

		<p>Fakenham Junior & Fakenham Infant & Nursery School Joint Governing Body</p> <p>Meeting minutes</p> <p>Tuesday 23rd May 2023 at 5.30pm</p>	
Present	Adam Mason (AM)	Claire Howard (CH)	Katy Osborne (KO)
	Nina Shirinian (NS)	Trudie Martin (TM)	Emma Cobb (EC)
	Martin Gooderson (MG)	Ed Brooks (EB)	
Clerk	Debbie Watts (DW)		

Minutes

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

Item No.	Action	By Whom	By When
10.1	Website compliance	TM	July meeting
10.3	Governor skills audit	ALL	21/06/23
10.11	Synergy Trust governor training topics	CH	31/05/23

Item No.	
10.1	Welcome: CH welcomed everybody to the meeting.
10.2	<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> Apologies were received and accepted from Yvonne Langley, Sophie Birkenhead and Emma Mace. 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 are in progress, except from the website compliance monitoring, see point 10.8. FINS have installed two sheds and will be removing the shingle around the mud pit. Gayle Stagg will co-ordinate plans to makeover the memorial/circle garden.
10.3	<u>Chair's business/correspondence, governor skills training, monitoring:</u> CH has received an email from Becci Sumner (new governor) resigning. This leaves us with a space for a co-opted governor. She has coincidentally also received an email from a parent (Catherine Gooderson) expressing an interest in joining the governors. Her profile was read out and all governors present agreed to her joining as a co-opted governor. CH will contact her to get the ball rolling. Another email has been received from an FJS parent which may turn into a complaint. The complaints policy

Minutes agreed

CH Howard

Signed

11/7/23

Date

	<p>has been forwarded to the parent if they wish to take the matter further. CH has received lots of information from The Trust including newly adopted policies that governors need to familiarise themselves with.</p> <p>CH apologised to the new governors for the amount of information that needs to be read to become up to date with proceedings. A glossary will be posted to Governorhub which should help with understanding the terminology used.</p> <p>The Trust would like feedback as to what should be included in a new governor induction pack, as currently each governing body has their own process.</p> <p>The Trust are organising training for all governors for next year. All governors can indicate which training they feel they would benefit from and the most popular will be booked.</p> <p>At a recent meeting CH brought up the fact that AM had no up to date financial information or budget review meetings. The Trust apologised for this and will endeavour to rectify the matter. AM confirmed he had held his initial budget setting meeting and had booked a budget review for the autumn term. He is working with Karen Ellington (federation business manager) to fine tune the budget and set up department codes so that spending can be tracked more easily.</p> <p>CH would like governors to complete a skills audit so that any gaps in knowledge can be discussed at the next meeting. DW will email the audit out for completion.</p> <p>EC had a discussion with Emma Kiley (SENDCO at FINS) regarding what could be improved on and ways to streamline reporting to a similar format with FJS. The accessibility plan for FJS has been completed and FINS will be done ready for the new school year.</p> <p>CH reported that YL has stepped down from her role as vice chair. She will remain as a governor. She was thanked for all that she has done in her role as vice chair and CH asked the other governors present to consider taking on the role in September, she also indicated she was willing to continue as chair at that time. CH has had to take on a considerable workload due to various governors resigning etc. She thanked those governors that had taken on extra tasks when asked.</p>
10.4	<p><u>Ofsted and Effective Governor training discussion:</u> All governors that attended the training found it useful. AM believes we will receive a visit from Ofsted in the Autumn Term. At the latest inspection of a school in The Trust, three governors were called upon to talk to the inspectors. CH reiterated we need to know the schools and be prepared to answer questions about them. We need to focus on where we as governors see us going in the next two to three years. EC commented that the togetherness between FINS and FJS still needed to be worked on. AM agreed but believes that his decision to have subject leaders that will cover across both schools, will go a long way to closing these gaps. He hopes it will improve links across both schools and the transition between the two will become even more natural. CH feels as a governing body, we're already in a strong position as we already sit across both schools, having a subject lead that covers both schools will make governors lives easier as there is only one person to chat to for monitoring of that subject. EC agrees, she can see the vision and it will see a more fluent journey from Reception to Year 6.</p> <p>NS commented that she felt some training on how to unpick the reports would be helpful. She felt she would like more knowledge on how to interpret the reports in order to ask appropriate questions.</p>

	<p>KO said the training was useful, but felt a face to face training session would have been more effective. Two hours on the laptop was too much.</p> <p>MG felt the training was useful, as he isn't from a teaching background some of the terminology was difficult to understand. The glossary that CH is providing may help with this.</p> <p>CH is working on updating the link roles and hopes governors will know more about what's expected of them and the role. The Trust are working on ideal link roles, so we'll wait and see what they propose.</p> <p>CH reiterated the importance of regularly checking governor emails, not just waiting until the week before a meeting to look at them.</p>
10.5	<p><u>Executive Head Teacher report:</u> AM had placed the reports on Governorhub before the meeting.</p> <p>AM informed governors that they had held interviews for a new teacher at FJS and John Ewart had been appointed. He is currently completing his PGCE at Gresham's and seemed very enthusiastic to join the team.</p> <p>CH asked is the caretaking issue now resolved? I note the impact on well-being on SLT. AM informed governors that Richard has returned after a period of sick leave. This has taken the pressure of other staff who were having to unlock/lock etc.</p> <p>CH commented there has been a lot of monitoring from outside agencies including the English Hub and Trust Literacy Lead as well as the Maths Mastery and Maths Trust Lead. They cite a positive teaching and learning environment and yet the Y6 prediction is 46% for writing. I recognise that there is a strong Y6 teacher on long term absence. Is the 61% what you hope it will rise to by the time of moderation? Is there any other context you can give us for why this is very weak? AM replied that the English Hub initially got involved due to the low phonics score for the Year 2 cohort last year. The Year 6 moderation this year has been a challenge. With the long-term absence of a Year 6 teacher since October, although they had managed to secure a stable supply teacher, it's not the same. Year 5 are in a tricky position, due to the pandemic we have no Key Stage 1 assessment data, but we have a tutor working with these children and hope their writing will improve due to these interventions.</p> <p>CH asked looking at your EHCPs, it looks like you are nearing 10 at FJS. How are you managing this workload? How many of those are Y6? AM commented that some children are still waiting for EHCP assessments. He agreed that it's hard to manage the workload, there are new systems and lots of barriers to receiving funding as the money isn't available to release. Schools must fund the first £6000 themselves and then only receive £3000 top up funding. A full-time learning support assistant costs the school approximately £17,000. This means there is far less general TA time due to the level of SEN need in schools now. Unfortunately, the lower level SEN children are missing out on vital support due to this.</p> <p>CH asked about the appointment of a new Pastoral / Attendance lead. AM informed governors that the person they had appointed has since withdrawn her application. This doesn't leave us much time to organise an alternative. However, the other two candidates that were interviewed were approached and have agreed to split the role. Claire Gravett (currently a TA at FINS) will take on the Pastoral role three days per week at FINS and Marie Denny (currently a TA at FJS) will take on the Attendance role, one day per week at FINS and one day at FJS. This does mean</p>

	<p>the pastoral offer at FINS will be significantly reduced in the short term whilst CG receives training etc. The attendance role will be funded by pupil premium money, AM feels early intervention will benefit both schools in the longer term. NS asked if schools must show the impact on pupil premium children only? AM replied yes, he does but if other children benefit too that's for the benefit of all concerned. They are trying to narrow the gap and will monitor and justify the spend. MD will take up the role from September. He will use pupil premium funding to employ a TA for 10 hours per week at FINS, although he is aware it may be several years before this impact can be seen.</p> <p>KO asked regarding the four EHCP children due to start in September, if I read that correctly, am I understanding we have to accept these children? With the high needs already at the Infants I presume this is why you are questioning the LA? AM commented on a letter he has written to the Local Authority regarding the mistakes that had been made with September admission numbers in FINS. We had already been allocated 61 children (when our maximum is 60) and then they placed two children with EHCPs onto our list, bearing in mind the list already had two children with EHCPs. Initially, this means we have four children with EHCPs (some with a significant level of need) coming in September to already full classes. He has had a reply admitting mistakes have been made and an apology. Due to natural movements (some families moving and one child deferring) we are now down to 60 children for September, but still currently have four children with EHCPs. There are also two families appealing as they didn't get placed with us.</p> <p>KO also commented on the proposal of an SRB in Fakenham. She said it would be simply amazing. I'm going through this journey myself at the moment and my 9-year-old will potentially have an hour each way travel time. With increased needs etc it makes sense to me but I am sure there's many hoops to jump through. AM informed governors that he had withdrawn his interest in hosting an SRB unit within our sites. The potential funding it would have brought in would be very useful, but on further discussion with The Trust he realises it would be a lot to take on considering he has not yet completed a year as Executive Head over the federation of FINS and FJS. Also, with our current CEO retiring and a new one starting in September, the timing wasn't great at Trust level either. We don't want to embark on anything that will put either school at risk.</p>
10.6	SEND and SEND information report: This has already been discussed at point 10.3.
10.7	Improving the quality of education for British Values: AM believes this is embedded in everything we do in school. Democracy and civil liberty are at the core of our rules and expectations. We cover this in our Thinking Times, areas such as diversity/tolerance/respect/friendship/bullying/staying safe/considering other world cultures (Fakenham is predominantly white).
10.8	Website compliance: As YL is unable to complete this at present, TM has volunteered to take this on. CH will provide all the necessary documentation.
10.9	Safeguarding: CH has completed safeguarding monitoring this half term. AM gave a demonstration on CPOMS, the school safeguarding monitoring portal. EB asked how often AM does a case review of an incident? Ofsted may pick a random incident from two/three years ago and ask what impact the school's actin has had on the situation. AM replied that every half term they hold a DSL meeting. We discuss any gaps there may be and what actions have been taken to make sure

	<p>everything has been done. The results of these meetings are logged on CPOMS so there is an audit trail.</p> <p>NS queried the use of the term "peer on peer abuse", she felt it had been changed to "child on child". AM will investigate this and change if necessary.</p>
10.10	<p>Well Being, Email protocol: Part of The Trust's well being offer is an email protocol, governors were reminded to use the send later function so that staff don't feel pressured into replying to emails out of work hours. CH commented that she is happy to be contacted at any time.</p>
10.11	<p>Information disseminated from the Trust Board and information for the Trust Board</p> <p>Governor training for next year, governor induction manual an opportunity to meet governors from other schools in The Trust: The proposed training topics for next year were discussed. CH will feedback to The Trust.</p> <p>Synergy are holding an AGM which will be an opportunity for all governors to get together, this will be on 12th July 5.30pm – 6.30pm. CH encouraged governors to attend where possible.</p>
10.12	<p>A.O.B. and what have we achieved today which will improve the experience of children in the school? What are we proud about in our schools? MG commented that a positive is that we appear to be an active group of governors, who are regularly invited to attend school events. He feels this makes us stronger and more knowledgeable about what's happening in school.</p> <p>AM felt there was still a nervousness amongst staff if a governor was coming in for a visit. CH hadn't felt this, she was always welcomed by children and staff alike. TM felt the enthusiasm of staff and children was contagious.</p> <p>KO attended a recent maths café at FJS and reported the enthusiasm of the children was great, children and adults were happily interacting, it was fantastic to see.</p>
	<p>Date of next meetings:</p> <p>11 July 2023</p>
	<p>CH thanked everybody for attending.</p>

