

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
 TUESDAY 26 NOVEMBER 2019
 AT 7.00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Ed Shire
Simon Rahn	Huw Solly	Liz Howe (Clerk)

NOTE: Italics have been used to indicate occasions when governors challenge or test the school.

1. **Prayer** - Ed invited David to begin 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 24 September 2019)** – The minutes were approved by the governors and were duly signed.
5. **Review of Actions from the Previous Meetings (Tuesday 24 September 2019)**

LR24/1.2	Completed
LR17/6.2	Ongoing - School Swimming – Richard reported on a £600 shortfall in parental contributions last year, and will write to parent in January. Huw is struggling to find sources of funding for swimming, but will contact the Community Engagement Manager
LR24/9.1	Completed
LR24/9.2	Ongoing – Simon to contact the Bird's Marsh construction company to see if they will fund some new play equipment for us
LR24/9.3 – LR24/9.4	Completed

6. Finance (a report was uploaded to the portal prior to the meeting)

i. Income & Expenditure Return to 30 September 2019

- This usually goes through L&R before being signed off, but the meeting timings did not allow for this.
- *Huw wondered if we could offer an apprenticeship since we have to pay the apprenticeship levy.* He has experience of using this scheme to support staff continuing professional development. He will provide Richard with some information about this. **ACTION (LR26/11.1): Huw**

- Huw queried the PPG miscellaneous spend of £125. He will check this with Lizzy Moor. **ACTION (LR26/11.2): Huw**
 - The Income & Expenditure Return to 30 September 2019 was duly signed off.
- ii. **Bank Accounts and Credit Card**
- Huw volunteered to look at the school credit card statements during his visit to school on Friday 6 December. **ACTION (LR26/11.3): Huw**
- iii. **Unofficial School Fund Accounts 2018/19**
- These have been audited by the Lacock School Business Manager. Richard told governors that there is no specific guidance on how we can spend this money.
 - The accounts show that expenditure is £500 greater than income during the year. Ed will check this with Lizzy. **ACTION (LR26/11.4): Ed**
 - The Unofficial School Fund Accounts for 2018/19 were duly signed off.
- iv. **School Meals**
- The governors noted that take up is a little below the 59 x meals per day that our catering contract subsidy is based on.
- v. **Schools Financial Value Standard (SFVS)**
- Ed explained that this is an annual self-assessment exercise, taking the form of a series of questions and answers.
 - It is fundamentally a tool for us, although we do have to submit it to the local authority.
 - The format has changed considerably from last year, and now includes benchmarking against similar schools. We are mostly mid range for expenditure, except for admin/clerical staff where we are in the highest 10%. David explained that our admin staff costs are high to support the part time head.
 - There is a new section on school strategy focusing on how we link it to financial planning. *Ed wondered if there is any direct link at present.* David replied that there are some examples of a direct link, eg the TA intervention resource to improve school performance. David felt that any projects designed to improve school standards should be led by the teaching staff, and need to be prioritised. Ed is keen to encourage ideas from the staff. In future, L&R will look to cost and assess the affordability of these ideas.
 - Ed reported that he and Lizzy have started to work through the SFVS. The school comes out positively in the assessment. So far they have only come across two items which we do not meet, and two where we meet it in part..

- Ed would like all the L&R governors to review the SFVS, so that it can be endorsed along with the actions at the next L&R. **ACTION (LR26/11.5): L&R Governors** We will then revisit the actions throughout the year.
- vi. **Pupil Premium Grant (PPG) and Sports Premium Grant (SPG)**
- Richard has meetings booked with Liam (PPG) and Huw (SPG) re producing the information required for the school website. **ACTION (LR26/11.6): Richard**
 - Richard warned the governors that SPG may end soon. We need to stress sustainability when using this grant.
- vii. **Agreement of Lettings Fee for the Siemens Summer Holiday Club 2020**
- The governors agreed a charge of £4,500 representing a small increase on last year's fee of £4,400.
7. **Update on Premises Management and Health & Safety** (a report was uploaded to the governor portal prior to the meeting)
- i. **Premises Plan Update**
- Simon has taken over this responsibility from Ian. He met with Lizzy Moor on 6 November to review and update the Premises Plan. Simon is to forward a revised copy of the Premises Plan to Liz for uploading to the portal. **ACTION (LR26/11.7): Simon**
 - Simon thought that there is much to be proud of, and overall the school is in an excellent place structurally. The Admin Office refurbishment is complete, and looks great. However, there is still a lot to do.
- ii. **Priorities**
- Redecoration of Hercules and Pegasus classrooms
 - Wood protection for the Pratten buildings (Hercules and Pegasus)
 - Weatherproof the gazebo
 - Secondary glazing for the old headmaster's house part of school.
 - Remove the bath and use the space for storage.
 - Sort out the damp which is prevalent in three places
 - Clear the guttering
 - Repair and renovate the Roundhouse. It will cost £2,800 to fix the door frame, and Simon will obtain quotations for refurbishment eg as a library. **ACTION (LR26/11.8): Simon**
 - Creating a quiet corner in the playground for Christian Distinctiveness

iii. Funding Sources

- Richard, Simon and Lizzy met with a potential donor on Friday. It was agreed that we would make a shopping list of projects to move this forwards. **ACTION (LR26/11.9): David**
- David will write a piece for the Village Magazine asking for donations to save the Roundhouse. **ACTION (LR26/11.10): David**
- Simon announced that we will be one of the featured charities for Chippenham Tesco's Bags of Help from January to March 2020. We stand to get a grant of either £500, £1,000 or £2,000.

iv. Playground Transformation Project

- Simon is handing over this project to Huw.
- Two new drain gullies have been installed in the playground, and the artificial grass was laid down during the October half term. Everyone is very happy with the result.
- Phases 1 and 2 are now complete. Huw is now liaising with the School Council over Phase 3 – the playground equipment.
- Simon thought that the train will have to go as it is beyond repair. The picnic tables can then be moved into that area, and new equipment installed in front of the gazebo. He estimated that a maximum of £7,000 would be needed to purchase new playground equipment to sustain active lifestyles. *David wondered if that would be considered to be capital spend, as the LA have told us that we can only use SPG for refurbishment.* Simon will discuss the definitions with Lizzy. **ACTION (LR26/11.11): Huw**
- The governors discussed the possibility of getting a Scrapstore play pod for school. These are supported for a year. David added that Kington St Michael School have used a play pod, and it was very popular.

8. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Contractors Working on Site
 - Unofficial School Fund

9. Any Other Business - none

10. Date of Next Meeting: **Monday 20 January 2020 at 7.00 pm at School**

The meeting closed at 8:25 pm

LIST OF ACTIONS

- LR17/6.2** School swimming – Richard to write to parents in January re the shortfall in contributions. Huw will contact the Community Engagement Manager to try to find sources of funding
- LR24/9.2** Simon to contact the Bird's Marsh construction company to see if they will fund some new playground equipment for us
- LR26/11.1** Huw to provide Richard with information on using an apprenticeship scheme to support staff CPD
- LR26/11.2** Huw to discuss the PPG miscellaneous spend of £125 with Lizzy
- LR26/11.3** Huw to look at the school credit card statements on 6 December
- LR26/11.4** Ed to speak to Lizzy about why the School Fund expenditure was £500 greater than the income
- LR26/11.5** L&R governors to review the SFVS by the next meeting
- LR26/11.6** Richard to produce the information on PPG and SPG required for the school website
- LR26/11.7** Simon to send Liz the revised Premises Plan for uploading to the portal
- LR26/11.8** Simon to obtain quotations for refurbishing the Roundhouse
- LR26/11.9** David to make a shopping list of projects re potential donation
- LR26/11.10** David to write a piece for the Village Magazine asking for donations to save the Roundhouse
- LR26/11.11** Huw to discuss capital spend definitions re SPG with Lizzy

