



**Folly View**  
PRIMARY SCHOOL

**THE ELMS PRIMARY SCHOOL**

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FARINGDON  
OXON  
SN7 7HZ

<https://www.theelmsprimary.co.uk/>  
t: 01367 240232

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**MINUTES**

<b>Meeting</b>	Full Governing Body	<b>Where</b>	Online
<b>Date</b>	Monday 17 <sup>th</sup> July 2023	<b>Time</b>	7.00pm
<b>Attendees</b>	Sharon Farrell (SF, Executive Headteacher), Charlotte Mitchell (CM, Head of The Elms Primary School), Jo Baird (JB, Head of Folly View Primary School), Pauline Forbes (PF, Chair), Hazel Meckler (HM, staff governor), Kate Morris (KM, staff governor), Ian Pugh (IP, parent governor), Michael Outen (MG, parent governor), Debbie Hulme (DH, community governor), Calum Ison-Jacques (CI-J, new Head of School for The Elms Primary School), Sarah Gristwood (SG, Associate governor) Alexandra Molton (AM, Clerk)		

No	Description	Action
	<b>Procedural Matters</b>	
1	<b>Welcome new members, visitors or staff presenting</b> PF welcomed governors to the meeting. CI-J joined the meeting.	
2	<b>Apologies for absence and acceptance/non-acceptance/quoracy</b> Apologies were sent and received from WH-L, FS and LE. KM and TG were not in attendance at the meeting. PF confirmed that the terms of office for SG and KM have now come to an end. LE and TG are stepping down from the LGB. <b>ACTION: AM to remove them from GovernorHub and organise a parent governor election in September.</b> AM confirmed that she has already asked FLT for the community governor vacancies to be advertised.	<b>AM</b>
3	<b>Declaration of any personal or business interests</b> None were declared at this point in the meeting.	
4	<b>Minutes of the last meeting on 7<sup>th</sup> June 2023</b> SG had sent through the certificates for MO and WH-L, who had attended a Safeguarding training course with Gemma Rogan before she left the Trust. PF has met with MO and DH to go through the SCR checks which need to take place each long	



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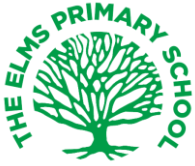
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	<p>term at each school. PF completed the five year budget information and submitted this. IP has contacted Lauren and Helen about SEND and arranged meetings with them and WH-L. LE has contacted Geography leads. The minutes were accepted as a true and accurate record of the meeting.</p>	
<p><b>Ensuring Accountability</b> (<i>Governor questions and comments in italics</i>)</p>		
5	<p><b>Heads of School reports</b></p> <p>CM gave an update on TEP:</p> <p>Term 6 has been very busy, with trips, assemblies, and end of year plans. We have successfully recruited a new teacher in Year 5 for September. 3B have not had a consistent teacher but this has been covered by Shelley MacIntosh, CM and Mrs Cartwright. The Nest is amazing and doing really well. Transition day was really successful for the children and staff now know where they are for next year so are looking ahead to this. Staff wellbeing has been supported this month with staff rounders, cricket and going to the pub. 3 children have been at risk of suspension but suspect this is probably related to being tired, end of term etc. We are working with FCC regarding a child which is moving up in September to make their transition smooth. Year 3 have still been doing music lessons and did a great assembly playing their ukuleles. Year 4 and 6 swimming has just stopped. Year 4 also did a great assembly based on Harry Potter. Lots of school trips have taken place: Year 4 to Sutton Courtney, Year 3 to the Folly tomorrow, Year 5 STEM trip to FCC. The summer fair raised an amazing £1500, so many thanks to the PTA for all of their hard work. Mystery readers have been coming into school, which the children have loved. An athlete came into school for a day to see all of the children, which was popular. We have had football and taskmaster after school clubs running this this term and would like</p>	



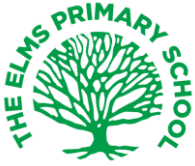
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<p>to increase this offering next year.</p> <p><i>What have been your biggest challenges/achievements over the last year?</i> CM: The transition to a primary, working with JB and the FVP team to build a team. I am also proud of the good behaviour of the children.</p> <p><i>What do you think are the areas of focus for next year?</i> CM: Developing the curriculum. We have got some new subjects leaders so they need to grow and develop in their new roles. We need to ensure we are supporting Calum in his new role. It would be great to have some more staff to support the existing staff with things like lunchtime cover.</p> <p><i>Is there some work to be done around resource management?</i> CM: Yes.</p> <p>CI-J confirmed that he has spoken with CM and visited the school so has a good idea of the areas of strength and things that need to be worked on next year.</p> <p>JB gave an update on FVP:</p> <p>We have had lots of positive events with parents: a book swap, the first sports day in our new site (the first for all of the children at the school due to Covid). A PTA has now become established and they have planned a uniform swap this week. Playleaders have started this term (Year 3s, trained by Rachel Kenyon) and there has been lots of enrichment activities including ukulele, a performance from the FCC concert band and we have visited the library today to find out about their summer reading scheme. Helen Cox (HC) has been recruited at FVP as the new Deputy Head so we are supporting TEP with sourcing a new SENCo. There has been some challenging behaviour and 3 children have been suspended until the end of term, one of which needed to be removed from the site by the Police. There has also been lots of staff absence due to sickness. But staff have been great, giving up their PPA time and teaching alone without TAs when necessary.</p>	
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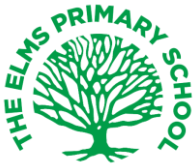
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<p><i>Huge thanks to both CM and JB for their hard work this year.</i></p> <p>SF reiterated that staff have really struggled this year. We knew it would be a challenging year but it has been tougher than we have imagined with lots of staff absence. We need to make sure staff are well supported next year.</p> <p><i>Is there anything we can do to help?</i></p> <p>SF: Not really. Some of the issues affecting staff are external but the stresses in school do make it harder for teachers.</p> <p>CM also suggested that link governor visits would be better in term 5 rather than term 6, which is extremely busy.</p> <p><i>Do we need to support more on behaviour?</i></p> <p>JB: Of the three children in Year 3 who have been suspended, two of these need to be at a specialist school but there are no places for them. We need to focus more on making sure that our staff are well supported and able to cope with the challenging behaviour they are experiencing at school.</p> <p><i>The teams at OCC and among other external agencies are not working as well as they might due to workload and other pressures.</i></p> <p><i>There is an SEN inspection taking place at OCC at the moment; hopefully this will result in some positive changes.</i></p> <p><i>The merger with the Vale Academy Trust (VAT) might open up other funding streams and allows us to work together to support each other.</i></p> <p>SF added that staff are able to access support through the Trust such as counselling. We need to look at roles which can provide support across both schools in the future.</p> <p><i>KM added that we need to look at how we can help children to improve their behaviour earlier on to prevent this from escalating as they get older.</i></p>	
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	<p><i>PF reiterated that behaviour is challenging in all classrooms, including at FCC. Hopefully Tracy may be able to offer some guidance here next year as she has lots of contacts through her training courses which might prove helpful.</i></p> <p><i>We need to look to the Trust to provide more support.</i></p> <p>SF suggested that we should flag the number of resignations we have received this year as a concern about staff wellbeing and retention.</p> <p>HM agreed that staff morale is very low and the Trust needs to ensure that support is in place for staff in September to ensure we do not find ourselves with more staffing issues.</p> <p>SF explained that suspensions have not had the same impact on children who are badly behaved as it may have done in previous years as their behaviour has not improved.</p> <p><i>What do we provide to staff as a space where they can talk freely to get things off their chest?</i></p> <p>SF: Staff go to the schools' leaders and rely on support from their colleagues.</p> <p>SF also highlighted that the staggered lunch and break times at TEP has made it difficult for staff to support each other as they don't have time to mix in the same ways because they are providing playground cover.</p> <p><i>So we could do with some team building too?</i></p> <p>SF: Yes.</p> <p><i>Governors discussed the Thrive app which the Trust subscribes to too.</i></p>	
6	<p><b>Executive Headteacher report</b></p> <p>SF had uploaded this to GovernorHub ahead of the meeting.</p> <p>The report included details of the current staffing structure and pupil numbers, attendance for the year, SEND children, vulnerable groups at each school and End of year data.</p> <p>Other highlights included:</p>	



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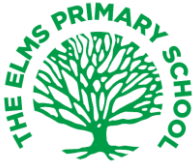
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	<ul style="list-style-type: none"> <li>• Helen Cox has been appointed as the new Deputy Head at FVP; she will work 2 days a week at TEP until October half term to allow us to find a replacement SENCo.</li> <li>• Handover documents are being prepared for the new Head of School and Executive Head, as well as meetings taking place to ensure a smooth transition.</li> <li>• New staffing structure is now confirmed and has been sent out to parents.</li> <li>• School reports sent out on 14<sup>th</sup> July.</li> <li>• SCR audits have taken place by OCC at both schools and only a small number of actions were identified.</li> <li>• Safeguarding audits have been completed by the Trust Inclusion Lead, Sarah Gristwood, which raised no concerns or suggested actions.</li> <li>• End of year data was provided, with information about the context behind the results and suggested actions for next year.</li> </ul> <p>SF explained that she has added some documents to GovernorHub to help support governors when Ofsted visit and give some context to the situation at each school. She has also uploaded information for the 90-minute phone call which Heads will have with Ofsted.</p> <p>SF has also uploaded safeguarding audit information, the SDP, details of the SCR checks and self-reflections for each school.</p> <p>SF has uploaded a curriculum evaluation, which has been completed in most subjects this year. This is a Trust document and will need to be shared at ALT to give an overview of curriculum across the Trust.</p> <p>SF explained that there are some issues with using CPOMS for Safeguarding which need to be ironed out. It is about getting the right information out of the system.</p> <p>SF provided an update on the SDP and explained that while most areas are green so have been achieved, there a few areas which we need to keep working on next year. These include assessment, attendance and improving outcomes for PPG children.</p>	
7	<p><b>End of year data</b></p> <p>SF had uploaded details of the end of year data to GovernorHub in advance of the meeting</p>	



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	<p>for governors to review.</p> <p>PF reminded governors of the importance of ensuring we are appropriately challenging and holding Heads of School to account for outcomes.</p> <p>Data for Year 2s is not as good as we would have hoped but looking at the wider context we can see the effects of Covid on these children.</p> <p>Phonics results at TEP were really good.</p> <p>There has been lots of behaviour issues at FVP as well as some inconsistent staffing which has affected results.</p> <p>We were really pleased with the Year 6 SAT results, which were in line with or better than national in all areas except combined.</p> <p>SF asked governors to send questions through to her about the data and she will respond via GovernorHub.</p> <p>Thanks to SF for all of her work in pulling these useful key documents together. PF asked governors to familiarise themselves with these over the summer break.</p>	
8	<p><b>Quality of Education link subject reports</b></p> <p>Most governors have now met with their subject leaders.</p> <p>PF asked governors to ensure that reports are uploaded and details of visits are shared with the rest of the LGB.</p>	
9	<p><b>Health and Safety – Term 6 update and summer project update</b></p> <p>Alex Hancock has not been at work so this is having an impact but he is trying to keep on top of things as much as he can.</p> <p>A Health and Safety review is due to take place at FVP tomorrow.</p> <p>The term 6 walk at FVP has not been completed but this will be done as soon as possible.</p> <p>SF explained that there is work taking place at TEP to try to locate the source of the drainage</p>	



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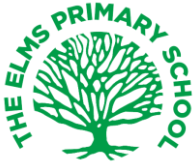
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	<p>issues in the playground and also some plastering work in the dining hall.</p> <p><i>Are you confident that the drainage and dining room work will be completed over the summer holidays?</i></p> <p>SF: Yes, as far as we know.</p>	
	<b>Strategic Matters</b>	
10	<p><b>School Development Plan</b> Already covered in Executive Head report.</p>	
11	<p><b>Finance update</b> PF and IP gave an update to the meeting:</p> <p>TEP in-year position is currently +£134,797. £17,000 of this has come with the preschool which joined the Trust. This needs to be spent on particular things (staffing). Our approved budget for the year was £134,784 (including the preschool money) The approved budget did not include pre-school money so this is not quite on target.</p> <p>The Year 6 Hill End trip was £374.20 in credit although it is unclear how this has been accrued.</p> <p>The Year 6 Manor Adventure residential trip is in deficit by £1,333.45. We need to ensure that all payments are made from parents next year as our budget does not allow for these kinds of unpaid extras.</p> <p>We received a £3000 Tesco donation. This is going to be used for playground markings at TEP.</p> <p>FVP in-year budget is -£107,500 (including £34,000 from Preschool). The approved budget was -£112,465.</p> <p>FVP capital is £21,912 and we need to spend some of this or we will lose it. We are possibly looking to spend some of this on a shade/outside sheltered area.</p> <p>Tyler and Noah memorials are on hold whilst we wait for the outside area to be sorted out.</p>	



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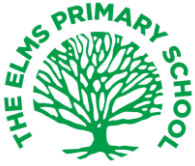
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<p>The Ashmolean trip resulted in a loss of -£121.22.</p> <p>PF explained that we will shortly need to replace IT equipment at TEP so need to think about keeping some funding for this.</p> <p>PF shared projected figures for the next 5 years for both schools. TEP will be reducing in number whilst FVP is growing.</p> <p><i>Why is FVP growing and TEP shrinking?</i> PF: The years at FVP are moving up so it will also have a Year 4 next year this year but we only have one Reception class in TEP this year so this will become one year group moving through the school. It is possible that we may have a few children joining through the year but we can't rely on this. We need at least 27 children in a class to pay the teachers' salary. The school will grow again later down the line as more families move into the town.</p> <p><i>Will be advertising 30 or 60 places in Reception at TEP?</i> SF: 60 at FVP and 30 at TEP. Once we have a waiting list for each school we will look at possible mixed year groups. JB confirmed that there are 59 coming into Reception at FVP this year.</p> <p><i>Did all parents get their first choice of school this year?</i> SF: Yes.</p> <p>PF reminded governors that we need to be very mindful of future spending and ensure that we are staffing the schools appropriately according to the numbers of children.</p> <p>SF explained that staff have struggled with the reduction from 3 form to 1 form at TEP as they have less colleagues to work with and those staff who are on their own have certainly struggled more.</p> <p><i>Can we share this information with staff to give them some context and understanding of the situation?</i> SF: Yes but it might be better to share this information with them in September.</p>	
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	<p><i>We need to work on reassuring parents and stakeholders in September to make sure that TEP is not seen to be disappearing as FVP is more popular.</i></p>	
12	<p><b>Staffing for 2023/24</b> SF had uploaded a staff structure for September for governors to be made aware.</p> <p>FVP is fully staffed but TEP may need a couple more staff (there is one child who needs extra support), and we have not recruited for the part time maternity cover in Year 4 yet.</p> <p><i>Any plans to replace Therese doing MfL?</i> SF: No due to the budget but we do want to continue to support this across the Trust going forward.</p>	
	<p><b>Other Matters</b></p>	
13	<p><b>Any other business agreed as being urgent.</b> Statutory and link governors to be looked at again in September.</p> <p>Will have more new governors joining next year – parent governors and community governors. Sarah Nicholls is working on advertising for this next year.</p> <p>SG leaving as her time as Associate governor has come to an end. Thanks to SG. SG explained that there was a safeguarding survey sent out to governors recently but only one response was received so asked governors to complete this if relevant.</p> <p>Governors thanked SF, JB and CM for all of their hard work this year.</p> <p>SF and CM also thanked governors for their support.</p>	
14	<p><b>Next Meeting Dates (full LGB):</b> Tuesday 19<sup>th</sup> September 2023</p>	