



# 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

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|--------------------------|--|--------------|-------------------------|
| <b>Meeting</b>           | Local Governing Body (LGB)   | <b>Where</b> | Virtual meeting by Zoom |
| <b>Date</b>              | Monday 13 July 2020  | <b>Time</b>  | 1700                    |
| <b>Attendees</b>         | 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) |              |                         |
| <b>Apologies</b>         |  |              |                         |
| <b>Associate members</b> | Pauline Forbes – did not attend this meeting as there were no agenda items that required her input   |              |                         |
| <b>In attendance</b>     | Charlotte Mitchell (CM, deputy head teacher)   |              |                         |
| <b>Clerk</b>             | Octavia Kelly (OK)   |              |                         |

## MINUTES

### Meeting started at 1704

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| <b>Welcome and opening business</b>   |  |
| <b>Welcome, quoracy and apologies</b><br><br>Meeting was quorate.<br><br>There were no apologies. |  |
| <b>Urgent matters as previously notified to the Chair</b><br><br>None                             |  |

FJS FINAL mins 13.7.20



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| <p><b>Declarations of pecuniary interests</b></p> <p>None.</p>  |  |
| <p><b>Matters arising from minutes of extraordinary LGB meeting on 3 June 2020</b></p> <ul style="list-style-type: none"><li>• <b>Recruitment of community volunteers eg to teach music</b> – as the virus situation is volatile, it was felt that it might backfire to recruit volunteers now because they might be keen to start, only to find that the school could not allow them into the building for several months because of the virus. They might then decide against volunteering after all and valuable help would be lost. Some of the volunteers eg any from Bridging the Gap are likely to be elderly and more vulnerable to the virus so it is even more probable that they would need to keep away from the school should there be a spike in the virus.</li><li>• <b>Approval by LGB and submission of budget for 20-21 to Academy Resources Committee (ARC)</b> – a deficit budget for 20-21 was put forward to ARC on the grounds that extra TA provision was essential but could not be paid for except through such a budget. AP and SF attended the meeting and fielded questions. The budget was signed off by ARC with the comment that they have full confidence in the financial management of FJS.</li><li>• <b>Filling the vacancy for teaching after CM was appointed as deputy head teacher</b> – an NQT has been recruited and will start in September. For social distancing reasons, he has not visited the school but has been sent a video.</li></ul> |  |
| <p><b>MINUTES OF EXTRAORDINARY MEETING ON 3 JUNE APPROVED</b></p>   |  |
| <p><b>Matters arising from minutes of LGB meeting on 27 April 2020</b></p> <p><b>Annual declarations and skills audit forms</b> - These have now been submitted. The results of the skills audit are available on GovernorHub. <b>Skills audit will be reviewed at the LGB meeting in September.</b></p> <p><b>Governor reading support</b> - has been temporarily suspended as only staff and pupils can currently enter the building. <b>Resumption will be discussed at the LGB meeting in September.</b></p> <p><b>Solar panels</b> – it has been established that the school is not liable for any outgoings related to the solar panels. To determine whether it is due any income, meter readings must be taken</p>  |  |

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| <p>but this has not yet been started.</p>  |                  |
| <p><b>ACTION: when circumstances permit, ascertain how meter readings can be taken and then find out if the school is due any income from the solar panels.</b></p>  | <p><b>SF</b></p> |
| <p><i>Summaries of governor visits prior to lockdown to be collated and posted in dropbox – done. CLOSED.</i></p> <p><i>Ascertain whether head teacher’s review should be arranged by Academy CEO (Duncan Millard) or by governors – CLOSED. SF has spoken to Duncan Millard and he has confirmed that he is responsible for the interim review and has already completed this.</i></p>  |                  |
| <p><b>NON-CONFIDENTIAL MINUTES OF LGB MEETING ON 27 APRIL APPROVED.<br/>CONFIDENTIAL MINUTES OF LGB MEETING ON 27 APRIL TO BE APPROVED OUT OF COMMITTEE.</b></p>   |                  |
| <p><b>Governing body</b></p> <p><i>Dates of next year’s meetings</i></p> <p>The timings of next year’s meetings have been adjusted a little relative to the school year. The budget is unlikely to have been drawn up in time for a worthwhile review before the T5 LGB meeting is scheduled to take place in late April so there will be a short extra meeting in early June to discuss and approve the annual budget before it is submitted to ARC.</p> <p><b>GovernorHub</b></p> <p>The school is now, along with all other academy schools, contributing to the cost of a MAT-wide GovernorHub licence.</p> <p>GovernorHub will take the place of Dropbox. Questions for the next LGB meeting should therefore be posted to GovernorHub.</p> <p><i>Venues for future governor meetings</i></p> <p>It was agreed that there have been some advantages to holding meetings online but that there should still be some meetings in person. The <b>first meeting of the academic year will</b></p> |                  |

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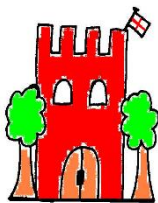
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| <p>therefore be held in person, but perhaps in a larger than usual room to allow greater distancing, after which meetings will be held alternately online and in person.</p>   |                             |
| <p><b>ACTION: All governors to explore GovernorHub by September and to enter in it the dates on which they completed safeguarding, Prevent and GDPR training. Governors to ensure school has copies of their certificates for this training.</b></p>   | <p><b>All governors</b></p> |
| <p><b>ACTION: OK to move contents of Dropbox to GovernorHub by September</b></p>   | <p><b>OK</b></p>            |
| <p><b>Coronavirus/SDP</b></p> <p>The whole of Y6 came in today (Monday) and marked leaving school through events in a marquee in the grounds. SF commented that staff were emotional about this cohort leaving as there had not been the usual period after SATS for staff and pupils to adjust to the departure of Y6.</p> <p>This week, children from all years will return. Half of each of Ys 4 and 5 will be in school today and tomorrow; Y3 will be in on Wednesday and Thursday. Arrangements for the return of all years have been demanding but manageable and the children are excited to be back. A teacher who was shielding has also returned; all staff are now back in school on normal schedules with no rota.</p> <p>As far as possible, classrooms will be prepared for the start of next term before Friday. Monday 20 and Tuesday 21 July are INSET days during which teaching staff will plan the curriculum for September. Support staff are not required to work on INSET days.</p> <p><b><i>Planning for return of all children full-time in September</i></b></p> <p>The 'planning workstream' group has met several times; meetings have been minuted by AP.</p> <p>Government guidance states that schools should aim to function normally from September, but some allowance will be made for context. FJS has determined that there will be a brief adjustment period on return, after which the focus will be on redressing gaps in children's knowledge after their prolonged absence.</p> <p>An alternative plan for blended or purely online learning will be in place in case not all children can return or there is another lockdown. During the INSET days, work will be</p> |                             |

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prepared for such eventualities. The school will ensure that every child has access to Google Classroom. When the children are back in school, SF will try to find out, ahead of any need to resume online teaching, the reason why some children did not participate in it so that, where possible, any problems, such as lack of equipment, can be addressed.

In recent years, due to funding limitations, teachers have not had access to laptops, so some have needed to use their own IT equipment to teach from home. A number of Chromebooks have been purchased for use by children, but they will be loaned to teachers over the summer holidays in case they need to work from home from September. Currently the price of laptops is unusually high, so the Academy has advised waiting before buying any. Once costs fall to a more reasonable level, which will hopefully be within a couple of months, laptops will be purchased for the teachers and the Chromebooks will be used for the children.

350 children are expected to return in September. Social distancing measures are planned as follows:

- Staggered start and end of school to prevent crowding through the one gate. Exact arrangements for this will be worked out after this week, during which significant numbers of children will be at school for the first time since lockdown. Parents will be expected to behave responsibly.
- The numbers of adults in contact with children will be limited.
- Children will be kept in year-group 'bubbles'.
- Initially a limited curriculum of English, maths, IT and PHSE will be offered and children will be kept outside as much as possible.
- PPE will be provided to minimise adults causing cross-contamination between bubbles.
- Initially, only packed, not hot, lunches will be provided but the offer of hot lunches will resume as soon as possible, not least because it may bring in a small income.
- To begin with, no visitors will be allowed into school and there will be no after-school clubs or activities in which external visitors participate, but this policy will be reviewed every 1-2 weeks.
- Annabelle's may be unable to provide wrap-round care as it would mean having mixed age groups – and therefore mixed 'bubbles' – on their premises. Provision of care on the school premises is not an alternative because they do not have the capacity to allocate staff to work away from their own premises. School staff providing care through Annabelle's on the school premises is not an option because it

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would effectively be subsidising a private enterprise. In any case, it would not overcome the problem of mixing bubbles. Whichever premises were used, they would have to be deep-cleaned every day after 6 pm, which would be an additional cost.

A newsletter with the information that wrap-round care will not be available has been sent out so that working parents have forewarning. However, the school could look to set up its own wrap-round care provision as a source of income (please see discussion within 'Finance Report' later in these minutes).

### ***Progress on SDP***

The submission of SDP-related questions ahead of pre-lockdown meetings was helpful to SF and a means of demonstrating to Ofsted that governors were effectively challenging the head teacher. This practice is now being resumed.

Priorities for next year's SDP and ways of maintaining continuity with this year's will be considered at the next LGB meeting. The SDP will be closely entwined with the school vision, and strategies for the longer term (3-5 years, to include the transition to primary from junior status) must be determined. The Academy Improvement Team will be reviewing the SDP and vision in February 2021, with an emphasis on 'Intent'.

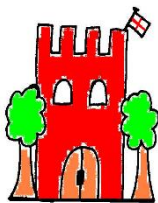
### ***Challenge: what plans are in place to support disadvantaged children, who have suffered the greatest educational impact from the lockdown?***

Some plans are already in place, but others will be developed through the year according to need.

### ***Challenge: have class teachers managed to maintain contact with all pupils during the lockdown, and if not, what efforts have been made to redress this?***

Contact had been made with 92% of children before use of Google Meet started. Attempts are being made to contact children who have not communicated online for a while. Sometimes families make contact only periodically, but teachers are keeping track of children from whom they have not recently heard.

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**Challenge: will there be follow-up with pupils who did not attend school this week when they had the opportunity?**

Only about 4 or 5 children who could have come in today did not. There are no safety concerns about them. Staff cannot visit families not officially recognised as vulnerable, so unfortunately there is little that can be done.

**Challenge: what measures have been put in place to keep shared resources such as library books covid-safe?**

Children can access library books but after use they are quarantined into a class box until safe to return to the library.

**Challenge: how does FJS attainment data and the impact on it of covid compare with that of other academy schools?**

Data is far more limited than it would be in a 'normal' year. However, some general qualitative observations on the effect of covid can and should be made, especially if they relate to the SDP. Notably, it appears that there might have been an improvement in reading. There is more data on Y6 than on other years and, since the cohort have now left the school, there is less risk that they will be impacted by any false conclusions that might be drawn from the limited data. It may even be possible to analyse some Y6 data quantitatively.

**Challenge: what have been the uptake and impact of the online pastoral support offered?**

Varied but increased each week. Some classes are getting around 60% others lower.

**Challenge: Will there be an increase in teacher workload as a result of the varying educational impact of covid on individual children, and if so, what support is available to staff?**

Providing enough support to teachers is going to be difficult. SF is looking at any spare capacity around the school, for example, office staff may be able to assist with paperwork for the SENCO and the pastoral lead may be deployed in the classroom. Classroom assistance will be the priority.

**Focus on transition from FIS to FJS and from FJS to FCC following lockdown**

FJS FINAL mins 13.7.20



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| <p>Aware that it is not possible to use the usual means of helping children to adjust to the transitions from Y2 at FIS to Y3 at FJS and from Y6 at FJS to Y7 at FCC, staff across the academy have been putting much effort into alternative ways of doing so.</p> <ul style="list-style-type: none"><li>• A virtual session will be run by the Y3 team at FJS this week for parents of children moving to Y3 in September</li><li>• SF and CM have produced a message video for the children moving to Y3</li><li>• The SENCOs at FIS and FJS have been working together to familiarise vulnerable children with FJS by providing them with booklets.</li><li>• SENCO at FJS has spoken to parents of the vulnerable children moving to Y3 about whom FIS has particular concerns.</li></ul> <p><b>Video to thank staff</b></p> <p>The LGB have produced a video thanking staff for the tremendous work they have done during the lockdown. It will be shown on Friday when staff meet to say goodbye to a couple of staff members who are leaving.</p>  |  |
| <p><b>Finance report by AC</b></p> <p><b>Current financial situation</b></p> <p>The latest budget update shows an in-year surplus of £36K, which is better than expected and is the result of a slight increase in funding and some covid-related savings. However, substantial costs are imminent including FJS' share, now thought to be between £65K and £95K, of the cost of renovating block B, and the replacement of the boiler system, for which recommendations have now been made by a consultant. The adverse impact on the Academy reserves of these costs will, however, not be as great as had been feared.</p> <p><b>Possibility of additional TLR</b></p> <p>The 3 temporary TLRs that have been paid to members of the SLT over 19-20 will cease from September now that a deputy head teacher is in place. However, the deputy head teacher, CM, will still be teaching 3 days a week. There is a lower school leader but an upper school leader, with a focus on behaviour and teaching and learning, is also needed. The post need not be full-time, and could even be temporary, but it would be helpful if the days on which CM is teaching could be covered. The role could also provide additional leadership in the</p> |  |

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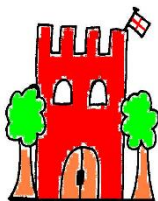
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| <p>event of the head teacher being off sick for a significant period. The estimated cost of awarding a TLR for such a responsibility would be £2K pro rata per year. A member of staff has already volunteered to step up unpaid but it is unfair to take them up on the offer. The extra work could be done on an overtime, rather than a contractual basis.</p> <p><b>It was decided that this request would be reviewed in September.</b> While there must be enough capacity to provide effective leadership, the school is still 3 TAs short – which would cost about £55-60K - short of what was requested by the SENCO and a supply TA may have to be taken on to support a child who is struggling to find a place at a special school.</p> <p><b><i>Possibility of providing wrap-round care to generate income</i></b></p> <p>In a situation where Annabelle’s is having difficulty providing wrap-round care, there is an opportunity for FJS to develop its own offer. Even if costs to parents were to be kept lower than the cost of privately provided care, wrap-round care provided by the school would have the potential to bring in a significant income. The rate charged would have to be carefully pitched if the aim were to be to support the school but without the service becoming inaccessible to many parents.</p> |                  |
| <p><b>ACTION: SF to obtain information from Anne Lynn, Academy COO, about costings of setting up wrap-round care, which have been drawn up for other academy schools.</b></p>  | <p><b>SF</b></p> |
| <p><b>AOB</b></p> <p>DfE funding for online training of governors is available through the NGA: an email about this was sent out to governors on 6 July. If anyone is interested, please contact AP. Depending on numbers, training may need to be rationed across the committee.</p> <p>SF thanked everyone for the invaluable advice she has received this year, and on behalf of staff and pupils. AP replied that the gratitude was reciprocal!</p>  |                  |
| <p><b>Correspondence</b></p> <p>AP has received no written correspondence but has had some verbal feedback from parents, which was mostly very positive, with little of significance that was negative, although clearly the school is not going to manage to please everyone all the time in such very difficult</p>  |                  |

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| <b>Academy news</b><br><br>The Academy Trust has a new name, Faringdon Learning Trust. It also has new priorities, with which those of the LGB will need to be consistent. |  |               |
| <b>Items for next agenda</b><br><br>Nominations for chair and vice chair should please reach the clerk at least 10 days before the first LGB meeting of 20-21.             |  |               |
| <b>Dates of LGB meetings 2020-21, all on Mondays:</b>  |  |               |
| 21 September 2020  |  | 8 March 2021  |
| 16 November 2020   |  | 26 April 2021 |
| 18 January 2021  |  | 12 July 2021  |

Meeting closed 1852

FJS FINAL mins 13.7.20