

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL  
 MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON  
 TUESDAY 20 NOVEMBER 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** - Ian began the meeting with a short prayer
2. **Apologies** – none.
3. **Register of Pecuniary Interests** – this was duly signed.
4. **Minutes of the Previous Meetings (Tuesday 2 October 2018)** – The minutes were approved by the governors and were duly signed.
5. **Review of Actions from the Previous Meetings (Tuesday 2 October 2018)**

LR15/3.10	Completed
LR2/10.1 – L2/10.6	Completed
LR2/10.7	Ongoing – Simon to look into the Diocese of Bristol Educational Foundation Grants
LR2/10.8 – LR2/10.10	Completed

6. **Finance** (a report was circulated prior to the meeting)
  - i. **School Fund Accounts 2017/18**
    - The governors approved the School Fund accounts for 2017/18 and they were signed off.
  - ii. **Review of Financial Procedures Manual**
    - The governors noted and approved the Financial Procedures Manual.
  - iii. **SFVS Section A**

- Ian will look into this. **ACTION (LR20/11.1): Ian**

iv. **Budget Monitoring**

- *David asked if the teachers' pay grant will be enough.* Richard replied that we will have to wait and see.
- Ian volunteered to check the school credit card statements. **ACTION (LR20/11.2): Ian**

v. **School Dinner Take Up**

- Ian thought that our school meal numbers are looking good.

**7. Playground Transformation Project**

- i. The recent government announcement that this year's Sports Premium Grant (SPG) cannot be used for capital expenditure could cause a big problem for this project. David will obtain a definitive definition of 'capital expenditure' from Lizzy. **ACTION (LR20/11.3): David**
- ii. The governors thought that we might be able to use last year's SPG on the project, as there are no conditions on that money. We are looking at a three year phased system.
- iii. Simon has seen three playground equipment companies so far, and will meet Different by Design, who have an existing relationship with school, on Thursday. All were very positive about the basic existing construction of our playground. However, they have identified an access problem which will require the removal of part of the perimeter fence, and add to our costs. Simon will check the financial stability of these companies. **ACTION (LR20/11.4): Simon**
- iv. *Ian asked if we will need planning permission.* Simon will look into this. **ACTION (LR20/11.5): Simon** Richard has looked at the English Heritage list and does not think that our building is listed.
- v. Simon will find out about school managed projects. **ACTION (LR20/11.6): Simon**
- vi. He added that he had not received any responses from parents about the project yet. David felt that we need to chase parents for their input. He also advised Simon to ask the top person in Wiltshire Council to advise us on this project.

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

- i. The governors noted Lizzy's report on the recent leak in Phoenix, and her conclusion that the likely cause was the build up of leaves in the roof valley.
- ii. Ian reported that we are still having issues with the camera access system which is not compatible with our fire wall. Whilst these are being resolved, we are using

- a £25 portable door bell instead.
- iii. Richard reported on a good fire drill on Friday 9 November. It was very realistic, as we had a supply teacher in. It was noted that they just counted the children but did not recognise them, so the register was essential.
  - iv. David noted that parking is still shown as a high priority in the Premises Plan. Richard explained that it regularly comes up as a parent issue, and there have been some near misses with cars trying to slip past. Planning permission has been granted for the Parish Council Parking Project, and they have put a lot of work into it. David wondered if we can afford to support this project, and noted that no specific sum of money was ever promised.
  - v. Ian commented that some of our rooms have not been decorated since 2009.
  - vi. Richard would like to give the reconfiguration of the entry hall a higher priority in view of its importance in keeping children safe.
  - vii. The proposed half term letting did not go ahead, but may be revisited in February.

## 9. General Data Protection Regulations (GDPR)

- i. Richard and Jo did a GDPR walk around the school recently. Jo will put the notes she made into the Governors' file. **ACTION (LR20/11.7): Jo**
- ii. Richard will check the Admin Office for GDPR issues. **ACTION (LR20/11.8): Richard**
- iii. Lizzy is doing lots of work on GDPR at the moment, some of it from home.
- iv. It looks as though we can use the same company as Lacock Primary for GDPR advice at no extra cost. Richard is meeting their representative on Tuesday 4 December. They may be able to advise on replacement policies and training. Richard is to see if they offer any suitable training for Jo. **ACTION (LR20/11.9): Richard** Jo asked to sit in on any GDPR staff training.

## 10. Wrap Around Care

- i. Richard reported that our Wrap Around Care is working well. Liz will advertise it in the next school newsletter to try to get some more take up for our art and sports clubs. **ACTION (LR20/11.10): Liz**

## 11. New School Website

- i. Our new school website was launched on Mon 12 November, and seems to be working well.
- ii. Jo will come in on Tuesday 27 November to do a school website audit. **ACTION (LR20/11.11): Jo**

## 12. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
  - Staff Computer Use
  - School Fund

### **13. Any Other Business**

- i. Simon congratulated the school for the influx of new pupils (8 since the start of term 2). Pegasus Class is now full!
- ii. David has sent out information about Governor Action Plans and requested updates from everyone at the FGB Meeting on Monday 3 December.

### **14. Date of Next Meeting: *To be advised***

The meeting closed at 8.10 pm

## LIST OF ACTIONS

- LR2/10.7** Simon to look into the Diocese of Bristol Educational Foundation Grants
- LR20/11.1** Ian to look into SFVS Section A
- LR20/11.2** Ian volunteered to check the school credit card statements
- LR20/11.3** David to get a definitive definition of 'capital expenditure' from Lizzy
- LR20/11.4** Simon to check the financial stability of the playground equipment companies
- LR20/11.5** Simon to establish whether we need planning permission for the Playground Transformation Project
- LR20/11.6** Simon to find out about school managed projects
- LR20/11.7** Jo to put her notes from the GDPR walk into the Governors' file
- LR20/11.8** Richard to check the Admin Office for GDPR issues
- LR20/11.9** Richard to look into GDPR training for Jo
- LR20/11.10** Liz to advertise our wrap around care in the next school newsletter
- LR20/11.11** Jo to come into school to do a school website audit