



# Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office@fjs.faringdonlearningtrust.org

Part of the Faringdon Learning Trust

Headteachers - Sharon Farrell and Taniya Ahmed

Chair of Governors - Adam Pickford

## MINUTES

<b>Meeting</b>	Full Governing Body	<b>Where</b>	Virtually via Teams
<b>Date</b>	Monday 27 <sup>th</sup> September 2021	<b>Time</b>	18:00
<b>Attendees</b>	David Border (DB), Heather Bourne (HB), Anthony Cook (AC), Dawn El-Masri ( DEM), Sharon Farrell (SF, Head teacher), Taniya Ahmed (TA, Head teacher) Adam Pickford (AP, chair), Ian Pugh (IP), Lucy Edwards (LE), Debbie Hulme (DH), Tom Gilbert (TG), Pauline Forbes, Alex Molton (Clerk)		

No	Description	Action
	<b>Procedural matters</b>	
1	<b>Apologies for absence and acceptance/non-acceptance</b> No apologies were sent to the meeting.	
2	<b>Welcome new members, visitors or staff presenting</b> AP welcomed everyone to the meeting and particularly to TA as the new Co-Head.	
3	<b>Declaration of any personal or business interests</b> DEM as a temporary staff member at FJS and PF as Chair of FIS LGB for this year.	
4	<b>Election of Chair and Vice Chair</b> The Clerk confirmed that AP had been nominated as Chair. AP gave a speech about why he would like to remain in the role of Chair for another year and what he felt he could contribute to the role. AP left the online meeting whilst the LGB took a vote. The LGB voted AP in as Chair for another year and the Clerk declared that AP was elected to the role of Chair of the LGB. The Clerk confirmed that two nominations were received for the role of Vice Chair. DEM and LE each gave a short speech about why they would like to take on the role of Vice Chair this year. DEM and LE left the meeting whilst the LGB took a vote. The LGB voted and DEM was elected as Vice Chair for this year and the Clerk declared that DEM was elected to the role of Vice Chair of the LGB. The LGB thanked AC for his time on the LGB over the last six years and most recently particularly in his role as Vice Chair.	
5	<b>Governor responsibilities</b> Following her election as Vice Chair, DEM confirmed that she would be happy to take on the role of Chair of the Resources committee. LE agreed to take on Chair of the Finances committee. DB has already agreed to take on the role of Safeguarding governor as well as SEND. TG will remain as Health and Safety governor. IP will remain as PP governor. LE will remain in her role as communications advisor to the LGB. TA will get involved in the Finance and Resources committee as much as possible in her role as the new Co-Head. The link governor roles were updated for this year and AP asked governors to make	



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	<p>contact with their subject leads at school by half term.</p> <p>The LGB agreed that it would be easier for staff who lead on several subjects to have the same link governor for all subjects to lessen the amount of meetings for staff. DEM will remain as English link governor for this year as she has already built relationships with the subject lead.</p> <p>DB will be the link governor for DT and Art for this year as both subject leads are the same staff member.</p> <p>IP to be the link governor for PE and PSHCE this year.</p> <p>AP to be the link governor for Music.</p> <p>AC to remain as MFL link governor.</p> <p>DH to remain as LAC governor.</p> <p><b>ACTION: SF to send governors a refreshed list of staff email addresses.</b></p> <p>SF informed the LGB that Ofsted have changed the cycle for inspections from 5 to years. They also do not visit new schools or schools which have changed their status within 6 months of the change or opening. On this basis it is therefore unlikely that the school will receive a visit this year.</p> <p>The LGB recognised that it is vital that the school can demonstrate challenge from the LGB to the Heads and engagement with the school and subject leads and agreed that it would be useful to add Ofsted to the agenda as a standing item going forward.</p> <p><b>ACTION: Clerk to ensure this is added onto each agenda.</b></p> <p>PF raised that her role as Associate Governor comes to an end in the middle of October.</p> <p><b>ACTION: Clerk to check the protocol for electing Associate Governors to the LGB.</b></p> <p>AP informed the LGB that CT's role as community governor comes to an end in October and it is likely that one of the associate governors will want to take this role on.</p> <p>DB left the meeting due to a prior work engagement.</p> <p>AP informed the LGB that he and AM have spoken about the constitution of the LGB for this year and recognised the need to ensure that this is correctly constituted and governors are in the most appropriate role.</p> <p><b>ACTION: AP and AM to bring an update on this to the next LGB meeting.</b></p>	<p>ALL</p> <p>SF</p> <p>AM</p> <p>AM</p> <p>AP/AM</p>
	<p><b>Ensuring accountability</b></p> <p><i>Governor comments and questions in italics</i></p>	
6	<p><b>Agree Minutes of previous meeting</b></p> <p>These had been uploaded to GovernorHub before the meeting for the LGB to review. The minutes were agreed as a true and accurate record of the meeting.</p> <p><b>ACTION: AM to upload these to the school website and mark as signed on GovernorHub.</b></p>	AM
7	<p><b>Any significant matters arising from those minutes?</b></p> <p>PF confirmed that there are boards which are being displayed outside of the Infant school showing the design of the new school.</p>	



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	<p>PF informed the LGB that the ground breaking ceremony for the new school is due to take place on Thursday 30<sup>th</sup> September at 1pm; PF, Lucy Cook (LC, Vice Chair of FIS LGB), SF and Bryn Jones (BJ, Deputy Head at FIS) are attending this. FIS are currently looking at logos for the new school. Jo Ray (JR) and Anne Lynn (AL) are currently liaising with OCC for an update and the Trust will subsequently be looking at admissions for both schools. The Trust Marketing and Communications post has now been appointed to which should drive this part of the project forward.</p> <p>SF explained that Heads need to have a clearer idea of the pupil numbers before they are able to draft a potential staff structure for each school. There are also challenges in recruitment at this time and it is key that the school does not miss the right recruitment window to recruit the best new staff.</p> <p><i>Is there a cut-off date by which parents need to choose their children's schools? Is there a cut-off date for staff to resign?</i></p> <p>SF: Yes, the admissions window is open now and this closes in January and there is a date by which teachers need to resign by during the school year.</p> <p>SF confirmed that both FJS and FIS were advised to use a specific design contract but neither were happy with the draft logos that were produced. LE offered to help the school to navigate designers if this is useful to producing effective school logos.</p> <p><b>ACTION: SF and LE to liaise regarding designs of the new school logo.</b></p> <p>AC confirmed that the school changes will be discussed at the Board meeting this week and he will ensure that the Board are aware of the situation on the ground at school and the Board are aware of the issues regarding pupil numbers and staffing.</p>	<p>SF/LE</p>
<p>8</p>	<p><b>Review of Return to School Risk Assessment</b></p> <p>This was uploaded to GovernorHub before the meeting for governors to review.</p> <p>SF also informed the LGB that the school management contingency plan has been uploaded to the school website to make it clear what exactly would happen in school in the event of an outbreak and what the updates are to the Government guidelines. If cases are forthcoming parents will be made aware that these are in the school in order for parents to be able to make decisions about activities outside of school and how they might manage these.</p> <p>TA reiterated that Covid is no longer such a driver at school as normality resumes.</p> <p><i>I'm not sure the one-way system in town park is working at the end of the day, maybe worth reminding parents/having staff remind people at the end of the day for a few days?</i></p> <p>SF: The one way system was only ever a short term measure whilst Covid restrictions were in place to avoid people crossing at the gate. Prior to Covid, there was one route used by all with all children leaving at the same time. We have simply reverted back. With no caretaker temporarily we are struggling to always get the gate open and closed.</p> <p><i>Also what is the plan re. ventilation as the temperature gets colder over the coming weeks?</i></p>	



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SF: For pupils sat near open windows the cold weather will start to get uncomfortable and not be ideal for learning. Like many schools, we are doing the best we can to maintain ventilation whilst keeping the children warm. We will be heating the outside once the heating is on but the government has indicated that there may be some support for schools regarding ventilation. At present, we do not have any further measures in place.

*How do your view the staff 'wellness' in the first few weeks of the term? Is the Covid pressure still evident or is it better than the summer term?*

SF: Everyone has come back and settling into the new year well. There have already been some staff shortages due to Covid and other illness and that puts a strain on those who are picking up the additional workload.

*How well have the Year 3s settled into their routine? What challenges do you see for this cohort?*

SF: We have had a fantastic start to the year with Year 3. They appear very independent and resilient. We do have a few behavioural concerns that are being looked at by the SEND team.

*Covid risk assessment is really helpful and easy to digest.*

*How are staff coping with the return to a slightly more normal school year? Has this led to any anxiety? If so, how do you deal with this to ensure all staff feel safe?*

SF: Staff do not appear to be anxious around Covid. There is an acceptance that this is the 'new normal' and that we will need to deal with any outbreak if it occurs.

*Will you be able to increase the number of trips this year? So many children have missed out on a lot of experiences over the past 18 months.*

SF: We are hoping to increase the number of trips across the school. However, we are anxious that Covid has affected many families economically and therefore before any trip goes ahead we will be sending out an initial survey to see if parents are willing to make the voluntary contributions. The school budget will continue to be extremely tight this year and so we will not be able to subsidise trips very much. We might look at doing some fundraising at school to help to support the financial commitment of trips.

*Do the children seem settled in school?*

SF: On the whole, we have had a good settling in period and are getting used to the 'new normal'.

*How would you assess the return to school from a Covid compliance perspective?*

SF: It is tricky as the Government has made it clear that we should be 'back to normal' and the only measures are around ventilation, good hygiene etc. No bubbling and no



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	<p>staggered start and finish etc.</p> <p><i>Based on previous experience and learnings, how quickly and effectively will you be able to pivot classes/year groups/the whole school to virtual learning should a Covid outbreak occur?</i></p> <p>SF: We are already ensuring that all pupils can access Goggle Classroom. Priority is to ensure that Year 3 are set up asap as they are new to this system. We believe that we would be able to start this very soon if needed based on our previous experiences. We now have sufficient hardware (Chromebooks) to support remote learning.</p> <p><i>Will staff testing finish at the end of this month? How do staff feel about this?</i></p> <p>SF: We have been advised that we are to continue until end of Sept but I think we will continue to offer the tests to staff if they wish to use them until the stocks run out.</p>	
<p><b>Governor and Headteacher reporting</b>  <i>Governor comments and questions in italics</i></p>		
<p>9</p>	<p><b>Headteacher Report</b></p> <p>The report had been uploaded to GovernorHub ahead of the meeting for governors to review and SF had uploaded responses to governor questions about the report which had been collated by the Clerk ahead of the meeting.</p> <p><i>What processes are you putting into place to ensure the seamless leadership of the school between you as the two Co-Heads?</i></p> <p>SF: We are ensuring that we are aligned in our leadership with regards to education ethos and aims. We are in good communication and making use of a non-teaching deputy for handover.</p> <p>SF informed the LGB that due to unforeseen circumstances the school Caretaker has left rather suddenly which has been tricky. Between them staff have managed to put together a rota for opening and closing the school but this is not sustainable in the long term. The role has been advertised and the closing date for applications for the role is today. TA confirmed that there have been two applications received for the Caretaker post. SF suggested that if the SLT does not successfully appoint to the post shortly they will need to look at employing someone to carry out the role through an agency. Staff are all monitoring Health and Safety at school and reporting any potential issues but no thorough daily cleaning of school is taking place at the moment. The previous Caretaker could come back to work for school on a zero hours contract after 4 weeks to help with compliance, which she may do. In the meantime Martin Roper is going to help with showing SF the water safety checks which need to be carried out. TA, SF and Charlotte Mitchell (CM) are taking on extra jobs in addition to their school roles in order to keep up to date with key compliance tasks.</p> <p><i>Is there anything that governors can practically do to help out?</i></p>	



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SF: Yes. It would be very useful to have some governors who live closer to the school as key holders and we would welcome any assistance with the compliance part of the day to day running of the school.

*Why is ambition TBC?*

SF: We have asked classes to decide on this last value following an introductory assembly.

*Will some of the Year 3's be getting/applying for EHCPs?*

SF: HC is assessing the situation at present.

*Have we lost the Caretaker's vast knowledge of the site, or was some sort of handover document etc. put together? Given that it will likely be at least 6 weeks until a new caretaker starts is there any support the Trust can provide, or any support in this regard that the School needs which governors can assist with?*

SF: Staff have supported the opening and closing school but we are aware that this is a goodwill gesture and cannot continue. Jo Ray is supporting us to find an alternative via a caretaking agency if we have no applications for the post.

*The KS2 attainment is understandably lower than the targets set, but significantly so in some areas - are there any comparisons available with attainment at other schools in the Academy? Also what areas are being focussed on for this year?*

SF: We do not have any comparison data yet but should be available soon. As a Trust, the heads are sharing their SDP priorities to look for similarities. It appears most of us are concerned around stamina in Writing and Maths and this is feeding into SDPs.

*Staff retention is critical given a challenging marketplace – what else could we be doing to retain staff / ensure that we maintain a strong school staff team?*

SF: Most of our staff leave for valid reasons and not because they are looking to move to a similar position in a different school. Overall, our staff retention is good, especially amongst the teaching staff. This is a focus across the Trust this year.

*How have the staff and children responded to the site work over the summer? Has it been completed to satisfaction and made a positive difference?*

SF: No comments have been received from pupils but staff do feel it is a safer option. It will be better with the handrails fitted.

*Amazing CPD so early on – well done. Lots of CPD at such an early stage – well done!*

*How is the job share going? Is any support or resources required?*

SF: So far so good. We are busy trying to settle everyone into school at present and haven't focused too much on our own situation. This will be part of appraisal work over the coming weeks.



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	<p><i>What catch up plans / funding can we deploy to help cohorts specific learning needs?</i> SF: We have been informed that PP children will get £145 each and so we are looking at the best use of this money to support their learning recovery. We will be putting in place some catch-up starting in Term 2 as we felt it was important that the focus was on settling them into their new classes and getting used to being together again this term.</p> <p><i>I think KS2 results are really encouraging when you take into account the disruption the children have encountered during year 5 and year 6.</i></p> <p><i>Has the data highlighted any areas that staff may want to focus on more this year with the new year 6 cohort?</i> SF: We have set for Maths this year and recognise that Writing stamina is a clear focus for the cohort this year. The teaching of Reading also remains a focus.</p> <p><i>Are you concerned about unauthorised absence at this point in the school year? What do you have in place to help reduce this?</i> SF: Most of the absence has been around children who are not attending due to circumstances beyond our control. We currently have two children who are being home educated but cannot be removed from our roll until an agreement has been made with OCC. This will affect our overall absence rate. We also had a few who did take unauthorised holidays and we will continue to remind parents that this is unwise however understandable we may feel it is.</p> <p><i>With reference to Pupil Outcomes, based on Teacher Assessments for the end of KS2 results, what specific steps are you taking to maximise potential that SEN results this year close the gap?</i> SF: HC has set up a new provision map system which will identify clear SMART targets for these children to achieve. Issues around lack of staffing support will continue to prevent further progress and achievement for these pupils but we will do as much as we can.</p>	
10	<p><b>School Development Plan</b> The draft SDP had been uploaded to GovernorHub ahead of the meeting for governors to review.</p> <p>The SDP has been broken down into the areas which Ofsted will investigate: Quality of Education, Teaching and Learning, Behaviour and Attitudes, Personal Development and Leadership and Management, with 5 overarching priorities.</p> <p>TA explained the main highlights of the draft SDP:</p> <ul style="list-style-type: none"> <li>- Quality first teaching for SEND and disadvantaged pupils and ensuring that teachers are trained in how to deliver this.</li> <li>- Revising teaching and marking policies; there is lots of staff training</li> </ul>	



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	<p>coming up in connection with this.</p> <ul style="list-style-type: none"><li>- We have started streaming for Maths to see how this works and also to develop stamina in writing.</li><li>- Focus on vulnerable children, particularly PPG and SEND children. This year we have introduced the NEST to offer therapeutic interventions and a time out space for those children who need this during the school day.</li><li>- Curriculum development - subject leaders working together across the Trust to prepare for deep dives from Ofsted.</li><li>- Commitment to staff and pupil wellbeing.</li><li>- Staff development and CPD –how things will work for both of the new schools and the opportunities that this provides for staff development.</li></ul> <p><i>The new school provides an opportunity to develop staff and is a key focus for the staff for the next few years. Should this be itemised as a separate priority within the SDP?</i></p> <p>SF confirmed that once the initial draft of the SDP is agreed the next steps will be to work with staff to confirm the actions required to bring these to fruition. All staff will get Phonics training and those staff who require it will receive Early Years training.</p> <p>SF explained that all of the priorities are a year's worth of work and the academic drivers have to be the main focus for this initially given the last two years.</p> <p>DEM suggested that a traffic light system would be useful in order for the LGB to clearly see how the plan is progressing over the year.</p> <p><i>Priority 5 has a lack of detail regarding the all-through primary, but I assume will be fleshed out as progress is made. In terms of School development the ATP is a unique challenge/opportunity that is perhaps deserving of its own priority in the SDP? Is the all-through Primary prevalent enough in the SDP – should it be more overt in terms of the skills and experience required as well as the change process?</i></p> <p>Governors agreed that it would be good for the new school to be explicitly included in the SDP to make it clear that this is a priority for the year and informs much of the plan.</p> <p><b>ACTION: TA and SF to add details of this into the plan more overtly.</b></p> <p><i>Could we add some more tangible KPIs to the impact measures?</i></p> <p>TA confirmed that she and SF will be sharing this draft with staff this week to look at the success measures and discuss the focuses in the SDP.</p> <p><i>I note that we do not overly mention Covid in the SDP – should we place more emphasis?</i></p> <p>TA confirmed that the Government are asking schools to get back to 'normal' as much</p>	<p>TA/SF</p>
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	as possible and deal with Covid-related issues as they arise rather than focusing on them specifically.	
11	Update on new school Already covered in the Headteacher's report.	
	<b>Strategic Matters</b> <i>Governor comments and questions in italics</i>	
12	<p><b>Finance</b> AC confirmed that we have ended the year in a better position that we were expecting. The site work has completed over the summer. Two big risks for us this year:</p> <ol style="list-style-type: none"> <li>1. The costs associated with the school changing to an all-through Primary, some of which are hard to predict.</li> <li>2. Premises. We spent a good portion of our reserves last year to improve the site but there is a growing list of other issues that will need to be addressed shortly.</li> </ol> <p>AC suggested that the LGB look at the items on the list and discuss the issues and possible costs and risks associated with these at a future meeting. AC will also be raising this at Board level.</p> <p>SF confirmed that school is struggling staffing-wise with some children not receiving enough support for their needs and the time of TAs being very tight. Some EHCP children are having to share resources which is not ideal. Staff are doing their best to support each other but inevitably this does cause some strain.</p> <p>SF also reminded governors that we will also need to equip the school for KS1 and Early Years and although we will get some money for this from OCC but we cannot yet predict how much this will be. We are also not sure about pupil numbers for 2022 yet which will directly affect future funding.</p> <p><i>Does funding for the new school resources come from the Government or from the Trust?</i> AC: This is hard to define as it is not clear exactly how this is divided.</p> <p><i>Can we somehow piggyback onto the back of this funding to help to equip our school for the new pupil groups?</i> AC: We will as always do as much as we can to get the best we can for both schools and JR and AL in the Central team are working hard to get the best funding we can for the changes ahead.</p>	
13	<p><b>Health and Safety / premises</b> TG confirmed that no further inspections or walk rounds have taken place since the last meeting. Over the summer there has been some work taking place at school to improve the</p>	



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	<p>playground. Over the next 3-4 week we will need to do a site walk around with the Trust.</p> <p>TG has received the audit from the Trust and the responses of this were overall very positive. Many of the practices that we currently carry out at school are now being rolled out across the Trust.</p> <p><b>ACTION: TG will summarise the findings of the audit and upload to GH for the LGB to review.</b></p>	<b>TG</b>
14	<p><b>Safeguarding</b></p> <p>SF confirmed that training has taken place and one of the TAs at school will also now be a DSL. Some other staff members need to update their training and this will be done imminently.</p>	
15	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> </ul> <p>SF confirmed that this is based on a model from OCC. The LGB voted to adopt the policy.</p> <ul style="list-style-type: none"> <li>• Behaviour</li> </ul> <p>SF explained that this policy has significantly changed this year in light of training which took place last year about setting up systems for better relationship management rather than applying sanctions</p> <p><i>Looks good, behaviour ladder makes matters really clear for pupils.</i></p> <p><i>Behaviour ladder is great. Also great to note that behaviours are so positive this term.</i></p> <p><i>Really like this. It is child centred and focuses on what the child can do to improve any negative behaviour. Behaviour ladder is clear. Is this displayed in classrooms? Has it had any impact on the most challenging behaviours?</i></p> <p>TA: We are in the process of producing a child-friendly inclusive version with pictures and then this will be blown up to A3 size. These will be added into classrooms in a child friendly version.</p> <p>The LGB voted to accept the policy.</p>	
<b>Other Matters</b>		
16	<p><b>Chairs Comments</b></p> <p>AP felt that parents seem generally very happy and children appear to be settling well. SF: We are working on improving our communications with parents and the recent new parent coffee morning at school was very successful. AP suggested that it would be nice to have some kind of introduction from TA as the new Co-Head so that parents can see who she is and feel they know what she is about.</p> <p><b>ACTION: TA to put something together to go out to parents.</b></p>	<b>TA</b>
17	<p><b>Any other business agreed as being urgent:</b></p> <p>LE mentioned starting a school PTA, which was discussed at the recent parent morning. She has since spoken with some other parents which may be interested in</p>	



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	<p>joining this. DEM suggested speaking to CM to confirm a date for those who are interested to meet up to discuss.</p> <p><b>ACTION: DEM and LE to contact CM about this.</b></p> <p>PF passed on message of thanks from the old Y6s who have received their Blue Peter badges.</p> <p>DH thanked staff for settling the Y3s so well. AP agreed that the work that takes place to welcome children into school at the gate each morning is impressive and makes a real difference to the parents and children who are new to the school.</p> <p>Clerk reminded governors that they need to confirm that they have read and understood KCSiE for this year and check that their annual Declarations of Interest are up to date.</p> <p><b>ACTION: All governors to read and sign to agree KCSiE and check Dols.</b></p>	<p>DEM/LE</p> <p>ALL</p>
18	<p><b>Next Meeting Date:</b> Wednesday 17<sup>th</sup> November – agreed to be held virtually. AP thanked governors for attending the meeting.</p> <p>Meeting closed at 8.53pm.</p>	