

		<p style="text-align: center;">Fakenham Junior & Fakenham Infant & Nursery School Joint Governing Body Meeting minutes Tuesday 26th September 2023 at 5.30pm</p>	
Present	Adam Mason (AM)	Claire Howard (CH)	Katy Osborne (KO)
	Nina Shirinian (NS)	Yvonne Langley (YL)	Emma Cobb (EC)
	Martin Gooderson (MG)	Ed Brooks (EB)	Emma Mace (EM)
	Sophie Birkenhead (SB)	Sarah Gallichan (SG)	Tom Scannell (TS)
	Catherine Gooderson (CG)		
Clerk	Debbie Watts (DW)		

Minutes

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

Item No.	Action	By Whom	By When
12.7	Thanks to be passed onto Synergy for their support with Ofsted.	CH	Oct 2023

Item No.	
12	Welcome: CH welcomed everybody to the last meeting and introduced the new governor Catherine Gooderson.
12.1	General business - Consideration of apologies, clerk to confirm meeting is quorate, declaration of business interests, KCSiE, minutes of previous meeting including matters arising and any correspondence, confirmation of election of chair: Apologies were received and accepted from Trudie Martin. 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 newsletter has been sent out, the meeting to discuss the action plan has not yet taken place. CH was the only volunteer for the role of Chair. She was nominated by YL and seconded by EC, thanks to CH for agreeing to continue.
12.2	Welcome to TS and SG to discuss recent Ofsted inspections: CH reminded governors of the confidential and sensitive nature of this discussion. AM briefed governors on the recent inspections of both schools.
	TS, SG and KO left the meeting.
12.3	Exec Head data report: AM had placed all the information onto Governorhub before the meeting.

Minutes agreed

Cupward

Signed

28/11/23

Date

	<p>NS asked, a lot of support staff move from being midday assistants to TA's, which is good in terms of being knowledgeable about the school and students. What kind of training do they undertake for these roles and what support is available for them once in post? AM advised her that they receive training from within school and some have enrolled on TA courses through the apprenticeship scheme, which we're happy to support. They buddy up with experienced TA's and we believe it's a good way to grow our own strong team.</p> <p>NS asked with the new role in place for mental health support, what intervention is going to be used? What impact do you hope this will have? AM informed governors that our new pastoral support advisors have both received lots of training and they're doing really well and enjoying their roles. It's very early days and it will take a little time for them to get to grips with their new roles, but already they're working well with the children and families.</p> <p>NS further commented, with behaviour policies you talk about parents having an active role supporting their child. In the newsletter reading seems to be a key focus, which is great. What other things are going to be in place this year to bridge the gap between school and home? FINS seems to have a clear expectation for homework and ways to support your child, in their class communications. I wondered if this would be something to implement across both schools? AM reported that SG is keen to remove the peg system in FINS, but staff are concerned about the change, they feel the current system works well. FJS moved onto a recognition-based system, and this is working well with them. We realise there is still some work to be done around this, but we want all staff to be on the same page and to have clear expectations. He takes on board the comments regarding clear home school communication and will take that back to discuss with SLT.</p> <p>AM informed governors that errors with the budget process had occurred due to Synergy not inputting pension contributions correctly. This has now been rectified but does mean our budgets are significantly worse off. Next year FJS will need to reduce it's staff base, but we did already know that as there are declining pupil numbers. FINS may need to look at staffing in Year 3 of the budget. It's not as healthy as we thought, but not too bad. The first budget revision meeting will be in November, where they can take a closer look at it. YL asked how this error occurred? AM replied that it was human error and is being dealt with robustly at Trust level. NS asked if we have to cut back on anything because of this? AM replied that we need to be careful what we're spending, but with the new curriculum to implement, we have to purchase resources for it.</p>
12.4	<p><u>Chair's business/correspondence – Governors' Action Plan, monitoring timetable and key roles:</u> CH mentioned that following the Ofsted inspections, there are a couple of areas that need to be looked at. It was agreed for governors to meet informally on 17th October at 5.30pm on the Junior School site to discuss and write an action plan/monitoring timetable and assign roles.</p> <p>DW's clerks' remuneration was discussed, it was agreed to keep it at the current rate for another year.</p>
12.5	<p><u>Policies and documents:</u> The following policies were agreed and adopted.</p> <p>Admissions</p> <p>Behaviour</p> <p>Attendance</p>

	Safeguarding
12.6	Information disseminated from the Trust Board: all the information provided by Synergy has been placed on Governorhub for all to read.
12.7	Information for the Trust Board: CH would like to pass on thanks to Synergy for their support during the two Ofsted inspections.
12.8	<p>A.O.B: YL asked why children in Nursery were not able to attend our After School Club? With limited childcare in Fakenham this could cause a problem for some families, especially if they have a sibling in school. AM informed her it's due to the different child:adult ratios needed for that age group and the cost effectiveness of this. Also there are different curriculum requirements for that age group which make it much more involved.</p> <p>AM thanked CH for all her support and hard work during the last couple of weeks. A significant amount of her time has been taken up with Ofsted meetings.</p> <p>CH had received some correspondence from NS regarding the appropriate use of PTA funds. NS reported that at FJS, money has been raised and there is money sitting in the pot, but no requests are made from staff for it, or ideas for how it could be spent. She wondered if it could be used to contribute to the cost of swimming lesson transport, to enable Year 4 to take part again. AM apologised for the lack of communication and understanding on behalf of FJS. He said the cost of swimming was huge and he couldn't expect Friends PTA to cover it. He also didn't feel comfortable to ask parents to donate as it is a significant amount of money. Once the school commits to it, they wouldn't be sure to get enough donations to cover the costs. Year 5 will continue to take part in swimming lessons.</p>
	<p>Date of next meetings:</p> <p>17/10/2023 – FJS – informal meeting</p> <p>28/11/2023 – FJS</p> <p>30/01/2024 – FINS</p> <p>19/03/2024 – FJS</p> <p>21/05/2024 – FINS</p> <p>09/07/2024 - FJS</p>
	CH thanked everybody for attending.

Chamard

28/11/23

