



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office@fjs.faringdonlearningtrust.org

Part of the Faringdon Learning Trust

Headteacher- Mrs Sharon Farrell

Chair of Governors - Mr Adam Pickford

Minutes of the LGB meeting Held on 12th July 2021 at 18:00 at the school

Present	Adam Pickford (AP) – Chair, Anthony Cook (AC) – Vice Chair, Heather Bourne (HB), Dawn El-Masri (DEM), Sharon Farrell (SF, Headteacher), Ian Pugh (IP), Pauline Forbes (Associate member), Lucy Edwards (LE), Tom Gilbert (TG), David Border (DB), Debbie Hulme (DH)
Apologies	Lisa Row (LR)
Absent	
In attendance	Taniya, (New Co-Headteacher), Alex Molton (Clerk)

<i>The meeting started at 18:08 and was quorate</i>		
No	Description	Action
1	Apologies for absence and acceptance/non-acceptance Apologies were sent and received from LR.	
2	Welcome new members, visitors or staff presenting AP welcomed Governors to the meeting. Welcome to the new Co-Headteacher Taniya and Alex Molton, new Clerk to the LGB. Thanks to Hattie Clay for all of her good work as previous Clerk.	
3	Declaration of any personal or business interests <ul style="list-style-type: none">DE-M has been doing some supply work for the school.	
4	Agree Minutes of previous meeting The minutes were agreed as a true and accurate record of the meeting. ACTION: Clerk to mark the minutes as signed on GovernorHub and upload the final minutes to the school website.	Clerk
<i>Governor comments and questions are in italics</i>		
5	Matters arising from previous minutes Fundraising group: DEM met with Charlotte Mitchell (CM) last week to discuss this in more detail. Other group members have sent ideas in to CM since the last meeting. Next steps are: a letter to parents in September with the aim of setting up a meeting before half term and to confirm how to legally set up a fundraising group. The group plans to speak to other PTA groups at other Trust schools to find out how they have gone about setting these up. The group felt that there is potential for annual Christmas and summer fairs to be held to fundraise for the school. SF confirmed that parents and local companies are keen to support the school. Outdoor learning is a priority for next year and the SLT hopes to develop the school's outside space further next year. We are still looking at the possibility of setting up a forest school. <i>Where is the money which was donated currently being kept?</i> SF: It is ring-fenced under special purchases.	



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	<p><i>Easy fundraising is an easy way to donate to the school via online shopping. Every website where you purchase items online has a prompt to ask if you want to donate to the school when you pay.</i></p> <p><i>A parent has asked if the school has a wish list which they could purchase items from for the school rather than sending in presents for teachers at the end of the year.</i></p> <p>SF: We are looking at improving teaching about cultural diversity at school and parents could support the school by purchasing a book on this for the school library. Details on this will be sent out to parents this week.</p> <p><i>We could also reconsider the Donate my School scheme; many other schools have used this and say it works well. However fundraising in this way would need to be for a specific project. Making it easy for people to donate is key to successful fundraising.</i></p> <p>SF: We still have money stored in special purposes – such as a Tesco grant for outdoor space this year which we’ve not yet used Also the stage in the hall needs lots of work.</p> <p>AC proposed setting up the Donate my School scheme and focusing on the hall and stage as the initial projects for fundraising. The fundraising group confirmed that they were happy to lead on this initially.</p> <p>Safeguarding training: Following the last meeting AP has confirmed with the Central team what training all governors need to undertake. All governors have carried out some Safeguarding training and uploaded this to GovernorHub. TG needs to carry out level II Safeguarding training and AP and LE need to carry out the level III Safeguarding training as the Safeguarding link governors.</p> <p><i>Are you able to be Safeguarding governors when you will both have children at the school next year?</i></p> <p>AP and LE acknowledged that they would both have children at the school from next year so neither could continue in the role. DB agreed to be the Safeguarding link governor from next year and confirmed that he already has level III Safeguarding training and will be DSL trained from next year.</p> <p>CM’s action to share positive feedback from the parent questionnaire has been completed. AC and SF will update on the all-through Primary later in the meeting.</p> <p>AP has sent out potential meeting dates for 2021/22 and asked all governors to check and confirm that they are able to attend these.</p> <p>ACTION: Governors to confirm meetings dates for 2021/22 via GovernorHub.</p> <p>AP suggested that LGB meetings alternate Mondays/Wednesdays to reflect the new Co-Heads working patterns, with alternate face-to-face and online meetings.</p> <p>Hospitality register: All governors confirmed that they have read this.</p> <p>AP asked for AM to confirm what he needs to complete to confirm this.</p>	<p>ALL</p>
<p>6</p>	<p>Headteachers report and Covid update</p> <p>The Headteacher report was available to view on GovernorHub prior to the meeting.</p> <p><i>With Year 6 not doing SATs, how do you think their performance would have fared had they had to sit them?</i></p> <p>SF: The data is not where we want it to be – Maths and Writing have dipped considerably.</p>	



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Reading has not been affected as badly by the lockdowns over the last year. We have mainly focused on getting the Y6s ready for Secondary school this year. The issues with Maths are more the retention of skills and the depth of their understanding; it appears that some teachers have moved on too quickly during the lockdowns and children have not grasped all of the concepts fully before moving on. In Writing stamina is the main issue. Schools are judged on the extended pieces of writing so we need to do more work here to get the children back up to a good level of writing. Staff have worked on this this term but not had enough time to focus on this fully yet.

Is there any particular subject you still have concerns over across the year groups and will there be a need for CUP (is there more funding?) to continue in the new academic year?
SF: Staff have revisited some of the curriculum since the children have been back in school but there are still gaps. Next year will involve some consolidation work before moving forward with new work. Staff will assess the children when they return to school in September and plans their lessons to address the areas where there are still gaps.

Will the National Curriculum have any major impact on teachers' abilities to plan effectively for the new academic year, knowing the impact that COVID has had on subjects like Geography?
SF: We have been mapping subjects to assess the priorities for next year and consider how we will alter these for next year to reflect the gaps which need to be filled and the areas that have been missed. Science has not been as successful over the lockdown as this is a more practical subject. Some foundation subjects have been affected more than others.

Do parents for each year group need a communication at the start of the academic year to help them understand what the focuses will be on, as we continue to come out of lockdown?
SF: We are planning curriculum focus evenings in September across the school so parents can come into school to find out more about each subject. Mostly we will communicate with parents via letter. Parents are understandably concerned but where there have been gaps in learning many parents have filled this with other valuable time at home.

With regards to the bullying/racial/homophobic incidences reported, how were these resolved and are we happy they have been sorted?
SF: Children have been exposed to adult speech and a more adult environment during the lockdowns and this is reflected in school and in the speech of the children particularly. They has also lost the awareness of the filters between school and home life and the behaviour expectations at school. SF and Taniya are going to do some work on the school behaviour policy in the new year, with a focus on kindness and giving children a positive message about how we treat each other well and respect our school.
SF suggested that this would be a good area to focus on in the school SDP for next year – re-invigorating the positive values of school. Taniya agreed that these are embedded in the culture of the school but have been lost this year and there is an opportunity to re-invigorate these again in the new year.

Just following up on the comments re. bullying. I don't recall seeing over the last couple of years any homophobic bullying incidents so it seems worrying that there have been 5 this



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term, or is this just a change in how these are being categorised/reported?

SF: These were not major incidents and we dealt with each one individually. The Trust as a whole is looking into the importance of relationships in school to support learning and we have considered whether we should change the focus of our behaviour policy to bring out this aspect of school life. The Trust inset day in October will focus on this.

DB reiterated that this is the situation in many schools, and suggested a meet the teacher opportunity to speak to parents directly about this at the start of the year.

How will we address the issues raised in the subject summary for Reading regarding the need to get the children back reading?

SF: We need to reintroduce the library and love of reading to the children again as soon as possible. We might also bring the book fair into school earlier this year to try and get the children excited about books and reading again.

Are we able to set up a book share/swap at school?

SF: This would work well and we'd like to bring this in next year.

Could we bring the parents into school to read to the children?

SF: That would be a great idea.

Perhaps we would convert spaces around the school for the children to book swap so the children could do this themselves on their travels around the school?

SF: This would be a good idea to look into.

Perhaps a library advocate would encourage the children to start borrowing books and reading at home.

SF advised the LGB that end of KS2 data was not available for the meeting but this will be shared with governors when it is confirmed later this week.

The LGB thanked the subject leaders for their summaries of their subjects, which has given a really helpful insight into the situation in school now and how each subjects have been affected by Covid.

AP suggested bring the subject leads back into LGB meetings in the new year to help the LGB to keep track of how the children are getting on in a new year.

SF informed the LGB that the Trust are focusing on Art, History and Science deep dives next year, to prepare for imminent Ofsted visits across the Trust.

AP asked governors to review their link subject and make contact with the subject lead in the school within the first half term of the new school year.

ACTION: All link governors to contact their subject lead early in the new year.

ALL

PF suggested posting a document onto GovernorHub before future meeting for governors to



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	<p>add their questions to before the meeting to avoid duplication and make it easier for SF to put together answers to the questions in advance. ACTION: AP and AM to confirm how this will work.</p>	AP/AM
7	<p>Review School Development Plan <i>The SDP was available to view prior to the meeting.</i></p> <p>Governors recognised that many of the objectives have been met this year, despite the challenges presented by Covid and home learning, and congratulated the staff on their hard work this year.</p> <p>SF informed governors that school will have confirmed funding for closing the gap next year, and will continue to focus on mental health and wellbeing for pupils and staff.</p> <p><i>It is unfair to say that the school has only partially met the online learning – with 98% of children accessing learning remotely.</i></p> <p>SF: Thank you; staff worked really hard to keep the children engaged during the lockdowns and ensure everyone had access to online learning.</p> <p>SF confirmed that the plans for transition were not able to be carried out this year due to the Covid situation so this will continue onto the SDP for next year.</p>	
7a	<p>Breakout – SDP Planning for ‘21-22 Academic Year</p> <p>The LGB split into two groups to consider potential items for the SDP for next year. Taniya, HB, DH, IP, DEM, AC suggested the following could be considered in the SDP:</p> <ul style="list-style-type: none"> - Transition: staff to review what is working well here and where improvements could be made. - English and Maths: we have particularly strong leaders in English but could do with a more cohesive approach across both subjects. - Read, Write, Inc. – approach needs to be uniform across the school. - Maths: CM is now taking the lead on Maths. White Rose has been really good but can be quite prescriptive so we need to empower teachers to select elements of this as appropriate for their lessons. - Leadership – deep dives gives the opportunity for subject leaders to develop here. - NEST – creating a safe and secure space, with a focus on nurturing and meeting the needs of all children. Rights, respecting, values. Personal development. - Sustain the good work in the Peace Garden and look at how to keep this going each year. - Assemblies at the start of each week instead of the end of the week. SF and Taniya have already discussed this and agreed that they will highlight one value each week as they carry out assemblies at the start and end of the week. - Focus on recreating the bonds between staff. We’ve moved children for next year but have not moved the staff around so this might be worth thinking about. <p>SF, PF, LE, TG, DB and AP suggested the following could be included in the SDP:</p> <ul style="list-style-type: none"> - Need to consider the engagement of children and alternative ways to build consistent standards across the school. - Consideration of enrichment activities and how they can encourage children into 	



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	<p>school and help to keep them engaged and excited to be in school and learn. Better use of outdoor space – potential for the forest school?</p> <ul style="list-style-type: none"> - What do we want to achieve? Are we looking to we be an Ofsted Good or Outstanding school? Should be focus on the process of achieving rather than merely the end goal? - Do we want to be known for just our results and achieving Outstanding status? No – and this should not be the focus for the school. We need to offer a more rounded experience of life for all children. Some parents focus on the academic output of the school and others who look at the school as a whole experience, and the school needs to appeal to these different parents. - From 2022 we will have Reception classes and need to consider how we will appeal to these parents too. EYFS will be a big change for the school in particular as we have never had this at school before and the curriculum is totally different to KS1 and KS2. - We want our children to be Lifelong learners. We need to focus on getting children enthusiastic about learning again next year. - We need to establish maintainable goals and processes which can be embedded in school. - Teaching and learning will need to focus on cultural capital next year as this is significant for many of the children in our school who may not have had these experiences since the pandemic started. - Need to add something about staff training and development into the plan to provide the appropriate support and ensure that staff feel skilled and have the opportunity to feel that they can progress in the school as the school moves to an all-through Primary. One of the Trust’s strategic aims for next year is around the nurturing and development of staff so this links to this. The Trust are looking at an overhaul of its behaviour policy in connection with the work of Betty de Thierry and the book ‘When the Adults Change’. - Consideration of workshops – UNICEF scheme ‘Rights Respecting School’ – to reintroduce positive behaviour and attitudes/values with a focus on kindness, looking after each other and respecting each other – this also links to diversity and respecting others. - We used to be an ‘eco’ school – which the children have previously engaged with and enjoyed. Would this be worth reinvigorating? - Leadership development –if able to mix year groups it makes it easier for the older children to take on roles like play leadership and modelling good behaviour for them. Focus on developing future leaders – across the adults and children. - Need to focus on assessment – particularly in the Foundation subjects. This will be helpful for the link governors to be able to see how the children are progressing in these subjects. <p>ACTION: AP and SF to pull these ideas together and ask for the LGB to feed back on priorities for next year at the next meeting.</p>	<p>AP/SF</p>
<p>8</p>	<p>Finance AC gave an update on finance: We’ve received additional funding recently – so we should end the year at about £11,000</p>	



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	<p>overspent. Thanks to the SLT for their work on this. Some of the projects which we had planned for this year have been pushed forward to next year. We have submitted a balanced budget for next year, although it is hard to anticipate potential pupil numbers.</p> <p><i>Are the new boilers now installed?</i> AC: They are in place but not yet up and running. SF: These will be installed over the summer holidays.</p> <p>SF: An issue has been identified with the roof in the Reception block, so this will involve a big CIF bid this year.</p> <p>OCC have agreed to pay for half of the rendering of Block B; thanks to Jo Ray in the Central team for all of her work on this.</p> <p><i>How much reserves are left?</i> AC: At the start of this year about £230k; will have spent around £160k so will be left with around £60-70k at the end of the year.</p> <p><i>Is this based on savings we have made this year?</i> SF: Yes.</p>	
<p>9</p>	<p>All through Primary update AC gave the following update on the conversion and new school:</p> <p>We have names for each new school now; well done to the Heads and LGBs for their work on this so far.</p> <p>Work will be starting on the new school soon. We are having weekly meetings with contractors for updates on the plans. OCC anticipate an 11 month build.</p> <p>PF notified governors that a meeting was held a few weeks ago on the plans for the new school. ACTION: PF to check if she is able to share this with the FJS LGB.</p> <p>SF confirmed that a letter will be sent to parents this week from the Trust with further details about the new school names.</p> <p><i>Have any of the LGBs been involved with the plans for the new school?</i> PF: No, but the Central team has been involved with OCC on this. New school builds are quite prescriptive. AC: There has been much more communication on the project taking place of late.</p> <p><i>Have you got a logo for the new school now?</i> SF: We are nearly there on this. As part of the work on the Peace Garden the children designed a tree of life sculpture so we are hoping to use this for our new logo. All of the Heads</p>	<p>PF</p>



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	<p>will work together in the new year to look at values etc. for both schools and how we can support each other during the change process.</p> <p><i>What are our roles as governors?</i></p> <p>SF: We would like to put together a working party with governors to look at how you can support in the process moving forward.</p>	
<p>10</p>	<p>Health and Safety / premises</p> <p>TG gave the following update:</p> <p>The Term 5 audit took place and this was very positive. Siobhan Vinall (SV) came to carry out the compliance audit and no issues were raised.</p> <p>We need to be clear about what our school responsibilities are and those of the Trust.</p> <p>The feedback from the consultant who carried out the H&S inspection was that we were well prepared for the audit and all the paperwork required was in place. Thanks to SF and her team for their work on this. We have not yet received the report but it is clear that we are doing well.</p> <p>TG will be working more closely with SF and AC next year in terms of budgeting and planning of resources.</p> <p>The LGB recognised the hard work of the Caretaker at the school and how much this contributes to the success of the school.</p>	
<p>11</p>	<p>Safeguarding</p> <p>AP and LE carried out a Safeguarding review with Emma Cheedy (EC) at the school recently.</p> <p>There is a higher threshold which now needs to be met in order to get support in place for the children. There is also a continued need to support each other.</p> <p>Governors noted consistency and improved description in using the CPOMS system to lodge issues.</p> <p>SF acknowledged that there has been an increase in the numbers of Safeguarding cases and also the severity of the cases which are coming through. SF is supporting her team in this and accessing support from Lindsay Baldwin (LB) as the Trust Lead on Safeguarding.</p>	
<p>12</p>	<p>Policies</p> <ul style="list-style-type: none"> - New FLT Educational Visits Policy (FYI) <p>This was added to GovernorHub for governors to review before the meeting; no questions were raised by governors.</p> <ul style="list-style-type: none"> - Lettings Policy review <p>Suggestions for amendments to this have come from the Central team and the details of this were added to GovernorHub for governors to review before the meeting.</p> <p>AC confirmed that the school have put off any increases in the cost for hire due to the state of the building.</p>	



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	ACTION: Policy to be looked at in more detail by SF, TG and the Finance committee in the new year.	SF, TG etc.
13	<p>Chair's closing comments</p> <p>AP thanked the LGB for all of their work this year –particularly the three new governors who have not been able to come into school.</p> <p>SF also thanked the governors for the BBQ which took place this evening and all of their support over the year.</p> <p>The LGB also thanked AP for leading the LGB this year.</p>	
14	<p>Any other business agreed as being urgent:</p> <p>LE to take on the SEND governor role as DB is taking on the Safeguarding governor role.</p> <p>SF confirmed that no applications were received for the wrap-around care role at school.</p> <p>ACTION: SF to split the role into two posts and re-advertise.</p> <p>SF suggested that there is some possibility of linking this with the TA roles coming up but we won't be able to get the club up and running in time for September.</p> <p>SF informed the LGB that the NEST, a calm nurturing place to encourage wellbeing and good mental health, has been added into the budget for next year with an Administrator and pastoral SEND support role.</p> <p>SF also informed governors that SEND children had extra space over the lockdowns when they were in school, which made a very positive difference to their experience and progress. We have now provided spaces for those children with EHCPs to be taught Maths and English in smaller classrooms and spaces. There will also be a nurturing element to this. We will be interviewing for staff for this later this week.</p> <p>AC informed governors that the Trust will be using a benchmark negotiation process to confirm contractors for work rather than tendering for work which needs to take place in order which needs to take place. This is due to the long lead times and difficulty in securing contractors at this time.</p> <p>HB informed the LGB that the school has signed up with the Ogden Trust which focuses on bringing physics to schools. We will convert a room upstairs to be a physi-lab. We will be linking with other schools on this and there will be lots of events taking place to encourage the children to engage and help them to learn in a more fun and practical way.</p>	
15	<p>Next Meeting Dates:</p> <p>27th September, 6pm at the school (TBC)</p>	

The meeting ended at 20.20pm