



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 11th January 2021 at 18:00 Virtually via Zoom

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

<i>The meeting started at 17:00 and was quorate</i>		
No	Description	Action
1	Apologies for absence and acceptance/non-acceptance Apologies received from Hattie Clay	
2	Welcome new members, visitors or staff presenting There were no new members or visitors	
3	Declaration of any personal or business interests DEM explained that she has been asked to assist with catch up provision for Faringdon Junior School. AP declared an interest, having done some energy and balance sessions for FCC and Buckland with other sessions at FLT schools to follow	
4	Statutory Items Update on the status of Sports Premium Report SF explained that the Sports Premium Report has been completed, noting that the objectives and the actions in place for last year were delayed due to the national lockdown. SF noted that some of these actions have still not been able to happen, as external agencies have not been able to come into the school. SF explained that some of this may need to be moved into the next academic year. SF further added that any unused funding is generally spent on additional staffing. SF commented that the impact of the action plan needs to be closely monitored. Governors were asked to raise any questions or concerns to be raised to SF.	ALL
5	Agree Minutes of previous meeting The minutes were agreed as a true and accurate record of the meeting and will be signed to that effect when possible.	
6	Any significant matters arising from those minutes? <ul style="list-style-type: none"> • <i>New Governors to let AP know about any particular interest areas:</i> AP confirmed that areas of responsibilities have been designated and this document has been uploaded to GovernorHub. • <i>Progress on applicants</i> –It was noted that there remain some additional items to 	



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	<p>complete before completing DBS checks. New Governors reported not having received information on Safeguarding or Prevent training. Action: HC to provide links for Safeguarding and Prevent training and LR to complete the DBS checks</p> <ul style="list-style-type: none"> • <i>Premises update and communication to parents</i> - SF explained that there was some communication in the newsletter, and added that this work is due to be completed on Friday 15th January 2021. • <i>Insurance claim</i> – SF explained that Zurich attended Thursday 7th January and are investigating the slope and the hole external to the building, and the damage caused by this. SF added that work on the boiler has not yet started, commenting that there has been some additional problem with the drainage in the school. SF explained that that there was some additional work conducted as a result of these issues and the system has been ok since this was completed. Action: to ensure that the communication to parents on the building work is sent out at the appropriate time and in the most appropriate way. • <i>IT hardware</i> – this will be discussed later in the agenda. • <i>Governance Seminar</i> – AP highlighted that a seminar for Chairs and Vice-Chairs was attended, with some learning shared amongst Governors, with questions posed to SF and responses documented. AP asked Governors to review this information and will re-post it on GovernorHub for ease. <p style="text-align: center;"><i>All other actions were completed.</i></p>	<p>HC/LR</p> <p>SF/LE</p> <p>AP</p>
<p>7</p>	<p>Review of COVID Risk Assessment <i>The risk assessment was available to view on GovernorHub prior to the meeting.</i></p> <p>SF noted that this document was updated over the Christmas holiday. AP attended the staff meeting on 4th January 2021, where the Risk Assessment was discussed with staff. SF noted that staff did understand the risk associated with being in school, they were all very prepared to take this risk for the benefit of the children. SF highlighted the frustration in discovering that same day that the school would not fully re-open. SF noted that the Risk Assessment is still being used, with some alterations to how the children are being managed around the school. SF explained that one teacher in each year group is managing the children in school and the other two teachers are managing the remote provision. SF explained that most year groups have allocated one teacher to work in school to keep continuity, although noted that this was left to decide.</p> <p>It was highlighted that 87 children are in the Key worker and Vulnerable children list, with most children attending on a part time basis. SF explained that the school have introduced hot lunches, which went well. SF noted that the school have decided to have non-uniform, to allow the staff to be a little more flexible in their dress code. SF explained that the risks identified in the current risk assessment remain relevant, despite there being less pupils in school.</p> <p><i>Is it logistically challenging to manage children being in school part time?</i> SF responded that it was logistically challenging, but noted that this has worked for some parents who are working part time, and the message has gone out to parents to reiterate the fact that parents should only send children in when absolutely necessary.</p>	



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	<p><i>Do you anticipate that the numbers might drop as parents work out the logistics?</i> SF explained that some parents have been able to utilise childcare bubbles, and noted that employers have been more flexible in their approach to parents with school aged children. SF commented that there may be a reduction if early years settings close.</p> <p><i>What has the impact been on supporting Free School Meal (FSM) children?</i> SF explained that previously, families received vouchers but noted that the guidance now is that schools should provide food parcels. SF explained that the school have ordered 53 parcels and parents have been informed of this.</p> <p>Governors noted that the Infants school has seen a huge influx in pupil numbers, and commented that it has been positive that the Junior school has not seen a similar influx. SF also commented that the online provision has been much better, and children have been able to remain occupied all day working independently.</p> <p><i>Are there any children attending who may not be technically eligible for a place?</i> SF noted that the numbers have remained fairly consistent, adding that the reasons for sending children to school have been legitimate. SF noted the importance of balancing the safety of the staff in school against the importance of having children in school when needed. SF highlighted that some vulnerable children have been invited into school.</p>	
<p>8</p>	<p>Headteacher Report <i>The report was available for Governors to view on GovernorHub prior to the meeting</i></p> <p>Staffing Absence: SF noted that there has been a significant amount of sickness in November and December (100 altogether, with 92 days being COVID related). SF added that this does not include those who were asked to self-isolate. SF explained that there has also been some compassionate leave, and explained that the staff cover costs are high as a result of this.</p> <p>Exclusions: SF explained that there was an internal exclusion relating to cyber bullying. SF explained that this was a one day exclusion, with another week internal exclusion. SF noted that a restorative justice external organisation were used, and this was found to be highly effective. CM added that this organisation are also coming to do a workshop with Y6.</p> <p><i>How did the post come to light?</i> SF explained that a Y6 child showed this to another member of staff. SF noted that Phil Bevan and Joe Winter from Faringdon Community College were helpful in responding to this incident.</p> <p><i>Governors noted that social media should not be permitted for children under 13 – how does the school manage this?</i> SF noted that the school have contacted the social media company and have spoken to the parents. SF and CM also commented that generally, there have been a more noticeable increase in the number of incidents related to Social Media, and commented that this seems</p>	



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to have been particularly noticeable since the lockdown.

Do you have any mechanisms for “whistleblowing” for these incidents?

SF responded that there is a Goggle classroom e-mail address and also an e-mail address for the Pastoral link worker.

Governors highlighted the importance of these issues, particularly at the moment and commented that this is being tackled very effectively by the school. SF noted that the online bullying workshop will be re-scheduled as a priority (this was due to take place in January)

How does lockdown and isolation impact on the attendance figures?

SF explained that the attendance data has a specific code for isolation, although SF noted that this is included in the attendance figures. Staff noted that the lack of unauthorised holidays has made a noticeable difference to attendance.

Remote learning provision: SF explained that the school have ordered another 26 Chromebooks today and explained that the school have also ordered some SIM cards for parents who have been struggling with data. CM explained that the remote learning provision is much improved since the previous lockdown. CM explained that there are now three live sessions each day. The children are registered each morning, with a difference in timetabling to allow for most families to be able to share devices. CM explained that there has been a Special Educational Needs (SEN) bubble set up, so that the work is accessible for all children. Year 4 are starting a Break out Bubble (BOB) as well as a Challenge room, for those high achieving children. It was also noted that staff have been learning as they go, such as recording lessons, and “pinning” teachers to allow for a more close up and focused lesson. SF added that there is a much broader offer, to meet the needs of all children.

How does the provision feel from the staff perspective?

HB noted that staff leading on the remote teaching have found this daunting, but noted that the speed at which the children have learned the online classroom has been incredible. HB explained that staff often spend time preparing for the following day and ensuring that the technology will work.

CM shared the number of children accessing remote working, which has risen significantly. CM explained that the school had been doing some lessons around remote learning in school, which have been beneficial. CM shared that the school only had 8 children who have not made contact or engaged in the online learning so far.

Governors noted the significant improvement in the online learning provision and noted that parents and children are benefiting significantly from having a timetabled day. Staff noted that the timetabling has been a significant amount of work but commented that this has been beneficial to children and staff alike.



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	<p>CM thanked all staff for their hard work and dedication. SF thanked CM for all of her hard work leading this project. Governors echoed this.</p> <p>IT: SF noted that the school have ordered 12 Chromebooks, using the £2,000 Faringdon Grant and also CM has heard from David Kelly from Faringdon United Charity, who has offered some support to fund some additional Chromebooks.</p> <p><i>Will every child have access to IT provision?</i></p> <p>SF commented that there are 32 children who have not accessed remote working but noted that this is not all down to IT provision. SF added that the school are confident that every child who needs access to IT provision will have this by the end of the week.</p> <p><i>Is there a feeling about blending children answering via chat as well as putting hands up as some children seem to be able to respond faster via chat?</i></p> <p>HB noted that the chat is controlled by the teachers, and commented that lots of responses are read out from the chat, as well as an option at some points to verbally give answers. HB explained that this relies on a number of adults monitoring this, and is an ongoing process. Staff noted that this point can be raised at the staff meeting on Wednesday. CM noted that feedback is being collated and will be shared with staff.</p>	
<p>9</p>	<p>School Development Plan</p> <p>SF explained that this has been shared with Governors.</p> <p>SF commented that the document has been updated. SF suggested that Governors review this document and raise questions via GovernorHub. Action: All Governors to review and feedback to SF</p>	<p>ALL</p>
<p>10</p>	<p>COVID Catch up program</p> <p>SF explained that an action plan is available on GovernorHub</p> <p>CM summarised this as follows: Catch up program (CUP) –this focuses on children with gaps in knowledge. Closing the gap (CTG) – this focuses on children who needed some additional support with some elements. CM explained that this started with Y5, and Alison Francis attended to offer 2 sessions a week. CM explained that this model was going to be rolled out across Y4 and Y3. CM noted that there has been some good feedback from these sessions and noted that this will start back up as soon as possible.</p> <p>Action: All Governors to review and feedback on the catch up funding report to SF</p>	<p>ALL</p>
<p>11</p>	<p>Finance</p> <p>AC summarised the financial position</p> <ul style="list-style-type: none"> • The school came in under budget, last year and finished with 223K surplus. • AC noted the challenges in this climate, with unknown costs for catering and cleaning as well as other provisions • AC explained that the school have suffered due to loss of income from lettings 	



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	<ul style="list-style-type: none"> Staff cover has been high due to isolation and increased staff sickness (both COVID and non-COVID related) AC explained that the school are predicted to overspend by approximately £46,000 and noted that this is largely due to the aforementioned elements. AC commented that this financial position was concerning, especially with the high premises costs, but AC commented that most of this premises work was much needed. SF added that the financial position has been challenging to predict in the current climate. 	
12	<p>Health and Safety</p> <p>CT summarised the recent Health and Safety walk-around and audit as follows:</p> <ul style="list-style-type: none"> CT noted that much of the Health and Safety audits rely around questioning staff and students, which was not possible due to the current Pandemic. Business Continuity Plan – CT explained that this is a working document, and noted that document will be reviewed when possible Changes to the Fire evacuation plan – CT explained that the risk assessment has been updated in line with the changes to block B. CT added that following an unplanned fire alarm, the procedure was noted to be well imbedded and known by children and staff. Letting agreements – it was recognised that the school need to look at formalising the lettings agreements and Keyholder agreements as well as reviewing the pricing structure. AC highlighted that there is a Trust wide review of lettings across the Trust and so this work could be centralised. 	<p>CT/SF</p> <p>CT/SF</p>
12	<p>Safeguarding</p> <p>AP noted that the Safeguarding Audit Report was approved and submitted. SF noted that the FLT Safeguarding Officer has offered services as an external supervisor. The school plan to have supervision on a monthly basis, which will be documented. Any actions from this will then be reported back to the Safeguarding Governor</p>	
13	<p>Equality Objectives</p> <p>SF explained that the Equality Objectives have been updated and are available on the website. Governors were asked to review this document and it will be added to the Agenda later in the year.</p>	ALL
14	<p>Governor Visits</p> <p>HB and PF met to discuss Science. Discussion was had around planning a unit to close any gaps which could not be possible due to remote learning. PF and HB also discussed altering the science curriculum for the Y6 children, to prepare them for their transition to secondary school.</p> <p>SF noted that the school have a Trust wide Health review planned, and it was suggested that Science will be highlighted as a subject of strength. This is scheduled for May 6th 2021.</p> <p>It was noted that PF is also offering to run a Science session for the Y6 children to prepare them with the transition to secondary school. Discussion was also had around the importance of focusing on the transition across other subjects. Governors suggested focusing on this at the next FGB.</p>	



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15	<p>Policies</p> <ul style="list-style-type: none"> • Gifts and Hospitality Policy: AP noted that SV published this on Governor Hub. This policy was approved 	
16	<p>Chairs Comments</p> <p>AP explained that as AC takes a more Trust wide role in the all through primary project, it was noted that IP will take over as lead for the FJS side of this project.</p> <p>AC thanked Governors who attended the last meeting and noted that the key next step will be meeting with Sally, SF and Anne to map the milestones out, mainly around admissions but also recognising the fact that this is a Multi Admissions program.</p> <p>OFSTED training – AP commented that the action around training for new Governors remains open.</p> <p>D E-M noted that she has been liaising with the school with regards to English and noted that she would be happy to help with some transitioning projects involving English.</p> <p>PF noted that the subject leads across the trust are meeting and suggested that transition work is added as an item on this meeting. SF also thanked staff for all of their work around remote learning.</p> <p>LE asked about the website role and AP confirmed that this should be monitored and then reported back to the LGB. SF added that the website provider (Primary Site) are also running an audit on the website.</p> <p>SF explained that there is a GDPR Review on 26th February 2021 and will report back at the next meeting. LR will look at any training requirements for Governors.</p> <p>Governors reiterated their thanks again to all staff</p>	<p>SF</p> <p>LR</p>
17	<p>Any other business agreed as being urgent:</p>	
18	<p>Next Meeting Dates:</p> <p>8th March 2021 5pm. 26th April 2021 time TBC 12th July 2021 time TBC</p>	

The meeting ended at 20:07