

		<p>Fakenham Junior &amp; Fakenham Infant &amp; Nursery School Joint Governing Body Meeting minutes Tuesday 21<sup>st</sup> March 2023 at 5.30pm</p>	
<b>Present</b>	Adam Mason (AM)	Claire Howard (CH)	Katy Osborne (KO)
	Nina Shirinian (NS)	Emma Mace (EM)	Emma Cobb (EC)
<b>Clerk</b>	Debbie Watts (DW)		

## Minutes

**Key:** Green text = challenge; Blue text = response to challenge; Red text = decision

Item No.	Action	By Whom	By When
9.2	Consultation with FINS staff on ways to improve the outdoor spaces.	AM	End of summer term
9.2	Informal report of FJS maths café	KO	May meeting
9.3	CPOMS demonstration	AM	May meeting
9.7	Website compliance	YL	May meeting

Item No.	
	<b>Welcome:</b> CH welcomed everybody to the meeting.
9.1	<b><u>General business - Consideration of apologies, clerk to confirm meeting is quorate, declaration of business interests, minutes of previous meeting including matters arising and any correspondence:</u></b> Apologies were received and accepted from Yvonne Langley, Sophie Birkenhead and Martin Gooderson. DW confirmed the meeting was quorate. The business interests were completed online before the meeting (there were none). The minutes of the previous meeting were agreed and signed. The matters arising have all been completed accordingly or will be addressed later in the meeting.
9.2	<b><u>Chair's business/correspondence, monitoring, improving engagement from staff, governor training, governor recruitment:</u></b> CH has received two emails from parents/family members of pupils that aren't appropriate for governors to respond to. A copy will be kept on file for future reference. CH has received some communication from staff to let her know about the good things that are happening

Minutes agreed

*CH Howard*

Signed

23/5/23

Date



	<p>in the schools at the moment. AM reported that the FJS maths café was very well attended. It was a very positive experience, with only a few complaints about the information session from AM before the café, eating into the time they could have spent in class with their children. FINS is running a different lunchtime club everyday and they are proving popular with the children.</p> <p>CH pointed out that the monitoring reports that have been completed, are now on Governorhub. The formal visits as well as the informal ones are useful to read through. EC reported that following her SEND monitoring at FJS, the SEN learning passports they use will be suggested for use at FINS too. She also reported that the zones of regulation were better embedded at FJS than at FINS.</p> <p>CH had received some feedback from staff that wasn't all positive. Staff are concerned about the level of work involved in implementing the new Cornerstones curriculum. They feel some of the fun of Infant School is being lost. However, all staff are committed to doing the best they can with the situation.</p> <p>The outside areas at FINS are looking very tired and unloved. AM feels a solution may have been found to some of the issues. He will also ask staff for any ideas they may have on ways to improve the areas with minimal spend.</p> <p>Staff in the Year 1 classrooms have reported feeling isolated. They often feel forgotten over in the mobiles.</p> <p>There was also concern regarding the number of emails being received by staff. The Trust has implemented an email protocol which AM has already introduced, whereby staff are not required to respond to emails out of hours and we're asked to use the "send later" function. EM agreed this was a good thing, but that staff need to take responsibility themselves too, if they don't want to read/respond then don't, wait until the next working day.</p> <p>FINS staff also feel that they aren't consulted on everyday issues/events, the decisions are now being made for them.</p> <p>AM is aware of some of the issues, resourcing and budgets play a big part. There is a high level of need across both schools. The Trust aren't too flexible with budgets regardless of the developing need for more support in class.</p> <p>An online governor training session was held – Preparing for Ofsted. EM felt it was quite heavy going and would have been better face to face. EC knew a lot of the information, but felt it was good to have a refresher from a governor point of view. Governor recruitment is going well, following adverts in the local free paper we have had three candidates put themselves forward for the role of co-opted governor. A vote took place and Ed Brooks and Rebecca Sumner were voted in.</p> <p>CH thanked DW for her support in the process.</p>
9.3	<p><b>Executive Head Teacher report:</b> AM had placed the reports on Governorhub before the meeting. With regards to attendance, we are all working together to improve attendance. The schools bill has now been dropped and the LA no longer have to give free support to schools. However, Norfolk intend to continue with what they had put in place, although they can't enforce anything. AM is keen to work with them even though our attendance levels are 2-2.5% above the Norfolk average. He will attend another meeting in June, these meetings may reduce to annually in future.</p> <p>Mel Walker has resigned from her post as Pastoral Support Worker at FINS and will be finishing at May half term. AM is taking the opportunity to reassess her role and</p>



	<p>will combine it with an attendance role. Therefore, the new PSW will do pastoral at FINS three days, attendance at FJS one day and attendance at FINS one day. AM is very grateful that MW gave a lot of notice, so he has a chance to get the right replacement for her. He hopes there will be an opportunity for a hand over period before she leaves.</p> <p>DSL update training has taken place. AM felt it was very useful and has subsequently reviewed the way we record things on CPOMS. KO asked if governors could have a brief demonstration of CPOMS, AM will do this at the next meeting.</p> <p>CH commented, I was looking at the Homophobic and Sexual Harassment cases and wondering if the PSHE provision is being tailored to the needs of the children in these situations? AM replied that the whole school is being educated with regards to this and some individual children are having pastoral interventions. The children are beginning to understand what is and isn't acceptable and it may be that's it's more widely being reported now rather than there are actually more cases. We feel it's never likely to be no cases reported, but hopefully we're having a positive impact.</p> <p>CH asked, it looks as though 1/3 of FJS children are disadvantaged, is the school confident that the support for these children will ensure that they make as good progress as the non-disadvantaged? It is a big number of children. AM commented that we're inline with the national average. The numbers have increased since the pandemic partly due to the change in free school meal eligibility rules. He didn't feel confident to promise that these children will make as good progress, but he has organised for tutors to work with the children and will be using all of the catch-up funding this year.</p> <p>CH asked, are you able to see any positive impact from the Phonics INSET training in January yet? AM replied positively, the English Hub came into FINS yesterday to do an audit and they were very positive. They looked at the plans/resources and observed classes and were impressed with the work that was being done. We're well on the way to getting results that are in line with the national average this year.</p> <p>EC commented that as a teacher she too is seeing great improvements. We get lots of support from the English Hub with free training, support and resources.</p> <p>CH commented that the external visits from the Trust Literacy lead show positive teaching and good learning behaviour, is this being evidenced in outcomes? If not yet, are there signs that this will soon be visible? AM said that it's all very positive, phonics is certainly much improved. He acknowledged that writing is still an issue but that it's the same nationally.</p>
9.4	<p><b>Cornerstones curriculum:</b> AM gave a demonstration on the Cornerstones curriculum portal. He commented that he fought hard to have it implemented in a structured way and not enforced immediately. He feels that although the workload will be greater initially, after twelve months it should even out and having been through it once, the next time it should be easier with just a few tweaks needed along the way.</p>
9.5	<p><b>Safeguarding:</b> Nothing more to add.</p>
9.6	<p><b>Well-being:</b> KO asked if staff morale was low due to the workload involved in the new Cornerstones curriculum? AM replied that in some cases it is, but not in all. CH asked if the Trust wellbeing charter was covering this? AM felt this was imposed on the Trust by the Government, so we had to have one, but that at a school level we</p>

	<p>have little involvement in this. He would like an individual meeting with every member of staff, but that would be too time consuming and is just not possible. NS suggested an online feedback form. AM felt this sort of thing is not widely completed and a little impersonal. CH suggested the leadership team could share this task rather than AM having to do it individually. The provision of tea/coffee/milk is a positive and appreciated step in the right direction, but there's a limit as to what we can do with already stretched budgets and resources. EM had met with the pastoral leads and felt that colleagues were supportive of each other. AM commented that he has an open-door policy, if staff want to say something he hopes they feel that they can.</p>
9.7	<p><b><u>Website compliance:</u></b> As YL is absent this will be covered in the next meeting.</p>
9.8	<p><b><u>Finance monitoring report:</u></b> AM has not had a budget revision meeting yet, in fact nothing formal since last March. He feels this is not ideal and would prefer at least to have an update meeting around October at least.</p>
9.9	<p><b><u>Information disseminated from the Trust Board and information for the Trust Board:</u></b> The lack of finance updates or proper budget revisions needs to be reported back to the board. The CEO job advert is live and has been advertised nationally, with lots of interest already expressed.</p>
9.10	<p><b><u>A.O.B. and what have we achieved today which will improve the experience of children in the school?</u></b> EC felt that it was positive that we are all moving forwards with the new curriculum. CH was glad that the efforts put into recruiting new governors had paid off and that we now have a full board. She will look at undertaking an updated skills audit to include the new governors. Looking forward she would like to engage with parents to evidence that we're listening to them. The change in school opening times has been consulted with parents and was put to governors. It was voted for (4 in favour, 1 against). The new timings will be implemented in September.</p>
	<p><b><u>Date of next meetings:</u></b> 23 May 2023 11 July 2023</p>
	<p>CH thanked everybody for attending.</p>