

LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
MONDAY 20 JANUARY 2020
AT 7.00 PM AT LANGLEY FITZURSE SCHOOL

Present

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

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

- 1. Prayer** - Ed invited Simon to begin the meeting with a short prayer
- 2. Apologies** – David
- 3. Register of Pecuniary Interests** – this was duly signed.
- 4. Minutes of the Previous Meeting (Tuesday 26 November 2019)** – The minutes were approved by the governors and were duly signed.
- 5. Review of Actions from the Previous Meetings (Tuesday 26 November 2019)**

LR17/6.2	Completed – Huw reported that no sources of funding are available for school swimming
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
LR26/11.1 – LR26/11.3	Completed
LR26/11.4	Completed – we spent the additional £500 from the School Fund on school trips
LR26/11.5	Completed
LR26/11.6	Ongoing – Richard to produce the PPG and SPG information for the website by the end of January. Liz is to invite Rik Grover of WASP to school to give a presentation on SPG reporting to HS and RH
LR26/11.7	Completed
LR26/11.8	Ongoing – Simon to obtain quotations for refurbishing the Roundhouse
LR26/11.9 & LR26/11.10	Ongoing – we are waiting for a response from the potential donor
LR26/11.11	Completed

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

i. Income & Expenditure Return to 31 December 2019

- Ed has discussed this with Lizzy. The rollover looks larger than expected, but this is because of remaining Sports Premium Grant and a donation.
- We have saved money by not backfilling as much as expected to cover our TA's long term sickness.
- We should receive our budget for 2020/21 by Friday 14 February. This could include an uplift, as Wiltshire has received a 5% increase from the DoE for school budgets.
- Richard mentioned that it would cost £5,000 to employ an additional full time TA for the rest of the academic year, and wondered if the governors would like to do this. Both our Year 2/3 class and our Year 6 class would benefit from additional TA support. However, Ed felt that we need to agree our headteacher recruitment strategy first.
- The Income & Expenditure Return to 31 December 2019 was approved and will be duly signed off.

ii. SFVS

- Ed asked the governors what our next steps should be for items where we do not completely meet the requirements. He stressed that this is an internal self-assessment document for us to identify and implement improvements.
- Areas considered:
 - 1) **Training and experience of the L&R Committee** - Huw has not yet attended a finance course due to availability of training, however it is in his training plan *and has subsequently been booked*, and the rest of the committee have done this.
 - 2) **Clear and concise reporting** – the school Finance Officer does not consider that we completely meet this requirement, however the governors were content that the requirement is fully met, based on the quality and frequency of the reports they receive.
 - 3) **Sustainable financial strategy** - the Committee has concerns over the sustainability of the budget based on the 5 year forecast. The Committee noted that budgeting is typically conservative, and we have a reasonable surplus this year. Simon added that this is the case every year. Richard thought that we can readdress this after the new Headteacher is appointed.
 - 4) **Financial strategy integrated with raising standards and achievements** - *Ed does not believe that there is an obvious link, and that we need to work on this.* The Committee took an action with Ed as lead to engage with S&P and give a presentation on the SFVS. **ACTION**

(LR20/1.1): Ed

- 5) Value for money – we need to ensure that we are comparing our expenditure to DfE's best national deal. Huw thought that we need to be more explicit that we will use benchmarking to compare our expenses, e.g. the cost of our senior leadership team.
- 6) Huw thought that the Whistleblowing Policy should be made available to staff as part of their induction. **ACTION (LR20/1.2): Richard**
- Ed will update the SFVS and send it out to governors. **ACTION (LR20/1.3): Ed**
- Ed thanked the governors for all their hard work updating the SFVS.

iii. Benchmarking 2018/19

- Benchmarking – Ed and Lizzy have run some of the benchmarks on the school. They attempt to give an effectiveness score of the school's funding by comparing us to similar schools and showing how spend relates to performance.
- We are middle of the road under the main headings, and our position feels about right.
- *Ed asked if we need to do anything.* Richard thought that no particular patterns emerge from the comparison of our expenditure against that of other small schools.

7. Update on Premises Management and Health & Safety (a report was uploaded to the governor portal prior to the meeting)

- i. The governors agreed that we should take measures to make the lime tree in the side garden safe.
- ii. *Huw asked if 61 head injuries in term 2 is too high.* Richard replied that we are very cautious in recording head injuries, and only one of these required an action form to be filled in. The governors felt that they need more data on head injuries. Ed will speak to Lizzy re Health & Safety reporting. **ACTION (LR20/1.4): Ed**

iii. Playground Transformation Project

- Huw reported that we have two options re play pods: buy one in from Wiltshire Scrapstore at a cost of around £10,000, or make our own at a considerable saving of at least £3,000. The play pod could be funded out of SPG and/or a donation.
- Huw is to consider where a play pod could be situated. **ACTION (LR20/1.5): Huw**
- Richard is to arrange for the School Council to visit Kington St Michael School's playground to see their play pod in action. **ACTION (LR20/1.6):**

Richard

8. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Emergency & Critical Incident
 - Business Continuity
 - Temporary/Fixed Term Contract Dismissal
 - Probation Periods
 - Shared Parental Leave
 - Paternity
 - Adoption Leave
 - Redundancy Procedures
 - SOSR
 - Alcohol Substance Misuse
 - TUPE
 - Ordinary Parental Leave
 - Financial Procedures Manual
- ii. Richard wants to make the Staff Wellbeing Policy more personal to us, and to ask James Osler and Harriet Wilkinson (Staff Wellbeing Governor) to look at it before approval. **ACTION (LR20/1.7): Richard**
- iii. Liz is to put the management of policies on the agenda for the next L&R meeting. **ACTION (LR20/1.8): Liz**

9. Any Other Business

- i. Huw will do a GDPR (Data Protection Act) walk around with Lizzy on Monday 3 February, and will following this up by talking to the teachers. He will also discuss best practice with the GDPR Governor at Lacock School. **ACTION: (LR20/1.9): Huw**
- ii. During this meeting, the L&R Committee worked within the SIAMS framework, including the seven strands.

10. Date of Next Meeting: *Tuesday 24 March 2020 at 7.00 pm at School*

The meeting closed at 8:50 pm

LIST OF ACTIONS

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|-------------------|---|
| LR24/9.2 | Simon to contact the Bird's Marsh construction company to see if they will fund some new playground equipment for us |
| LR26/11.6 | Richard to produce the information on PPG and SPG required for the school website. Liz to arrange for Rik Grover of WASP to come in to give a free presentation to RH and HS on SPG reporting |
| 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 – waiting for the donor to come back to us |
| LR26/11.10 | David to write a piece for the Village Magazine asking for donations to save the Roundhouse – waiting for the potential donor |
| LR20/1.1 | Ed to engage with the S&P Committee and give a presentation to them on the SFVS |
| LR20/1.2 | Richard to ensure that the Whistle Blowing Policy is given to all new staff as part of their induction |
| LR20/1.3 | Ed to update the SFVS and send it out to governors |
| LR20/1.4 | Ed to speak to Lizzy re Health & Safety reporting |
| LR20/1.5 | Huw to consider where a play pod could be situated |
| LR20/1.6 | Richard to arrange for School Council to visit KSM School's playground to see their play pod |
| LR20/1.7 | Richard to make the Staff Wellbeing Policy more personal to us and have James and Harriet read it before approval |
| LR20/1.8 | Liz to put the management of policies on the agenda for the next L&R meeting |
| LR20/1.9 | Huw is to do a GDPR Walk with Lizzy, discuss his findings with the teachers and discuss best practice with the GDPR governor at Lacock |

