

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF GOVERNORS' MEETING HELD ON
 MONDAY 9 DECEMBER 2019
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Johanna Nathanson
Ed Shire	Anita Ellis	Harriet Wilkinson
Chris Steen	Liam Parkinson	Huw Solly
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. **Register of Pecuniary Interests** – this were duly signed. The Governors' Code of Conduct was approved by the governors, and duly signed.
3. **Apologies** – none
4. **Minutes of the Previous Meeting (Monday 7 October 2019)** – The minutes were approved by the governors, and duly signed.
5. **Review of Actions from the Previous Meeting (Monday 7 October 2019)**

A1/4.1	Completed
A20/5.7	Completed
A26/6.2	Ongoing – 11 things by age 11
A26/6.8	Ongoing – Chris to discuss e-safety with Richard and Karen Wilson
A26/6.9	Ongoing – Liam is now to undertake a school website audit
A7/10.1 – A7/10.2	Completed
A7/10.3 – A7/10.4	Remove
A7/10.5 – A7/10.8	Completed
A7/10.9	Ongoing – Johanna to co-ordinate writing workshops with Sophie Cleverly

6. **Finding a New Headteacher** (an information pack was given to governors at the meeting including a copy of the letter from Lacock Primary School and information on the options available to us)
 - i. David told governors that Lacock Primary School have decided that they do not want to continue sharing their Headteacher after the end of this academic year. We therefore need to recruit a new Headteacher with effect from September 2020 (or earlier at our discretion).
 - ii. **Options**
 - Share a Headteacher with another school. This could involve federation.
 - Appoint a substantive Headteacher who would also have a teaching commitment. This could be a job share.
 - Appoint a part time head – however HR have indicated that we will not be allowed to do this.
 - iii. There may be advantages in joining DBAT at this time, but governors felt that they needed to do more research before making this commitment, and that a change of head did not alter our previous decision to stay out.
 - iv. David is meeting Liz Townend of the Diocese of Bristol on Thursday to discuss how they can help us.
 - v. The Finance Officer calculated that employing a full-time head will cost an additional £40,000 pa. This would require significant budget cuts and/or expanding our classroom space to increase capacity.
 - vi. We will send out a letter to parents on Monday 16 December, and Lacock Primary will do the same.
 - vii. If it is necessary to advertise, we would need to do so in early February.
 - viii. An Appointment Panel was appointed, comprising, David, Ed and Anita. They will meet on Monday 16 December. **ACTION (A9/12.1): Appointment Panel**
 - ix. The governors thanked Richard for all his hard work, and added that they will be really sorry to lose him.
7. **Headteacher's Report** (this was uploaded to the portal prior to the meeting)
 - i. Richard noted that we have a large number of PPG children but not many on free school meals (FSM). He and Liam met last week to look at the PPG children, but they could not find any common threads. Attendance for both SEN and PP children is within 1% of that of the other children.
 - ii. Claire Cursiter, our new SENCO, has had a steep learning curve. She will meet the teaching staff in the New Year as part of the Pupil Progress Meetings.

- iii. Richard met with all the teaching staff last week to discuss every child who made less than expected progress. It was noted that TA cover has been reduced during term 2 due to long term sick leave. *David wants Richard and the teachers to agree that our resources are deployed in the right places.*
 - iv. Richard announced that the teachers will be monitoring the balance of the curriculum in the New Year.
 - v. Richard is to ensure that the required PPG and SPG information is uploaded to the school website. **ACTION (A9/12.2): Richard**
 - vi. Our new PTA has made a very successful start. The governors thanked Nikita and Amy for organising such a fantastic Christmas Fair
8. **Governor Responsibility Matrix & Governor Action Plans next time** (David shared his own Governor Action Plan at the meeting)
- i. The governors updated the Skills Matrix at the meeting.
9. **S&P and L&R Update**
- i. **S&P**
 - The Committee approved the 2019/20 Pay Policy and submitted it to the FGB for approval. David thanked Huw for his hard work on this.
 - ii. **L&R**
 - Ed reported that he was going to ask the school staff for a shopping list, but realised that this has been overtaken by events.
10. **Christian Distinctiveness** (a report was uploaded to the portal prior to the meeting)
- i. Harriet reported that the SIAMS inspection framework has been updated, and it is harder to achieve 'outstanding' status. It is therefore vital that we aim for 'good'.
 - ii. We need to answer the question: 'How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?'
 - iii. David suggested that the Christian Distinctiveness Group try to elucidate the things that we do because we are a Church School that other schools might not do. Richard added that all governors should be involved in Christian Distinctiveness. Huw will come to the next meeting.
 - iv. The Christian Distinctiveness Group have been working on updating the school vision:

- **Current Vision**

At Langley Fitzurse Church of England Primary School we are committed in our aims to 'Amaze, Excite and Inspire' within the context of Christian belief and practice. We strive to be an outstanding Church school, making a contribution to society at the heart of the community.

- **Suggested New Vision**

We are a friendly Church School with a family feel, who aim to amaze, excite and inspire confident, happy and resilient children to reach their full potential.

- v. The governors liked the new vision, but wanted the word 'inclusive' added – ie 'We are a friendly inclusive Church School ...'
- vi. Liz will update the school website accordingly. **ACTION (A9/12.3): Liz**

11. Policies

- i. The following policy was approved by the governors and will be updated by the school:
 - Pay

12. Safeguarding

- i. Nothing to report

13. Marketing

- i. Liz is to send e-Christmas card to prospective parents. **ACTION (A9/12.4): Liz**

14. Governing Body Structure

- i. The governors unanimously appointed James Osler as an Associate Member with voting rights on the S&P Committee.
- ii. The governors discussed whether to increase the number of Parent Governors from two to three, and whether to increase their term of office from two to four years to bring them into line with the other categories of governor.
- iii. Liz is to put Parent Governors on the agenda for the next FGB meeting. **ACTION (A9/12.5): Liz**

15. Any Other Business

- i. Ed, David and Jo kindly volunteered to be judges for Langley's Got Talent!

16. Date of Next FGB Meeting: *Monday 10 February 2020 at 7.00 pm at School*

The meeting closed at 9:25 pm

LIST OF ACTIONS

Number	Description	Date
A26/6.2	Richard to launch the '11 by 11' initiative in the New Year	January 2020
A26/6.8	Chris to discuss e safety with Richard and Karen Wilson	10 February
A26/6.9	Liam to undertake a school website audit	10 February
A7/10.9	Johanna to co-ordinate writing workshops with Sophie Cleverly	10 February
A9/12.1	Appointment Panel to meet on Mon 16 December	16 December
A9/12.2	Richard to ensure that the required PPG and SPG information is uploaded to the school website	10 February
A9/12.3	Liz to update the school website with the new school vision	10 February
A9/12.4	Liz to send a school e-Christmas card to prospective parents	December 2019
A9/12.5	Liz to put Parent Governors on the agenda for the next FGB Meeting	10 February