence are varied and that school's focus on relationships with parents is the right approach. A Governor asked about the Reception cohort. NW explained that attendance is significantly above the national average and parental support is strong, suggesting they recognise the value of good attendance. A Governor asked about term time holidays. NW explained that the number of days lost to term time holidays has significantly decreased from c. 125 in 2024 to 50 in 2025. Letters warning parents of the possibility of a fine have been sent (although none have been issued) which may have had been a factor. There have been some instances where families have been reluctant to inform the school of their whereabouts which has safeguarding implications. While being mindful of the potential for pupils to misrepresent the facts, the school is also aware of the possibility that fines may lose their effectiveness. A Governor asked about the scope for discretion. NW explained that all families must be treated the same to avoid undermining the integrity of the system. Evidence continues to show that supporting families to recognise the value of good attendance has the most positive impact. A Governor asked about positive reinforcement such as certificates for 100% attendance. NW reflected some difficulties with this approach including tacitly applying pressure on pupils who are genuinely ill and/or holding pupils accountable for their parents' ability or willingness to bring them to school. However, good attendance is consistently celebrated in school.</p> <p>A Governor asked about the number of admissions into Reception in September. NW confirmed that 15 admissions have been secured. A Governor asked whether families in the catchment area are aware that preschool is available. NW explained that leaflet drops over a large area have been completed in previous years and could be repeated at a cost of c.£600. It was agreed that information about the preschool should be circulated through local social media groups.</p> <p>ACTION: LB to circulate information about preschool via social media.</p>	LB
2c	<p>SEF Goal 3: Personal Development</p> <p>Nothing for this report</p>	
2d.	<p>SEF Goal 4: Leadership and Management</p> <p>NW explained that the timing of recruitment to a Teaching Assistant (TA) post is linked to preschool admissions and whether a member of preschool staff could be redeployed into Reception at the start of term. One of the advantages of doing so is to offer pupils continuity at a key moment of transition.</p>	
2e.	<p>Pupil voice</p> <p>NW explained that the termly pupil voice sessions continue and focus on curriculum subjects and safeguarding themes. JP explained that a summary of the feedback is included in curriculum overview documents to help teachers triangulate the content with pupil voice and the long-term plans. NW outlined the ambition to develop pupil voice further, to see how well pupils are able to connect the curriculum across year groups. Developing the mechanism for this will be a priority for 2025/26.</p>	
2f.	<p>Survey feedback and follow up</p> <p>JK shared a summary of the feedback which had been prepared by Lauren Bryan. The following key points were noted:</p> <p><i>Parent survey</i></p> <ul style="list-style-type: none"> • 31 respondents – only 1 from Hedgehogs (Y3/4) • Fox Class was well represented among the responses which suggests that parents new to the school have positive outlook. 	



	<ul style="list-style-type: none"> School strengths include: <ul style="list-style-type: none"> Helping children develop key academic skills Children feel safe at school (see below) Parents would recommend the school Areas for improvement: <ul style="list-style-type: none"> Responses to the after-school club offer were mixed Some specific feedback about feeling safe in Badgers class Responses about behaviour were mixed and will be explored in more detail by JP and LB <p><i>Staff survey</i></p> <ul style="list-style-type: none"> 15 responses School strengths include: <ul style="list-style-type: none"> Pride and job satisfaction Behaviour Leadership and support Areas for development: <ul style="list-style-type: none"> Fairness and feeling supported Perceptions of behaviour and consistency of approach Communication and inclusion <p>All respondents have been offered the opportunity for a follow up discussion with LB if they would find it helpful. The next step is to circulate a “you said, we did” response within the end of year Governor report. A Governor reflected that concerns about fairness can often be the result of specific reasonable adjustments, the reasons for that are entirely (and rightly) confidential. JP explained there may be opportunities for an informal follow up through the appraisal process.</p> <p>ACTION: JK to draft the annual Governor report by the end of term</p>	JK
3.	Accountability and oversight	
3a	<p>Finance</p> <p>IF explained that there have been no changes since the budget was submitted. The outcome of the Hinton and Longworth Education Fund (HALF) application should be available at the beginning of July.</p>	
3b	<p>After School Club Charges</p> <p>NW explained that the £10k grant for after school club provision was awarded w/c 23 June, the purpose of which is to secure provision which may/is likely to run at a loss for the first few years. Should the provision break even (or better), the grant may need to be repaid. Feedback from parents indicated a maximum of three pupils requiring the later session (from 5.30pm to 6pm). Some members of staff (including NW) are willing to extend their hours to 6pm, however this may not be achievable every day, Mondays and Fridays will be challenging. A Governor asked about the ratio requirement. NW confirmed that two adults (for safeguarding reasons) will need to be available site, one of whom should be a Designated Safeguarding Lead (DSL). There was a discussion about the merits of advertising the hours rather than seeking to cover them internally.</p> <p><i>Pricing</i></p> <p>A Governor asked about charges levied by other schools. NW explained that these vary, depending on whether a private provider has been engaged. It is understood that some charge £12.50 for provision up to 5.30pm. The proposed pricing structure is as follows:</p> <ul style="list-style-type: none"> £15 to 6pm £11 to 5.30pm £8 to 4.45pm 	



	<p>A Governor reflected that the increase (already agreed to for September) of £1 per session is not affordable for all and may impact families working arrangements. The cost of breakfast club is increasing from £5 to £6 per day in September. NW explained there may be scope to flex pricing if sessions are consistently well supported. However, staffing costs will be baked in via employment contracts which is a significant risk if numbers fluctuate or decrease. A Governor asked about responses to the survey testing the appetite for this provision. NW explained that seven families indicated they would be interested in provision to 6pm, five nights per week. It was agreed that pricing in the context of the £10k grant should be considered outside of FGB with the aim of ensuring the offer is fair but does not push the school into deficit.</p> <p>ACTION: IF/JK/NW to discuss after school club pricing and make recommendations to FGB.</p>	IF/JK/ NW
3c	<p>Safeguarding</p> <p>JK introduced the monitoring report and safeguarding audit update which had been circulated in advance via GovernorHub. NW explained that the audit update will be tabled again in the Autumn term for a full review. The school has benefitted from best practice identified through the Safeguarding Governor (TB). An audit of personnel records has been completed and there is an opportunity to purchase StaffSafe through the Child Protection Online Management System (CPOMS) which is a more efficient way of maintaining the Single Central Record (SCR) and minimises human error. A Governor asked about the caseload. NW explained that the demands of the caseload are similar to 2023/24.</p>	
3d	<p>EYFS Governor</p> <p>Governors thanked NW for providing data tracking preschool to reception admissions and noted that a conversion rate of 87% is strong. Provision linked to other primary schools continues to present a risk both in terms of the viability of preschool and ensuring the Planned Admission Number (PAN) is maintained.</p>	
3e	<p>Policies</p> <p>None for this meeting.</p>	
3f	<p>Documents for approval</p> <p>The following updates were noted:</p> <ul style="list-style-type: none"> PE and Sports Premium Annual Report is currently in draft, pending access to the new portal. It was agreed that the Annual Public Sector Equality Duty Statement should be deferred to next meeting <p>ACTION: JP to review the Equality Duty Statement and present to the next meeting</p>	JP
3g	<p>Appointment of Headteacher Appraisal Panel and External Advisor</p> <p>The following were appointed:</p> <ul style="list-style-type: none"> MG JK External Advisor: Louise Warren <p>JK confirmed that the appraisal will be scheduled in the first half term of the new academic year.</p>	
3h	<p>Health and Safety</p> <p>JK confirmed there are no issues to draw to Governors' attention. The school has invested in new picnic tables and some improvement work (painting and gardening) is scheduled for the summer break, including repairs to the French drain courtesy of generous donations and support from families.</p>	
3i	<p>Learning walks (face to face) and school visits</p> <p>JK explained that there is a new feature on GovernorHub which allows Governing Bodies to track visits and store associated visit reports. All visits completed this academic year have been mapped. It was agreed that visits in 2025/26 would be scheduled on the basis of 1 per half term.</p>	



4	Strategy and vision	
4a.	Governor action plan Governors were invited to review the draft 12-week plan, paying particular attention to the Governor monitoring statements. ACTION: All to review 12-week plan and update the live version (via GovernorHub)	ALL
5	Wrap up	
5a	Any Other Urgent Business Governors congratulated NW and JP on a successful year and the improvements in attendance particularly. On behalf of the Governing Body, JK thanked RL for her support to the school during her tenure and wished her well.	
5b	2025/26 meeting dates <i>all Mondays starting at 6.30pm; a remote link will be available</i> 1. 6 October 2025 2. 1 December 2025 3. 9 February 2026 4. 23 March 2026 5. 18 May 2026 6. 6 July 2026	

The meeting ended at 8.16pm

Summary of actions

#	Action	Owner
	From 24th March	
3a	To discuss After School Club invoicing practice with NW <i>carry forward</i>	MG
	From 28th April	
2a	To seek approval from the Parish Council to locate banners advertising pupil vacancies <i>carry forward</i>	IF
2b	To explore options to facilitate flexible voluntary contributions for school trips <i>carry forward</i>	NW
	From 30th June	
2a	To table Year 1 phonics analysis at the next meeting	Gov. Prof
2b	To circulate information about preschool via social media	LB
2f	To draft the annual Governor report by the end of term	JK
3b	To discuss after school club pricing and make recommendations to FGB	IF/JK/NW
3f	To review the Equality Duty Statement and present to the next meeting	JP
4a	To review 12-week plan and update the live version (via GovernorHub)	ALL

T Kirkby
Governance Professional
2nd July 2025



Annex A

Headteacher's Report – Governor questions/challenge

Attendance:

- Overall attendance has decreased slightly to 93.2% from 93.5% (May 2024) but compared with July 2023 attendance has increased from 92.3%
- Just to confirm that the above should read "...from 93.5% (May 2025) but compared with July 2024..." - same for the following point

Apologies, please ignore the first line in the attendance report. That is from the HT's report June 2024. The attendance for whole school is 95.4%

Staff

- Expected changes and plans for eventual replacements?

We have advertised for a direct replacement. We are still calculating need for the school as to whether we will appoint a new TA in September, November or in January 2026.

- Support staff names to be changed

Thank you. Will remove from ASC.

4.3 Longworth Preschool to Primary School: conversion rate

- Year - Number of children finishing at preschool - Number of children (and %) continuing into Primary school
- 2025 15 13 (87%) - that's fantastic!
- Thank you for adding this, great to see this over time.

ESAT School Safeguarding Advisory Review

- What's the current progress on the Action Plan -
 - Oxfordshire Safeguarding Children Partnership (OSCP) neglect training packages to enhance their knowledge and skills.
 - While the safeguarding team members support each other informally, they do not currently receive official supervision sessions
 - it is recommended that the school utilise the Neglect Standards to further enhance their knowledge
 - further development is needed to ensure that the names and roles associated with concerns are described in detail. Additionally, when actions are stated, it is important to capture and document that these actions have been completed.
 - Neil to attend the booked Allegations management training session
 - staff to complete the Cyber Security training.

I will bring the updated action plan to the meeting or posts in documents shortly before the meeting for discussion.



Assessment Summer 2025

- Year 5, in particular, but also Year 4, seems to be struggling in all subjects, despite being very small (in numbers) classes.
- Any specific reason you can find? Is there any specific plan to address this?

High percentage of SEN children in both year groups. Lots of support in place (see interventions). I can talk through all this support which is occurring in year 4 and 5.