



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office.2562@faringdon-jun.oxon.sch.uk

Part of the Faringdon Academy of Schools

Headteacher- Sharon Farrell

Chair of Governors - Mr Adam Pickford

Minutes of the LGB meeting Held on 26th April 2021 at 18:00 Virtually via Zoom

Present	Adam Pickford (AP) – Chair, Anthony Cook (AC) – Vice Chair, Heather Bourne (HB), Dawn El-Masri (DEM), Sharon Farrell (SF, head teacher), Ian Pugh (IP), Caroline Tilling (CT), Lisa Row (LR), Pauline Forbes (Associate member), Lucy Edwards (LE), Tom Gilbert (TG), David Border (DB)
Apologies	Debbie Hulme (DH)
Absent	
In attendance	Hattie Clay (Clerk) Charlotte Mitchell (CM) – Deputy Headteacher

<i>The meeting started at 18:05 and was quorate</i>		
No	Description	Action
1	Apologies for absence and acceptance/non-acceptance There were no apologies for absence	
2	Welcome new members, visitors or staff presenting The chair welcomed Governors to the meeting. There were no visitors or staff presenting.	
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. AP has been contracted to offer energy and balance sessions to schools within Faringdon Learning Trust. LE has put together a scope of work regarding communications to Faringdon Learning Trust. 	
4	Agree Minutes of previous meeting The minutes were agreed as a true and accurate record and will be signed to that effect when possible.	
5	Any significant matters arising from those minutes? Minutes of last meeting: <ul style="list-style-type: none"> It was noted that the link for Safeguarding training has been circulated to Governors. All Governors to complete this CM to share positive feedback from the parent questionnaire – it was noted that the latest questionnaire was asking for general questions. The amalgamated feedback will be added to GH <p><i>All other actions were completed.</i></p>	ALL SF
TG joined the meeting at 18:17		
6	Headteachers report <i>The Headteacher report was available to view prior to the meeting. There were no further questions raised.</i>	



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office.2562@faringdon-jun.oxon.sch.uk

Part of the Faringdon Academy of Schools

Headteacher- Sharon Farrell

Chair of Governors - Mr Adam Pickford

7 School development Plan

The SDP was available to view prior to the meeting.

SF explained that the priorities are moving forward well. SF highlighted that attendance has reduced slightly and commented that this is largely because there are a small number of children who are regularly struggling to attend school. It was noted that this has an impact on the overall figures but SF commented that the school are working hard with these families.

Priority 4 – To establish gaps in children’s learning and put in place pupil plans to enable all children to close their attainment gap following COVID-19 lockdown. It was noted that some analysis has been done on this priority, so that the impact can be measured. SF explained that the plan was altered to meet the needs of the children. SF explained that the Pupil Premium (PP) plan details more how this has changed. SF explained that the interventions are focusing on Y6 this term, with an experienced external teacher in school delivering these interventions.

Year 5 Catch-up is being delivered by the teacher on maternity leave.

From the 17th May, Governors heard that the school will be running a reading intervention group in Year 4 using resources from the Fischer Family Trust (FFT). This is part of the National Tutoring Programme and therefore 75% of the costs are Government funded.

Year 3 Catch-up is being delivered by a Year 3 class teacher as they are working alongside the Associate teacher this term so are able to be released from class.

Have there been some PP children who have not attended any interventions?

SF responded that there have been and noted that this is because the initial interventions have focused around Maths. SF explained that some PP children may have needed some additional English support rather than Maths, which may be why these students would not have attended.

CT joined the meeting

SF explained that there has been a lot of interest in supporting the purchase of the Chromebooks from the community and noted that the school is now in need of trolleys in order to charge the devices.

It was noted that this term, the school have asked teachers to focus on settling the children back into school, and subject leadership time has just been re-introduced. It was noted that one of the performance management targets for all teaching staff is around ensuring that subject leaders have reviewed their subjects and can provide a summary of the impact COVID has had on their subject. SF explained that the reports from each subject leader will be presented at the next Governor meeting in July. This will also include each subject’s plans moving forward.

SF explained that the development of the Peace Garden could be added in this document and noted that this project has been very well supported by the Oxfordshire Diocesan Schools



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office.2562@faringdon-jun.oxon.sch.uk

Part of the Faringdon Academy of Schools

Headteacher- Sharon Farrell

Chair of Governors - Mr Adam Pickford

	<p>Trust (ODST). SF explained that the school is currently focusing on year 6 and ensuring that they are prepared for transition, and noted that the Y6 children have been very engaged with this work. SF explained that there is an area on the website which is dedicated to this, and suggested that Governors look at this. Governors heard that the next stage is for the students to work on a sculpture of the tree and noted that this will be linked to school values and will involve all of the children in the school.</p> <p>CM updated Governors on her efforts in requesting donations from local organisations to support this project. CM explained that there have been lots of donations, from various local businesses. CM explained that businesses have been very generous in their donations and explained that there may be some additional funding from local charities such as the Rotary Club. Governors highlighted that CM has done a fantastic amount of work on this and thanked CM for all of her efforts.</p> <p>Can we add something to the newsletter about donations from the community? SF explained that this has been added to the newsletter but suggested that Parent Governors could add something to the Facebook group</p> <p>Is there a target the school are aiming for? SF explained that there was no specific target but commented that the school are looking for both financial donations and also donations of other miscellaneous items for the garden.</p> <p>Why is there not a Friends of FJS group? SF commented that this is historical, and commented that the school have tried to involve parents, but there does not seem to be the commitment available from parents to arrange the events.</p> <p>Are there guidelines for asking for financial donations to the school? SF commented that the requests can come from the Governors. It was noted that prior to COVID, the school were looking into a website called "donate my school" and commented that this makes it easier for the community to make donations. AC will look into this. Governors suggested that the school encourages parents to use easyfundraising. SF will look into this.</p> <p>Governors noted that although this work is admirable, some of this work could be absorbed by people outside of the staffing community. It was noted that this could be a group of parents who took on this role. Governors suggested asking again about starting a Parent Teacher Association. DB, DE-M, LE, AC, CT and CM will look at forming a group to discuss this and suggested labelling this as a Friends of Faringdon Junior School.</p>	<p>AC SF</p> <p>DB, DE-M, LE, AC, CT and CM</p>
<p>8</p>	<p>Catch up Premium Plan <i>The Catch up premium report was available to view prior to the meeting.</i></p> <p>With the school closures – can all of the interventions still happen? SF explained that some of this has been altered to reflect the impact of the lockdowns. It was noted that the school feel that they are ahead of target despite the school closures.</p>	



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office.2562@faringdon-jun.oxon.sch.uk

Part of the Faringdon Academy of Schools

Headteacher- Sharon Farrell

Chair of Governors - Mr Adam Pickford

	<p><i>There is a lot of detail relating to the academic support – is there any funding or support needed for the social and emotional needs?</i></p> <p>It was noted that staff had been excellent in their support for pupil wellbeing, with a particular focus on SEND support. It was noted that the teaching staff have been focused on this as a whole up until Easter, with additional support being put in place when necessary. SF commented that the school set up some groups during lockdown to support the vulnerable learners and this has continued until Easter. SF explained that interventions with these vulnerable learners have been beneficial, as the emotional support is often being offered during these sessions as well as academic support. DE-M added that working with smaller groups allows for a relationship to build, and allows the staff member to help with any wellbeing issues, as this is a small safe environment.</p> <p><i>If there is another school closure – what would be the biggest risk for the school?</i></p> <p>CM commented that the biggest barrier previously was equipment, which is not an issue now. SF added that the school are able to support individual families who are isolating but commented that covering staff that are isolating would be challenging, both logistically and financially. CM explained that work is being uploaded weekly to Google classroom to ensure that the school are able to move seamlessly to remote learning if necessary.</p>	
<p>9</p>	<p>Finance</p> <p>AC explained that there is no further update since the previous meeting and there are no predicted changes, which means that the school anticipate being roughly on track with the budget. AC explained that the biggest financial risk remains any unaccounted for COVID related costs.</p> <p>AC explained that he attended a Faringdon Learning Trust Finance Governor meeting and explained that this focused on funding for the next academic year. This also covered the benchmarking reports, shared best practice and discussed budget planning for 2021-22.</p> <p>AC explained that the budget will be presented at the Resources meeting on 21st May meeting and AC suggested that the proposal from this meeting is shared with the Governing body at an extraordinary LGB meeting to sign off the budget 26th May 2021 at 6pm.</p> <p>SF explained that the school will be dual registering pupils at both schools, because of the funding for the following year.</p>	
<p>10</p>	<p>All through Primary update</p> <p>SF explained that the school are anticipating being low on numbers in 2022-23. SF explained that this may have an impact on the future staffing structure. SF explained that the school will need to carefully consider the staffing structure and commented that the school may need to look at mixed year groups.</p> <p>SF explained that the school have submitted their name suggestion and the logos are being proposed, with an initial design anticipated by 6th May 2021. SF explained that the school colours will remain as they are.</p> <p>AC explained that there will be a regular 6-8 week catch up with both FIS and FJS with FLT. Governors heard that LE has drafted a paper on communication, as it was noted that there is</p>	



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office.2562@faringdon-jun.oxon.sch.uk

Part of the Faringdon Academy of Schools

Headteacher- Sharon Farrell

Chair of Governors - Mr Adam Pickford

	<p>an opportunity to engage the community positively in this change process. AC emphasised the importance of ensuring that the school have a plan in place before the summer, to ensure that the community can digest the changes during this time. It was noted that there have been a number of questions from parents around the impact of the changes and SF commented that there was a number of questions raised on Facebook, around the process. LE explained that Siobhan Vinall will draft a letter and will produce some detailed FAQs around the process.</p> <p>Governors noted that there is some confusion about the process amongst the community and AC explained that there will be a strategic plan, which will be available shortly which can be proactively communicated. SF and AC will circulate this to Governors after the meeting.</p> <p>Staff commented that it would be beneficial to communicate the plans as soon as possible, to ease any anxiety. Governors agreed that quickly communicating positively is vital in this change process.</p> <p>Governors heard that a meeting was requested by the Chairs of Governors from both FJS and FIS with the Central Trust team and Headteachers. This meeting will take place on 5th May 2021.</p>	<p>SF/AC</p>
<p>11</p>	<p>Health and Safety / premises</p> <p>TG and CT met with SF and Tina Chapman (School Caretaker) for a Health and Safety walk-around. It was noted that there were no significant concerns raised. Governors heard that the flooring which has been raised as an issue previously was not considered an immediate Health and Safety risk.</p> <p>SF added that the Trust is signed up to the Ellis Whittam Health and Safety risk assessment and audit. Ellis Whittam will carry out an audit of the school's risk assessments in May. Governors commented that the report from Ellis Whittam was noted to be sub-standard and commented that this has been fed back to the Trust.</p> <p>SF explained that there is some plaster coming off from the wall in the dining room and this will be investigated shortly.</p> <p>Governors thanked CT for her contribution to the Governing Body, as this will be her last meeting. CT explained that she would like to support the fundraising efforts of the school.</p> <p>TG will take a lead on Health and Safety moving forward.</p>	
<p>12</p>	<p>Safeguarding</p> <p>There were no updates. It was noted that there are two Governors who have Safer Recruitment training.</p>	
<p>13</p>	<p>Policies</p> <p>None</p>	
<p>14</p>	<p>Meeting Dates for next academic year.</p> <p>It was suggested that the dates for next year roughly mirror the dates for this year. Governors agreed that the meetings should remain on Mondays. It was noted that there will be a blended approach to meetings next year, with some virtual and some face to face. AP will</p>	<p>AP</p>



Faringdon Junior School

Gloucester Street Faringdon Oxon SN7 7HZ

Tel: 01367 240232

office.2562@faringdon-jun.oxon.sch.uk

Part of the Faringdon Academy of Schools

Headteacher- Sharon Farrell

Chair of Governors - Mr Adam Pickford

	<p>draft some proposed dates and this will be shared with Governors.</p> <p>It was noted that the July meeting could be a face to face meeting, with some break out sessions included. This will be from 6-8pm and there may be a social meet up following the meeting.</p>	
15	<p>Chairs Comments</p> <p>AP explained that the school could receive an OFSTED inspection in March 2022 and noted that it would be beneficial to have some discussion about the plan to ensure that the Governors are prepared for an OFSTED inspection. Governors were asked to review the training from FLT, which is available on Governor hub.</p> <p>Discussion was had around the process for sending out the meeting invites. It was decided that moving forward, HC will send the meeting link via Teams, and add a link to this to the agenda.</p> <p><i>Is there anything Governors could do for staff to recognise the work they have put in over the last year?</i></p> <p>SF explained that the Trust is also looking at ways to recognise the work done by staff. It was suggested that Governors could have a social get together with the staffing body.</p> <p>SF explained that the plan for Sports Day is to hold an event for each year group throughout the week, with one year group each day and SF suggested that this could be incorporated with a social event for staff. SF explained that the Marquee will be available for the week of the 5th July. SF will look into the cost involved in keeping the Marquee in school until 12th July. AP will sign the register for the Gift and Hospitality Policy. All other Governors to read this document.</p>	<p>SF ALL</p>
17	<p>Any other business agreed as being urgent:</p> <p>SF explained that she has done research on work on wrap around care. SF explained that there were 32 responses from the parents and it was noted that lots of the responses requested both AM and PM care. SF explained that FIS are also looking into this provision and commented that this could be done collaboratively. SF explained that this will be put out to staff to see if there are any interested staff members who may wish to run this.</p> <p>SF explained that parent consultations will be run at the end of May.</p> <p>Governors heard that there has been a revised Trust report template produced which is due to be circulated at the end of July.</p>	<p>SF</p>
18	<p>Next Meeting Dates:</p> <p>12th July 2021 6pm at the school</p>	

The meeting ended at 19:53