

LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
TUESDAY 6 OCTOBER 2020
AT 7.00 PM - ONLINE MEETING VIA GOOGLE HANGOUT

Present

Karen Winterburn Liz Howe (Clerk)	Huw Solly	Ed Shire
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NOTE: Italics have been used to indicate occasions when governors challenge or test the school.

1. **Prayer** - Huw began the meeting with a short prayer
2. **Apologies** – David
3. **Register of Pecuniary Interests** – Huw announced that he has taken on a short term role as a Co-opted Governors at Whiteparish All Saints C of E School.
4. **Election of Chair** - Ed was unanimously elected as Chair.
5. **Minutes of the Previous Meeting (Tuesday 18 May 2020)** – The minutes were approved by the governors and will be signed when circumstances allow.
6. **Review of Actions from the Previous Meetings (Tuesday 18 May 2020)**

LR26/11.8	Action closed – the Roundhouse has been made safe
LR20/1.1	Action closed – the Federation will develop a strategic vision for Langley Fitzurse
LR20/1.4	Action closed – the Federation will take a joint approach to Health & Safety
LR20/1.7	Completed
LR20/1.9	Ongoing – Huw to do a GDPR walk with Lizzy before the end of term 1
LR24/3.5	Completed
LR18/5.1 – LR18/5.5	Completed
LR18/5.6	Completed – Lizzy reported as follows: L&R confirmed the go ahead of placing the Purchase Orders with Oakford Technology via email on 19 June. The orders were promptly raised and it is now a waiting game to hear more about when the works might start (next year at the earliest).

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

i. Karen confirmed that our NOR at School Census Day (1 October) was 97. This is the number that we had budgeted for.

ii. Income & Expenditure Return to 30 September 2020-

- Ed reported that the £44,000 rollover we had predicted has now grown to £69,000, mainly due to unspent Sports Premium Grant. .
- We have overspent on capital expenditure (non IT) by £5,000 due to the refurbishment of the new Hercules classroom. This work included installing acoustic clouds to help a hearing impaired child.
- Ed felt that we are in a good financial position at the moment.
- The L&R governors approved the Income & Expenditure Return to 30 September 2020.
- Ed thanked Lizzy for doing such a thorough piece of work.

iii. Sports Premium Grant (SPG)

- Ed reported that it is a challenge to spend our SPG, as the rules have been really tightened up. We are delighted that we will receive SPG for another year, however, and have some projects in mind. These include new gym mats, a replacement for the wooden boat in the playground, the Play Pod project, new playground equipment and a new sound system for Cherry Hall.
- We have rejoined the Chippenham Sports Partnership, and they will come in and work with the school for half a morning per term, due to the limited opportunities for events this year.
- Huw noted that we have uploaded the 2019/20 SPG report to the school website.

iv. Pupil Premium Grant (PPG)

- Karen reported that we have received £28,210 of PPG in respect of 18 pupils for 2020/21. £20,000 of this has been spent on having a full time TA in each class.
- We are also employing an additional TA in Phoenix for two mornings per week, to work on targeted interventions with the high number of SEN children in the class.
- We have also set aside money in case we need to refer children to the Educational Psychologist or Time to Talk. We have also budgeted for

Braeside AG&T courses and music lessons for PPG children.

- Karen will upload the 2019/20 PPG report to the school website as soon as the impact section has been completed. **ACTION (LR6/10.1): Karen**
- Karen reported that we plan to use some of our PPG to buy 16 i-pads and a charging trolley.

v. **Wrap Around Care**

- Lizzy reported that our Early Morning Club (EMC) and After School Club (ASC) are not breaking even at the moment, and asked governors if we should increase costs. *Huw asked if Grassroots are concerned.* Karen replied that they are not, since they are not taking the hit. The governors agreed that we need to monitor the situation, and look at the costs month by month.
- vi. Lizzy reported that we will receive a Corona Virus Catch Up Premium of £80 per pupil - Karen added that we will use part of this to fund additional TA support.
- vii. Lizzy has submitted a claim for £1,800 in respect of the exceptional costs we have incurred from March to July 2020 due to Corona Virus. She is not expecting it to be honoured in full.
- viii. Huw will sign off the school credit card before the end of term 1. **ACTION (LR6/10.2): Huw**
- ix. Lacock School are still auditing our School Fund account. We may change this arrangement next year.

8. Agree the Published Admission Number (PAN) for 2021/22

- i. The governors approved our Published Admission Number (PAN) for 2021/22 at 16, as Karen felt that this was realistic.

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

- i. Karen reported that the new Hercules classroom looks fantastic.
- ii. The Staff Room is still damp and cold, and it will take more than a quick fix to transform it. We have made some small changes such as new handles for the storage units, and a new extraction fan has been installed.
- iii. New fencing and gates have been installed, and the school now looks and feels more secure.
- iv. Lizzy has requested governor help to resolve the blocked gutter and valley issues we are experiencing with the Early Years all weather canopy. Huw volunteered to talk to Lizzy about this – he thinks that a hedgehog gutter brush guard might be the solution. **ACTION (LR6/10.3): Huw**

- v. We also need to clear the Phoenix gutters. Huw thinks that a hedge brush would help here too.
- vi. Ed volunteered to do a walk around the premises during a weekend. **ACTION (LR6/10.4): Ed**
- vii. The governors approved both the redecoration of Chameleon classroom (including the replacement of the fire exit door) and for Lizzy to sort out various flooring issues.
- viii. **Playground Transformation Project**
 - Huw reported that we have now received a grant of £4,010 towards the Play Pod, and that work will commence on it in the New Year.
 - Huw offered his help with any other aspects of the project.
 - Ed suggested that we should get our new parent governor, Luke Matthews, involved too. He is meeting him on Friday.
- ix. Lizzy and Karen completed a health and safety walk on 28 August.
- x. Karen reported that we are waiting for a quotation for grounds maintenance from the company that services Stanton St Quintin.
- xi. We had a fire drill two weeks ago. Karen told governors that the scenario will be different next time - during lunch time or with an exit blocked.
- xii. It was suggested that Lizzy contact Max Sealy from the Parish Council to find out when the dead tree issue will be resolved. **ACTION (LR6/10.5): Lizzy**
- xiii. Ed is keen for us to develop the accommodation provision in school, as our accommodation will not support our official maximum capacity of 116 children. He thought that both the Diocese and LA might be able to provide funds.

10. GDPR/Data Protection

- i. Lizzy has shared the GDPR Report from our Somerset County Council DP Officer with Huw. Stanton St Quintin will also be using Somerset County Council's services from the end of term 1.

11. Contracts

i. Catering

- Karen and Lizzy are due to meet Edwards & Ward to discuss the catering contract. The renewal date is 31 October 2020. Our subsidy for this year has been £1,987, and we are serving more meals at the moment due to a larger KS1.
- Stanton's catering contract comes up for renewal in 2021, and Gwen and Lizzy are working on a solution that covers both schools.

ii. **Cleaning**

- We need to decide in December whether to renew our contract with Churchill's. Lizzy is looking into alternative options, but the general feeling is that the contractors know the school well, and even with a £500 increase, the contract still represents good value.

iii. **ICT Support**

- The governors agreed that we should sign a one year's contract with Oakford Technology, whilst we look at aligning both schools.

12. Policies

- i. The Pupil Premium Policy was approved by the governors and will be adopted by the school.
- ii. The governors felt that we need to agree a common format for policies following Federation. We also need to decide how we will handle policies in future, and whether we can have one School Bus account for both schools. Ed will add Policies to the Federation agenda. **ACTION (LR6/10.6): Ed**

13. Any Other Business

i. **Wraparound Care**

- The governors agreed that we should live with a small loss at the moment. They felt that we should advertise the Early Morning Club and not increase the fees.

14. Date of Next Meeting: *tba*

The meeting closed at 8:40 pm

LIST OF ACTIONS

- LR20/1.9 Huw to do a GDPR Walk with Lizzy before the end of term 1
- LR6/10.1 Karen to upload the 2019/20 PPG report to the school website
- LR6/10.2 Huw to sign off the school credit card
- LR6/10.3 Huw to discuss the gutter issues in the EYFS all weather area with Lizzy
- LR6/10.4 Ed to do a weekend walk around the premises
- LR6/10.5 Lizzy to contact Max Sealy re the removal of the dead trees **UPDATE:**
Trees on land between the School and Chapel – Will be dealt with on the 4th December at around 8.30am
- LR6/10.6 Ed to add Policies to the Federation agenda