



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 8th March 2021 at 17:00 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), Debbie Hulme (DH), Lucy Edwards (LE), Tom Gilbert (TG)
Apologies	David Border (DB),
In attendance	Hattie Clay (Clerk) Charlotte Mitchell (CM) – Deputy Headteacher Helen Cox (HCo) - SENDCo

<i>The meeting started at 17:05 and was quorate</i>		
No	Description	Action
1	Apologies for absence and acceptance/non-acceptance Apologies were received from David Border	
2	Welcome new members, visitors or staff presenting Governors heard that the staff were very pleased to see the number of children back in school today. Governors heard that the school was full of excitement and energy.	
3	Declaration of any personal or business interests DEM 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.	
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: AP explained that documents uploaded for this meeting were added to the folder for this meeting. <ul style="list-style-type: none"> • Governors were asked to raise questions or concerns relating to Sports Premium report. SF explained that there were no questions or comments raised • AP agreed to highlight the notes from the November governance seminar, along with questions arising this for Governors to review. This was completed, along with notes from the February 2021 session. AP explained that there will be some questions posed on the back of this. • Governors were asked to review and comment on the School development. SF explained that there were no comments/questions on this. • Governors were asked to review and comment on the COVID catch up funding report – SF explained that there were no comments/questions on this. • Health and Safety – CT explained that the Health and Safety report has been sent on 	



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	<p>and actions will be reviewed before the final audit is sent to Faringdon Learning Trust.</p> <ul style="list-style-type: none"> SF explained that following on from the actions raised in this audit, the business continuity plan has been digitalised and will be stored so that this is accessible to all. CF explained that there may be some additional actions for the next term and SF suggested a walk-around of the school for the next H&S review CT and SF will review the lettings policy as soon as possible. This action was carried forward. SF noted that there will need to be some additional cleaning between lettings and the lettings pricing may therefore need to be increased to reflect this. This will be added to the resources agenda. Equality objectives – SF explained that these have been updated and are available on the website. These will be added to an agenda later in the year for a formal review. SF noted that many of the staff have attended some diversity training and commented that it would be good to have a link Governor for this work. DE-M agreed to take on this role and will join a working party to discuss this with some school staff. Website audit – Governors heard that LE has done some work on the website. SF will provide some additional information following the recent audit conducted by Primary Site. LE noted that this information was used in conjunction with the FLT website audit. LE added that there are some suggestions to include on the website. SF commented that there needs some additional work on the website and welcomed ideas and suggestions around this. LR to look at some training opportunities for Governors. LR commented that there is some Governor GDPR training which remains outstanding and asked that all Governors ensure that they have completed this. AP noted that FLT are planning to hold some induction training as well as OFSTED training. LR will look into Safeguarding training, as HC fed back that this needs to be arranged through the school. PF noted that Oxfordshire Safeguarding Children Board (OSCB) are doing online Safeguarding courses. Governors heard that there has been some communication sent out around the building work. <p style="text-align: center;"><i>All other actions were completed.</i></p>	<p>HC</p> <p>HC</p> <p>LR</p>
	<p>TG joined the meeting at 17:17</p>	
<p>6</p>	<p>SEND update <i>The SEND information report was available to view prior to the meeting. Helen Cox attended the meeting to present the report.</i></p> <p>HCo explained that staff have worked very hard to ensure that SEND children have received a very high quality of remote learning throughout this period. HCo explained that SEND children have been offered very good support from all teaching staff. HCo commented on the notable difference in the provision this time compared to the previous lockdown. HCo commented that there was some gaps in learning identified for some children in Y5 but noted that this year has a lot of disruption, with TA movement and staff shortages as well as bubble closures.</p> <p>It was noted that the school have 17 children with an Educational Health Care Plan and 6 children who are “Children We Care For” CWCF (this is a significant increase from previous levels of 3). Governors heard that staff have received training on managing children with</p>	



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	<p>epilepsy and with hearing problems as well as having received some specialist training from the Mulberry Bush. HCo explained that four staff members attended this training and will cascade their learning to other staff members. HCo explained that the workload remains high and commented that the support of the administration assistant has been invaluable. HCo noted that there has been a lack of support from Oxfordshire County Council and commented that some children have been waiting on outcomes from additional funding requests for over 12m.</p> <p>Governors thanked HCo and her team for their hard work.</p> <p><u>Governor Question</u> <i>Do you have any suggestions on how we improve transition for these children?</i> HCo explained that the school have recently invested in some new software called Provision Map – from Edukey. HCo explained that this should have a big impact, and should allow for a seamless transition. It was noted that this should feed through to FCC as well. HCo explained that there is also a new SENDCo at the Infants school, who has been working closely with HCo and commented that this should make a difference as well. SF added that there has been a meeting scheduled with the Infants school link worker, specifically to discuss the transition of Y2. Governors heard that HB is taking on the role of transition lead.</p> <p><u>Governor Question</u> <i>Are all schools are noting the lack of support from OCC?</i> SF responded that the lack of resources has been raised by FLT. SF commented that some children are waiting to be assessed for more than 2 years and noted that this is having a huge impact on schools. SF commented that there may be some support from the trust in the short term, whilst the provision from OCC is limited. SF explained that there is some provision being made for some specialist SEND provision being incorporated into the new school and commented that the impact of this could be significant.</p> <p><u>Governor Question</u> <i>Is there any additional support which can be provided to help with this SEND work?</i> HCo responded that the new software will be an asset to the SEND provision and commented that some more trust level work could be beneficial. SF added that the TAs are being highly trained, so that this resource is used as effectively as possible. SF noted that the school are working as hard as possible within the funds available. HCo commented that there has been a lot of movement of TAs within the school, which is challenging. Governors suggested reviewing initiatives around staff retention to see whether there was anything which could be done to support this. SF added that the TAs who have left have left due to valid reasons.</p>	
<p>7</p>	<p>Headteacher Report</p> <p>Sf highlighted the assessment agenda and noted that there will not be any data available to analyse this term. SF commented that there has been a push back on any formal assessments this term. SF commented that any assessments will be done formatively and commented that there will be some summative assessments towards the end of the summer term. SF noted that OCC have suggested that there may be a generalised assessment paper released to assist</p>	



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	<p>with gathering some data from Y6.</p> <p><u>Governor Question</u> <i>What can be done to help children with the transition to Y7?</i></p> <p>SF noted that the headteachers are working together and noted that FJS have been thinking about how to ensure that these children are ready for secondary school. It was noted that there is a transition lead in Y7 who the school will work closely with. Staff noted that there has been some work alongside some of the teachers at FCC, which has been beneficial in allowing cross school remote learning. SF noted that the vision for FLT is seamless education from age 3-18 and noted that this is very much at the forefront of all of the meetings.</p>	
<p>8</p>	<p>COVID risk assessment</p> <p>SF commented that the only change is the addition of lateral flow testing, which is done twice weekly. SF commented that this will be reviewed again at the end of the month.</p> <p>Governors noted that there has been some confusion about parents testing at home. SF commented that the letter sent out from the DfE was not clear and SF will add some clarification into the newsletter about this.</p> <p>CM explained that the COVID catch up program will begin on Thursday. CM explained that this Y6 will have some time on Mondays and Thursdays and Y5 on Wednesdays. CM commented that there will also be some catch up with the 3 class, as there are some additional staff available in this year group, which allows this to happen contemporaneously. CM commented that this catch up will initially focus on maths. CM explained that pupil's data will be reviewed carefully to identify any gaps in knowledge and work will be carefully planned to cover these gaps, to ensure that any gaps in knowledge are closed. CM commented that block B will be used as a base for these interventions.</p> <p><u>Governor Question</u> <i>In terms of communicating this to the children and the parents – what will this be labelled as?</i></p> <p>CM explained that the terms used in school are CUP (Catch up program) and CTG (closing the gap). CM noted that the school are open to suggestions on this terminology before communication is sent out to parents. Governors were asked to send any thoughts to CM.</p> <p><u>Governor Question</u> <i>There is lots of focus is on children needing catch up - what is happening with the children at the top levels who may need to be stretched?</i></p> <p>SF responded that children identified for these interventions may be more able children, as the assessment is done based on where that child should be. SF noted that this will therefore capture children across the spectrum. SF explained that the amount of support may vary, but will focus on Y6 as this year group only have a finite amount of time left at the school. SF noted that the expectation is that children will have remained on track after this lockdown and commented that the focus should be on the key skills. SF added that the majority of children will be able to catch up during class, with only a limited number of individuals who may need some additional intervention. Governors commented that there is already a lot of</p>	<p>ALL</p>



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	<p>challenge which is built into the curriculum, and commented that the middle group are the ones who may need some of the additional interventions.</p>	
<p>9</p>	<p>SDP</p> <p>SF noted that the main area of focus is yet to be identified but commented that reading and maths could be a focus, ensuring that there are opportunities to develop these areas and allowing staff to make diagnostic checks. SF noted that the school have focused very much on re-embedding learning behaviours and are starting to look at subject specific areas which may have been more challenging to teach virtually.</p> <p>Governors noted that it is commendable that the school have managed to meet all of these targets, under such challenging circumstances.</p> <p>SF highlighted attendance and commented that priority one focused on attendance. SF noted that demonstrating the attendance during lockdown was challenging and therefore explained that the best marker for this was levels of online engagement. CM commented that the engagement was pleasing, and noted that there are up to 4 PP children who were not engaging, which was significantly better than before. CM commented that remote attendance was positive. AP explained that the weekly updates demonstrated that the staff were very keen to monitor engagement and noted that all staff were involved in this process.</p> <p><u>Governor Question</u> <i>Is there any data on remote attendance which can be used as a benchmark?</i> Staff noted that there has not been any such data published and Governors noted that any opportunity to analyse the data should be used as evidence to show the high levels of engagement.</p> <p><u>Governor Question</u> <i>Has there been any feedback from parent questionnaires?</i> SF commented that there have been a number of questionnaires send out and commented that there has been lots of feedback through this. CM noted that there has been lots of positive feedback from previous questionnaires and CM will send this to Governors. Staff added that generally, there has been a higher level of communication between parents and staff, noting that this has been pleasing.</p> <p><u>Governor Question</u> <i>Is there anything which should be removed from the SDP in light of the current climate?</i> SF noted that the focus has shifted towards the learning and how best to support children with this. SF noted that this work remains important and commented that SF feels that the SDP remains an achievable target despite the current circumstances.</p> <p>Governors emphasised that the biggest risk to the school is the high level of SEND. SF agreed and noted that this is at trust level, something which needs to be addressed. SF added that this is becoming significant across the trust.</p> <p>Governors noted that the curriculum remains vital and noted that it is important to ensure that this is broad and balanced. SF agreed and commented that the focus is on finding out</p>	<p>CM</p>



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	<p>what has been left out of the curriculum. Discussion was had around the balance between depth and breadth and it was noted that this is challenging in a time when teaching is already very challenging. It was noted that the school should retain a right to re-visit the SDP, with the information gained from the rest of the term in terms of where the children are with their learning. Governors highlighted that the school should be prioritising where necessary. SF added that the focus is not on data, commenting that the measurement of success is much richer and more holistic. SF added that this is a live document and will adapt dependant on priority.</p>	
<p>10</p>	<p>All through Primary update</p> <p>AC explained that the combined Business case for Faringdon Infants and Faringdon Juniors was submitted last week.</p> <p>Governors heard that the next step was for both schools to produce a headline and staffing operational plan, which is due by 17th March. AC explained that the schools have been asked to submit proposals for school names by Easter.</p> <p>AP added that there should be a contribution from all Governors about thoughts on the name of the school. It was noted that there is a principle of having one main name, with two site names sitting under this umbrella.</p> <p>Governors suggested the Elms, commenting that this reflects the history of the site. Governors also suggested using the folly in the title and suggested that the umbrella term should incorporate "Faringdon Primary" to reduce the competitiveness of both schools. Governors emphasised the importance of having separate names for both sites, to add some ownership and integrity to both sites. Governors also noted the importance of the vision of seamless education throughout the Trust, and added that the umbrella term is important to represent this. SF explained that the schools need to be seamless in providing good education to the families in Faringdon. SF highlighted the challenges faced by the current site, compared to the new purpose built school and commented that this emphasises the importance of ensuring that the two schools are seen as one provider of primary education for Faringdon.</p> <p>Governors heard that LE and AC will meet later in the week to discuss the Trust and schools communication plan.</p> <p>AC explained that he attended the FIS LGB last week to discuss the plans.</p> <p>Governors heard that there remains a plan to ensure that all of this planning work is completed by the end of the academic year, so that the schools are ready to communicate to parents in time for them to make choices around school admissions, with 2022 remaining as the target date for opening.</p> <p>SF commented that there was a joint staff meeting and noted that this went well. SF noted that in staff appraisals, staff will be asked their thoughts on the all through primary. AC noted that there are lots of positive opportunities for staff. Governors highlighted that this project will be continuing for a number of years, whilst both schools transition to a two form entry.</p>	
<p>11</p>	<p>Finance</p> <p>AC explained that the previous forecasted deficit budget has been reviewed meticulously and</p>	



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	<p>as a result, £17.5K savings were identified. AC commented that this identified some tangible savings and noted that the school are now back broadly in line with the forecast at the beginning of the year. AC explained that it remains challenging to provide an accurate budget, with so many unforeseen elements. AC also noted that there are approximately £33K of COVID costs, some of which is relate to revenue lost due to lettings income. SF explained that Stagecoach are planning to return to the school soon.</p> <p><u>Governor Question</u> <i>Is there any recoverable money from this £33k COVID costs?</i> AC responded that there was some money which was recovered from the insurance claim but noted that this is the limit of the recoverable funding. AC explained that the lettings income cannot be recovered. SF added that there may be some additional money from the insurance in block B but noted that this is unlikely.</p> <p><u>Governor Question</u> <i>Is the school advertising for lettings?</i> SF commented that ordinarily the school does advertise, and noted that moving forward this will be re-instated. SF noted that due to the issues with block B, the school was struggling to find sufficient space.</p> <p>AC highlighted that the Budgeting process will begin again soon, adding that there will be a view on funding for 2021-22 at Easter and planning will begin shortly after this. AC commented that the school will submit a budget at the end of May and so explained that a brief budget will be shared with the LGB in April.</p>	
<p>12</p>	<p>Health and Safety / premises CT commented that many of the actions remain on pause at the moment and noted that actions will be tied up as soon as possible.</p> <p>SF highlighted that the school are having problems with alarms going off out of hours. SF explained that the boiler triggers an alarm when there is a power cut. SF explained that there has been some work on this today. SF explained that there have also been some issues with the intruder alarm and explained that this is also being resolved. SF explained that the school have looked into a response company and commented that this is currently being investigated by Joanne Ray (Faringdon Learning Trust).</p> <p>SF explained that there has been a GDPR audit completed, which school passed.</p>	
<p>13</p>	<p>Safeguarding AP explained that Sarah Church is the school's FLT link Governor, who has an interest in Safeguarding. It was noted that Sarah is keen to arrange a Safeguarding review for the school when possible.</p> <p>AF added that the school maintain high levels of safeguarding and noted that training has been refreshed with all staff, around some key focus areas.</p>	
<p>14</p>	<p>Policies</p> <ul style="list-style-type: none"> • Data protection Policy 	



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	<ul style="list-style-type: none"> SEND Policy Relationship and Sex education Policy - SF noted that there has been a lot of work around this policy and commented that it needs to be in place for the summer term. SF explained that the policy is based on Jigsaw. <p>Governors were asked to feedback on and approve these policies via GovernorHub by Friday 12th March following the meeting.</p>	ALL
16	Chairs Comments	
17	<p>Any other business agreed as being urgent:</p> <p>HB explained that the school had a Science day on Friday and noted that this was very successful. Governors noted that there was so much time and effort which went into this and thanked all staff involved for making this a success. Governors heard that the school paid for all children to take part in the cress challenge, which will allow each child to be given an award for their work. SF noted that it is good to see science at the forefront of education.</p> <p>Governors commented that children seemed very happy to be back in school and thanked all of the staff for their hard work in ensuring that this was successful.</p> <p>Governors commented that the communication with school has improved with the introduction of remote learning.</p> <p>SF explained that the introduction of the Friday afternoon PPE time was met by one negative parental comment. SF emphasised the importance of both providing staff with this planning time and also allowing the children to be offline for this period. SF explained that the offline periods are really valued by children.</p> <p>DE-M commented that the Windows in block B open a long way and asked about the Health and Safety implications of this.</p> <p>SF commented that there are usually some stoppers on all windows and asked that this is marked as a near miss incident.</p>	DE-M
18	<p>Next Meeting Dates: 26th April 2021 6pm 12th July 2021 time TBC</p>	

The meeting ended at 19:30