

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 14 JULY 2020
AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

| | | |
|---------------|------------------|-------------------|
| David Bloomer | Karen Winterburn | Johanna Nathanson |
| Ed Shire | Chris Steen | Harriet Wilkinson |
| Huw Solly | 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, Liam and Jo.
4. **Governing Body Structure**
 - i. Governor Services have confirmed that we can operate without any parent governors until September. We will then hold an election for a parent governor to serve on the Langley Fitzurse Board initially, and then the Federated Board after Monday 2 November 2020. **ACTION (A14/7.1): Liz**
 - ii. Simon Rahn and Anita Ellis have been presented with thank you gifts in recognition of their excellent service as governors.
5. **Minutes of the Previous Meeting (Thursday 28 May 2020)** – The minutes were approved by the governors, and will be signed when circumstances allow.
6. **Review of Actions from the Previous Meetings (Thursday 28 May 2020)**

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| 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 |

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| A28/5.1 – A28/5.2 | Completed |
| A28/5.3 | Ongoing – David to write a letter to the new federated board confirming that we are handing over the school in good condition |
| A28/5.4 – A28.5.5 | Completed |
| A28/5.6 | Completed – the PTA are unable to fund the annual Play Pod refills at the moment |
| A28/5.7 | Ongoing – Huw to send the RE Policy to Chris |
| A28/5.8 – A28/5.9 | Completed |
| A28/5.10 | Ongoing – Harriet to arrange a SIAMS meeting with Karen |
| A28/5.11 | Ongoing – Huw and Karen to attend SIAMS training |
| A28/5.12 | Ongoing – David to put Risk Log on the agenda for the conversion group |
| A28/5.13 | Completed |

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

- i. Karen reported that Years R, 1 and 6 have been back in school since Monday 1 June.
- ii. We have had no reported cases of Covid 19.
- iii. We have achieved 96.5% attendance during term 6.
- iv. The annual reviews for our vulnerable children are taking place.
- v. We are working with the Early Years Team to ensure we get transition right for our new intake.
- vi. School reports were sent out by email on Friday 10 July.
- vii. Baselines will be calculated in September as we need to know where all the children are starting from, due to the inequality of provision during lockdown. Johanna added that we always reassess the children after the summer holidays, but it is even more important this year as everyone is moving to different teachers.
- viii. We are anticipating a NOR of 99 in September. Our budget was calculated on 97 on roll, so we may have a little extra money for 2021/22.
- ix. There have been no fixed term or permanent exclusions this term. We have written an individual behaviour assessment to support a particular child.
- x. There has necessarily been little community and parental engagement this term, but we did hold an outdoor Year 6 Leavers' service. Karen expressed thanks to Steve Howe for sorting out the sound, and Katherine Bloomer for topping and tailing the service.

- xi.** We have send out a weekly newsletter to parents and the school community.
- xii.** All three PTA committee members are standing down in September due to personal circumstances. *Huw wondered if we could try to recruit new PTA members at the Welcome Service.* Karen replied that unfortunately we will not be able to hold the Welcome Service this year due to Covid precautions. She thought that we need to find creative ways to raise funds without holding events eg Bag2School and Amazone Smile. Liz is to use facebook to remind parents to sign up for Amazon Smile. **ACTION (A14/7.2): Liz**
- xiii.** Karen has received School Effectiveness support from Linda Jeffcutt.
- xiv.** Louise Mungham will be joining the staff in September as a part time class teacher. We have also received some interest in the readvertised TA post.
- xv.** We are moving three out of our four classrooms over the holidays, and the staff will be lifting and shifting for two days next week. The LA will be replacing some of our fencing and gates, and the new Hercules classroom will be damp treated and redecorated.
- xvi.** Karen and James are due to participate in a webinar about the recovery curriculum for next year. This is an opportunity to review our curriculum intent, including considering what we want our Langley learners to be by the time they leave.

8. Federation with Stanton St Quintin Primary School – Update on Stakeholder Consultation

- i.** The consultation period ends on Friday 17 July 2020.
- ii.** David reported that the stakeholder reaction to the proposed federation has been almost entirely positive. We have formally apologised to the Kington Langley Parochial Church Council as they were not consulted at the start, and they are named in the document. Huw confirmed that the issues raised in Colin Coles' email of 13 July 2020 have been reflected in the latest version of the Instrument of Government.
- iii.** A meeting will take place on Tuesday 21 July to officially wrap up the process.
- iv.** Adrian Cole (Chair of Governors at Stanton St Quintin School) and David have discussed the initial composition of the Board. Langley Fitzurse will provide seven of the twelve governors, as follows: David, Harriet and Huw will be the foundation governors, Johanna will be the staff governor, Ed will be the LA governor, Chris will be a co-opted governor and we will need a parent governor (see above).
- v.** The new Board will have three committees: S&P and L&R equivalents plus Christian Distinctiveness. *Ed asked if the L&R responsibilities could be split if both schools need to be considered at each meeting.* David thought that this could be considered at the meeting on 21 July.

9. **School Readiness for Reopening to all children on Tuesday 1 September 2020** (a report was uploaded to the governor portal prior to the meeting)
- i. All children are due to return on Tuesday 1 September, but we must also be aware of what to do in the event of a local lockdown.
 - ii. We can have max 30 children in each class bubble, and will need to stagger start, finish and lunch times. Parents will be discouraged from coming on site.
 - iii. We are not allowed to sing or hold whole school assemblies. Karen told governors that we need to work out how to provide collective worship. We might need to install cameras and microphones in classrooms.
 - iv. Specialist teachers can come in to cover PPA, music lessons etc
 - v. Interventions will take place in classrooms where possible, to maintain the bubbles.
 - vi. She stressed that it is not all or nothing. We have been asked to do as much as we can to mitigate the spread of the virus. We need to bear in mind the damage caused to children by not being in school. The greatest risk of the virus is to the adults, not the children.
 - vii. A new risk assessment must be submitted to the LA before September. The staff will work on this first, and then it will need to be signed off by the governors via email.
 - viii. There are more aspects to consider than in the one for the June school reopening. This one includes staff training, catering, communication with children and parents, staff rooms and increased washing and sanitising facilities.
 - ix. We want to restart our wrap around care from September. After School Club will start on the first week back, with Early Morning Club beginning in the second week.
 - x. We will be running a recovery curriculum.
 - xi. *Ed asked what we will do if someone develops Covid symptoms.* Karen replied that we will follow the Public Health England (PHE) guidelines, and isolate the child until they can go home. We have identified Karen's office as the best place to do this, and there is emergency PPE for this eventuality. We will only close a bubble on advice from PHE.
 - xii. David thought that Ed's input would be appreciated in getting the school ready for September, as he has experience in this area.
 - xiii. Karen shared with governors that we received a threatening 'Anonymous Wiltshire' email when we were considering what to do if the key worker bubble burst. This event never happened., but Johanna wanted to vouch that no one in

that day's staff meeting sent the email. David added that we should always be open to the views of anyone who is unhappy with the way we are doing things.

10. **SIP 2019/20 Review & SIP 20/21**(a report was uploaded to the governor portal prior to the meeting)
- i. David reminded governors that we should be thinking about Langley Fitzurse improvement as a separate entity, despite our federation plans.
 - ii. He asked governors to look at their individual areas, and has received replies from Liam, Jo and Chris (no actions required for Ed or Huw). These have yielded some substantial things to review with Karen at their meeting on Friday when they will review the School Improvement Plan (SIP).
 - iii. *Ed asked if we need to include the potential benefits of federation for both schools.* David agreed to include this in section 5. **ACTION (A14/7.3): David to include the potential benefits of federation in section 5 of the SIP**
 - iv. Karen is to produce a new version of the SIP to be circulated to governors in a week's time. **ACTION (A14/7.4): Karen**
 - v. *Huw suggested that both schools use the same template for their SIPs.* Karen replied that Stanton St Quintin use web based software called School Aspects to produce their SIP and will share this with David at their meeting. *Ed thought that this approach would be easier to update as everything is in one place, and it is a live working document.*
 - vi. Harriet and Katherine have worked on section 4 of the SIP, and Harriet will email the latest version to Karen in time for Friday. **ACTION (A14/7.5): Harriet**

11. Safeguarding

- i. Karen reported that we have had some concerns about social media during lockdown. Some children and the school can be identified in posts they have made on TikTok . Karen has put safe use of the internet information on the school newsletter, and followed this up with phone calls to the parents of the children concerned.
- ii. The LA is running some social media awareness training over the summer and we have signposted parents to that.
- iii. Karen would like to streamline safeguarding and do everything electronically rather than on paper, and build in some training. The system she is interested in costs £325 per school.
- iv. Chris reported that she has no concerns about Safeguarding.

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

- i. Karen reported that there will be no SIAMS inspections in term 1.
- ii. The results of the recent Church School Parent Survey and Katherine Bloomer's draft response have been uploaded to the governor portal.
- iii. The governors requested a couple of changes to the response:
 - Huw is not a Foundation governor yet.
 - They would like a more positive spin on the spirituality response, as 97% of the respondents were happy with the school's approach.
- iv. Harriet asked if we could write a letter of thanks from the governors to the teachers for all their hard work over lockdown. Da id will discuss this with Karen on Friday. **ACTION (A14/7.6): David**
- v. The governors were happy with the new front page for policies, which includes a Bible verse.

13. **Any Other Business** - none

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

The meeting closed at 8.15 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 |
| A28/5.3 | 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 |
| A28/5.7 | Huw to forward the revised RE Policy to Chris | 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 |
| A14/7.1 | Liz to arrange a parent governor election in September | September |
| A14/7.2 | Liz to send a facebook post reminding parents about Amazon Smile | End Term 6 |

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| A14/7.3 | David to include the potential benefits of federation in section 5 of the SIP | End July |
| A14/7.4 | Karen to produce a new version of the SIP and circulate it to governors | End July |
| A14/7.5 | Harriet to email section 4 of the SIP to Karen | By Fri 17 July |
| A14/7.6 | David to discuss a thank you letter to teachers with Karen | Fri 17 July |