



Meeting of:	Faringdon Community College Local Governing Committee
Meeting Location, Date & Time:	T4, Faringdon Community College (FCC), Tuesday 25th of November 2025 at 6:30pm
Chair:	Paul Ray (PR, Chair)
Clerk:	Sarah Lonorgan (SL, Clerk)
Quorum Required:	4 Quorum Met: Yes
Governors Present:	Paul Ray (PR, Chair), Jane Braddy (JBr, Co-Vice Chair), Jane Hulse (JH, Co-Vice Chair), Lisa Barker (LB, Headteacher), Sarah Church (SC), Samantha Fountain (SF), Ben Henley (BH), Ann Joseph (AJ), Cheryl Lingard (CL), Kathleen Thomas (KT)
Apologies Received:	Gillian Day,
Consent to Absence:	The LGC consented to the absence of Gillian Day and noted Sam Gould (SG) was absent without consent
Others in Attendance:	Paul Dipple (PD, Deputy Head), Danielle Masters (DM, Assistant Head – Present to 19.32pm), Sarah Lonorgan (SL, Clerk)

Meeting Minutes

Governor questions, challenges, and support are shown in italics

Item #	Standing Item / Topic	Minutes	Action(s)	Who
1	Standing Item: Welcome, Apologies, Resignations, Governor Terms of Office	<ul style="list-style-type: none"> The Chair opened the meeting at 18:32. The Board consented to absence for GD. SG was absent without apologies The Chair welcomed all attendees and no resignations or changes to Governor terms of office were discussed. 		
2	Standing Item: Notice, Confidentiality and Quorum Requirements	<ul style="list-style-type: none"> Quorum was met. The Committee was reminded to keep discussions confidential. No urgent items for discussion were noted. 		
3	Standing Item: Declaration of Interests	<ul style="list-style-type: none"> No trustee declared a material interest in any of the agenda items. 		



4	<p>Standing Item: Approve the minutes from the LGC meeting on 7 October 2025</p>	<ul style="list-style-type: none"> • Governors were invited to comment on the minutes of the last meeting dated 7 October 2025; no comments were received. • The minutes were approved as an accurate record. 		
5	<p>Standing Item: Actions arising from the LGC meeting on 7 October 2025</p>	<ul style="list-style-type: none"> • The Clerk reviewed actions arising from the previous meeting, thanked governors for prompt completion, and reminded Governors that carry-over items should be progressed ahead of the next LGC. • Outstanding actions were noted and updated 		
6	<p>FCC Teaching and Learning Strategy</p>	<ul style="list-style-type: none"> • DM presented an update on the FCC Teaching and Learning Strategy. • Who/what is an 'extended and academic champion'? DM confirmed that the role of the extended and academic champion was to stretch higher performers and to motivate students to higher attainment levels. • Governors were introduced to Rosenshine's 10 Principles, which underpinned FCC pedagogy and how these principles had been applied. • You mention the importance of whiteboards, but I don't see many whiteboards in use around the school – why is this? DM explained that mini whiteboards were integral to the delivery of the teaching and learning strategy. • DM provided Governors with a detailed overview of the FCC 'RAMP' Teaching and Learning Strategy – 'RAMP' was described as a well-designed metaphor that offered gradual elevation • What does 'RAMP' look like in practice? DM stated that there were different arrangements and adjustments that were adapted dependent on pupil's need. • DM outlined the importance of consistency in lesson teaching and explained the role that the Continuous Improvement Cycle played in delivery 	<p>– 6.1 Circulate an overview of actions taken to support high performance students</p>	<p>DM</p>



		<ul style="list-style-type: none">• Next steps to roll-out of the principles to students and parents/carers were outlined• <i>Are mobile phones a challenge during the school day?</i> DM confirmed that the school policy was for phones not to be seen or heard. PD confirmed that there were cases of misuse, but the policy was broadly complied with• <i>A Governor commented on the conflict between the policy and the use of phones in delivery of the lesson plan.</i>• It was noted that the Governors agreed to the restriction of phone use in lesson delivery.• The Clerk reminded governors that there was a review of the policy later in the agenda.• <i>Is there still flexibility in terms of 'RAMP' delivery for those pupils that have different learning styles?</i> DM confirmed that there was always flexibility.• <i>Is there an opportunity for sets to improve attainment?</i> DM explained that there were sets in specific subjects such as mathematics, but this was at the discretion of the subject area and teacher.• <i>What metrics are you using to measure the success of 'RAMP' and what are you benchmarking it on?</i> DM stated that the impact would be seen in terms of attendance, behaviour, attainment, and engagement.• <i>How long will 'RAMP' be a strategy?</i> LB confirmed that it was iterative and long term.• <i>Has this been received well by the staff?</i> DM stated that it had been well received, due to its simplicity and digestibility.		
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7	<p>Standing Item: Chair Update / Update from Link Visits</p>	<ul style="list-style-type: none"> • PR provided an update from the Chairs’ Forum and notified the Governing Body that he would be incorporating governor input at future Forums • Are there any schools we can learn from? PR confirmed that the CLT shared examples of best-in-class practice and reminded governors that he was also always welcome to hear about best practice from the FCC Governing Body. • A Governor had completed a recent SEN link visit and raised concern that there was insufficient support for SEN at the school level. • LB explained that SEN funding was a national concern, which the DfE was seeking to address, but confirmed that funding for SEN provision would be insufficient to fully meet the needs of the pupil body at FCC. • Do most children who require an EHCP come from Primary with it in place? LB confirmed that this was not always the case, and many needs were identified at a later stage, as children moved through the school • The Clerk outlined the process for updating link visits and agreed to share the Governor Monitoring Template and issue guidance on uploading Link Visit reports to Governor Hub. 	<p>– 7.1 Circulate the Governor Monitoring Template and guidance on Link Visit upload to Governor Hub</p>	Clerk
8	<p>Standing Item: School Development Plan / SEF Priorities</p>	<ul style="list-style-type: none"> • LB confirmed that the CLT had approved the continuance of the current School Evaluation Form (SEF) for the 2025/6 school year, with a full review to be completed ahead of the 2026/7 school year, • The updated School Development Plan (SDP) was discussed, and LB agreed to send an SDP tracker to the LGC at the end of each term, which would capture achievements during the term and for the next term, including any carryovers. 		



9	<p>Standing Item: Health and Safety/Risk Register Update (H&S)</p>	<ul style="list-style-type: none"> LB confirmed that the LGC Risk Register was submitted to the Trust, and no further actions were requested. It was noted that the H&S audit would be covered in the HT Report agenda item 		
10	<p>Standing Item: Headteacher’s Report (incl. Attendance, Behaviour)</p>	<ul style="list-style-type: none"> LB was invited to respond to the questions shared by Governors in advance of the meeting. <p>Pupil Premium (PP) Engagement</p> <ul style="list-style-type: none"> <i>Noting the comprehensive PP Report and strategies to engage PP pupils, but also the worst attendance figures amongst the PP cohort and the fact there are no PP pupils in 6th form, is there any scope to increase impact and engagement with parents of PP pupils as barriers to engagement often come from home?</i> LB confirmed that PP attendance was a challenge. Not just at FCC, but nationally and for FCC to improve attendance of their PP students, they would need to improve the consistency of learning, which would be delivered through the Teaching and Learning strategy outlined earlier in the meeting. <p>Curriculum Development</p> <ul style="list-style-type: none"> <i>Within the Head Teachers report you mention: ‘Some curriculum areas need to further develop their curriculum to ensure that it is built to increase cultural capital’, can you please explain what this means and the impact it is intended to have on teaching and learning?</i> LB explained that cultural capital referred to the essential knowledge, skills, and experiences that 		



		<p>enabled pupils to succeed academically and socially. She reinforced the importance of inclusive curriculum design, where subject content and terminology built shared understanding and avoided alienating pupils through unfamiliar references.</p> <p>Behaviour and Attendance</p> <ul style="list-style-type: none">• <i>Internal truancy – why is this being logged in a different way to the previous academic year?</i> LB confirmed that a new system was introduced for 2025/6. She confirmed it was not compatible with prior years data as historical data was not being logged• <i>What is being done to reduce internal truancy?</i> PD that an increase in tracking, monitoring and day-to-day detailed analysis had been introduced to understand which subjects, truants were missing and where hotspots/issues had been occurring. He also reiterated the importance of rebuilding/restoring relationships between the pupil and the staff to encourage pupils back into lessons.• <i>What impact is this having on staff time?</i> LB confirmed that the impact of managing internal truancy was significant at circa 75 hours for the SLT over a two-week period, and that pressure on resources may require a review of staff support structure• PD confirmed that CCTV was recognised as the number 1 longer term solution, and this need had been highlighted to the Trust – but an immediate quick fix was for shutters to be erected near the toilets which are located away from teaching areas		
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		<ul style="list-style-type: none">• <i>There has been a significant reduction in suspensions. Has behaviour improved or is this down to a change of procedure?</i> LB confirmed that this was down to greater use within the school of 'internal reflection' – PD confirmed that truancy, in lesson bad behaviour and detentions were the main causes of internal reflection time being given• <i>Given the persistent high level of internal truancy, would suspension of these students be an effective deterrent?</i> LB Reinforced that different strategies were used dependent on the situation. <p>Health and Safety</p> <ul style="list-style-type: none">• <i>With the health and safety audit, was the 60 items the totals that were identified or was the list longer and the ones that were already in progress completed and no longer on the list? Of the identified items a lot relate to processes, procedures and documentation. Do you feel that your processes for this are currently effective and managing this process well or can improvements be made to improve the tracking and monitoring of this?</i> LB confirmed that the 60 items were the audit total, and that she and a SLT member were working on reformatting the audit list which would be shared at the next LGC <p>Reading and Intervention</p> <ul style="list-style-type: none">• <i>How many year 7s are significantly below their expected reading age?</i> LB confirmed that there were 26		
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		<p>struggling readers in year 7.</p> <ul style="list-style-type: none"> • Why is the intervention for these students only through sixth form reading buddies? PD confirmed many interventions were provided by the school to support reading, the involvement of sixth form buddies, was also of value to the sixth formers, as part of them developing leadership skills. • What is the trust/FCC going to prevent students being allocated to FCC with SEND that you are unable to provide for? Is there anything the governing body can do to support you? LB confirmed that this was a national issue and the DfE were looking at potential solutions <p>Staff Development</p> <ul style="list-style-type: none"> • For staff that require additional supportive CPD what time frames are in place to reassess? Is there a robust process to release staff if they show ongoing issues? LB confirmed that there is a robust process in place for staff assessment, with constant evaluation of teaching capability being undertaken by the SLT, though the full range of monitoring outlined in the Teaching and Learning Strategy update shared earlier in the meeting. 		
11	Maths Department Review	<ul style="list-style-type: none"> • LB provided a verbal update on the Mathematics Department, including the retirement of a longstanding member of Staff at the end of 2025 and resignation of the Head of Department at the end of the School Year • Discussion took place and additional detail was recorded in a set of confidential minutes • LB agreed to circulate a written summary of the Department Review following the meeting • LB agreed to present an update at the next LGC Meeting. 	<ul style="list-style-type: none"> – 11.1 Share a written summary of the Mathematics Department Review after the 25/11/25 LGC – 11.2 Add a progress update to the next meeting's agenda 	<p>LB</p> <p>Clerk</p>



12	Standing Item: Safeguarding Annual Report Section 157/175	<ul style="list-style-type: none"> The Safeguarding Annual Report Section 157/175 was approved for submission to Oxfordshire County Council before the 29th of November 2025 deadline. 		
13	Standing Item: SEND	<ul style="list-style-type: none"> All SEND matters were covered in agenda item 7. 		
14	Standing Item: Finance, Pupil Premium (budgets, evaluations & plans)	<ul style="list-style-type: none"> The Pupil Premium Report was approved, with no amendments or questions It was noted that the current budget run rate was more positive than planned, but a longer-term financial recovery plan would be required due to falling pupil numbers Why are pupil numbers falling? LB confirmed it was birthrate related in line with national trends 		
15	Pay Committee – report out	<ul style="list-style-type: none"> LB outlined the rationale behind the Pay Review recommendations. No questions were noted. It was agreed that Maria Button would provide an update on CPD at Meeting 4 of the LGC. 	<ul style="list-style-type: none"> 15.1 Invite Maria Button to present on CD at M4 of the LGC in March 	Clerk
16	Standing Item: Compliance actions/ Skills Audit – follow-up	<ul style="list-style-type: none"> The Clerk congratulated the Governing Committee and the School Administrative staff on their commitment to compliance and reminded governors to accept the Code of Conduct V2 for full compliance The Clerk confirmed that the Skills Audit was complete and agreed to share a summary of findings and recommended training areas for review and approval at the next LGC 	<ul style="list-style-type: none"> 16.1 Confirm compliance to the CLT Code of Conduct V.2 16.2 Circulate overview of Skills audit outcomes and training options 	Governors Clerk
18	Standing Item: Policies Review– a) Behaviour, b) Mobile Phone Use; c) Equality	<ul style="list-style-type: none"> The policies were approved as outlined in the agenda 		
19	Standing Item: AOB and dates of future LGC meetings,	<ul style="list-style-type: none"> No AOB was declared. Future meeting dates were confirmed as <ul style="list-style-type: none"> Meeting 3 – Tue 13 Jan 2026 6:30pm on Teams 		



		<ul style="list-style-type: none">○ Meeting 4 - Tue 10 Mar 2026 6:30pm at school.○ Meeting 5 - Tue 5 May 2026 6:30pm at school.○ Meeting 6 - Tue 23 Jun 2026 6:30pm at school.● The meeting closed at 8:45pm		
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Action Summary (Includes carry-overs and actions agreed on 25 November 2025)

#	Action	Who	Due / Target	Status / Source
CO1	Complete Skills Audit inputs and compliance actions	SG	Immediate	Carried Over
CO3	Invite Maria Button to present updates on CPD / staff policy compliance at the M4 LGC	Clerk	M4 LGC (10 Mar 2026)	Carry Over to M4 2026
6.1	Circulate an overview of actions taken to support high performance students	DM	Before next LGC	New
7.1	Circulate the Governor Monitoring Template and guidance on Link Visit upload to Governor Hub	Clerk	December 5 2025	New
11.1	Share a written summary of the Maths department update after the 25/11/25 LGC	LB	Before next LGC	New
11.2	Add a Mathematics Department Progress Update to the next meeting's agenda	Clerk	Next LGC (13 Jan 2026)	New
16.1	Confirm compliance to the CLT Code of Conduct V.2	Governors	Immediate	New
16.2	Publish an overview of Skills audit outcomes and training options on Governor Hub for Governors to review and approve at next LGC	Clerk	Next LGC (13 Jan 2026)	New