

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF GOVERNORS' MEETING HELD ON
 THURSDAY 28 MAY 2020
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Johanna Nathanson
Ed Shire	Karen Winterburn	Harriet Wilkinson
Chris Steen	Liam Parkinson	Huw Solly
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** – no interests were declared
3. **Apologies** – Simon
4. **Minutes of the Previous Meeting (Monday 10 February 2020 and Monday 9 March 2020)** – The minutes were approved by the governors, and will be signed when circumstances allow.
5. **Review of Actions from the Previous Meetings (Monday 10 February and Monday 9 March 2020)**

A26/6.2	Ongoing – 11 by 11 – Karen will consider this
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
A10/2.1	Ongoing – Johanna to take an online H&S Governor course
A10/2.2	Ongoing – Karen to produce new Relationship & Health Education and Intimate Care policies
A10/2.3 – A10/2.10	Completed
A9/3.1 – A9/3.4	Completed

6. **2020/21 School Budget – Scenario D** (a report was uploaded to the governor portal prior to the meeting)

- i. Ed explained that the L&R Committee considered four budget scenarios at their meeting on Monday 18 May, and are recommending Scenario D to the Board.
- ii. David added that this scenario has built a lot of investment into year 1, as follows:
 - An additional 23 hours of TA support per week
 - Increased management time, with James Osler now out of the classroom for two days per week (includes half a day of PPA). This allows him to have a half day in the office with Karen
 - Maths scheme licences and training requested by Karen, to enable us to use the same resources as Stanton St Quintin School
- iii. Scenario D keeps our finances in a positive position for Years 1-4, with a deficit in Year 5. The governors considered this, but were happy to go ahead as our budgeting is traditionally very conservative.
- iv. The Board of Governors approved the Five Year Budget Plan – Scenario D.

7. **Federation with Stanton St Quintin Primary School** (a report was uploaded to the governor portal prior to the meeting)

- i. David reported that he, Huw, Ed, and Karen have had several meetings about federation with three of the Stanton St Quintin governors, and that everything is moving forward according to the desired timescale.
- ii. Huw has spoken to other schools, including Iron Acton, about their experience with federation, and found some interesting models of leadership. *David asked if they have any doubts about federation.* Huw replied that they do not. He added that we appear to be leading in some areas, and people are interested in our experience.
- iii. Our plan is to complete the federation process by October 2020, which allows plenty of time for stakeholder feedback.
- iv. David asked the governors for their feedback on the consultation document, and they declared that they were very happy with it.
- v. David emphasised that he wanted staff to be fully aligned to the vision, and thus any changes they would like to see to the document were important. Any changes must be input before release to parents and other stakeholders on 5th June. **ACTION (A28/5.1): Karen**
- vi. The consultation period will run from 5 June to 17 July, which gives us time to look at the feedback before the summer holidays. We will then publish the feedback at the start of September.

vii. David assured the governors that both the LA and the Diocese are involved in the process.

viii. Huw is working on the Instrument of Government. This has been agreed by the Diocese, and we are waiting for LA approval. **ACTION (A28/5.2): Huw**

- David explained that there will be 12 governors on the federated board. The following Governors are keen to be available for selection to the new Board:
- 3 x Foundation Governors – David, Harriet and Huw
- 2 x Co-Opted Governors – Chris (Child Protection) and Ed
- 1 x Parent Governor – to be advised
- 1 x Staff Governor – Johanna

ix. Liam and Jo are happy to leave the governing board after federation. Harriet, Chris and David have offered to serve for at least a year on the new board.

x. Both boards of governors must write a letter to the new board confirming that they have done everything required to hand over their school in good condition.

ACTION (A28/5.3): David

xi. David stressed how important it is to retain the unique character of Langley Fitzurse School. He asked governors what they consider to be the distinctive features of our school. They suggested the following:

- The family feeling of the school, with all adults and children knowing and looking out for everyone
- Our buddy system
- Our Open Mornings
- Maypoling
- First Access Violins
- Our strength at swimming
- Our lively social media presence

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

- i. Richard told governors that his report was largely about the school's response to lockdown.
- ii. He added that the staff team have all been astonishing during this unprecedented time, with everyone going the extra mile. We have been getting ready to reopen on Monday 1 June, and everyone has been very proactive and positive about it.

- iii. We have had to learn to respond to parents in different contexts. Vulnerable children and key worker children have been coming into school nearly every day.
 - iv. We have taken advantage of the closure to get some decoration and building works done.
 - v. *Huw asked RH to make sure that the SPG information is passed onto Karen.* Richard assured the governors that he and Karen have spend a lot of time on the handover. Karen thanked him for his time, and David thanked both of them for making the handover as smooth as possible.
9. **School Readiness to Reopen on Monday 1 June 2020** (a report was uploaded to the governor portal prior to the meeting)
- i. Karen reported that she and James Osler have been working together on this, and have produced a risk assessment which identifies a lot of the key areas to make the school Covid-compliant.
 - ii. Johanna mentioned that she, Richard and Karen did a Health and Safety walk today. She added that the risk assessment is dynamic, and needs to be reviewed on a daily basis, especially in the event of staff illness or self isolation.
 - iii. Karen met most of the staff on Tuesday and did a walk through of our Covid arrangements. This covered classroom layouts, hygiene routines to keep children and staff safe, and support for the children's mental health and wellbeing.
 - iv. We have a tipping point of 12 children per 'bubble'. This has led to Yr R and Yr 1 being split, which each group being offerred two days per week to enable them to keep their usual teacher.
 - v. *David asked if we are clear as an employer that none of our staff are vulnerable.* Karen replied that some members of staff will continue to work remotely.
 - vi. *David asked if we can cope if all our key workers opt for the four day option.* Karen replied that we have spoken to the key worker families, and they have decided between the two and four day options. It is essential that we maintain the 'bubble'. *David asked if we could be overwhelmed.* Karen replied that we would have to change the provision to accommodate more key worker children. The government's order of priority is key worker children, Year R and Year 1, and finally Year 6. In the worst case scenario, we might have to reduce the provision for Year 6.
 - vii. *Ed asked how we are communicating with parents.* Karen replied that we have written to parents and sent out FAQs and a Code of Conduct for the Children. Harriet added that Miss Causer has put together an excellent guide for the Year 6s, and Johanna mentioned that Mrs Dixon has made a video to prepare her children for the new classroom layout. David reported that Simon had praised the work that James Osler has put in for Phoenix Class during lockdown.
 - viii. Liz is to put the Covid risk assessment onto the school website. **ACTION (A28/5.4): Liz**

- ix. *David asked if the children who do not return to school will still get home learning.* Karen replied that they will.
- x. *Huw asked if all the Year 6s are coming back.* Karen replied that most of them are.
- xi. Karen thought that we might have to offer one week on and one week off if more year groups are allowed to return to school.
- xii. *Liam asked what we are doing about induction for our new starters.* Karen assured him that it is planned for September, and that we will be contacting the new parents next week.
- xiii. Karen concluded that we are ready to reopen on Monday. The governors were content for this to happen.

10. **L&R Update including Playground Transformation Project – Play Pod Project** (a report was uploaded to the governor portal prior to the meeting)

- i. Ed reported that the budget was the main item discussed at the recent L&R meeting.
- ii. The following policies were approved: Career Break, CCTV, Collective Grievance for Teaching and Support Staff, Ill Health Retirement Policy – Teachers, Ill Health Retirement Policy – Support Staff, and Time Off for Fostering .
- iii. The governors have agreed that Lizzy Moor should investigate the Gigabit Broadband opportunity, which might provide us with free connectivity.
- iv. We have received a grant of £1,166 from Tesco Bags of Help.
- v. **Play Pod Project**
 - Huw has obtained three quotations for the timber storage shed:
 - 1) Timber Tack - £3,125
 - 2) R P Sheds - £1,840
 - 3) Bulldog Sheds & Fencing - £2,158
 - The governors favoured Timber Tack as they are Scrapstore's preferred supplier and have a proven track record.
 - It is proposed that the cost of the timber shed will be met from the Tesco Bags of Help grant of £1,166 plus a grant application to the Chippenham Area Board of £1,840. This part of the project is not eligible for Sports Premium Grant.
 - Huw has drafted the Chippenham Area Board grant application, and the PTA will apply on our behalf. He will show the grant application to Karen and Lizzy prior to submission. **ACTION (A28/5.5): Huw**

- The additional costs of the Play Pod Project are as follows:
 - 1) Cost of training, qualifications and support - £6,150. We can use SPG to fund this
 - 2) Cost of 6 x scrap refills over 12 months - £600. This can be covered from school budgets.
- *Liam asked if Huw had approached the PTA to see if they could provide the £600 annual refill costs. Huw will ask Amy Stenner (PTA Chair) about this* **ACTION (A28/5.6): Huw.** He added that Scrapstore are very inventive in their suggestions about getting scrap donated.
- *Johanna asked if the shed could double up as safe space/rainbow room for children who find the classroom challenging. Huw thought that there might be many transferable benefits, but Jo felt that the safe space/rainbow room idea should be considered separately.*
- *David asked what we will do if the Chippenham Area Board turns down our grant application. Huw replied that we would need to fund raise to find the £1,840.*
- *Huw asked if the governors were happy with only one quotation for the playpod training, as it is very niche. The governors approved the quotation.*
- Richard confirmed that this training is flexible and can be delivered in school. *Huw asked if we could include the Stanton St Quintin staff. Karen thought that this would be a great way to share resources between the two schools.*
- The governors approved the plan to apply for a grant from the Chiippenham Area Board. Their next meeting is on 8 July 2020.
- David thanked Huw for all his hard work on this project.

11. Safeguarding

- i. Richard reported that we have had to make some changes to the practicalities during lockdown. For example, James managed to visit a child he had not previously been able to make contact with.
- ii. We are still in contact with social workers, and inform the LA about the whereabouts of vulnerable children each day.
- iii. James attended a Designated Leads Network Meeting, and staff have been monitoring the children remotely.

12. Christian Distinctiveness and SIAMS (a report was uploaded to the governor portal prior to the meeting)

- i. Harriet reported that a lot of work has been going on during lockdown, as follows:
 - Katherine Bloomer has updated the RE Policy. Huw will forward it to Chris. **ACTION (A28/5.7): Huw**
 - The Church School section of the school website has been updated
 - A Church School leaflet has been produced, and was praised by the governors. Huw suggested that it should be included in the federation process.
 - A questionnaire about our Church School status has been sent to parents. Liz is to collate the results. **ACTION (A28/5.8): Liz**
- ii. *Harriet asked what Christian Distinctiveness learning has been going on during lockdown.* Johanna replied that we have taken part in the Lent Challenge, and have been forwarding messages from the Benefice to parents. Miss Causer has also set some RE home learning.
- iii. Johanna will remind the teachers about the term 6 value of Service. **ACTION (A28/5.9): Johanna**
- iv. *Harriet asked how collective worship will be delivered during term 6, and wondered if the Benefice could help.* This will be discussed at a staff meeting. David suggested that Karen could produce a thought provoking paragraph on our school value once a week in place of collective worship.
- v. Harriet will arrange a meeting with Karen in September to prepare for our forthcoming SIAMS inspection. **ACTION (A28/5.10): Harriet**
- vi. Karen and Huw will take part in SIAMS training. **ACTION (A28/5.11): Karen & Huw**

13. Risk Log

- i. Ed has updated the Risk Log , but thought it is probably worth waiting for federation before progressing it further.
- ii. David thought that it is a good discipline, and will put it on the agenda for the conversion group. **ACTION (A28/5.12): David**

14. Any Other Business

- i. It was noted that the governors had approved the proposed residential visit to Mill on the Brue via email. Liz is to contact Mill on the Brue to ascertain if the November visit will be able to take place. She will also contact parents to see if they are still up for it. **ACTION (A28/5.13): Liz** Karen suggested that we give parents longer to pay for the visit – up until the end of the financial year. We may be able to make use of SPG.
- ii. David thanked Richard for his contribution to the school, and wished him every

success at Lacock Primary School. Richard thanked the governors for their support, and sent his best wishes for the Federation.

- iii. David also thanked Anita and Simon (outgoing parent governors) for all their hard work for the school.

15. **Date of Next FGB Meeting:** *tba*

The meeting closed at 8.55 pm

LIST OF ACTIONS

Number	Description	Date
A26/6.2	'11 by 11' initiative - Karen will consider this	September
A26/6.8	Chris to discuss e safety with Richard and Karen Wilson	September
A26/6.9	Liam to undertake a school website audit	September
A10/2.1	Johanna to take an online H&S Governor training course	September
A10/2.2	Karen to produce new Relationship & Health Education and Intimate Care Policies	September
A28/5.1	Karen to speak to all school staff about the federation consultation document before it goes out	4 June
A28/5.2	Huw to get LA approval for the Instrument of Government	September
A28/5.3	David to write a letter on behalf of the governors to confirm to the new federated board that we are handing over our school in good condition	October
A28/5.4	Liz to put the Covid risk assessment on the school website	End May
A28/5.5	Huw to show the Chippenham Area Board grant application to Karen and Lizzy before submission	June
A28/5.6	Huw to approach Amy Stenner to see if the PTA can fund the annual £600 Play Pod refill cost	June
A28/5.7	Huw to forward the revised RE Policy to Chris	June
A28/5.8	Liz to collate the results of the Church School	June

	questionnaire to parents	
A28/5.9	Johanna to remind teachers about the term 6 value of Service	June
A28/5.10	Harriet to arrange a SIAMS meeting with Karen	September
A28/5.11	Karen and Huw to attend SIAMS training	September
A28/5.12	David to put Risk Log on the agenda for the conversion group	September
A28/5.13	Liz to contact Mill on the Brue to see if the residential visit can take place and if parents are up for it	June