



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 17th November 2020 at 17:00 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 (TG)
Apologies	
In attendance	Hattie Clay (Clerk) Charlotte Mitchell (CM) – Deputy Headteacher

The meeting started at 17:00 and was quorate

No	Description	Action
1	Apologies for absence and acceptance/non-acceptance There were no apologies received for this meeting.	
2	Welcome new members, visitors or staff presenting Governors introduced themselves to the new members. AP noted that there are some link roles which new Governors could be assigned to, such as Safeguarding and Health and Safety. New Governors were asked to let AP know about any particular areas of interest, to allow allocation of roles relative to these interests. New Governors to let AP know about particular areas of interest by 24th November 2020 It was noted that Joanne Ray (Operations Manager, Faringdon Learning Trust) will join the meeting to provide an update on the premises.	DH, LE, TG
3	Declaration of any personal or business interests DEM has been doing some supply work for the school.	
4	Statutory Items Update on the status of PP funding and Sports funding Report It was noted that these reports have been pushed back due to overarching priorities at the moment. SF noted that there was limited data available to measure the impact of this funding but it was noted that the funding was not all used this year. The Pupil Premium report was uploaded to GovernorHub following the meeting, allowing Governors the opportunity to ask questions. This was approved virtually by Governors.	
5	Agree Minutes of previous meeting The minutes were agreed as a true and accurate record and will be signed to that effect when possible.	
6	Any significant matters arising from those minutes? <ul style="list-style-type: none"> Collating messages of thanks from parents – Governors noted that this action remains 	



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	<p>outstanding but SF added that these messages of thanks have been passed to the chair of Governors. SF further added that she has received flowers and cakes from parents, which has been really appreciated. Governors suggested a document on GovernorHub to record these positive comments and share with staff and Governors.</p> <ul style="list-style-type: none">• Meter readings to be taken to consider the viability of solar panels – this remains ongoing• Wrap around care plan – SF explained that block B could be used for the provision of wrap around care. It was noted that this is currently on hold at the moment but SF explained that once the school moves to an all through primary, this provision will be reviewed again. It was discussed that the concept of changing the school to an all through primary has been stalled. It was noted that there will need to be some separate work streams for this work within the Governing Board.• SEND information report – SF explained that this information is contained in the documentation for Term one but explained that a discussion around this is not contained in the minutes. This information report was discussed and agreed and is available on the website.• The meeting to discuss future provision for the school took place on 29th September 2020 <p style="text-align: center;"><i>All other actions were completed.</i></p>	
<p>7</p>	<p>Review of Return to School Risk Assessment <i>The risk assessment was available to view on GovernorHub prior to the meeting.</i></p> <p>It was noted that this document needed to be a dynamic, working document. SF explained that additional actions are added on a weekly basis.</p> <p>SF explained that all staff are able to feed into this document and noted that this collaboration has worked well for the school. Discussion was had around number of reported cases of the virus at FJS and SF explained the sequence of events as follows:</p> <p>On 6th November year 4 was closed as one teacher and 4 TAs as well as 10 Y4 children tested positive. This led to 69 children being sent home to isolate. On 10th November it was confirmed that a Y5 child had tested positive and so one class in the Y5 bubble closed. This led to 28 children being sent home to isolate</p> <p>SF explained that the decision was made to keep the bubbles as year group bubbles, which has led to the closure of an entire year group. SF explained that Public Health have been very helpful and have reviewed the School risk assessment. It was noted that Public Health agreed that it is sensible to have year group bubbles, due to the logistics of the school. Public Health did remark that due to breaches of the two metre rule, some staff have needed to isolate, whereas this would not have been necessary had the two metre rule have been adhered to. SF noted that in the future, this close contact will be limited to reduce the impact on self-isolation requirements.</p> <p>SF explained that staff have been anxious, noting that the school has been deep cleaned, which is known as “fogging” and details of this has been shared with parents. SF explained that there are very limited numbers of staff who work across year groups, other than the</p>	



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	<p>HLTA who still crosses year groups to allow for staff to take PPA time. SF explained that the HLTA is now working supporting year 5 and SF explained that this has meant that some staff have not been able to have their PPA time. SF commented that Year 4 will return on Monday 23rd and year 6 will return on Wednesday 25th.</p> <p><u>Governor Question</u> <i>How does registration work for the home learning bubbles?</i> SF explained that this will be discussed later in the meeting.</p> <p>It was noted that any information sent to parents about the processes taking place should be seen as a positive and re-assuring message.</p> <p>SF explained that students who had been playing outside with children who later tested positive were not generally considered to have been in “close contact” with that child. It was noted that this clarity was very useful.</p> <p>Parent Governors noted that the remote learning provision being offered to children has provided much more structure for families, which has allowed parents to work at home alongside their children. SF responded that the structure was very much a purposeful approach from the school. SF will pass on this feedback.</p> <p>It was recognised the significant work which has been put in to improve the remote learning provision.</p> <p>Virtual learning policy and strategy – it was noted that this document will be discussed within the remit of the School Development plan.</p>	
<p>8</p>	<p>Headteacher Report SF noted that AP has been a fantastic support to the school and noted that this support has been invaluable.</p> <p>SF explained that a Mental Health and wellbeing audit was completed and the results of this will be reviewed later in the year. SF explained that there were some areas of focus identified in this report, especially for PPG children. Mrs Harris has sent governors a summary report of the analysis of the audit from September. This has been uploaded onto GovernorHub.</p> <p>SF added that there is some data which has been uploaded for Governors to view, and added that this data was not test based but drawn from the results of two previously taken mock SATs assessments as well as teacher assessments. SF explained that this was felt like an appropriate measurement of the data, adding that information on the year 7 data would be useful, to assess whether this data is comparable with the year 6 predictions.</p>	
<p>9</p>	<p>School Development Plan SF explained that the focus for the first two terms have been on achieving the first few priorities. SF added that the next priorities will be built on these first completed priorities, once the school are confident that there is a solid foundation. SF explained that the current focus is on identifying any specific gaps in learning. SF explained that maths is coming through</p>	



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as an area which has some more significant gaps in learning.

SF explained that most of the SDP impact areas for term one are green. SF explained that blended learning provision is amber, as this remains an area which is ongoing.

Remote learning – CM discussed the remote learning provision and explained that in Y4 65 out of 79 children have been able to access the remote learning. In year 5 21 out of 28 children were able to access the work. CM explained that the school have also provided some packs of work for some families who have been unable to access the online resources. CM explained that she has spent a significant amount of time talking through how to access the work with families over the phone. CM explained that there are plans for some face to face training for parents once this is possible. CM further added that there has been no formal training for staff and explained that staff are learning all of the time. CM explained that there have been some difficulties but highlighted the progress that the school have made. CM explained that there has been a significant amount of time spent on these plans and looking at areas of improvement, adding that there are some additional aspects which may need to be considered, such as the use of breakout rooms for the SEND children.

CM explained that there have been some positive comments from parents, adding that the live lessons have been challenging for staff for a number of reasons, especially as staff are aware that the parents are also watching the lessons, which has felt quite intimidating for staff. CM explained that there has been a significant amount of administrative support from the office.

CM explained that there was a delay in the delivery of some hardware but explained that the school was able to source a number of Chromebooks to loan to some children. It was noted that one of the challenges was families who have multiple children and CM explained that there have been changes to the schedule to accommodate this, allowing for technology to be shared.

SF explained that the support from CM has been incredible, as well as the administration support from LR. SF explained that this is a working document, and allows for staff to add any learning points for future lessons.

Governor Question

How confident are you about the recovery curriculum?

SF explained that this is focused on re-building learning behaviours, as well as re-introducing structure for some children. SF explained that the recovery curriculum has been used variably by staff, being used more by some years than others. SF explained that the pressure of the delivery of objectives has eased, so that teachers are able to focus more on ensuring that the children are ready for learning. CM added that the timetable has been adapted to suit the children and to ensure that their wellbeing is the main priority. It was noted that this was particularly pertinent at the moment, whilst there is some more uncertainty. Staff



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	<p>commented that the year 3 children have adapted well, but noted that there is more time being devoted to this recovery curriculum in this year group, alongside the full curriculum delivery.</p> <p>It was noted that the main limitation for remote learning seems to relate to the lack of available hardware.</p>	
<p><i>Joanne Ray joined at 18:20</i></p>		
<p>10</p>	<p>Premises update</p> <p>JR explained that the basement boilers stopped working in August following some flooding. JR explained that there has been a tender for the replacement of the boiler, adding that following specialist advice, a claim was put in for replacement of the boilers. JR explained that that the insurance company have responded that they are unwilling to fully fund replacement boilers.</p> <p>JR commented that the cost of these replacement boilers has been estimated at approximately £60K. The loss adjusters have offered a £30k contribution for this. It was noted that the insurance company have funded some temporary heaters for the school, whilst the work is carried out. JR explained that the other boiler work has been completed with no identified issues.</p> <p><u>Governor Question</u> <i>What is the timescale for making a decision on this?</i></p> <p>JR noted that the contractors are waiting to carry out this work and the intention is to make a decision before Christmas.</p> <p>Block refurbishment – JR explained that there has been a significant amount of background work with regards to tenders as well as negotiations with OCC who are funding 50% of the work. It was noted that there are some other areas of work which have been requested to be added into this work but JR noted that these requests need to fit in within the scope of the refurbishment work. JR explained that the project is intended to conclude in the early new year.</p> <p><u>Governor question</u> <i>When can information about this project be shared with parents and the wider community?</i></p> <p>LE, SF and AP will have a discussion about when to disseminate and share this information. SF explained that it is difficult to share any information until works have commenced, in case this does not happen. JR commented that given the current climate, caution should be applied when sharing information.</p> <p>Governors noted that once works are commenced, it would be good to share this with parents.</p> <p>JR explained that there is some water ingress into the basement boiler area. JR has asked for structural engineers to review this and noted that there may be a leak to a water main near to the school. It was noted that further investigation will be needed, with possible repairs to the wall membrane or investigation of any potential leaks. There was no noted concerns from a</p>	<p>LE/SF/AP</p>



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	<p>Health and Safety perspective.</p> <p>Flooring – there was some flooring issues in the main entrance and inspection reports confirmed that there was no structural issues but it was noted that the ground underneath the flooring may have shifted. JR explained that there is some additional work which will be needed around this but this work will need to be completed outside of school hours. Again, there were no reported structural concerns associated with this.</p> <p>JR confirmed that the structural engineer has confirmed that he does not believe these issues are linked. Governors noted that these issues add additional complexities for staff working at the school.</p> <p>HB added that Year three are now back in their block and commented that this has been very positive.</p> <p><u>Governor Question</u> <i>Were there any other outcomes of the conditions survey which may cause future concern?</i> JR explained that FJS are due an update on their conditions survey but noted that most of the areas of concern in the conditions survey have been addressed.</p> <p>Governors thanked JR for all of her support with these works.</p> <p>As a parent, JR thanked SF and the year 4 team and noted that the teaching provision has been amazing, and the feedback from teachers has been thorough and quick. JR noted that the provision has been fantastic and is engaging for the children.</p>	
<p>11</p>	<p>Review and Challenge SEND information Report It was noted that this report was discussed at the previous LGB and has been published on the website. The SENCO has uploaded an interim update on GovernorHub</p>	
<p>12</p>	<p>Review and Challenge LAC Report The LAC information report has been uploaded onto Governor hub for Governors to view.</p> <p>There were no further questions on this report.</p>	
<p>12</p>	<p>Finance It was noted that the financial impact of the building works needed at the school is huge. Governors also noted that many of these issues have also added to difficulties for staff and children in the school.</p> <p>Governors discussed the approximate cost of this work, which was estimated to be approximately £180K. It was agreed that although this is a substantial investment, these cannot be delayed as all of the issues are considered to be urgent and necessary. Governors noted that the budget shows £200K of reserves. AC explained that the addition of the in-year deficit of £36-37K overspend shows a forecast reserves of approximately £30k.</p> <p>It was further added that there are other areas of resources which need funding, such as IT</p>	



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	<p>hardware. Governors highlighted that staff will need to be mindful of the budget going forward, with some of the additional lease income being reduced on top of these expenditures.</p> <p>Governors thanked AC for all of his work around this. AC will raise this issue at the trust resources committee for consideration, due to the unforeseen nature of the issues as well as the financial implications of this. Governors highlighted that the ageing site may be an issue for consideration from the Trust</p> <p>AP noted that the pay committee met last week and approved SFs recommendation in line with the Teachers Pay Policy.</p>	
13	<p>Health and Safety / premises</p> <p>No additional issues were identified, other than those raised above.</p> <p>Governors thanked JT for his input over the last 4 years. JT will hand over the Health and Safety link role to CT.</p>	
14	<p>Safeguarding</p> <p>Review and approve annual Safeguarding Audit</p> <p>AP discussed the Safeguarding audit at a Governing monitoring visit noted the COVID implications. Discussion was also has around the supervisory aspects of safeguarding within the school. The report from the completed audit was available for Governors to view.</p> <p>Governors were asked to highlight any concerns of questions on this audit by Friday 20th November 2020. Following this date, there were no areas of concern raised and this audit was therefore approved.</p>	ALL
15	<p>Policies</p> <ul style="list-style-type: none"> • Scheme of Delegated Authority • Teachers Pay Policy <p><i>These were both reviewed and approved</i></p>	
16	<p>Chairs Comments</p> <p>The chair thanked all staff and Governors involved for all of their time and effort during these challenging times.</p> <p>The chair noted that the Governing Body is now at capacity and needs to look at appropriate delegation of workload to appropriately skilled Governors.</p>	
17	<p>Any other business agreed as being urgent:</p> <p>IT hardware</p> <p>Discussion was had around the problem of access to hardware for students who are isolating. Governors discussed whether IT could be procured centrally and shared out when needed.</p> <p><u>Governor Question</u></p> <p><i>Can local businesses or community groups be approached to support this?</i></p> <p>JR explained that after discussion with the Trust IT department, they have explained that new laptops will take 2 hours to configure and the department currently have very limited capacity, with a current turnaround time of 1-2 weeks for such work.</p>	



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	<p>SF noted that school iPads could be configured to allow the school to loan these out to families. This option will be investigated, although it was however noted that this is still within the constraints of the IT capacity. It was also noted that there have been some logistical difficulties with the loaning of school equipment.</p> <p>Governors agreed that approaching local businesses would be a sensible option. DB will ask at work for some additional Chromebooks.</p> <p>LE will speak to her husband about the logistics of unlocking iPads and AC will approach the trust about a trust wide IT approach to IT.</p> <p>It was noted that the Town Council have Youth funding grants – Governors asked whether they could be approached to help with the provision of IT equipment. IP will investigate this</p> <p>Free School Meals SF explained that 15 of these children isolating are FSM children. SF explained that these families have not been financially supported by government. SF explained that the school intend to purchase a £15 Voucher to cover the cost of meals to support these families and explained that all families have been notified of this. SF explained that there was an option of sending out daily deliveries of packed lunches but explained that the school felt that this was too high risk in the current climate.</p> <p>It was further noted that COVID related costs have been tracked and recorded, to allow the school to claim for as much of this as possible, including income lost from lettings.</p> <p>Governors noted that HB is supporting one of the schools in Swindon as a science lead, which is really positive.</p> <p>Governance seminar AP posed some feedback from this, which is available to view on. Governors were asked to review this</p> <p>Roles and responsibilities A discussion was had around succession planning and Governors were asked to think about the role of Chair and Vice-Chair. Governors were invited to approach AP/AC about these roles if they were interested.</p> <p>Governors highlighted that CM has been doing a fantastic job at running the school in SF absence and noted this is particularly notable given the challenging times currently being faced. JT thanked the governors for his time and noted that there have been some very positive changes within the school during the last four years.</p>	<p>SF</p> <p>BD</p> <p>LE/AC</p> <p>IP</p> <p>ALL</p>
<p>18</p>	<p>Next Meeting Dates: 11th January 2020 at 6pm 8th March 2021 time TBC 26th April 2021 time TBC 12th July 2021 time TBC</p>	



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The meeting ended at 19:26