

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
 TUESDAY 2 OCTOBER 2018
 AT 7.00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Ian Stuart
Simon Rahn	Jo Kitching	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. **Apologies** – none. Ian welcomed Richard to his first L&R meeting.
3. **Register of Pecuniary Interests** – this was duly signed.
4. **Election of Chair** - Ian was unanimously elected as Chair of the Leadership & Resources Committee for the 2018/19 academic year.
5. **Terms of Reference** (a report was circulated prior to the meeting)
 - i. Ian noted that the Terms of Reference for the L&R Committee have been updated to pick up responsibilities from the now dissolved People Committee.
 - ii. The Terms of Reference of the Leadership & Resources Committee were unanimously approved by the governors.
6. **Minutes of the Previous Meetings (Thursday 12 July 2018)** – The minutes were approved by the governors and were duly signed.
7. **Review of Actions from the Previous Meetings (Thursday 12 July 2018)**

LR7/12.1	Completed
LR15/3.8	Grant applications – covered under 'Fundraising' (see below)
LR15/3.10	Liz to indicate on the policy list which ones need to be published on the school website
LR12/7.1 – L12/7.4	Completed

8. **Finance** (a report was circulated prior to the meeting)
 - i. **Teachers' Pay Grant** - David commented that he thought that we had budgeted

for the teachers' pay. Richard replied that the government have announced a higher pay award than expected of up to 3.5%. The DfE will be funding schools for these increases via a Teachers' Pay Grant, but we do not know when this money will arrive.

- ii. **Becoming a Cashless School** – Liz reported that this was going well, and that parents have said that they prefer it. We just have one parent who refuses to pay online.
- iii. **Supply Teacher Pay Rates** – after a discussion, the governors agreed that our part-time teachers should be paid at their usual rate for supply work, but that casual supply teachers should be paid at M2.
- iv. **Lettings** – the governors felt that we we need two rates:
 - a local not-for-profit rate
 - a commercial rate
 - It was agreed that we will offer Grassroots a rate of £60 per day for their holiday club.
 - Lizzy is to work out a 'menu' of charges. **ACTION (LR2/10.1): Lizzy**

9. Fundraising Strategy (a report was circulated prior to the meeting)

- i. Simon commented that most grants not open to us, as we are too small and too affluent. Grants such as Tesco and the Ernest Cook Trust require a specific project, and we have not had anything suitable in the past.
- ii. **School Playground Transformation**
 - Simon suggested using Sports Premium Grant (up to £25,000) to really transform our playground. He has been liaising with Lizzy about installing astro turf in a section of the playground, but now feels that we can do more with the help of grants, PTA support and co-sponsorship. He would like to involve the School Council and parents in the project.
 - Simon will send a letter to parents before the end of term 1. **ACTION (LR2/10.2): Simon**
 - Richard will ask teachers to get the children's ideas on what they would like in the new playground. **ACTION (LR2/10.3): Richard**
 - Simon will arrange for playground design companies to visit as a starting point. **ACTION (LR2/10.4): Simon**
 - Richard is to let Simon know how much SPG is available for the playground project after we have paid for this year's school sporting activities. **ACTION (LR2/10.5): Richard**
- iii. **School Parking Project** – *the governors debated whether this is a good subject*

for fundraising, and Jo asked if our parents complain about parking. Lizzy is to arrange for Maurice Dixson, Chair of the Parish Council, to meet Richard to discuss this further. **ACTION (LR2/10.2): Lizzy**

- iv. **Diocese of Bristol Educational Foundations Grants/Loans** – Richard noted that this grant comes with broad criteria, and suggested that this might provide an opportunity to transform the Round House into a sensory place. Simon will look into this grant, as it may be possible to put it towards the Playground Transformation Project. **ACTION (LR2/10.3): Simon**

10. Update on Premises Maintenance and Health & Safety (a report was circulated prior to the meeting)

- i. *Simon asked if the lime tree in the side garden is safe.* Richard replied that he believed it to be safe from visual observation and understood that the relevant checks have been done by qualified people.
- ii. **Playground surface** – see above under Playground Transformation Project. Simon will be the L&R governor working alongside Lizzy.
- iii. The governors indicated that they are keen to explore solar panels further.

11. General Data Protection Regulations (GDPR)

- i. Jo is meeting Richard, Lizzy and Liz for an update meeting on Wednesday 3 October.

12. Wrap Around Care and School Clubs (a report was circulated prior to the meeting)

- i. It was noted that we need to promote the ASC to children not needing after hours care.
- ii. There has been a lot of positive parental feedback about these clubs.
- iii. David noted that parents need to pay up front for wrap around care.

13. New School Website

- i. A meeting has been arranged for Thursday 18 October to sign off the new school website, and a launch will be planned for the start of term 2.

14. Parish Council School Parking Project – please see notes under Fundraising Strategy.

15. School Travel Plan – the governors agreed that we will park this for the time being.

16. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Secure Data Handling

- Charging and Remissions
- ii. Richard thought that the Staff Computer Policy is out of date. He will reword it, and email it to governors for approval. **ACTION (LR2/10.8): Richard**

17. Contracts (a report was circulated prior to the meeting)

i. **Catering**

- An average of 44 meals are currently being served daily against a contract based on 51 meals per day, which is looking less achievable now. Ian assured governors that there will be no penalty charge, but there will be implications for the new contract.
- *Richard queried the low uptake of UIFSM. **UPDATE: it appears that this was based on incorrect figures, and in fact uptake of UIFSM is very good.***

ii. **Cleaning**

- The governors noted the later start time for the new cleaners which requires a member of staff to remain in school until 5.30 pm. They thought that it was good practice to have a member of staff in attendance during ASC sessions in any event. Richard is dealing with this. **ACTION (LR2/10.9): Richard**

18. Holiday Club – please see the notes above under Finance – Lettings.

19. Any Other Business

- i. Richard congratulated Liz on her hard work arranging the Open Mornings, which attracted 20 families to School.
- ii. Jo has contacts at the Lyneham base, and Liz will send our leaflet to the Hive. **ACTION (LR2/10.10): Liz**
- iii. David reminded governors that agenda items need to be uploaded to the portal a week in advance of the meeting.
- iv. Richard wanted to explore whether some governor meetings could be held during the school day or early in the morning. Simon stressed the importance of Richard having a healthy work/life balance, and suggested that James Osler should attend more governor meetings in his place.

20. Date of Next Meeting: *Tuesday 20 November at 7.00 pm in School.*

The meeting closed at 8.40 pm

LIST OF ACTIONS

- LR15/3.10** Liz to indicate on the policy list if policies need to be published on the school website
- LR2/10.1** Lizzy to work out a 'menu' of charges for lettings
- LR2/10.2** Simon to write to parents about the School Playground Transformation Project
- LR2/10.3** Richard to ask teachers to get the children's ideas on what they would like in their new playground
- LR2/10.4** Simon to arrange for playground design companies to visit and quote
- LR2/10.5** Richard to let Simon know how much SPG is available for the playground project
- LR2/10.6** Lizzy to arrange for Maurice Dixson to meet Richard to discuss the School Parking Project
- LR2/10.7** Simon to look into the Diocese of Bristol Educational Foundations Grants
- LR2/10.8** Richard to update the Staff Computer Policy and email it to governors for approval
- LR2/10.9** Richard to sort out staffing until 5.30 pm (Mon - Thurs) and 4.30 pm (Fri)
- LR2/10.10** Liz to send our marketing leaflet to the Lyneham Hive

