

		<p>Fakenham Junior & Fakenham Infant & Nursery School Joint Governing Body Meeting minutes Tuesday 13th September 2022 at 5.30pm</p>	
Present	Adam Mason (AM)	Claire Howard (CH)	Katy Osborne (KO)
	Martin Gooderson (MG)	Peter Howard (PH)	Emma Cobb (EC)
	Yvonne Langley (YL)	Emma Mace (EM)	Ian Randall (IR)
	Sophie Birkenhead (SB)	Martin Taylor (MT)	
Clerk	Debbie Watts (DW)		

Minutes

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

Item No.	Action	By Whom	By When
6.5	Enquire about the Trust SEN co-ordinator	CH	Nov 22

Item No.	
	Welcome: CH welcomed everybody to the meeting. As a mark of respect following the death of Queen Elizabeth II we held a minute's silence.
6.1	Consideration of apologies: Laura Marshall-Smith's apologies were accepted.
6.2	Clerk to confirm the meeting is quorate: Agreed
6.3	Declaration of business interests relevant to the agenda: None.
6.4	Confirmation of elections of Chair/Vice Chair, link governors and roles: DW informed governors that CH and YL were nominated and seconded virtually. There were no other nominations, therefore they accepted the roles to continue for another year.
6.5	Agree minutes of previous meeting, including Matters Arising/Action points, any correspondence: The minutes were accepted and agreed. CH was under the impression that a SEN co-ordinator had been appointed by The Trust, AM hadn't been made aware of this so CH will make some enquires to check. The letter to staff regarding governor roles hasn't gone out yet. CH would rather wait until everybody had settled back in to this new school year, as she didn't feel it was appropriate to send out yet with all the other changes etc. that staff are getting used to at the moment. YL confirmed that the governor newsletter went out at the end of term.

Minutes agreed

CHoward

Signed

22/11/22

Date

6.6	<p>End of Key Stage results from previous year: AM reported that he still hadn't received the national data, therefore he can't see how our schools are performing compared to other schools. The last set of published data is from 2019, so this is currently what Ofsted would be working from. He expressed concerns that one school in The Trust had been very rigorously moderated and had their assessments dramatically reduced. He wonders if it's the same in every Local Authority across the country. He felt that the outcomes for KS2 were positive, especially after two years of Covid lockdowns and school closures. The data was discussed against previous predictions, it shows an improvement from 2019, but we still don't know how it compares to the national average. The data for pupil premium is not too different from that of the whole cohort which is good to see. CH commented that the boy/girl split was interesting. AM agreed that up to 2019 girls were doing better than boys, but now boys seemed to be overtaking the girls.</p> <p>PH asked within the schools how does the data look? AM informed him that reading and maths were as expected, but writing was slightly lower. He felt there was a huge improvement from 2019.</p> <p>PH asked how progress is judged for performance management purposes? AM replied that they look at the data from the previous year end compared to this year. They look at lesson plans, monitor books, undertake pupil progress meetings, observe lessons, this all builds up a picture of how the teacher is performing. The Trust have indicated what data is required and don't want extra unnecessary data produced. Ofsted are no longer interested in YR2 data in Primary Schools, but more interested in YR6 data. However, as we're still officially two separate schools we do have to be accountable for our YR2 data.</p> <p>PH commented that it looks like YR3, 4 and 6 need to make big progress in their writing. AM agreed that we do need to get better in this area. There was no data reported for the YR3 and YR4 pupils nationally, so we only have in school data to compare to. They lost so much time out of school and it can be seen in their development levels.</p> <p>CH asked what was in place to help the children move forwards? AM informed governors that there were 68 children in YR4 which wasn't really enough to warrant three classes but they had managed to split them into three classes in the mornings and they move into two classes in the afternoons. They will focus on literacy and maths in small groups. YR5 are two classes of 30 and we are using the school tutoring fund to employ a supply teacher to free up the class teacher to do focused tutoring sessions. We hope to replicate this in YR6 later in the year.</p> <p>MT asked if YR4 classes had been streamed? AM replied that although it had been discussed it was decided to mix the classes to re-balance them with mixed ability children. It probably should have been done for YR3, but we felt as they had been through so much with the pandemic we didn't want to put them through even more stress by moving them into different classes so soon.</p> <p>AM informed governors that writing in FINS was still lower than they would like it to be, but that maths and reading showed some very strong results.</p>
6.7	<p>End of Key Stage targets for this academic year: AM will meet with Richard Lord later this week to discuss end of year targets for both schools. We want to be aiming for at least the national averages.</p>

6.8	<p><u>Policies and documents:</u> Register of business interests Admissions policy including planned changes to PAN Priority points and FIDP</p> <p>AM informed governors that a new model admissions policy had been issued by the LA. The federation can amend and adopt this policy as its own. The LA now have the responsibility to provide free toolkits and personnel support to schools again. There will be termly meetings to look at attendance, with support and challenge. Every school must now publish its attendance policy on the website. AM hopes to have the policy ready by next week, he will be the senior strategic lead for attendance over both schools, while the office staff will be the attendance officers and the pastoral team will be the attendance support, CH will be the governor for attendance. The Trust continue to use the LA to handle the admissions to our schools, but we don't have to use their admissions criteria, this will be Trust based. IR asked for clarification whether Trust staff's children would be given priority, AM confirmed this was the case. FINS PAN is now 60, whereas FJS is currently still 90. However, AM believes they will need to reduce FJS to 60 too. We may be asked to go slightly over those numbers, but cannot continue to provide three classes per year group with reducing numbers of pupils. All agreed and the admissions policy was adopted.</p> <p>All other policies have been agreed via Governorhub.</p> <p>A discussion took place regarding the food policy. AM would like it to state that no chocolate or sweets should be allowed in school. FJS currently have this policy in place and he would like to introduce it to FINS as well. He realises there may be some disagreement from parents, but feels it's unnecessary for children to eat chocolate in school. If it is introduced, he will discuss the school lunch menu with the caterers as they currently include some chocolate desserts.</p> <p>After the meeting, it came to light that staff hadn't seen the proposed food policy and as they are on the frontline of implementing it, we are waiting for their comments before finally approving that policy.</p> <p>CH asked if teachers would be able to provide treats such as at Easter, which would normally be chocolate based. AM said the occasional treat for special occasions would be allowed. He didn't want food linked to reward/success, but could be allowed at special times of the year. Governors agreed and the policy was adopted. This will be implemented at the October half term.</p> <p>KO left the meeting at this point.</p> <p>FIDP: MT asked if there was a list of things to be done regarding the curriculum. He felt there was nothing available to measure progress. AM said each subject leader will have an action plan for their subject. CH commented that the new role of governors was to monitor the quality of education provided. AM suggested this could be done by considering what are the outcomes, what is the implementation and what is the impact? This document is still draft until after the meeting with RL.</p>
6.9	<p><u>Executive Head Teacher data report:</u> The data has already been discussed. AM has been provided with a new report format The Trust want Heads to use. He's not sure the new format is detailed enough for governors and should only be provided twice yearly. AM would feel more comfortable continuing with providing additional data as he has in previous years, showing FINS and FJS in one document. He appreciates</p>

	<p>governors haven't asked for this and he isn't obligated to provide it, but for his peace of mind he would like all the information laid out clearly for all to see.</p> <p>AM will publish The Trust board's vision and development priorities onto Governorhub. The local governing board now have the role of supporting the vision and direction of The Trust. They will work with The Trust to hold the SLT to account. AM met with other Trust head teachers back in June to discuss a Trust wide primary curriculum. There was a spread of opinion as there are lots of very different schools. A small research group was put together, but it appears a decision has been made to buy into a commercial curriculum called Cornerstones. Some feel it will save teachers time as resources are available to download, but our teachers have put a lot of hard work into the current curriculum and this may all have been a waste of time and effort. CH agreed that the commercial curriculum doesn't set out any school as different from any other. They all have different characteristics and different requirements, just logging in and printing resources off doesn't sound very satisfactory. YL agreed and commented that this goes against what we were told when we initially joined The Trust. CH informed governors that new guidance has been issued by Government that is moving The Trust in a different direction, due to the size of The Trust, it cannot be helped. PH commented that he has experience of commercial curriculums and they can be very effective.</p>
6.10	Safeguarding update: Nothing to report currently.
6.10	Information disseminated from the Trust Board: The Trust are considering the viability of having in house caterers. YL didn't feel this would be possible in primary schools, AM would certainly like to investigate the possibility of having just one catering company across the Federation. Until a decision is made at Trust level we will continue with an annual contract.
6.11	<p>Information for the Trust Board: The new reporting format is currently in a word document, this does not make it very easy to complete. AM suggested a spreadsheet would be much easier.</p> <p>Both schools still have a building snagging list to be rectified.</p> <p>We would like The Trust to be aware that we are concerned about the catering being done in house and would like just one catering company to operate in both our schools.</p>
6.12	<p>Chair's business/correspondence – Governors' Action Plan and Monitoring Timetable: CH has posted a draft action plan and monitoring timetable on Governorhub. Once governors have read through she would like them to let her know if they have any questions. She would like it to be in place by the beginning of October and urged governors to start making appointments with staff so that monitoring can take place.</p>
6.13	<p>A.O.B: Pupil premium for both schools will be pooled and AM is looking to see if he can do the same with sports premium.</p> <p>MT asked will the 5% teacher pay increase and the increase in energy costs affect the delivery of the curriculum? AM agreed that it would, they had budgeted for a smaller pay increase. They haven't yet been told it will be adopted but he assumes it will, unions want a higher increase and there are suggestions that strikes may take place. He pointed out that he feels it's wrong that support staff aren't paid for 52 weeks of the year like teachers are. Any pay increase they receive isn't actually as effective. With the higher heating costs too, schools will feel the pinch. The most</p>

	obvious area to save money is with staffing, so we may see reductions across the federation.
	<u>Date of next meetings:</u> 22 November 2022 (MT has given his apologies) 24 January 2022 21 March 2022 16 May 2022 11 July 2022
	CH thanked everybody for attending.

Minutes agreed

Clare

Signed

22/11/22

Date

