

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL  
MINUTES OF GOVERNORS' MEETING HELD ON  
TUESDAY 16 OCTOBER 2018  
AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

**Present**

David Bloomer	Richard Hearn	Jan Campbell
Jo Kitching	Anita Ellis	Johanna Nathanson
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** – Liam, Ian, Simon and Chris. These were accepted.
4. **Election of Chair and Vice Chair**
  - i. David was proposed by Anita, seconded by Jan and unanimously elected as Chair of Governors for 2018/19.
  - ii. Simon was proposed by David, seconded Jan and unanimously elected as Vice Chair of Governors for 2018/19.
5. **Scheme of Delegation**
  - i. The governors noted that Wiltshire Council have sent over a new Scheme of Delegation format.
  - ii. David and Liz will put our Scheme of Delegation into the new format, ensuring that the responsibilities of the now dissolved People Committee are split between the L&R and S&P Committees. **ACTION (A16/10.1): Liz & David**
  - iii. The governors will approve the Scheme of Delegation at the December FGB Meeting. Liz to put it on the agenda. **ACTION (A16/10.2): Liz**
6. **Minutes of the Previous Meeting (Monday 25 June 2018)** – these were approved by governors, and duly signed.

## 7. Review of Actions from the Previous Meeting (25 June 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	Completed
A22/3.11	Ongoing – Jo to look into producing a governing body blog
A24/5.2 – A24/5.3	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
A25/6.1	Completed
A25/6.2	Liz to include Governor Action Log as a standing agenda item for FGB Meetings
A25/6.3	Remove
A25/6.4 – A25/6.6	Completed
A25/6.7	Richard to send out a parental survey based on Parent View in term 2

## 8. School Data Overview (a report was circulated at the meeting)

- i. Richard reported that attainment in both KS1 & KS2 was above the national average for 2017/18, but progress was below. Progress in writing was -2.4% due to Year 6s who attained L3 in KS1 not achieving Greater Depth at KS2.
- ii. He added that small cohorts can distort the figures.

## 9. Governor Responsibilities, Actions, Procedures and Skills Marix

- i. David has discussed this on a one to one basis with all the governors.
- ii. He announced that Harriet Wilkinson will become our new Foundation Governor, replacing Andrew Spragg.
- iii. He also noted that the Skills Matrix is already proving to be useful, as Ian refers to it to assess the level of financial qualifications in school.
- iv. David has given Richard a report on the governors' views on what they would like to achieve in 2018/19, including a list of priorities from the staff collated by Johanna.
- v. The governors noted David's report on Board Papers and Actions Process. He explained that most schools would be very pleased with the skills and enthusiasm of our governing body, but we just need to tighten up on actions and paperwork.

## 10. School Improvement Plan (SIP)

- i. The governors felt that this needs to be driven by the subject leaders
- ii. Richard announced that he wants to streamline the SIP to make it easier to use.
- iii. *Anita asked Richard if he plans to create a template for the action plans.* Richard replied that he will talk to the teaching staff and they will draw this together as a team. He intends to use last year's subject action plans as a starting point.
- iv. David commented that he found the five sections of last year's SIP quite useful. Richard agreed, but wants to avoid duplication.
- v. Richard agreed to produce the SIP by the end of November. **ACTION (A16/10.3): Richard** This will be followed by the subject action plans.

## 11. Headteacher Update

- i. Richard announced that progress is at the top of his list of priorities, followed by PPG non-SEN children and co-operation with Lacock Primary.
- ii. He will also be focussing on accurate timely assessment, for example one Yr 1 child was not assessed correctly in reading, despite LA moderation. *Euan asked if there is anything we can do about this.* Richard replied that he will flag it up with our CASP on 5 November. **ACTION (A16/10.4): Richard**
- iii. *David asked if all the teachers are happy with the assessments of the children new to their class.* Johanna replied that it can be difficult as teachers are not necessarily experts in EYFS for instance, but added that Beth Dixson is very focussed on assessment. *David asked if there is any evidence that the assessment from KS1 to KS2 is incorrect.* Johanna replied that she is working on this, as she has both Yr 2 and Yr 3 children in her class.
- iv. Richard reported that one of our TAs will be away soon on long term sick leave. We do have cover in place for her, but this will take us over budget as we do not have any insurance for TA absence. He noted that the staff have been very helpful and co-operative over how we cover this.
- v. Our Open Days attracted a record number of new families, and we have shown a lot of people around the school this term.
- vi. Richard has started doing teacher appraisals, and praised our brilliant staff team. He also commented on the impressive skills set and commitment of our governors.
- vii. He felt that we need to increase the take up of our wrap around care package, but noted that the early reaction has been very positive.
- viii. Anita commented that Richard's appointment has been positively received by parents, who have liked his manner within school and the fact that he is proactive on the school gate. Euan added that he has received positive feedback about the energy and buzz around school. Jan thought that it is important that we are seen as an equal partner school with Lacock. Johanna felt that we are building on the good foundations laid by Kay.

- ix. David reported that he had a meeting recently with Adam, the Lacock Chair of Governors, at Lacock, to set Richard's objectives, one of which was to improve parent interaction. Our long term relationship with Lacock Primary will be considered at a later date.
- x. Richard will write a report for next the FGB Meeting. **ACTION (A16/10.5)**

12. **Committee Updates** (a report from the S&P Committee was circulated at the meeting)

i. **Standards & Performance Committee**

- Euan reported that the Committee have done a lot of work on the school data over 2017/18, and thanked James Osler for all his hard work producing the information.
- He added that staff turnover affected the Link Governor visits last year. We are now setting the platform for this year using the School Improvement Plan (SIP), and will schedule the Link Governor visits in. He wants governors to ask the right questions this year about the children who are struggling. David added that we need a very clear intervention strategy at both ends of the ability scale.

ii. **Leadership & Resources Committee**

- David was very impressed with the energy of this Committee.
- Simon has taken on the Playground Transformation Project, which will involve staff, parents and children. It will be funded by Sports Premium Grant, fund raising and match funding. Euan suggested that Simon should get in contact with people in the village who have taken on similar projects. **ACTION (A16/10.6): Simon**
- Richard reported that he had done some research on the Parish Council Car Park Project. The planning application has been approved, and we have apparently promised some funding for this project. He will meet with Maurice Dixson and Lindi Reynolds from the Parish Council early in term 2. **ACTION (A16/10.7): Richard**

13. **Marketing**

- i. David praised Jo for her great work contacting The Hive at Lyneham.
- ii. Euan has given Liz some contacts from the construction companies working on the new estates in Chippenham. Liz will also give leaflets to local estate agents. **ACTION (A16/10.8): Liz**
- iii. Our new school website will be launched on **Monday 12 November** at 2.45 pm.

14. **GDPR**

- i. Jo met Richard, Lizzy and Liz recently to review our GDPR Action Plan, and

walked around the school with Richard looking for evidence.

- ii. Richard is our Data Controller, but cannot also be our Data Protection Officer. Lizzy is working on this. **ACTION (A16/10.9): Lizzy**
- iii. Jo felt that her role was essentially a monitoring one. David thanked her for her hard work.

#### 15. **Safeguarding**

- i. Richard has recently completed a Safeguarding update, and reported that we have had no safeguarding incidents since the last FGB meeting.
- ii. We need to complete a Safeguarding Audit before Friday 9 November. **ACTION (A16/10.10): Richard & Chris**
- iii. *Jan asked if enough of our staff have up to date Team Teach qualifications.* Richard replied that Beth Dixon underwent the training today, but he would check the situation. **ACTION (A16/10.11): Richard**
- iv. Anita felt that it was important that school staff understand the changes to the government's 2018 Keeping Children Safe in Education (KCSIE) legislation.

#### 16. **Policies**

- i. The governors approved the LA Teachers' Pay Policy, applying the 2% increase to the whole scale. This policy will now be adopted by the school.

#### 17. **Any Other Business**

- i. The Income and Expenditure Report to 30 September 2018 (circulated to the governors prior to the meeting) was approved by the governors and duly signed.
- ii. Our PAN for 2019/20 was agreed at 16, but we will also apply to take up to four children over PAN (20) in September 2019. **ACTION (A16/10.12): Richard**
- iii. The next S&P meeting date has been changed to Wednesday 21 November, starting at 6pm.
- iv. Euan was impressed to see a Lacock team at our recent Music Quiz, and thought that we should support their funding events as well. Richard added that we are planning to take them on at skittles in the New Year.

#### 18. **Date of Next FGB Meeting: *Tuesday 4 December 2018***

The meeting closed at 8.41 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>A22/3.11</b>	Jo to look into producing a governing body blog	November
<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 - done	September
<b>A25/6.2</b>	Liz to include Governor Action Log as a standing agenda item for all FGB Meetings	4 December
<b>A25/6.7</b>	Richard to send out a parental survey based on Parent View in term 2	November
<b>A16/10.1</b>	Liz & David to put the Scheme of Delegation into the new format, ensuring that the People Committee responsibilities are divided between L&R and S&P	November
<b>A16/10.2</b>	Liz to put Scheme of Delegation on the FGB agenda for 4 December 2018	4 December
<b>A16/10.3</b>	Richard to produce the SIP by the end of November	30 November
<b>A16/10.4</b>	Richard to flag up the incorrect Yr 1 reading data with our CASP	5 November
<b>A16/10.5</b>	Richard to write a report for the next FGB Meeting	4 December
<b>A16/10.6</b>	Simon to contact villagers who have obtained funding for large scale projects	4 December
<b>A16/10.7</b>	Richard to meet with Maurice and Lindi from the Parish Council re the Car Park Project	4 December
<b>A16/10.8</b>	Liz to get school leaflets to construction companies and estate agents	4 December

<b>A16/10.9</b>	Lizzy to look into finding a Data Protection Officer for school	4 December
<b>A16/10.10</b>	Richard & Chris to complete a Safeguarding Audit	9 November
<b>A16/10.11</b>	Richard to check we have enough staff with up to date Team Teach qualifications	4 December
<b>A16/10.12</b>	Richard to apply to take up 4 children over PAN (20) in 2019	4 December