



# Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office@fjs.faringdonlearningtrust.org

Part of Faringdon Learning Trust

Headteacher- Sharon Farrell

Chair of Governors - Adam Pickford

## MINUTES

<b>Meeting</b>	Full Governing Body	<b>Where</b>	Teams
<b>Date</b>	Tuesday 19 <sup>th</sup> July 2022	<b>Time</b>	18:00
<b>Attendees</b>	David Border (DB), Anthony Cook (AC), Sharon Farrell (SF, Co-Headteacher), Ian Pugh (IP), Pauline Forbes (Associate Member), Debbie Hulme (DH), Lucy Edwards (LE), Alexandra Molton (AM, Clerk)		

No	Description	Action
	<b>Procedural Matters</b>	
1	<p><b>Apologies for absence and acceptance/non-acceptance</b>            Apologies were sent and accepted from TA, DEM and AP.            HB and TG were not in attendance at the meeting.            DB declared he would need to leave the meeting early due to other commitments. PF extended thanks to DB on behalf of the LGB for all of his hard work whilst part of the LGB.            LE advised that she would need to leave the meeting for a short time to take another call but would return online afterwards.</p>	
2	<p><b>Welcome new members, visitors or staff presenting</b>            No new members, visitors or staff were present.</p>	
3	<p><b>Declaration of any personal or business interests</b>            None.</p>	
	<b>Ensuring Accountability</b>	
4	<p><b>Approve Minutes of previous meeting on 9th May 2022</b>            The minutes were accepted as a true and accurate record of the meeting.</p>	
5	<p><b>Matters arising from previous minutes</b>            DB was unable to complete his action to find out which governors had appropriate Safeguarding training.  <b>ACTION: AM to put together a spreadsheet to show which governors from FIS and FJS have completed Safeguarding training and pass this on to Sarah Gristwood (SG), the Safeguarding governor for the new joint LGB for The Elms and Folly View Primary.</b>            SF was given the action point to put together a plan for governors to take part in more school activities from September onwards. PF pointed out that governors have been able to be involved in more school events this term.            SF will ask the Heads of school to let governors about how they can help with school events and supporting staff and teaching and learning in school going forward.</p>	
6	<b>Headteacher Report</b>	



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<p>SF had uploaded this to GovernorHub ahead of the meeting for governors to review.</p> <p>We are now at PAN for Year 3 and we are expecting The Elms to be at PAN in Years 4, 5 and 6 shortly.</p> <p>The number of SEND children on role has increased this term and we now have 19 children with EHCPs.</p> <p>The number of children receiving Free School Meals has increased this term to 65 children.</p> <p>The number of PPG children has also increased to 97.</p> <p>This term we have 23 service children.</p> <p>TA, and 4 teachers are leaving at the end of this year. SF has successfully recruited to these posts from September. The only post which has not been filled is the job share role with Celine Ottaway, so the new Deputy Head will cover this 3-day teaching post in the interim whilst recruitment takes place.</p> <p><i>When are you planning to advertise this role?</i></p> <p>SF: As soon as possible when we return to school in September.</p> <p>We have taken on 1 ECT in Year 1 at The Elms who will be starting in September. We will also have 2 staff that have just completed their first year as teachers. This term we have continued to use recovering funding to support those children needing extra help in Year 3 and 4.</p> <p>We also continued with Mr Smith job sharing with Mr Kenyon in Year 5 which meant that Mrs Ottaway has been able to provide interventions with children in year 5. We can see that these have had a positive impact.</p> <p>Mrs Harris and Mr Nicholls have been working part time this term so Zoe Pendleton (agency teacher) has been supporting them and teaching for the other days in their posts, as well as providing extra support to Year 3s.</p> <p>Year 6 data was made available on GovernorHub ahead of the meeting for governors to review.</p> <p>The results were very positive, considering where this cohort started from at the beginning of this year. Staff were particularly pleased with the Reading scores. Greater depth in Reading was higher than national, which is testament to the hard work of the Year 6 team this year.</p> <p>We were on target with the national average in Maths and higher in Greater Depth.</p>	
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Our SPaG results were above the national average but we always do really well in this area.

Writing was massively impacted by Covid and we knew that this was the area where the children would struggle most. Although the children and staff have worked really hard, it was too much for the year group to be able to catch up on this over this year. The new Deputy Head has experience of moderating in writing in her previous role so can help this to develop further next year.

Staff have worked really hard this year to get the best results for the children and the children really have tried their best. Teachers have been really honest in their assessments of the children and their reports accurately reflect where these children are.

*Huge well done to staff for their hard work this year; these children are in a good place to move forward with their academic career in a new setting.*

SF explained that The Elms will be using Read Write Inc. for the new children moving across from FIS as the children have been using this to learn there already.

*What is your view on the writing of the other cohorts across the school?*

SF: Year 4 appears to have been hit the hardest by Covid – they missed their year 2 and 3 in school. However they have a longer time to catch up on their missed learning, whereas the Year 6's only had a few months. Maths has massively improved as we have already invested a large chunk of our recovery funding here.

The Year 6 residential went really well and there was lots of good feedback from parents and children. Staff would like to book this again for next year, but we need to plan trips more carefully next year so that it is clear when payments for trips are due and parents are not having to pay for lots of trips at once.

There were a few other schools trips this term which went really well.

We will be continuing with the OCC music lessons for Year 3's next year; those at Folly View Primary will also have access to this.

*Will the trips be run across both schools next year? Parents did feedback that the cost of the Year 6 trip increased this year from the original amount.*

SF: Yes, most trips will be shared across both schools. There are cheaper PGL places to visit for the residential trip but we would like to stick with Manor Adventure as we



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know that this is really good. The reason that the cost increased this year is because less children attended than expected so the cost of transport increased.

We were able to offer places at holiday camps for PPG children at the February half term and Easter camps and will be providing two weeks for these children at the camp running at school over the summer holidays.

*How many children are we funding for this?*

SF: We have 65 PPG children on role but are only funding around 10 places for the summer holidays. However we are unlikely to be able to offer this for families next year due to changes in funding.

Breakfast club will be up and running from September – two existing staff members have agreed to take this on. There has been no interest in running an after school club so far, although someone has approached school to ask about becoming a TA and offered to take on the after school club if a role comes up doing this in school.

*Can parents pay for breakfast club with childcare vouchers or do parents need to pay directly to school?*

SF: Parents can use vouchers but we cannot register as a provider for this until we have been signed off as The Elms by the DfE.

There have been 2 racist incidents since the last HT report; 1 in Year 5 and one in Year 4, whereby children have used discriminatory language. In both cases these are children who have not used this language before.

2 homophobic incidents have taken place this term within Year 6, again involving use of inappropriate language.

There have been 3 bullying incidents this term, one involving a child at FCC which we have been working with FCC to address. This has now become a Police matter.

*Do you get the necessary support from FCC with these kinds of cases?*

SF: Yes, we can speak with the Headteacher or Head of Year and they are very responsive.

There has also been an incident involving TikTok amongst a group of Year 6 girls and a situation between two Year 5 boys but this has now been resolved.



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	<p>We have not met our target for attendance this year and our attendance levels are slightly lower than the national average this year. This is due to a couple of persistent non-attenders who took some time to return to school after Covid restrictions were lifted.</p> <p>There will be new statutory guidance for schools in attendance coming into place from September so we will be undertaking training on this as appropriate. There will also be a new Attendance Officer for the Trust and we will be working with them to try to keep attendance levels at both schools on track.</p> <p>We usually have 2 MASH referrals or so per term but we have had 8 this term which is high. The impact of this will be seen next year when we find out if these children become a CWCF or LAC next year.</p> <p>We have had no major health and safety incidents this term. One child was seen by paramedics at school but this was due to illness rather than accident.</p> <p><i>Thank you for a full and detailed report.</i></p>	
7	<p><b>School Development Plan</b></p> <p>This was made available to governors via GovernorHub ahead of the meeting for review.</p> <p><i>Great to see so many areas have been ticked off this year. The plan for establishing a new system for monitoring of each subject has not been completed fully; is there a plan for this from September?</i></p> <p>SF: Yes we will be looking at this again in the new year. We have made some progress here but not as much as we were hoping for. The Trust has asked us to RAG rate where we are in terms of evaluation and monitoring. As both schools will be due an OFSTED visit next year we will be looking at this right at the start of the year and this will then inform the SDP for next year. Having the new Curriculum Lead in place should also help to keep this moving forwards.</p> <p><i>The SDP has been most successfully completed this year than in previous years, well done!</i></p> <p>SF: I agree, and feel that having TA on board this year has really helped with keeping this on track and up to date. Next year I will drive the SDPs for both schools and the Heads of Schools and LGBs will then be able to feed into this.</p> <p>Governors recognised that they need to be able to be fully involved in school in</p>	



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	<p>order to be able to successfully evaluate the SDP and the areas identified for improvement, as well as understand how to challenge the progress of the SDP effectively.</p> <p>SF has spoken with Duncan Millard about the SDP for both schools going forward into next year and agreed that there will be shared elements across both schools, as well as individual areas of focus for each school, but all of these will be included in a shared SDP.</p>	
	<p><b>Strategic Matters</b></p>	
8	<p><b>Finance update</b></p> <p>PF and SF attended the Resources committee meetings at both schools to explain the reasoning behind the budgets which has been put forward for next year. Since the budget was approved it has been agreed to add another TA post into Folly View Primary to eliminate the need for a mixed-age class. Both Headteachers really wanted to avoid mixing year groups in one class. SF confirmed that she has not yet heard back from Tracey in Finance about the impact of this on the budget but as the pupil numbers are increasing so much next year this should not have too much of an impact. We are expecting to finish the year in a better position than we expected, as are FIS. Although we have a few larger expenses still to come out for this year and more spending will take place to prepare the site for next year we will still end the year in the black.</p>	
9	<p><b>All Through Primary update</b></p> <p>The Folly View Primary site will not be ready for a September opening but this has been guaranteed for a November opening.</p> <p>Governors recognised that the Trust Central team has done a great job of chasing this up with OCC and keeping on top of the project but it was unfortunately not possible to get this completed in time.</p> <p>Faringdon Preschool will be joining the Trust so staff are in the process of being tupeed across now. The staff have been separated as Folly View Primary will have a room for 2 and 3 year olds and The Elms will only have a 3 year old preschool room. We currently have 15/16 registered for the new Nursery at The Elms; not sure of numbers for Folly View Primary.</p> <p>We have had a letter from neighbours concerned about the Woodview entrance being used next year but it is not possible to safely get everyone on site any other way. We have made it clear that parents should walk children to this entrance and not park cars in the area. Once Folly View Primary move to their new site it will help to ease the congestion caused by parents parking cars on Lechlade Road to drop off children.</p>	



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	<p>Furniture is currently being moved between schools to avoid having to buy new items as much as possible, but we will have to purchase some new items which we both need to use from September.</p> <p><i>How to staff feel about possibly moving between the sites in future years?</i> SF: I don't think they have fully thought this through but we can only guarantee where they will be year-on-year due to the unpredictability of pupil numbers at each site.</p>	
10	<p><b>Health and Safety / premises update</b> SF had added the latest health and safety report to GovernorHub for governors to review ahead of the meeting.</p> <p><i>Are there any major incidents to be addressed?</i> SF: Not really. We have been looking at the work required in the dining hall and this is likely to be expensive. The work on this will begin to take place in the new year, after the walls have dried out over the summer.</p> <p>We have received some money from the insurance company for the leak which we had by the staff room earlier in the year.</p> <p>We have identified an issue in block B where the Year 2s and 3s will be as there is only one staff and one child toilet in the building. Plus there are not currently enough coat pegs for all of the children so we are likely to use a mobile unit for the Year 3s, with the year 2s using those already in place on the ground floor.</p> <p>There is generally an issue with a lack of toilets on site for the amount of children which will be at school.</p> <p><i>Are there plans to install extra toilets on site?</i> SF: I have raised this as an issue and hope that this will be picked up going forwards.</p> <p>Governors recognised that this will become a larger issue as the school grows and we need to ensure that this continues to be raised as an issue which needs to be addressed.</p> <p><i>Are the toilets in block B an appropriate height for the ages of the children which will be using them?</i> SF: I did question this and was advised that as they need to use usual sized toilets at home this is acceptable at school.</p> <p><i>What about the windows which were raised as failing?</i></p>	



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	<p>SF: This was raised as an issue on our condition survey. Those in the Year 6 classrooms are most in need of replacement. As the Trust now has an annual budget for works across the schools hopefully we will not need to wait so long for issues like these to be addressed.</p>	
	<b>Other Matters</b>	
11	<p><b>Chair's closing comments</b></p> <p>PF expressed thanks to DB and DEM for all of their hard work whilst on the governing body. Particular thanks were given to AC for his long stint on the FJS LGB and governors recognised the massive loss that him leaving the LGB will have, as well as the in-depth knowledge that he has brought to the role.</p> <p>SF also thanked AC for his help in establishing her in a new role as Headteacher of the school.</p> <p>Thanks were also given to TA for all of her hard work as Co-Headteacher this year and governors recognised the huge impact that she has had upon the school this year.</p> <p>Governors also recognised the hard work of all staff this year and thanked them for their dedication to the school, as well as recognising the sad departure of those staff that are leaving this year, especially Mr Kenyon and Mrs Harris who are retiring.</p> <p>SF thanked governors for their support over this year.</p>	
12	<p><b>Any other business agreed as being urgent:</b></p> <p>SF had added the GDPR report to GovernorHub for governors to review ahead of the meeting.</p> <p>SF explained that when we start back in September, with a GDPR governor in place, we will look at the issues identified across both schools as there is likely to be some crossover with actions required.</p> <p><b>ACTION: AM to add this to the next agenda for follow up.</b></p>	<b>AM</b>

Meeting closed at 7.43pm.