

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF GOVERNORS' MEETING HELD ON
 MONDAY 1 APRIL 2019
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Jan Campbell
Jo Kitching	Anita Ellis	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 & Euan. These were accepted.
4. **Minutes of the Previous Meeting (Monday 11 February 2019)** – The minutes were approved by the governors, and duly signed.
5. **Review of Actions from the Previous Meeting (Monday 11 February 2019)**

A24/5.7	Ongoing – Chris to interview school staff over the course of a year to see how they are using their Safeguarding training
A11/2.1 – A11/2.2	Completed
A11/2.3	Ongoing – Liz to include a questionnaire in the new starters' pack
A11/2.4 – A11/2.6	Completed
A11/2.7	Ongoing – Richard to arrange for School Council to visit the KSM playground
A11/2.8 – A11/2.9	Completed
A11/2.10	Closed – Simon to present playground options for L&R. L&R to choose one to present to FGB
A11/2.11	Completed

A11/2.12	Ongoing – Richard to run through lock down procedures following a fire drill
A11/2.13	Ongoing – Euan to contact Wiltshire Council re Birds Marsh bus services

6. **Head's Report** (a report was uploaded to the governor portal prior to the meeting)

- i. Richard told governors that he had used a similar format to last time, with the addition of a section on CPD.
- ii. He reported that we have resolved the PPA/ASC issue from September. Our new provider can offer the same level of cover as we have currently, without staff having to stay until 5.30 pm. In addition, children will no longer have to do two hours of either PE or Art each week during PPA.
- iii. He plans to keep the class structure the same as this year, ie:
 - Hercules: Yr R & Yr 1
 - Pegasus: Yr 2 & Yr 3
 - Phoenix: Yr 4 & Yr 5
 - Chameleon: Yr 6
- iv. *Simon asked if there will be room for expansion next year.* Richard assured him that the new arrangements will have some flexibility.

7. **Term 3 Data and S&P Feedback**

- i. Richard confirmed that the S&P governors studied the term 3 data in depth at their recent meeting.
- ii. There were concerns about Year 2 attainment and progress. Johanna has subsequently looked at the practical progress of the children. One child was referred to the SEN team today, and we will probably refer another one. Johanna assured governors that we are trying lots of different approaches, and have noted some small progress in the children who find learning difficult.
- iii. *David asked if Richard was confident about the attainment and progress of the non-SEN children in Pegasus.* Richard replied that he was.
- iv. Johanna gave out data at the meeting on the progress of children receiving interventions in terms 1-3.
- v. The governors noted that we are using a large range of interventions, including some aimed at emotional well being such as Garden of Dreams and Pets as Therapy.
- vi. Richard added that interventions are assessed after 6 weeks to see if any

progress is being made.

- vii. *David asked if all the children receiving interventions have SEN.* Johanna replied not necessarily.
- viii. *Simon wondered if there is anything else we can do.* Richard replied that we will be employing a supply TA in Pegasus on Mondays and Fridays during terms 5 & 6. *David asked what she will be doing.* Johanna replied that she will be used to boost reading, maths, writing and phonics.
- ix. *Jan wondered if the new TA could work with the middle ability children in Pegasus as well as those with SEN.* Johanna hoped that she would be able to do so.
- x. *Jo asked about our long term plan for TA cover.* Richard assured governors that the staff are looking at this as part of the budgeting process.
- xi. *Ian asked if there is more money available for SEN children.* Richard replied that there may be more money if the prior attainment of a cohort is low. There is also funding for children with an Education and Healthcare Plan (EHCP).
- xii. David thanked Johanna for her report. He stressed that we need to be confident that the supply TA is being deployed in a thoughtful way. We also need to look at where interventions should be targeted.

8. Pupil Premium Update

- i. Richard reported that the majority of our PPG children are making expected progress. David added that this was noted by Ofsted during our December 2018 inspection.
- ii. The majority of our Pupil Premium Grant (PPG) is being deployed on TA hours. Richard will update the PPG information on the school website. **ACTION (A1/4.1): Richard**

9. SEF Review

- i. Richard told governors that there is no set format or requirement for a SEF, and the Ofsted Inspector did not ask for it in December. However, he recently met with a consultant who felt that it is a very useful document.
- ii. Richard will review our SEF in time for the Annual Review of School Day, so that it can be used to produce Action Plans for staff and governors to consider. **ACTION (A1/4.2): Richard**

10. Playground Transformation Project

- i. Simon reported that he has met with Richard to discuss the Playground Transformation Project.
- ii. The grant application process takes a long time, and we are not eligible for many as we are located in a prosperous area. None of the ones we have applied for require match funding.

- iii. Simon asked governors how much money is available now for Stage 1 of the project (rubberised surface for a netball court and astro turf) which will cost in the range of £6,500 - £8,500. The governors agreed a budget of £7,000.
- iv. David asked Richard to find out much Sports Premium Grant (SPG) is left after this amount is spent, less an allowance for small scale activity. **ACTION (A1/4.3): Richard**
- v. Simon will get back in touch with the three playground companies, and then present their plans to the next L&R meeting. **ACTION (A1/4.4): Simon** The L&R Committee will then choose one to present to the FGB on 20 May 2019.
- vi. Richard confirmed that Wiltshire Council are happy for us to arrange to get the drainage work done.

11. Governor Action Plan Reports

i. Training Update

- Chris will attend a Safeguarding Briefing on Wed 22 May and has undergone online training on the School Bus
- Simon has attended an Essential Updates for Experienced Governors briefing
- Ian will be attended an Essential Updates for Experienced Governors briefing on Tue 21 May and a Leading the Team course on Thu 13 June
- Jo is looking for Pay Panel training plus GDPR training from Amy Brittan, our Data Protection Officer.
- Harriet has attended the New Governors course, an Inspire Christian Governors Day at Sheldon School, and has had a meetings with her mentor, Jo, and Euan re taking over as the Early Years link governor.
- Anita is looking out for suitable courses.
- Johanna is attending a Health & Safety governor course on Wed 1 May.

David thought that all this training activity was very encouraging.

ii. Governor Action Plan (copies of Jan's Action Plan were given out at the meeting)

- Jan reminded governors that our next SIAMS is getting closer, and that the work of the Christian Distinctiveness Working Group will be vital to ensure a successful outcome.
- At their recent meeting, the Christian Distinctiveness Working Group agreed a remit to support the following five areas:
 - 1) The RE curriculum, which should reflect best practice & current thinking. It was agreed that the group should not monitor this, but be informed of developments on an annual basis by the RE leader.

- 2) Worship, which is central to life of the school and the school ethos.
 - 3) Church & School community links
 - 4) Environment, particularly how to settle the children into the right frame of mind for reflection and worship.
 - 5) Monitoring the effectiveness of our new school values. The suggested values are: perseverance, friendship, forgiveness, compassion, service & respect, responsibility, truthfulness & thankfulness. Richard would like the children to be the final arbiter on which values we adopt.
- Harriet will take over as Chair of the Christian Distinctiveness Working Group after a handover from Jan.
 - Jan will not be here for the next SIAMS inspection, but will share information from DGAT with Harriet and Richard. **ACTION (A1/4.5): Jan**
 - To mark her last FGB, David presented Jan with a bouquet of flowers and thanked her for her hard work and commitment to the school.

12. L&R Updates

- i. Ian reported that the L&R Committee have agreed to use an intake of 16 for 2019/20, and 15 for future years for budgeting purposes.
- ii. David added that we are carrying over a substantial amount of money to next year, but as we will have a low budget based on a NOR of 77 next year, we will need the cushion. All agreed that we want to keep our four classes.
- iii. The government's 'little extras' funding has been spent on IT equipment and wireless access points.
- iv. We are renewing our printer/photocopier contract with Office Evolution.
- v. We will look at including higher fences in the Playground Transformation Project.
- vi. Lizzy will be getting an architect in to consider new school entrance configurations.
- vii. The draft SFVS for 2018/19 was uploaded to the governor portal prior to the meeting. It was discussed and approved by the FGB.

13. Marketing

- i. Liz reported that we will be holding an Easter Egg Hunt for 20 children from Kington Tots and their parents on Wednesday.
- ii. She will agree the dates of our Open Mornings with Richard. **ACTION (A1/4.6): Liz & Richard**

14. Safeguarding

- i. Chris informed the governors that she will be meeting Richard on Thursday to discuss safeguarding.
- ii. The L&R Committee have been informed that there have been 177 accidents/incidents involving pupils, 74 of which were head related, and none involving staff during this academic year.

15. Policies

- i. Chris and Liz have met to get our statutory policies uploaded to the School Bus, and policies are now landing in governors' in-boxes.
- ii. They will take part in follow up online training on Wed 1 May.

16. Any Other Business

- i. We will be holding the Annual Review of School Day on Friday 24 May 2019, and governors are encouraged to attend for the morning and lunch. Richard and David are working on the agenda, which will focus on looking forward.
- ii. Simon requested more notice for holiday clubs in school. Liz promised to send information out earlier.
- iii. The governors were concerned about parking congestion at drop off and pick up. Richard will encourage parents to contact us about car sharing via the next newsletter. **ACTION (A1/4.7): Richard**
- iv. Ian has noticed that our new format Scheme of Delegation does not specify the amounts being delegated. Ian to propose a solution. **ACTIN (A1/4.8): Ian**
- v. The governors agreed to move the term 6 FGB Meeting from Mon 24 June to **Wed 26 June 2019.**
- vi. A new governor photograph was taken.

17. Date of Next FGB Meeting: *Monday 20 May 2019 at 7pm in School*

The meeting closed at 8.52 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
A11/2.3	Liz to include a questionnaire in the new starters' pack	Term 5
A11/2.7	Richard to arrange for School Council to visit the KSM School Playground	20 May
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	20 May
A1/4.1	Richard to update the PPG information on the school website	20 May
A1/4.2	Richard to review the SEF	24 May
A1/4.3	Richard to find out how much SPG is left after £7,000 is allocated to the Playground Transformation Project	20 May
A1/4.4	Simon to present playground plans to L&R Committee, who will choose one to take to the next FGB	14 May
A1/4.5	Jan to share SIAMS information from DGAT with Harriet and Richard	20 May
A1/4.6	Liz to agree the dates of our Open Mornings with Richard	20 May

A1/4.7	Richard to encourage parents to car share in the next newsletter	23 April
A1/4.8	Ian to add the amounts being delegated to our Scheme of Delegation	20 May