

LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
MONDAY 18 MAY 2020
AT 7.00 PM - ONLINE MEETING VIA GOOGLE HANGOUT

Present

David Bloomer	Simon Rahn	Ed Shire
Huw Solly	Richard Hearn	Karen Winterburn
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. Apologies** – Lizzy Moor
- 3. Register of Pecuniary Interests** – no interests were declared.
- 4. Minutes of the Previous Meeting (Tuesday 24 March 2020)** – The minutes were approved by the governors and will be signed when circumstances allow.
- 5. Review of Actions from the Previous Meetings (Tuesday 24 March 2020)**

LR26/11.8	Ongoing – Simon to obtain quotations for refurbishing the Roundhouse
LR20/1.1	Ongoing – Ed to give a presentation on SFVS to S&P
LR20/1.4	Ongoing – Ed to speak to Johanna re H&S reporting
LR20/1.7	Ongoing – James to make the Staff Wellbeing Policy more personal to us
LR20/1.9	Ongoing – Huw to do a GDPR walk with Lizzy
LR24/3.1 – LR24/3.3	Completed
LR24/3.4	Completed – see under Premises
LR24/3.5	Ongoing – Ed to take the Play Pod Project to FGB
LR24/3.6 – LR24/3.8	Completed

- 6. Finance** (a report was uploaded to the portal prior to the meeting)
 - i. Financial Year 2019/20 – CFR Report**

- The governors were happy to approve the Financial Year 2019/20 CFR Report and noted that the balances being carried over are as follows:

Revenue: £48.264

Capital: £11,926

ii. **Five Year Budget Plan from 2020/21 – 2023/24**

- The governors considered Scenarios A-D, and commented on the fantastic level of detail and great notes from Lizzy Moor.
- David commented on the very low level of spend in many areas.
- Prior to the meeting, Ed had raised a couple of queries with Lizzy and Richard, including the teachers' pay scale, and received satisfactory replies.
- Scenarios B-D vary from Scenario A by adding in lettings income and varying the length of time that the Assistant Head (James Osler) is out of class.
- Karen's preference is for James to be out of class for two days per week: one full day when she is at Stanton St Quintin School, half a day when they can work together, and half a day's PPA (Scenario D). The governors were happy to support Karen in this, and David felt that the additional management time would be worth the investment.
- Ed added that as federation will bring lots of opportunities for saving, the long term prospects will likely be better than currently predicted if the federation is exploited effectively.
- *David wanted to check the amount of TA cover for 2020/21.* Richard replied that he spoke to Lizzy Moor last Friday with a view to increasing TA hours. Karen added that she has now met all the TAs, and had really good conversations with them. Scenario D allows for an additional 23 hours of TA time per week.
- David was pleased that we are putting serious investment into the school for 2020/21 by increasing both management time and TA hours.
- *Huw asked if Budget Scenario D gives Karen everything she needs for her first year as Headteacher.* She replied that it does as far as she knows, and that there is lots of scope for manoeuvre.
- The L&R Governors were happy to recommended Budget Scenario D to the FGB on Thursday 28 May 2020.

iii. **Change of Bank Account Signatory**

- The governors approved the proposal to remove Richard Hearn as a bank account signatory and replace him with Karen Winterburn with effect from Monday 1 June 2020.

iv. **Staff Absence Insurance 2020/21**

- The governors noted that we have opted to stay with the LA policy, and that the cost of £3,935.01 has been jointly agreed by Richard and Ed.

v. **Grant**

- We have recently received a grant of £1,166 from Tesco Bags of Help. The money cannot be used retrospectively for something we have already purchased, so Lizzy has let Tesco know that it will be used for equipment for the playground that can be enjoyed by others in the community as well as the school.

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

i. **Playground Transformation Project**

- Huw has obtained two virtual quotes for a Play Pod shed, which have come in around £3,000, and a grant application has been drafted on behalf of the PTA. He feels that we have enough information to present to the FGB on Thursday 28 May, and will put a report together for the governor portal.

ACTION (LR18/5.1): Huw

- ii. Hercules classroom has been redecorated.
- iii. Various works have been planned to address the damp problems in Chameleon classroom.
- iv. The LA have agreed to proceed with the new playground gates and fencing works straightaway.
- v. The lime tree in the side garden area has had a protective brace fitted.
- vi. We are waiting for the Legionella remedial works to be completed.
- vii. We are waiting for the bump in the artificial grass to be levelled out.
- viii. The governors agreed with Lizzy Moor's suggestion that football lines are not painted onto the artificial grass.
- ix. *Karen requested that Chameleon classroom (the new home of the Year R children from September) be redecorated rather than Pegasus classroom.*

8. Risk Review (a report was uploaded to the portal prior to the meeting)

- i. Ed reported that he has done some work on the Risk Register, and split the risks into S&P and L&R, with most coming under L&R.
- ii. The Covid-19 risk has been included. Karen reported that she is working through the LA risk assessment, and will then seek governors' approval for the

plans. It must be completed by 1 June 2020. Ed offered to help Karen if required, as he has experience of getting his own workplace ready for a return to work. Liz is to add a school readiness for reopening item to the FGB agenda for 28 May. **ACTION (LR18/5.2): Liz**

- iii. Simon asked if Karen has managed to speak to all staff to find out who is considered vulnerable to Covid-19. Karen replied that we had a team meeting this afternoon, and that she will send the LA documentation to all staff. **ACTION (LR18/5.3): Karen**
- iv. Huw suggested the following additions to the Risk Register: Data Security and a poor SIAMS Inspection.
- v. David suggested the following three items:
 - A Covid-19 outbreak following our reopening.
 - Our policy regarding the children who are not returning to school, especially those considered vulnerable.
 - The federation process goes badly with parents not feeling involved in the process or thinking that it is a takeover.
- vi. Ed will add these new risks to the register. **ACTION (LR18/5.4): Ed** David is happy to work on it with him as he felt it would form a useful part of the conversation re Covid-19 and Federation at the FGB meeting.

9. GDPR/Data Protection

- i. The governors noted that a data breach has occurred during the period of school closure. The 'bcc' method was not used by a teacher when emailing a group of parents, so each parent had the email address of everyone else. Lizzy Moor reported it to our Data Protection Officer (DPO), an apology was sent to parents, and other staff have been informed to avoid it happening again.
- ii. The DPO reassured us that this has been a very common over lockdown period., and will only become an issue if a parent feels they have had sufficient detriment caused to claim against the school.
- iii. The governors concluded that it was an unfortunate incident but had been handled well.

10. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Career Break Policy
 - CCTV Policy
 - Collective Grievance for Teaching and Support Staff

- Ill Health Retirement Policy – Teachers
 - Ill Health Retirement Policy – Support Staff
 - Time Off for Fostering Policy
- ii. The governors were not happy with the mixture of child protection and health & safety issues in the Lone Working Policy. Karen will find out if there is a suitable model policy on the School Bus. **ACTION (LR18/5.5): Karen**

11. Any Other Business

- i. **Rural Gigabit Connectivity Programme**
Lizzy had drawn the governors' attention to this opportunity to obtain connectivity with gigabit-capable technology by March 2021. They were happy to approve her investigation into this scheme, and requested an update for the next L&R meeting. **ACTION (LR18/5.6): Lizzy**
- ii. The governors thanked Lizzy for alerting them to the opportunity to purchase a static caravan, but felt that this would not be needed at present.
- iii. Ed informed the governors that his wife, the author Sophie Cleverly, has put a number of proposals together for the school library, and is now formally offering her help to the project. Karen agreed to take this forward. **ACTION (LR18/5.7): Karen**
- iv. To mark his final L&R meeting, the governors thanked Richard for his contribution to the school, and wished him every success in the future.

12. Date of Next Meeting: *tba*

The meeting closed at 8:40 pm

LIST OF ACTIONS

LR26/11.8	Simon to obtain quotations for refurbishing the Roundhouse
LR20/1.1	Ed to engage with the S&P Committee and give a presentation to them on the SFVS
LR20/1.4	Ed to speak to Johanna re Health & Safety reporting
LR20/1.7	James to make the Staff Wellbeing Policy more personal to us
LR20/1.9	Huw is to do a GDPR Walk with Lizzy
LR24/3.5	Ed to take the Play Pod project to FGB
LR18/5.1	Huw to write a report on the Play Pod Project ready for upload to the portal prior to the FGB Meeting on 28 May 2020
LR18/5.2	Liz to add a school readiness for reopening item to the FGB agenda
LR18/5.3	Karen to send the LA Covid-19 documentation to all staff
LR18/5.4	Ed to add the new identified risks to the Risk Register
LR18/5.5	Karen to investigate if there is a model Lone Working Policy on the School Bus
LR18/5.6	Lizzy Moor to report on the Rural Gigabit Connectivity Programme to the next L&R Meeting
LR18/5.7	Karen to look at Sophie Cleverly's proposals and offer of help re the School Library

