

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL  
MINUTES OF GOVERNORS' MEETING HELD ON  
MONDAY 25 JUNE 2018  
AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

**Present**

David Bloomer	Simon Rahn	Jan Campbell
Chris Steen	Liam Parkinson	Johanna Nathanson
Kay Vousden	Euan Sudbury	Liz Howe (Clerk)

**NOTE:** Italics have been used to indicate occasions when governors challenge or test the school.

1. **Prayer** - David began the meeting with a short prayer.
2. **Register of Pecuniary Interests** – these were duly signed.
3. **Apologies** – Jo and Ian. These were accepted.
4. **Minutes of the Previous Meeting (24 May 2018)** – these were approved by governors, and duly signed.
5. **Review of Actions from the Previous Meetings (24 May 2018)**

A21/9.8	Ongoing – Euan to meet Maureen Lloyd from Transport for the Disabled once the Bird's Marsh development is completed
A1/2.9	Ongoing – Jo to write a report to governors on her safer recruitment audit
A22/3.2	Completed
A22/3.8	Completed
A22/3.11	Ongoing – Jo to look into producing a governing body blog
A24/5.1	Completed
A24/5.2	Ongoing – David to write a good news report for a school newsletter
A24/5.3	Ongoing – Kay to look into learning topics that will suit boys
A24/5.4 – A25/5.6	Completed
A24/5.7	Ongoing – Chris to interview school staff over the course of a year to see how they are using their Safeguarding training
A24/5.8 – A24/5.10	Completed

6. **Budget for 2018/19**(a report was circulated prior to the meeting)

- i. Following their meeting on 19 June 2018, the L&R Committee recommended Budget Scenario D to the FGB for approval.
- ii. David explained that this scenario is based on optimistic estimated intakes for September 2019-2021 (12, 15 and 15 respectively) taking into account the PR drive, focus of standards and Bird's Marsh Development.
- iii. He added that we have been cautious about income, and that the position may be better than stated.
- iv. *Liam asked if more money could be allocated to marketing the school. David was happy that the Board should consider this and other uses of funds as the year progressed.*
- v. David added that although we will save money on teaching staff costs, other expenses have gone up. He cited the support staff pay / pension rises, which will cost an additional £10,000. James Osler will be appointed as a full time temporary Assistant Head, which will bring us in line with Lacock, at a cost of £2,200 pa, and the Admin and Finance Officers' hours have also been increased slightly.
- vi. David felt that we will need to reappraise the school's financial position once we have the first indication of our 2019 intake – probably in February or March 2019.
- vii. Scenario D was approved by the governors and will be adopted by the school as its budget for 2018/19.

7. **School Organisation for 2018/19**

- i. Kay informed governors that the school organisation for 2018/19 will be as follows:
  - Hercules Class – Yr R & Yr 1 (12 children) – Mrs Dixon
  - Pegasus Class – Yr 2 & Yr 3 (26 children) – Mrs Nathanson
  - Phoenix Class – Yr 4 & Yr 5 (25 children) – Mr Osler
  - Chameleon Class – Yr 6 (14 children) – Miss Causer
- ii. The number on roll for September 2018 will be 76.
- iii. The governors noted that Mrs Nathanson will be teaching across a key stage, but recognised that she successfully accomplished this in 2016/17.
- iv. Kay added that the class organisation for 2018/19 would be announced in tomorrow's school newsletter. **UPDATE:** *A Parents' Meeting with Kay, Richard, David and Christie Causer will be held at 6.30pm on Tuesday 10 July.*

## 8. Head's Report

- i. Kay reported on two successful moderation visits for Early Years and Year 6 Writing. In both cases, the moderators agreed with the judgements in school. 60% of our Early Years children achieved a good level of development (NA 71%) and 88% Year 6 achieved the expected standard in writing.
- ii. Kay is looking into buying a new reading scheme for school, in conjunction with Beth Dixon.
- iii. *David asked about Kay's plans for a formal handover to Richard.* Kay replied that she has spoken to Richard many times, and that they have planned a formal handover at the end of term and then agreed to set a date at the end of August to hand over lap top, passwords and keys etc.

## 9. Committee Updates

- i. The S&P Committee have not met since the last FGB meeting.
- ii. The L&R Meeting on Tuesday 19 June was solely concerned with the 2018/19 school budget.

## 10. Governor Action Log (a report was circulated prior to the meeting)

- i. It was agreed that this will be kept in the Admin Office, and all governors can add to it.
- ii. Chris has produced a new template for school visits, which enables governors to note the activities they have carried out, and what changes they have made to operating procedures.
- iii. Jo and Chris will look through the governor minutes and put relevant extracts into the Governor Action Log. **ACTION (A25/6.1): Jo and Chris**
- iv. Liz is to bring the Governor Action Log to all FGB meetings to mark off which actions have been completed. **ACTION (A25/6.2): Liz**
- v. David asked the Committee Chairs to include any reports which have been written as the result of an action. *Euan asked how far they should go back.* David replied six months.
- vi. Kay advised that we should have a section for the previous Ofsted targets, and gather evidence on these. This may be a subsection of the SIP

## 11. Marketing

- i. A new marketing leaflet has been produced with help from Adelle Rahn, and given out at the Scarecrow Festival.
- ii. Our Open Mornings have been set for Tuesday 25 and Wednesday 26

September.

- iii. The new website is in hand.
- iv. The governors congratulated the school on the number of Langley Fitzurse flags visible at the Chippenham Soap Box Derby, and the look and feel of Cherry Hall during the Kington Langley Scarecrow Festival.
- v. David will write to Amy Tayler, Ann Armor and Adelle Rahn to thank them for their hard work setting up Cherry Hall for the Scarecrow Festival. **ACTION (A25/6.3): David**

## 12. Safeguarding

- i. Chris has completed a monitoring visit, and had a meeting with Liz, at which a small change was made to the Single Central Record to add in a column for safeguarding training.

## 13. Policies

- i. Chris has a little work to do to tweak the policies, and Liz needs to update the policy list ready for the next academic year. **ACTION (A25/6.4): Chris & Liz**

## 14. Any Other Business

- i. David has spoken to a potential Foundation Governor, and will have more news in September. This person would replace Andrew on the Christian Distinctiveness Monitoring Group.
- ii. Johanna is using the Thursday morning staff meeting to discuss any ideas and concerns that they wish to be fed back to governors.
- iii. David reported that two Year 5 parents have written letters of complaint to the school, and Kay will investigate specific staff related concerns. **ACTION (A25/6.5): Kay** Liz is to invite these parents to come in separately to see Kay and David on Thursday 28 June. **ACTION (A25/6.6): Liz** David wished it known that he is very happy to receive clear feedback from parents. The Board discussed items that were raised which concerned their actions, for instance the move to invest some extra money into Yr 6 SATS preparations. The Board was entirely happy that this had been an excellent use of funds from a better than expected financial position, and that there was absolutely no thought that providing this extra resource would reduce staff input to any other group.
- iv. It was agreed that we should send out a parental survey in term 2, after the changes have gone through. **ACTION (A25/6.7): Richard**

## 15. Date of Next FGB Meeting: *to be advised.*

The meeting closed at 8.22 pm

## LIST OF ACTIONS

Number	Description	Date
<b>A21/9.8</b>	Euan to arrange a meeting with Maureen Lloyd from the community bus project once the Birds Marsh development is built	End 2018
<b>A1/2.9</b>	Jo to write a report for governors on her safer recruitment audit	September
<b>A22/3.11</b>	Jo to look into producing a governing body blog	September
<b>A24/5.2</b>	David to send out a good news report to parents in next week's newsletter	3 July
<b>A24/5.3</b>	Kay to look into learning topics that will suit boys	End of term 6
<b>A24/5.7</b>	Chris to interview school staff over the course of a year to see how they are using their safeguarding training	May 2019
<b>A25/6.1</b>	Jo & Chris to put relevant extracts from governor minutes into the Governor Action Log	September
<b>A25/6.2</b>	Liz to bring the Governor Action Log to all FGB Meetings	September
<b>A25/6.3</b>	David to write to Amy and Adelle to thank them for their hard work over the Scarecrow Festival	July
<b>A25/6.4</b>	Chris to tweak the policies and Liz to update the list of policies	September
<b>A25/6.5</b>	Kay to investigate the concerns raised by two Year 5 parents	July
<b>A25/6.6</b>	Liz to invite the two Year 5 parents to meet Kay and David on Thursday 28 June	26 June
<b>A25/6.7</b>	Richard to send out a parental survey in term 2	November