



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

Meeting	Local Governing Body (LGB)	Where	Virtual meeting by Zoom
Date	Monday 21 September 2020	Time	1700
Attendees	David Border (DB, community governor), Heather Bourne (HB, staff governor), Anthony Cook (AC, vice-chair, community governor), Dawn El-Masri (DEM, community governor), Sharon Farrell (SF, head teacher), Adam Pickford (AP, chair, parent governor), Ian Pugh (IP, parent governor), Lisa Row (LR, staff governor), Caroline Tilling (CT, parent governor), John Turner (JT, community governor)		
Apologies			
Associate members	Pauline Forbes – did not attend this meeting as there were no agenda items that required her input		
In attendance	Charlotte Mitchell (CM, deputy head teacher), Jo Ray (FLT Operations Manager)		
Clerk	Octavia Kelly (OK)		

MINUTES

Meeting started at 1704

Welcome and opening business	
Welcome, quoracy and apologies	
Meeting was quorate.	
There were no apologies.	
AP congratulated SF on receiving a 'Boxes for bravery' award, for which she was nominated by a member of staff, Rosanna Porter. The citation described how she worked 'night and day' to provide effective home schooling and 'above and beyond' to protect vulnerable children. The governors thanked Rosanna for nominating SF for an award that she richly deserved, and additionally expressed their gratitude for CM's great contribution to adaptations to lockdown and the virus. SF and CM replied that they have worked as part of a team, to which parents	

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<p>have sent many lovely messages of thanks for their efforts. AP suggested these messages should be collated to create a record.</p>	
<p>ACTION: Collate messages of thanks from parents.</p>	<p>SF</p>
<p><i>Urgent matters as previously notified to the Chair</i></p> <p>None.</p>	
<p><i>Declarations of pecuniary interests</i></p> <p>DEM is currently working as a supply teacher at FJS.</p>	
<p><i>Matters arising from minutes of LGB meeting on 13 July 2020</i></p> <ul style="list-style-type: none"> • <i>Governors to send their safeguarding and Prevent and GDPR certificates to LR – ongoing.</i> To maintain an accurate and up to date single central record, governors who have not already done so should please send their safeguarding and Prevent certificates to LR in the office. Certificates must be valid ie demonstrate that the governor has trained or refreshed their training within the last 3 years. LR will also need copies of their GDPR certificates and will be able to advise on how frequently training should be refreshed. <p>Governors should also enter the dates on which they last undertook each type of training in GovernorHub.</p> • <i>SF to take meter readings to further attempt to ascertain whether the school is due an income from the input to the grid of its solar panels – ongoing.</i> • <i>Further discussion of reinstatement of TLR – closed.</i> Following discussions with AC during the holidays, SF is proceeding with the introduction of 2 part-time Teaching and Learning Responsibilities (TLRs) to the Senior Leadership Team (SLT) at a cost of approximately £2400 pro rata per TLR. The reasons these are needed are: <ul style="list-style-type: none"> ○ Increased number of looked after children – one TLR will therefore fall under ‘Inclusion Team’ rather than SEN. ○ Need for support of staff dealing with SEN – other TLR. ○ Having 4 members of the SLT will make for greater flexibility, particularly now 	

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there are limitations on staff crossing between year group bubbles.

The governors formally approved expenditure on 2 part-time TLRs.

- *Provision by school of wrap-round care – ongoing* – discussed below.
- *Transfer files from Dropbox to GovernorHub* – [post-meeting] – files now transferred into folder named 'Archive 2017 to 2020'.

MINUTES OF LGB MEETING ON 13 JULY APPROVED

Jo Ray, FLT Operations Manager, joined the meeting at 1726

Update by Jo Ray, FLT Operations Manager, on issues concerning premises

Block B refurbishment

Jo was notified on 30 June that the CIF bid for funding for the Block B refurbishment had unfortunately failed. Because this year the outcomes of CIF bids were delayed from March to the end of June and hence the appeal scores would not be available until September, it was not possible to delay going ahead until after the probability of success of an appeal could be determined. Jo therefore agreed with AC that the refurbishment should proceed, paid for from a combination of a £75K contribution from OCC and FJS's own finances.

OCC will separately be paying £100K for remediation of defects relating to the tarmac and slope. The plans for this project require redesigning so work on it cannot start as soon as that on block B and will be done separately. The remediation work must be completed outside of term so if it cannot be completed during the summer holidays to meet the deadline of 31 August 2021, it must start earlier, so in the Easter holidays.

Work on Block B is due to commence in the October half-term, finishing on 31 December to allow for re-occupation in January. Because initially the building will only be used for SEN, and not for classrooms until September 2021, it will not be necessary to factor in a lead time for teachers to set up classrooms before re-occupation. Whether the funding for the refurbishment will stretch to include decoration and furniture is still being decided.

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Boilers

The boiler replacement in Blocks C and D is taking place alongside similar work at FCC. The need for removal of asbestos has delayed the work, but it is hoped that the work will be completed by 2 October, including the commissioning of the boilers and the issue of gas safety certificates. The caretaker and a couple of other staff will be trained in the operation of the boiler system.

It was thought unlikely that heating would be needed before 2 October and in any case, heating would have little impact as windows are being kept open more than usual to help reduce the Covid infection risk.

Funding of the renovation of the boiler system has been complicated by an incident during the summer holidays, whereby the basement boiler room flooded following the unexplained failure of a sump pump. The boilers were left sitting in water. Owing to the age of the boilers, parts are now obsolete and replacement parts would not be under warranty. It would clearly make sense, given it must be substantially repaired anyway, with installation of a platform for the boilers and alterations to the pump, to redesign the boiler room to 'future proof' it, installing smaller, more costly boilers that facilitate manual handling as well as more complex pipework. The design is currently out for tender, but the insurers have not yet agreed to pay the full £60-80K combined cost of the repairs and the future proofing. The insurers contend that the fitters of the pump may be liable for the failure of the pump and the consequent damage. The insurance will in any case not cover the cost of replacing one of the boilers in the room, which was not functional at the time of the flood.

Before the flood the cost to FJS of renovating the boiler system was to have been about £48K but if the insurance do not cover the incident, this could now rise to £60-80K.

An emergency CIF bid to cover the costs would be unlikely to be successful in view of the FLT reserves, which would be considered alongside FJS' own, and, even if the bid were to succeed, the work would have to be delayed until after notification of funding. Because heating, and hence a functional boiler system is essential to the school's operation, the work will have to go ahead now, and attempts be made to recover the costs afterwards. It would be preferable to have established the source of funds before the work takes place as leverage to do so afterwards will be reduced, but that is not feasible in the circumstances.

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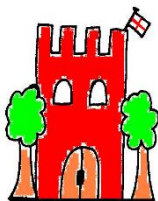
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<p>Drainage problem in Y3 block</p> <p>A defect in Carillion's work whereby the drains were wrongly connected has left Y3 block with a drainage problem which causes flooding. OCC will be paying for remediation, but the work has been postponed to the October half-term as it is too disruptive for it to proceed during term-time.</p> <p>Logistical issues with contractors</p> <p>There will be several contractors on site during the October half-term. This will require careful management:</p> <ul style="list-style-type: none">• Neighbours will be given advance notice as the work may affect access.• If the work is not completed over the half-term it may be necessary to move a class for the week following half-term.• The caretaker will not be taking holiday at half-term and Jo Ray and SF will be available for at least part of the time. <p>It was suggested that if there is a further lockdown during which the school is closed to most pupils, the time could be used to expedite the work. This might be possible but conversely, a lockdown might result in longer delays as deliveries of materials might be impeded.</p>	
<p>ACTION: notify neighbours in advance of works during half-term.</p>	<p>SF</p>
<p>Jo Ray left the meeting at 1758</p>	
<p>It was agreed that stakeholders, including parents, should be kept fully informed about the works.</p>	
<p>ACTION: Send out notification to parents once the work schedule for half-term has been confirmed.</p>	<p>SF</p>

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<p>Governing body</p> <p>Election of Chair and Vice Chair</p> <p>AP and AC were elected unopposed as chair and vice chair respectively for further one-year terms.</p> <p>Governor roles</p>	
<p>ACTION: AP to post governor roles on GovernorHub.</p>	<p>AP</p>
<p>Changes to the Personal, Social, Health and Economic (PSHE) curriculum will be statutory from 1 September but their implementation is not required until summer 2021. The PSHE governor will work with Doreen Harris on the introduction of the changes.</p> <p>Review of skills audit</p> <p>There is a slight deficit in the skills needing specialist knowledge. There is a vacancy for a community governor, and one could be sought who could help fill the gaps in expertise, but it may not be possible to find someone able to do so. To try to achieve a greater pool of candidates, one of the current parent governors who no longer has a child at the school could become a community governor to leave a vacancy for a parent governor rather than a community governor, if that facilitates recruiting someone with the desired skills. It would be especially helpful to recruit a Y3 parent.</p> <p>Review of need for sub-committees</p> <p>There is currently no need for a Performance and Standards sub-committee.</p> <p>The Resources sub-committee is helpful and may need to meet this year on more occasions than it did last year, perhaps monthly. Its meetings must be scheduled to permit planning ahead of periods of peak financial activity and should also be co-ordinated with the activities of the health and safety and premises governor, whose input is heavily dependent on resourcing.</p>	

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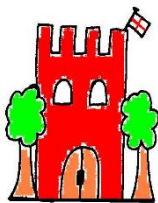
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ACTION: AC and SF to discuss best constitution and schedule for Resources Committee	AC
<p><i>Pay committee</i></p> <p>The pay committee must meet after 31 October when teacher appraisals will have been completed. It will comprise IP, AP, AC, JT, CM and SF.</p> <p>The head teacher's appraisal will take place late in term 2 and will be attended by a couple of the members of the pay committee.</p> <p><i>Governor visits to assist with reading</i></p> <p>With Covid restrictions in place, governor visits are being minimised. Furthermore, reading is less of a priority than it was, having been less adversely affected by children's absence from school over the summer than other subjects. DEM, who is currently acting as a supply teacher, offered to help with reading practice in her capacity as a governor, since, through work, she will be in the building anyway, so it will not increase the risk of spreading the virus if she also assists with reading.</p> <p>DEM observed that, while working at the school, she had been impressed by the hygiene measures in place and the level of compliance with them.</p> <p><i>Governor visits related to enhancing subject leadership</i></p> <p>With the focus on the recovery curriculum and teaching and learning, active development of subject leadership has been suspended in the short term to reduce pressure on staff. If governors were to visit in connection with subject leadership, there would have to be one governor to each year group 'bubble'.</p> <p>Governor visits could perhaps be resumed in T2 to help with interventions needed as part of the recovery curriculum. Governors will, in any case, need to have some form – perhaps remote – of supportive contact with staff in order to fulfil their statutory duties.</p>	

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Head teacher's report

SDP

Devising the SDP has been delayed this year by the absence of much of the data usually gathered over the summer term.

The SDP will cover 3 main areas:

- Attendance
- Recovery curriculum/subject specific objectives
- Mental well-being of children and staff

LR has been dealing very effectively with enquiries from parents who are in doubt as to whether their children should attend school. *Attendance* is currently 95%. There is a higher than average rate of non-Covid illness for the time of the year but the school has not been unduly strict about preventing children with cold symptoms attending.

Recovery curriculum

Children will be baseline tested at the end of the September; for example, children who have come into Y5 will sit the test they would have faced at the end of the summer term while in Y4. SF is especially concerned about a regression in maths and hand-writing standards over the summer absence. Accelerated progress after Christmas must be made.

The government has provided funding for catching up of £80 per pupil but is stipulating that only registered tutor programmes can be used. Individual pupils' needs, which will vary widely, must, however, be identified before the funding can be put to effective use. SF will devise a means of measuring the impact of the funding.

All staff will be set up objectives in terms of children's progress from baseline.

Subject-specific objectives

The deficits in pupils' progress in maths are much more apparent than those in reading, perhaps because parents were unaware of the methods used to teach maths so home-

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<p>schooling in the subject was less effective. Specific areas of maths in need of attention will be identified once the necessary data is available.</p> <p><i>Mental well-being</i></p> <p>The action plan will be modified as specific needs e.g. resilience become clearer. A baseline will be determined now and progress in this area by the end of the year measured. SF will circulate this year's SDP later this week. Once priorities for recovery have been pinpointed, objectives from last year may also be incorporated into it, but some aims of last year's SDP, such as introducing more performing arts, may need to be dropped for this year. The SDP will be reviewed throughout the year.</p>	
<p>ACTION: SF to circulate SDP to governors</p>	<p>SF</p>
<p>Ideally, at least part of the SDP would be made available to parents, and expectations and priorities communicated to them. But before that could happen, the means – perhaps online - by which events such as parents' evenings will be held will have to be established. In any case, parents should be kept informed of when assessments will be done and when they will receive information.</p> <p><i>Access to remote learning and teaching while isolated</i></p> <p>Work is being posted for children isolating but academy-wide IT problems meant that the school had no internet access for one and a half weeks, which has put back attempts to keep resources on Google Drive updated. A priority is to make sure that all children have access to online resources; the government may help with funding additional hardware. The greatest challenge is ensuring that Y3s, who are new to the school, have passwords and have computers available at home.</p> <p>Children and their parents must be clear on when they are expected to work at home e.g. if they themselves do not have symptoms but a member of the family does so they must still isolate; conversely, children are obviously not expected to work if they themselves have significant symptoms.</p> <p>Teachers who are isolating but not sick are expected to teach from home. This has already worked successfully.</p>	

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CT and DB left the meeting at 1905	
<p>Scheduling of reports</p> <p><i>Health and safety audit</i> – will be carried out but Covid risk assessments have dominated activity in this area recently.</p> <p><i>Website audit</i> – defer.</p> <p>There is less data than usual on which to base <i>LAC, SEND and PP reports</i>.</p>	
ACTION: SF to raise at the head teachers' meeting the issue of what the Academy is expecting in LAC, SEND and PP reports in view of the reduced amount of data available.	SF
<p>Scheme of Delegation and Pay Policy</p> <p>Not available until after the Academy meets on 24 September.</p>	
ACTION: OK to circulate Scheme of Delegation and Pay Policy for approval out of committee.	OK
<p>Behaviour policy</p> <p>Covid behaviour policy has been added to the existing policy.</p> <p>Safeguarding policy</p> <p>Governors must ratify the safeguarding policy, which is devised by OCC.</p>	
ACTION: Behaviour and safeguarding policies will be deemed to have been approved unless SF receives notice of concerns from any governor within 24 hours of the end of this meeting.	SF/AP
Correspondence	

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None.	
<p>Any other business</p> <p>Wrap-round care</p> <ul style="list-style-type: none"> • There is currently no private provision of wrap-round care for pupils of FJS or FIS. • Any such private provision would increase mixing outside school of children from 'bubbles' that are kept separate during school hours. • Provision of wrap-round care by FJS would be an opportunity to increase its income. • Staff at FJS are keen to become involved in the provision of wrap-round care. • Block B will be available as a venue from January and the space will facilitate social distancing and the maintenance of the same 'bubbles' as during school hours. <p>It was agreed that the possibility of FJS providing wrap-round care should be further explored.</p>	
<p>ACTION: DEM to work with SF on the details of providing wrap-round care</p>	<p>SF/DEM</p>
<p>Future primary education provision in Faringdon</p> <p>It is almost certain that a second primary school will open in Faringdon in 2022 or 2023. House building is continuing apace and this year, and even this year, before it has been completed, there were children within catchment for FJS could not be accommodated at the school, so a new school may even be needed by September 2021.</p>	
<p>ACTION: Working party, comprising IP, AC, SF, JT and AP, will consider the priorities for primary provision in Faringdon</p>	<p>Primary provision working party</p>
<p>Science transition project</p> <p>Pauline Forbes is setting up a Y6 science project across all academy schools. From FJS, HB, plus another Y6 teacher, will be involved. Transition projects are needed even more than usual this year in the current adverse circumstances.</p> <p>Thank you to all staff, children and parents</p>	

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The governors would like to express their appreciation to all staff, children and parents for co-operating, even when it has been inconvenient or confusing, with a Covid-safe system and enabling it to run 'like clockwork'. The children, in particular, have been 'brilliant'.	
Academy news None.	
Items for next agenda <ul style="list-style-type: none">• SDP• Progress against objectives• Primary provision Plus any items highlighted in blue above.	
Dates of LGB meetings 2020-21, all on Mondays:	
21 September 2020 16 November 2020 18 January 2021	8 March 2021 26 April 2021 12 July 2021

Meeting closed 1934

FJS Draft mins 21.9.20