

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF GOVERNORS' MEETING HELD ON
 MONDAY 11 FEBRUARY 2019
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Jan Campbell
Jo Kitching	Euan Sudbury	Johanna Nathanson
Ian Stuart	Simon Rahn	Harriet Wilkinson
Chris Steen	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** – this were duly signed.
3. **Apologies** – Liam and Anita. These were accepted.
4. **Scheme of Delegation** – the new format Scheme of Delegation was approved by the governors.
5. **Minutes of the Previous Meeting (Monday 3 December 2018)** – The minutes were approved by the governors, and duly signed.
6. **Review of Actions from the Previous Meeting (Monday 3 December 2018)**

A21/9.8	Using the Chippenham Community Bus to transport children to and from school. Euan reported that this would cost approx £50 per journey. Governors agreed to remove this action for the time being.
A24/5.7	Ongoing – Chris to interview school staff over the course of a year to see how they are using their Safeguarding training
A16/10.8	Completed
A3/12.1 – A3/12.3	Completed
A3/12.4 – A3/12.5	Covered under Playground Transformation Project below
A3/12.6 – A3/12.11	Completed

7. Head's Update

i. Interventions (a report was uploaded to the governor portal prior to the meeting)

- Richard reported that the L&R Committee have discussed using the school budget surplus to buy additional TA hours. He has discussed this with Johanna and James, and would like to use one of people who have been covering Rachael Flynn's absence. As she is a qualified sports coach, we can use some of our SPG to pay for her. The plan is to use her for more basic support, releasing one of our more experienced TAs for greater depth interventions.
- David will discuss greater depth and PPG interventions further with Richard.
ACTION (A11/2.1): David & Richard
- *Simon asked if we can do more pastoral care, as this is focussed on at secondary school.* Richard replied that we have recently introduced a weekly Pets as Therapy session.
- Euan added that he asked for an anonymous summary of interventions at the last S&P meeting. Johanna confirmed that she oversees interventions, compares them against targets and writes a summary every other term. She will email Euan to let him know if the children taking part in interventions are on target. **ACTION (A11/2.2): Johanna**

ii. Super Stars (ASC)

- Richard confirmed that the Super Stars staffing is now consistent. However, he and Lizzy have met another company who can provide all our requirements more efficiently. As they would have two people covering the ASC, we would no longer need a member of staff to stay until 5.30 pm each day. The contract is under review and will be agreed in the next month or two.

iii. 2019 Intake

- Richard announced that we have 16 x first preference applications for September 2019 Reception places.
- The governors were delighted and thanked the staff for all their hard work.
- Liz will include a questionnaire in our new starters' pack so that we can try to find out how new parents found out about us, and why they chose our school.
ACTION (A11/2.3): Liz

8. School Values

- i. Richard has embarked on a project to agree six new values for school – one for each term. The teachers and Worship Councillors have already looked at this, and chose the following values:

- Perseverance
 - Friendship
 - Compassion
 - Service
 - Respect
 - Forgiveness
- ii. The governors then worked in pairs to choose six values, and Richard will collate these responses along with the others. He will then take them to School and Worship Councils.

9. Term 2 Data & S&P Feedback

- i. Euan reported that the S&P Committee considered the term 2 data at their recent meeting. However, it appears that there were some errors in the Year 2 data, making it appear to be worse than it actually was. The results are now broadly similar to those in term 1. Richard will ask James to share the revised data on the governor portal. **ACTION (A11/2.4): Richard**
- ii. Johanna added that there is a group of five Year 2 boys who were quite far behind, but they are making some progress now. The Board reiterated that the teacher should target attainment from wherever the pupil began the year.
- iii. Euan wondered if the Year 6 marking was a little too harsh. Although we have not received any feedback yet, Richard reported that Christie has administered two mock SATs, and progress has improved from -2.4% to -1.2%. Richard has shared the Yr 6 mock data on the portal.
- iv. Richard has received a letter from the LA inviting us to some training programmes following last year's data, including Yr 6 and Yr 2 Maths and English plus Yr 1 Phonics. Richard complained to the LA as our Phonics result was only 2% below NA, and we had job share teachers in Hercules at the time. However, our teachers have been attending this training, and have found it useful.
- v. David reemphasised the agreed priority to focus on interventions. He will advertise in the Village Magazine for people to come in and work with our more able children. **ACTION (A11/2.5): David**
- vi. We have now subscribed to the School Bus database, which contains lots of useful policy information. Liz and Chris will be doing an online training session in March.
- vii. Euan reported that the S&P Committee is looking at longer term planning to prepare for our next Ofsted.

10. Playground Transformation Project

- i. Simon has met with the LA, and it appears that they will pay for the drainage work on the playground. This needs to happen before anything else.
- ii. He is still waiting to hear back from the Diocese of Bristol.
- iii. Simon's wife, Adelle, has gone through 75 grant application processes, and are waiting to hear back from Tesco and the National Lottery. Euan suggested the Jack Lane Trust, as they gave a grant to the Kington Langley Tennis Club.
- iv. Simon will also contact the Birds Marsh developers and Siemens, who run their summer holiday club at school, to see if they will contribute to this project.
ACTION (A11/2.6): Simon
- v. Simon has visited six local schools to look at their playgrounds, and considers Kington St Michael to be the best. Richard will arrange for our School Council to visit Kington St Michael School to get some ideas. **ACTION (A11/2.7): Richard**
- vi. Simon will come in to talk to School Council about the project. **ACTION (A11/2.8): Simon**
- vii. Simon will look into financial stability of the playground companies. **ACTION (A11/2.9): Simon**
- viii. David suggested that Simon should present the various options at the next L&R meeting, so that the Committee can choose one to present to the next FGB meeting. **ACTION (A11/2.10): Simon & L&R**
- ix. David thanked Simon for all his hard work.

11. Governor Action Plan Report

- i. David wants a regular FGB item for governors to feed back on their action plans. He will email a rota to governors. **ACTION (A11/2.11): David**

12. L&R Updates

- i. Ian reported that the Income & Expenditure report to 31 December 2018 was approved and signed off. Our financial position is better than we expected, partly due to carrying Sports Premium Grant forward, and partly due to prudence. David added that we will also be better off in future years due to improved pupil numbers, and should be able to retain our four classes, although we will burn off a lot of our surplus next year.
- ii. The government's 'Little Extras' funding should bring in an extra £6,000 which will be spent on updating our IT equipment.
- iii. The school Asset Register has been signed off and the Schools Financial Value Standard form will be completed by March.
- iv. The Committee has also looked at our most recent benchmarking report, and found that our costs are average, apart from administration, which is higher due to our shared Headship arrangement.

- v. There are still some problems with the school camera access system. Richard and Lizzy are also looking at the layout of the school entrance.
- vi. We have bought specialist GDPR services from Somerset Council at a bargain price in a shared arrangement with Lacock.
- vii. Our Wrap Around Care is making a small profit.
- viii. Grassroots Sports Academy will be running a half term holiday club on Thursday 21 February 2019.
- ix. It was noted that the Parish Council have applied for a 20 mph speed limit through the village.

13. Marketing

- i. Liz reported that we have been featured in the Chippenham Gazette & Herald twice since the last FGB meeting.
- ii. She has given school leaflets to local estate agents and developers. Hughes & Hughes will put a leaflet in each of their landlord packs.
- iii. It was noted that there are marketing opportunities in Lyneham, due to the expanding military base.
- iv. David wrote about Ofsted in the January Village Magazine. He will write a piece for the March magazine seeking donations for the playground project, and asking for people to work with our more able children (see A11/2.5 above).

14. Safeguarding

- i. Chris reported that she has completed our Safeguarding Audit, and has interviewed a couple of teachers about safeguarding and induction. She has also inspected the Single Central Record.
- ii. There were only three safeguarding concerns last term.
- iii. She will meet with Richard again at the end of term 4.
- iv. Richard reported that he has looked at the latest training requirements for safeguarding. He has shared this with Chris, and they are both booked on update courses.
- v. Richard added that the school had a fire drill at lunchtime recently, following a request from an MDSA, and it went well. *David asked if we have tested our lock down procedure.* Richard replied that we have not done so yet, as the Emergency Committee agreed that it was not necessary. David thought that it could be run through with the school following a fire drill. Richard agreed to do this in the future. **ACTION (A11/2.11): Richard**
- vi. Johanna added that we marked Safer Internet Day at school last week with a theme of permission and consent.

15. **Policies** - none

16. **Any Other Business**

- i. Richard requested permission from the governors to go ahead with a residential visit to Stackpole for Outdoor Learning from Monday 4 to Friday 8 November 2019. This will not be a shared visit with Lacock. We will initially invite current Years 4 and 5, with the possibility of extending this to Year 3 later. The governors gave permission for this trip to go ahead.
- ii. Euan will to contact Wiltshire Council to try to find out their plans for bus services from the Birds Marsh development. **ACTION (A11/2.13): Euan**
- iii. We will be holding the Annual Review of School Day on Friday 24 May 2019. Governors are encouraged to attend for the morning.

17. **Date of Next FGB Meeting: *Monday 1 April 2019 at 7pm in School – please note the date change (previously Monday 25 March 2019)***

The meeting closed at 8.50 pm

LIST OF ACTIONS

Number	Description	Date
A24/5.7	Chris to interview school staff over the course of a year to see how they are using their safeguarding training	May 2019
A11/2.1	David & Richard to discuss GD and PPG interventions	Term 4
A11/2.2	Johanna to email Euan to let him know if children taking part in interventions are on target	Term 4
A11/2.3	Liz to include a questionnaire in the new starters' pack	Term 5
A11/2.4	Richard to ask James to upload the revised term 2 Year 2 data to the governor portal	Term 4
A11/2.5	David to advertise in the Village Magazine for people to work with our more able pupils & seeking donations for the Playground Transformation Project	March '19
A11/2.6	Simon to contact the Birds Marsh developers and Siemens re money for the Playground Transformation Project	25 March
A11/2.7	Richard to arrange for School Council to visit the KSM School Playground	25 March
A11/2.8	Simon to talk to School Council about the Playground Transformation Project	25 March
A11/2.9	Simon to look into the financial stability of the playground companies	25 March
A11/2.10	Simon to present the playground options to the next L&R meeting. L&R to choose one to present to FGB	12 March

A11/2.11	David to email out a rota re presenting action plans to FGB	15 Feb
A11/2.12	Richard to run through lock down procedures with the school following a fire drill	End of Term 6
A11/2.13	Euan to contact Wiltshire Council to find out their plans for bus routes from Birds Marsh	25 March