

Fakenham Junior School & Fakenham Infant & Nursery School Joint Board

Full Governors Minutes

Tuesday 5th October 2021, 6.00pm

Point	Minutes	Action
1	<u>Present (Microsoft Teams virtual meeting):</u> Sarah Gallichan, Adam Mason, Katy Osborne, Claire Howard, Peter Howard, Yvonne Langley, Ian Randall, Martin Taylor, Dawn Zielinski, Jo Jones, Laura Marshall-Smith, Kris Marshall-Smith, Debbie Watts (clerk)	
1.1	<u>Welcome:</u> DW thanked everybody for attending the meeting.	
1.2	<u>Consideration of apologies:</u> None	
1.3	<u>Declaration of business interests relevant to the agenda:</u> Nobody had anything to declare.	
1.4	<u>Election of Chair and Vice Chair:</u> DW explained that CH and YL had expressed an interest in the role of Chair/Vice Chair. DW had set up a virtual voting system prior to the meeting and announced that CH had been successful in the role of Chair, which she accepted and YL accepted the role of Vice Chair. CH continued to chair the meeting.	
1.5	<u>Correspondence:</u> DW had received an email requesting contact details for the governor that deals with PLAC. She explained that the meeting was being held this evening and she would provide the details once it had been decided.	
1.6	<u>Agree standing orders:</u> These had been provided prior to the meeting and were agreed by all present.	
1.7	<u>Appoint governors to key link roles:</u> SEN - Laura Marshall-Smith CURRICULM – Peter Howard, Ian Randall, Dawn Zeilinski FINANCE - Yvonne Langley PUPIL/SPORTS PREMIUM – Jo Jones RSE – Katy Osborn HEALTH & SAFETY – Martin Taylor LAC – Peter Howard SAFEGUARDING – Claire Howard All governors will now start a new term of office lasting 4 years.	
1.8	<u>Discussion re future meetings – virtual or in person:</u> This was discussed and it was agreed we would alternate the meetings between the two schools. This would give the ideal opportunity for governors to have a look round the schools prior to the meeting as part of their monitoring roles. The next meeting will be held at Fakenham Infant & Nursery School. It was also agreed to hold the meetings face to face while the current Covid guidance allows. The meetings will continue to be held on a Tuesday and will be at 5.00pm unless this causes a problem.	
1.9	<u>Set clerks honorarium:</u> It was agreed to split the cost between the two schools. DW will contact HR to arrange this.	DW
1.10	<u>LGB items:</u> Governor training-this can be booked via GovernorHub. Governors are encouraged to have a look to see what's available and book themselves onto the relevant courses. Governor monitoring-visits can be undertaken prior to the full governors' meetings. Meetings with subject leaders etc. can be arranged at a future date.	

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	LGB vacancies- There is a vacancy for an Infant School governor, which is currently being advertised. As the two boards have now merged we will then have a full compliment of 12 governors.	
1.11	<p>A.O.B: Some policies were agreed pending a couple of typo errors being rectified. These were: Fakenham Junior School Behaviour Policy, Safeguarding Policy, After School & Breakfast Club joint Policy. Fakenham Infant School Behaviour Policy, After School & Breakfast Club joint Policy.</p> <p>MT asked if there were many changes in the safeguarding policy this year. AM confirmed that there were quite a few new areas. There was a lot of work involved in preparing for the safeguarding training which was provided to staff.</p> <p>MT asked if both schools have a social media policy. The Infant School does but the Junior School doesn't. This will be shared and implemented.</p> <p>CH asked that safeguarding is an agenda point at all future meetings.</p> <p>PH thanked YL for her previous hard work as Chair for Fakenham Infant School and hoped she would continue to enjoy her time as Vice Chair for the joint board.</p>	
1.12	Date of next meeting: Tuesday 9 November 2021, 4.45pm at Fakenham Infant School.	

Clarend 9/11/21