

		<p>Fakenham Junior & Fakenham Infant & Nursery School Joint Governing Body Meeting minutes Tuesday 28th June 2022 at 5pm</p>	
Present	Sarah Gallichan (SG)	Claire Howard (CH)	Katy Osborne (KO)
	Adam Mason (AM)	Peter Howard (PH)	Emma Cobb (EC)
	Laura Marshall-Smith (LMS)	Emma Mace (EM)	Ian Randall (IR)
Clerk	Debbie Watts (DW)		

Minutes

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

Item No.	Action	By Whom	By When
5.11	Items to disseminate-SEN network/support	DW	Sep 22
5.12	Letter to staff outlining the role of governors	CH	Sep 22
5.14	Nominations for chair and vice chair	ALL	19 July 22
5.16	Governor newsletter	YL	22 July 22

Item No.	
5.1	Welcome: CH welcomed everybody to the meeting.
5.2	Consideration of apologies: Martin Taylor, Martin Gooderson and Yvonne Langley's apologies were accepted.
5.3	Declaration of business interests relevant to the agenda: None. Governors were reminded to update the section in Governorhub relating to their business interests.
5.4	Agree minutes of previous meeting: In point 4.11 the minutes were amended to read "IR 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." These were then agreed and signed.
5.5	<p>Matters arising/action points: The LAC/PLAC policy hasn't been completed yet, this will be done as a wider exercise along with other policies that will be introduced to the federation.</p> <p>The staff questionnaire will be discussed later in the meeting.</p> <p>Several governors have attended both schools in a "non-clipboard" capacity. They reported that it was nice to spend time in school and be part of the day to day events.</p> <p>Governor training: PH and CH have completed finance training. IR will attend equality and diversity training later this year.</p>

Minutes agreed

Signed

Ch Howard

Date

13/9/22

	<p>YL has not yet drafted the governor newsletter.</p> <p>We're all conscious regarding making sure the site and meetings are accessible to all.</p> <p>The trophies will be discussed later in the meeting.</p>
5.6	<p><u>Correspondence:</u> Email from The Trust regarding items to disseminate, see point 5.15</p>
5.7	<p><u>GDPR/SARS:</u> None reported from either school, other than an issue with an email address being used incorrectly. Synergy ICT department have now resolved this problem.</p>
5.8	<p><u>Head Teacher's reports – Priority points from both schools, to include a staff training update and SEF review:</u> FJS questions.</p> <p>IR - I note with interest that the mobile will be removed. That has been said before. Will it really happen this time? AM informed him that it must happen, as if it's not taken down it will fall down. The Trust put forward an idea to disconnect the utilities and then get all the caretakers in to knock it down between them. AM and KE didn't think this would be a good idea, as somebody could get injured, they would rather employ a professional company to do the job. Therefore, this has been arranged to take place over the summer holidays. Some fencing will be installed to make the area around it safe for the children.</p> <p>CH - I would be interested to know the feedback from Richard Lord from the book look and learning walk this week please. He looked at years 3,5 and 6. Unfortunately year 4 books weren't available, but these will be looked at shortly. He felt the geography homework projects were very good and overall was happy with what he saw. He was double checking AM's monitoring rather than a standalone book look with feedback to teachers.</p> <p>FINS questions</p> <p>CH - Your attendance is low, you have mentioned it is due to the wave of chicken pox. Can you just tell us how you are monitoring attendance outside of illness and if you have any persistent non-attendance? In total we have 65 children with persistent non-attendance, the vast majority of this is due to illness. We have two families that have attended attendance meetings and two more families with attendance plans in place. We're not authorising holidays and have submitted several referrals for fixed penalty notices. Letters have been sent out to all children whose attendance falls below 90%. CH commented that this could be due to Covid the children didn't mix much and probably missed out on the usual round of childhood illness such as chickenpox, which has hit all year groups really hard. AM pointed out that attendance will be a federation priority. Some families have got into bad habits due to Covid and are still using it as an excuse. KO asked about the family who is always late, are the reasons given always the same. SG informed her there are varied reasons, but it is a family that have issues and other agencies are already involved.</p> <p>CH - You have a pupil currently accessing SRB placement. Is that child currently Y2? How is the placement going? SG informed her that it's a year 1 child that is now coming back into school on a Wednesday. The rest of the week he attends the SRB, this will gradually increase to two days here etc. One of our teachers goes to the SRB once every two weeks, just to see how things are going and to see the tactics and strategies employed with him. However, when he's in school he is in a class of</p>

	<p>30 children with one teacher and one teaching assistant. At the SRB there are eight children and six adults. Even if we can manage some 1:1 support for him, it's such a different environment, busy and noisy at times, it can make it difficult for him to manage. LMS asked what happens if the transition back to school is unsuccessful? SG said part of the transition arrangements are to make sure coming back into school full time is the right thing for that child. The next year will be trying to make sure he's ready for transfer to the Junior School, there are very few spaces at SRB's for KS2 children. We've just been informed that in September a Year 1 child will have a place at a speech and language SRB.</p> <p>Questions for both schools</p> <p>PH - The safeguarding incident reports added to CPOMS are started at different dates for both schools (Sept 21 for FJS and Jan 22 for FIS). Data shows a large difference between the two schools- FJS appears to have had 800+ added in the first term. Will this information be aligned going forward? AM informed him that it does seem the two schools are using the system slightly differently at the moment. They haven't had a chance to discuss how the federation will use CPOMS going forward. Some items entered at FJS are not necessary but AM would rather they were on there if staff have a niggling doubt. FINS only started using the system in January, so are still getting used to it. Most items are cause for concern and behaviour, positives as well as negatives.</p> <p>IR - In the figures for SEN, Disadvantaged etc, do the figures for multiple vulnerability represent the only overlap between the various categories of need? If so they are surprisingly small. This relates to SEN+disadvantaged+EAL of which FJS only have one child that falls into all three categories. AM will refine the data in future reports to make it clearer. AM reported that the numbers of pupil premium children have increased significantly this year, although not many of them are EAL children as most of those families are workers.</p> <p>AM informed governors he had completed the maths table check with FJS pupils.</p>
5.9	<p>Safeguarding update: This is uploaded to Governorhub. AM pointed out that it has been updated throughout the year and there was nothing new to add. CH will conduct safeguarding monitoring, chatting to the children and checking CPOMS Staff Safe.</p>
5.10	<p>Federation update: Various information has been posted to Governorhub. AM admitted it's been a challenge, but he's pleased with how it's going so far. From speaking to other schools that have federated, it will take at least two terms to fully embed and iron out all the issues. He still needs to arrange KE's contract, she will now be required to work a 52 week per year contract, with at least two weeks holiday to be taken in term time. She will need to be available during the school holidays to co-ordinate any works that are taking place. They envisage she will work four days per week. There will be one development and improvement plan for the federation, with each school having an action plan specific to their needs. There will be fewer, but more focused areas covered. CH asked how far he has got with the website review? AM replied that this has been paused for the moment while the federation is taking place. LMS pointed out that some of the photos on the website are out of date and wondered how this stands with regards to GDPR? SG said she knew there were some old photos, but they are fine with regards to GDPR as they are still being used in the correct context. AM said TS would be able to come and</p>

	<p>take some new photos to put on both sites. AM will publish a discussion document to Governorhub regarding the federation's vision, aims and ethos. We want all governors, staff and pupils to know what this is. It needs to be relevant and specific to our schools, not a generic statement that could relate to anywhere. LMS asked if currently all staff and pupils could explain and know what it means? AM felt that FJS pupils overall did, but SG felt at FINS level that would be less so. She felt it would be a good idea to have a couple of days to focus on it, make some displays and break it down. There may be too many layers, we need to simplify it for our children. LMS agreed and felt it should be discussed in staff meetings too, it needs to be underpinned.</p> <p>CH pointed out that The Trust's aims for local governing bodies has refocused too. We now just support the delivery of high-quality education and work with the head teacher to hold the school to account. It's not about finance anymore or day to day management of the school.</p> <p>CH pointed out that governors haven't yet had the opportunity to come into school to meet staff and maybe have lunch or a cup of tea and an informal chat. AM agreed and advised that in September the training day on the Friday will see all staff from both schools meeting together at FINS. It's a getting to know each other exercise and governors would be welcome to join in with this.</p>
5.11	<p>Monitoring updates (SEND): LMS met with the SENDCO's from both schools and reported that it was a positive meeting. They looked at what works and what areas need to be developed. They felt that there is very limited support from The Trust for SEND. It may be helpful to have a SEN network set up, so they could meet other SENDCOs and discuss/share ideas and experiences. The profile of SEN needs to be raised and all teachers need to realise they all have a responsibility for SEN. Some of the information available isn't very parent friendly and it would be useful if this could be looked at. PH asked what percentage of our children are SEN? FINS 13% and FJS 14%. AM pointed out there is no SEN lead in The Trust. PH asked how much SENDCO time is spent on the more able? AM admitted that none of their time is spent on this group of children, they just don't have the time available. PH was concerned how we can raise the bar if this group of children are being ignored. CH asked if there was any capacity with teachers who are on the upper pay scale that may not be fully utilised at present. AM felt this was unlikely, with a shrinking staff, everybody was already taking on more responsibilities.</p>
5.12	<p>Staff surveys: EC and SB sent out a short survey (five questions) to all staff in both schools, they received 23 replies. This represents about 50% of total staff. The responses were varied, staff would welcome governors in school to listen to children read and attend events etc. PH pointed out that governors are volunteers and not free resources, although it would be nice to come into school on a regular basis, many governors could not commit to that due to work and home commitments. Some staff still see governors as a threat and aren't comfortable in their presence. Some staff are still getting to grips with being back in the classroom full time after the pandemic and feel the challenge the governors present is too much to deal with. AM pointed out that this is part of a governor's role and staff must get used to it again. CH suggested sending out a letter to staff outlining what their role is and laying out the expectations. The role of a governor has changed a lot in the last few years and many staff won't be aware of that.</p>

5.13	<u>Rogues' gallery judging FJS drawings:</u> The pictures were displayed and winners chosen.
5.14	<p><u>Nominations for 2022/2023 and changes to governor roles:</u> When we federate in September SG will no longer be a member of the governing board. This frees up a space on the board. MG is currently an associate governor and would like to be considered for a role as a co-opted governor. LMS proposed he be accepted as a co-opted governor and PH seconded it.</p> <p>We need nominations for chair and vice chair by 19 July 2022. Please send these to DW dwatts@fakenhaminfant.org.uk</p> <p>There will be a brief meeting on 13 September to discuss this year's data and the impact of that data on the next academic year. SG and TS will be invited to this meeting.</p>
5.15	<p><u>Items to disseminate to Trust board and items from Trust Board:</u> We contacted The Trust Board regarding our snagging list and lack of lighting to the FINS modular classroom. They replied that the snagging should be sorted in the summer holidays and the lighting would be in place by the autumn.</p> <p>We will pass on the suggestion that there is a SENDCo network / Trust SEN lead.</p>
5.16	<p><u>A.O.B:</u></p> <p>Governor newsletter, YL has volunteered to write this. We would like to include thanks to staff for their hard work and commitment this year. Thanks to the PTA committees for paying for the trophies. An explanation of the trophies and how they will be awarded. A brief summary of the changes that are imminent and thanks to SG for the important role she has played in leading FINS for the last seven years. Trophies, SB will organise these, EC will draft a letter to staff asking for nominations. AM pointed out that he found it a valuable experience having different governors attend interviews that had been conducted recently. He felt the different skills they possess and a different point of view was really helpful. He would encourage other governors to attend interviews if possible in the future.</p>
	<p><u>Date of next meetings:</u></p> <p>19th July Ofsted briefing</p> <p>13th September</p>
	CH thanked everybody for attending.

