

		<p>Fakenham Junior & Fakenham Infant & Nursery School Joint Governing Body Meeting minutes Tuesday 11th July 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)	Emma Mace (EM)
	Sophie Birkenhead (SB)	Yvonne Langley (YL)	
Clerk	Debbie Watts (DW)		

Minutes

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

Item No.	Action	By Whom	By When
11.3	Arrange to meet informally to draft action plan	ALL	Sep 2023
11.8	End of year newsletter	SB	21/07/23

Item No.	
	Welcome: CH welcomed everybody to the last meeting of the school year.
11.2	<p>Presentation from Sarah Gallichan (FINS) and Tom Scannell (FJS): SG gave governors an update on FINS results and how they propose to improve the quality of education for literacy. She mentioned that staff had received training and that the NTP tutor had been really effective. She had quickly built good relationships with the children, understood what was required of her and cracked on with the job. She was working with small groups of children in four-week bursts, four afternoons a week.</p> <p>We have accepted an invitation to work with The English Hub next year, following a meeting today AM reported that other schools were praising the support that was received and commented that it was a very positive experience.</p> <p>Our Year 1 phonic results are much improved from 44% last year to 59% this year. Further data was provided showing that it is very much an improving picture for FINS and lots of positives can be drawn from it. The priority is to re-evaluate spelling and greater depth writing. YL asked why Gayle Stagg is reading lead. AM informed her that the subject leads had all changed, this is the area GS has been allocated. Due to the schools federating and there being a reduced number of teachers due to depleting pupil numbers, he has organised cross federation subject leaders. They will then be able to look at children's journeys right from Nursery up</p>

Minutes agreed

Cupward

Signed

26/9/23

Date

	<p>to Year 6. He feels it's a positive step for staff, as they will also have experience in working with a broader age range, so if they wanted to move on, a transfer to a primary school would be easier. He did seek to allocate the subject lead areas fairly and asked for preferences, not everybody got what they wanted and there was some resistance, but he feels the staff are now on board and ready to take on the challenge.</p> <p>EB asked how the results compare nationally or with other Trust schools. AM said they didn't have that information currently, but that there is a meeting next week to give training on the data package.</p> <p>TS talked the governors through the FJS data. There's wasn't such a positive picture, this may be due to the challenges faced in Year 6 due to long term staff absence in part. He explained that a new literacy curriculum has begun to be implemented with new texts in place. There is lots of planning involved, but it may be a couple of years before the impact of this can be seen. Accelerated Reading (AR) is going well, it does need more vigorous monitoring and he hopes with the new subject leads in place this will be a possibility. There are lots of volunteers coming in to hear the children reading. The Year 6 moderation was a positive experience and the moderators were very accommodating, giving the school extra time due to staff absence. He felt we were treated fairly and they did all they could to support us. The SATS data had only arrived that morning, so they hadn't had time to analyse it yet. It was disappointing but interesting. It's the first cohort of children that were affected by Covid. The next steps will be for the new writing lead to apply focus and rigour, strategies will be put in place and writing will still be a SIDP across both schools. EM commented that from her observations, some children don't know why they're writing a particular piece. TS agreed that it is important they need to focus on writing for a purpose. AM pointed out that staff are having to implement the new Cornerstones curriculum and this may have taken some of the focus off the normal teaching. It will take some time before we see the benefits of it and he acknowledges there will be some tweaks needed along the way. YL asked if the new CEO was in favour of the change to the new curriculum and all that it entails. AM responded that it's a process that was put in place before she took office, so it can't be backed out of now. CH commented that something had to change, we can't always just look at the data, we also have to look at improvements elsewhere. We need to look at the bigger picture, not just the data. AM felt that the down side is that Ofsted will look at the data, he believes they will see good teaching and will be confused as to why the data is poor.</p> <p>SG & TS left the meeting</p>
11.1	<p><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 Catherine 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. YL thanked TM for taking on the website monitoring as she had been unable to complete it due to illness. CH reported that Synergy had also completed a website compliance check and had found different</p>

C Howard

26/9/23

Minutes agreed

Signed

Date

	<p>issues. AM will check both reports and rectify any areas that are not meeting the criteria.</p> <p>CH took the suggestions for training topics to Synergy (we were the only body to do this). We will wait to see what training is booked for next year.</p>
11.3	<p><u>Chair's business/correspondence, governor skills audit, monitoring, link roles, updates from Strategic Governor's meeting, Governor trophy:</u> CH thanked everyone for completing the skills audit. It shows lots of strengths, but it seems our weaker areas are on the strategic front. She pointed out that Modern Governor had been upgraded and there were suggested training pathways for governors to follow now. She gave a copy to all governors and asked them to login and start along the pathway most relevant. If some of the suggested courses have already been completed the scheme will know and not ask you to complete them again. CH also suggested the governors all meet in September, informally to discuss how they would like to share the new governor roles that will be released at the meeting tomorrow. It may be a good idea to pair governors up with a more experienced governor and a new governor, so they could share the load and learn from each other. She would like to produce an action plan and monitoring timetable at this meeting. All agreed this would be a good idea.</p> <p>YL asked if The Trust were better at reporting on financial areas now. AM indicated that they were much better now. Richard Level had produced budgeting information that was very useful and there are better monitoring tools in place.</p> <p>CH reported that two complaints had been received, but these were redirected to AM.</p> <p>Monitoring is now to be called "an in school visit".</p> <p>The nominations for the Governors Shield were discussed and voted on. FINS staff were reluctant to nominate as they didn't feel it was fair to single children out. This will be discussed again before we ask for nominations next year.</p> <p>Winners</p> <p>FINS – joint winners Indie Starman and Orla Rose</p> <p>FJS – Ruby-May Betts</p>
11.4	<p><u>Executive Head Teacher report including admissions, staffing update, headlines for KS2 outcomes, safeguarding annual report, FIDP:</u> AM summarised the report. We're fully staffed in both schools ready for September. There is a nursery assistant that has applied to university to study to be a teacher, she has a conditional offer and is possibly leaving during the summer holiday. She may be able to work for the first couple of weeks in September to allow us to find a replacement. If she does leave we will advertise internally first, as FJS know of a member of staff who would be interested in transferring.</p> <p>He expanded further on the subject leader role change. He explained the most difficult role to fill was the writing lead. Nobody wanted this role across the federation; therefore, he has decided to split this role Early Years and KS1 / KS2. After some initial reluctance, staff are now on board. SG will have an overview of both schools. KO asked if staff were scared about this as it is such a big priority. AM agreed that was potentially the issue, he hopes with three staff involved it won't feel so onerous. He also pointed out that if a teacher leaves, when we recruit, we will advertise for an experienced teacher who will lead in literacy, with an added leadership point.</p>

	<p>AM informed governors that the budget is looking good, but that staffing costs will eat up the budget in subsequent years. YL asked if the rising electric, heating costs etc were having an impact. AM agreed that inevitably they would be a factor, he reported the new heating system at FJS is not working very well. The school was much cooler last winter and there have been lots of issues with it.</p> <p>CH asked how our attendance data compares with other Norfolk schools. AM reported that FINS attendance is higher than FJS which is very unusual. He doesn't have data to compare it to other Norfolk Schools. He feels a major issue for FJS is the number of families that are taking term time holidays. Although they are being referred for a fine, this doesn't deter them as the cost is still less. Some families are lying about the absence too, which is very unfair.</p> <p>FJS have a PEX hearing next week.</p> <p>FINS September new admissions are at a more manageable level now, we only have 2 EHCP children coming in.</p> <p>AM briefly discussed the KS2 SATS data, he was deflated by the data, it doesn't show any improvement in the children from March to May. There have been significant staffing issues. NS asked why an experienced teacher wasn't moved from elsewhere in the school, into Year 6 to help with the situation. AM was reluctant to do this as it causes instability in other year groups. They have had relatively consistent supply which has helped, but this isn't the same as having the proper teacher in place. NS asked if the lack of progress could have been picked up sooner. AM replied that yes it could have been, there has been a lack of focus and rigour but this will be rectified moving forward. KO asked if Covid had been an issue. AM thought that undoubtedly this had an impact, but other schools would have had the same issues, so we can't use that as an excuse. He hopes that working with The English Hub will improve the situation as they will be able to provide ideas and support. NS asked if Ofsted came, would we have enough evidence in place to convince them FJS is a "Good" school. AM would like to think so, but the raw data results aren't good enough. He hasn't had a chance to drill down into them yet, it's likely Ofsted would judge us at "requires improvement" currently based on these results alone. It's possible with observations of teaching and interactions with the children it could push us to "good". CH agreed that it's concerning that no improvement has been seen from March to May, it's not the children's fault, it's down to staffing. MG asked if anything could be done to encourage parents to do their bit to help. AM thought that it's often not until Year 6 when parents realise they could have been doing something at home to help. It's always a battle to encourage some parents to engage. MG wondered if it could be marketed differently to help them see how important it is to work with their children at home too. EB asked if the lack of teaching days due to strike action/national holidays could have had an impact too. AM reported that the Year 6 teachers chose not to strike on the earlier days due to the impending SATS. He also commented that the children did their best, they were calm and the atmosphere was great. KO asked if there were any intervention groups held after school as in previous years. AM informed her that due to a lack of staff willingness, it didn't happen this year.</p>
11.5	Website compliance: this was covered in point 11.1
11.6	Safeguarding and well-being in school visit: AM reported that several more staff have received DSL training. We believe we have adequate cover with 9 DSL's over

Howard

26/9/23

Minutes agreed

Signed

Date

	<p>both schools now. The Trust have purchased The Key Safeguarding training modules. This means AM will no longer have to produce annual safeguarding training material, it can be accessed via the module.</p> <p>CH and EM met with some children in both schools. The children in both schools enjoy being in school. They feel their classmates are kind to them. If they needed to talk to somebody in school, they knew who to go to. Some FJS children felt if they wanted to chat to the Pastoral Support they often felt rushed and weren't given the time to talk. AM responded that Pastoral is overworked, plans are in place to help with this situation. FJS also reported that they miss having a school council as they don't feel they have a voice. Again, AM said this was due to staffing issues.</p>
11.7	<p><u>Information disseminated from the Trust Board and information for the Trust Board:</u> CH commented that the current complaints policy wasn't very clear. It doesn't really lay out when a conversation about an issue actually becomes a complaint.</p>
11.8	<p><u>A.O.B. and what do we want to tell others about our schools?</u> YL wanted to share how good we are. EC shared that the children always seem happy and she likes working here. AM felt that our attendance data shows that we're a good school to attend as children are here regularly (attendance isn't an issue). CH is aware there are some big changes ahead, but she knows staff will tackle them head on and do their best. YL said we're lucky to have good staff not just teachers but teaching assistants and all the other support staff too. SB volunteered to write the end of year newsletter to include a thank you to staff.</p>
	<p><u>Date of next meetings:</u> 26/09/2023 – FINS 28/11/2023 – FJS 30/01/2024 – FINS 19/03/2024 – FJS 21/05/2024 – FINS 09/07/2024 - FJS</p>
	CH thanked everybody for attending.

