

		<p align="center">Fakenham Junior & Fakenham Infant & Nursery School Joint Governing Body Meeting minutes Tuesday 17th May 2022 at 5pm</p>	
Present	Sarah Gallichan (SG)	Claire Howard (CH)	Katy Osborne (KO)
	Adam Mason (AM)	Peter Howard (PH)	Emma Cobb (EC)
	Martin Gooderson (MG)	Sophie Birkenhead (SB)	Martin Taylor (MT)
	Yvonne Langley (YL)	Ian Randall (IR)	Emma Mace (EM)
Clerk	Debbie Watts (DW)		

Minutes

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

Item No.	Action	By Whom	By When
4.11	LAC/PLAC policy for FINS and FJS to be the same.	AM	End July
4.11	Staff questionnaire to ascertain what staff would like governors to do.	SB, EC	September
4.11	Governors to visit both schools and take on a more informal, friendly approach.	ALL	A.S.A.P.
4.12	Governors to complete training on areas they feel they aren't as confident in. Complete training log on Governorhub.	ALL	
4.14	Governor Newsletter	YL	22 July
4.14	Head Teacher, Chair and clerk to ensure all meetings are accessible to all governors.	AM, CH, DW	Immediately
4.14	Purchase of trophies/research costs involved	SB	End June

Item No.	
4.1	Welcome: CH welcomed everybody to the meeting. She thanked Emma Mace and Martin Gooderson for joining the governing board.
4.2	Consideration of apologies: Laura Marshall-Smith's apologies were accepted.
4.3	Declaration of business interests relevant to the agenda: None.
4.4	Agree minutes of previous meeting: These were agreed and signed.
4.5	Matters arising/action points: The skills audits have all been completed and will be discussed later in the meeting. SG has yet to discuss funding for library books with the Trust.

Minutes agreed

Signed

C Howard

Date

28/6/22

4.6	Correspondence: None received.
4.7	GDPR/SARS: None reported from either school.
4.8	<p>Head Teacher's reports – Priority points from both schools, to include review of progress against SIDP: FJS questions.</p> <p>MT - The issue of consistency and expectations was raised in approaches to learning, which has been discussed previously at governors' meetings. How has this been tackled and have there been changes since the report? AM replied that FJS have held two staff meetings, reporting back on feedback and thinking about refining their provision maps. They've looked at the implementation in the learning environment, seeing what factors are common to all areas and what are different. They've looked round each other's classrooms, which has been interesting and enjoyable. They discussed what staff felt the expectations should look like, this will be taken forward to next year and implemented in learning walks.</p> <p>MT - What measures have been taken to improve planning and time management to ensure that the planned learning is covered? Teacher's will refine their provision maps and will bring objectives around knowledge and skills into six blocks. They are already being tweaked and implemented. The science lead has taken this on board and has already shown staff how the template has been refined.</p> <p>PH - The report states: 'To ensure achievement and attainment for pupils in Reading, Writing and Maths in school is recovered and as high as possible.' Will it be possible to put a figure to that from September? Yes, we don't yet know what it will be, but we will aim high.</p> <p>CH - When Tom has written his report about the impact of AR, please can we read it? Tom Scannell is putting together some case studies around the accelerated reader programme. He will cover disadvantaged groups, SEN, middle and higher. He will look at what the results show and analyse why they may not have made expected progress.</p> <p>FINS questions</p> <p>MT - The VNET report mentioned funding, so that the whole of the curriculum can be fully implemented. What parts of the curriculum are not fully implemented and what does that mean for the children's learning? SG informed governors that gaps have been identified in terms of resourcing. Items that would enhance certain areas of the curriculum have now had a budget allocated. For example, Year 2 have asked for compasses and proper maps, they had made their own, but with the real thing their learning would be enhanced. Another area that is under resourced is computing. FINS need more iPads, AM commented that FJS were provided with some from the Government, so may be able to help FINS with this.</p> <p>CH - Can you clarify which subjects have completed their subject monitoring and which are the ones with the most development still to do? Science and geography were completed during the spring term, history has been done this half term and art will be next half term. The curriculum plans are in place, it's just the monitoring to do. All subjects will be monitored, we use floor books which can be looked through so the subject leads can pick out the bits relevant to their subject.</p> <p>CH - You mention the book look in maths highlighting some areas to be looked at during Summer 1, can you tell us what they are? The maths lead identified some challenges being faced by our Year 1 pupils. Lots of pupils are achieving well and</p>

	<p>meeting expected targets, but on paper no pupils are showing as at greater depth. So, we are running a greater depth intervention group and discussions are ongoing.</p> <p>PH - Writing target states the priority is to be back to pre-Covid levels. What are these levels and does the current Year 2 predictions suggest this has been achieved? We are on track to exceed 2019 data, but we have been called for moderation, so will need to wait and see what comes out of that. SG and Jo Barker have started a daily tutor group to cover writing, for a group of seven pupils.</p> <p>PH - H/W is stated as a priority, is RWI being used effectively to improve this? At what stage are pupils taught to 'join- up'? (if at all in the infants). We teach letter formation through Read Write Inc. We need to re-evaluate how handwriting is delivered, this year in particular the children have issues around handwriting. To reach the expected target, pupils should show consistent letter size etc where as to reach greater depth they need to show evidence of joined up writing.</p> <p>PH - What are your predictions for the phonics screening now? (was 64% in March). Does FJS know about the 27% who are not predicted to pass? Based on the current predictions we think about 71% should pass. SG will give an overview of RWI to FJS staff, so they can continue with the children's learning into Year 3. The Trust want all schools to use the RWI programme moving forward.</p> <p>AM pointed out that FJS have avoided moderation this year. However, he stressed they will internally moderate and it will still be done properly. They may ask Astley Primary School (who have a moderator working there) if he is able to offer some advice. It takes some of the pressure off and means the teachers can spend more time working with the children.</p> <p>FJS have interviewed five teacher candidates and have appointed to two posts. One maternity cover and one fixed term contract for one year. All candidates were complimentary of the school and made it very clear they were keen to work there.</p> <p>MT asked if FJS could manage two ECT teachers appointed at the same time. AM is confident FJS will be able to support them and that it would be great to have some fresh ideas and new energy in the school.</p> <p>The redundancy case from last year has been taken to an employment tribunal, the Trust have appointed lawyers and are confident it will be thrown out by the judge.</p>
4.9	<p>Safeguarding update: This is included in the head teacher report. CH added that normally an in-depth report would be provided at the end of the year, but as an audit had already been done in April it wouldn't be necessary to go into anymore detail. All the information would be put together and reported back to governors.</p>
4.10	<p>Federation update: CH confirmed that a letter had been sent out to parents outlining the changes. Following that two meetings were held for parents to attend and ask any questions they may have. At FINS only two parents attended and at FJS nobody attended!</p> <p>AM informed governors that he felt slightly overwhelmed at the beginning of the process, but is more settled now. The Trust have advised that he shouldn't expect everything to be in place by 1st September as some things will evolve over time. The first few terms will be a transition period. It will be key to have well defined roles and responsibilities for the Executive Head and the two Senior Deputies. They will meet with Richard Lord again next week to discuss this in more detail. There will be one joint development plan, to improve the children's primary learning journey. But</p>

	<p>there will be individual action plans for each school. We will be able to share certain policies. We will be able to join together our two statements (FINS) Together we can (FJS) Be the best we can be. To make a joint statement "Together we can be the best we can be". AM plans to release TS so that he can work on the federation and AM plans to visit FINS and other Trust schools to gain an insight into how others work.</p> <p>MT - A concern I have is if the two SLT teams are merged it will be difficult to meet during school time because of teaching commitments. Would it be better to have a leaner SLT team? If this is the best way forward, what roles would the people who were on the SLT but are not now, fulfil as I assume they would be on UPS3? AM feels this needs further discussion. It may work better with a core federation leadership team of AM, SG, TS and Karen Ellington (FJS business manager). He acknowledges they have lots to work on to make sure it's fair.</p> <p>CH - a question for governors as much as HTs, do you think we should do a survey of staff/parents/children? Perhaps Yvonne and Martin T can tell us when the last surveys by governors were done? MT suggested this is done after October half term, to give staff and parents time to settle in first. YL commented that FINS have previously done one at the parent consultation evening which has worked well.</p>
4.11	<p>Monitoring updates (Curriculum – Science, H&S, LAC/PLAC, Pupil Premium): In science it has been seen that the children are doing more experiments and investigations.</p> <p>LAC/PLAC, FINS have none, FJS have no issues. AM will ensure the LAC/PLAC policy is the same for both schools.</p> <p>H&S has been reviewed and they used the recent Local Authority report as a basis for the monitoring.</p> <p>MT pointed out that he feels the governing board need to be careful that they're not just seen as people that monitor, he feels that not being in school they've lost their friendly face. Just coming into school and talking to staff is useful, he feels they should become a familiar face in both schools, not always with a clipboard in hand.</p> <p>CH pointed out that she has attended lots of school activities so far and encouraged all governors to do the same. ¹⁸AM agreed that CH has done the vast majority of tasks in school so far and other governors need to take more of an active role too. AM agreed that some staff may be carrying baggage from previous experiences with governors and may be wary of them initially. They don't want to feel like they're being monitored all the time, but he acknowledges it is hard to break this barrier down. Governors need to point out the good things that are happening to give a new energy and enthusiasm. SB suggested she could do a questionnaire to staff to see what they would like from governors, EC offered to do the same with FINS. YL felt that pre Covid FINS were comfortable with governors, but that had obviously stopped with the lockdowns. PH agreed we need to breakdown the clipboard mentality, then when it comes to more formal monitoring it won't be as onerous. KO asked if governors can visit for no reason, SG and AM both agreed that would be welcome.</p>
4.12	<p>Governor skills audit and link roles: CH thanked governors for completing the skills audit. Information was provided to governors summarising the findings. It appears finance is an area where there is a lack of experience. AM pointed out that governors no longer have a role in planning the budget, but they do need a basic</p>

	<p>understanding so they can question how pupil premium is being spent for example and seeing how the resources go towards a positive outcome for the pupils.</p> <p>CH provided a list of courses that are available for governors to do remotely and urged them to sign up to some asap. Governors need to work together to get a better overview of what's happening in school. SG commented that the more governors are present in school, the more they will see how reading/writing/maths are part of the children's learning via many different routes.</p> <p>As SG is taking on a new role, from September there will be a space on the board. CH suggested contacting other Trust schools to see if any members of staff would be interested in joining us. It would be a good thing to go on their CV and would provide an insight from a different setting.</p>
4.13	<p>Items to disseminate to Trust board and items from Trust Board: Governors would like to report the lack of outside lighting on the modular classrooms at FINS is an issue in the winter. Also, they would like to point out the snagging list regarding the window replacement has still to be completed.</p>
4.14	<p>A.O.B. Disability and Equality: YL informed governors that due to her health deteriorating, she is no longer able to come into school as easily as she used to. Her mobility issues mean she feels unable to fully take part in the monitoring activities etc. She asked governors to fully consider the impact a disability has on visitors, pupils and staff on school life. CH apologised that she was feeling disadvantaged, she reminded her that the option of a Teams meeting was always available if she couldn't get into school. She appreciates it's not as good as a face to face meeting but it does mean she can still be fully involved. AM will ensure he considers the location of future meetings, so they are always accessible. We are lucky that as we're all on ground level it shouldn't be too much of an issue. CH pointed out that some areas of the monitoring lend themselves more easily to remote monitoring, such as finance and website compliance. YL has a wealth of experience that we don't want to lose, but YL needs to do what's right for her. Hopefully we can find a happy medium to suit everybody.</p> <p>YL volunteered to write the next governor's newsletter.</p> <p>CH suggested governors purchase a trophy to award to a pupil from each school that has done well/stood out from the crowd for any reason. Staff will nominate pupils and governors will choose. SB will research the costs of trophies.</p> <p>SG informed governors that we had held a casting session for a new CBEEBIES show "Hanza's Eco Warriors". Three of our pupils were chosen and spent a day filming in Holt.</p> <p>AM wanted to thank governors for the support he has received in his work and personal life. He feels challenged but supported.</p>
	<p>Date of next meetings:</p> <p>28th June 2022</p> <p>19th July Ofsted briefing</p>
	CH thanked everybody for attending.

Chaward

28/6/22

