

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
THURSDAY 1 FEBRUARY 2018
AT LANGLEY FITZURSE SCHOOL**

Present

| | | |
|--------------|------------------|----------------|
| Kay Vousden | Euan Sudbury | David Bloomer |
| Chris Steen | Ian Stuart | Simon Rahn |
| Ros Hutchins | Jan Campbell | Liam Parkinson |
| 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** – these were duly signed.
3. **Apologies** – Andrew (accepted)
4. **Minutes of the Previous Meeting (Thursday 23 November 2017)** – The minutes were agreed and duly signed.

i. Review of Actions from the Previous Meeting (Thursday 23 November 2017)

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|----------------------|---|
| A27/3.3 | Completed |
| A26/6.1 | Completed |
| A26/6.5 | Completed |
| A21/9.4 | Completed – data not meaningful as based on just one child |
| A21/9.8 | Ongoing – liaison with bus companies. Euan will arrange a meeting Maureen Lloyd from the community bus project, and will follow up with Wiltshire Council |
| A21/9.10 | Ongoing – Liz to add the Christian Distinctiveness Pupil Voice results to the Governor Portal |
| A23/11.1 – A23/11.4 | Completed |
| A23/11.5 | Governors to email David with their Action Plans – nearly complete |
| A23/11.6 – A23/11.11 | Completed |
| A23/11.12 | Governors to make an appointment with Lizzy to have their photograph taken for an id badge – nearly complete |
| A23/11.13 | David to give Liz the governors' biographies for the school website |

5. **Safeguarding** (Kay shared the school Safeguarding Policy with governors)

- i. Kay gave a 30 minute Safeguarding training session to governors, and let them know that she has further information, should they require it.
- ii. Kay will arrange for all staff and governors to have a copy of section 1 of Keeping Children Safe in Education (KCSiE). **ACTION (A1/2.1): Kay**
- iii. The Safeguarding Policy references other policies with links to social media. Kay will pass these policies to Liam. **ACTION (A1/2.2): Kay**
- iv. We now have visitors' badges and lanyards.
- v. Kay stressed the importance of making sure that all volunteers are DBS checked.
- vi. We must report any pupil absences of 10 days or more to the Education Welfare Officer (EWO). Kay felt that we need a procedure to follow when a child is not in school and we cannot reach their parent. She will get guidance on this from the EWO. **ACTION (A1/2.3): Kay**
- vii. Kay informed governors that everyone who works in school has a legal responsibility to tell the police in the event of a known case of female genital mutilation (FGM). For suspected cases, normal safeguarding procedures apply.
- viii. Kay was unsure whether bullying should be covered under the Safeguarding or the Behaviour & Discipline Policy and will get this clarified. **ACTION (A1/2.4): Kay**
- ix. Governors need to access Prevent (anti radicalisation) training. David is to forward details of the online training, which takes about 40 minutes, to governors. **ACTION (A1/2.5): David**
- x. Chris, in her role as Safeguarding Link Governor, is to check that all governors and staff have received Safeguarding and Prevent training. She will then report back to the FGB. **ACTION (A1/2.6): Chris**
- xi. Kay is to find a suitable Escalation Policy for school, for use when there is a lack of progress on safeguarding issues. **ACTION (A1/2.7): Kay**
- xii. David drew governors' attention to 'County lines'. The National Crime Agency defines this as follows: *'County Lines' is a national issue involving the use of mobile phone 'lines' by groups to extend their drug dealing business into new locations outside of their home areas. A 'county lines' enterprise almost always involves exploitation of vulnerable persons; this can involve both children and adults who require safeguarding.*
- xiii. Kay confirmed that the risk assessment on the front door has been updated, and staff have signed to say that they have read and understood it. Liam commented that during the power cut last Friday, the door immediately reverted to open. Ian is meeting the cctv company with Lizzy next week.
- xiv. Simon has completed Safer Recruitment training, and David has undertaken online Prevent training.

6. Head's Update including School Improvement Plan 2017/18

- i. Kay confirmed that we are more or less fully staffed now, with both Linda and Ros back, and our MDSA due back tomorrow.
- ii. In addition to Kay's attendance reports to governors, our teachers are now also looking for any patterns in children's absence and are reporting this to the Headteacher.
- iii. There has been one incidence of homophobic bullying, and this has been logged. Kay has spoken to the child concerned and their parents.
- iv. We believe that the school website is now compliant with statutory requirements, but more work is needed to keep it up to date, and provide the best possible information to parents. Thanks to Jo Kitching for monitoring the website from a governor perspective.
- v. Mid year appraisals have been carried out to review how teachers are performing against their targets and the teacher standards. Actions have been agreed where we are not yet on target to meet targets. Appraisals have also been carried out for the Admin staff and TAs.
- vi. All the teachers have RAG rated their action plans, and Kay has done the same with the School Improvement Plan (SIP). The RAG rated version of the SIP needs to go onto the Governor Portal – Kay is to send it to Liz. **ACTION (A1/2.8): Kay**
- vii. Three areas of the SIP have been identified as red:
 - *4.2 Review provision for our more able children* – this group have been identified and their data analysed. We need to focus on provision during terms 4-6.
 - *5.2 – Provide opportunities to engage with other faiths* – Teachers are teaching other faiths, but need first hand experiences for the children. We are hoping to invite a Rabbi into school, and are using parents where possible.
 - *5.3 – Raise the importance of collective worship by providing creative opportunities for parents to be involved* – we plan to do this in the remainder of the school year.

7. L&R and S&P Committee Reports

i. L&R Highlights

- The financial systems audit has been completed.
- The I&E Report to 31 December 2017 has been discussed, approved and signed off.
- The committee continues to monitor the school's revenue budget, which has recently been increased by a transfer of £7,000 from Lea & Garsdon (in

exchange for the same amount from our capital reserve) and the Sports Premium Grant (SPG).

- The SFVS (Schools Financial Value Standard) has been discussed, approved and signed off for the year.
- Jo has completed a safer recruitment audit with Lizzy, and will write a report for governors. **ACTION (A1/2.9): Jo**
- Ian has been working with Lizzy on a specification for a cctv system for the front door.
- Liam has been working with Liz on the launch of the school Facebook page, and has written a Social Media Policy for school.
- The committee have considered the new General Data Protection Regulation (GDPR) which comes into effect on Friday 25 May 2018. Jo has volunteered to oversee the implementation of these new rules.
- The committee is looking into After School Club arrangements from September 2018.
- Pupil Premium Grant (PPG) will now be considered by the S&P Committee since the Link Governor, Liam, reports to that committee.
- Marketing will now be considered by the FGB.

ii. S&P Highlights

- Euan felt that the Committee had made broadly good progress as they have set a plan and meeting dates for the rest of the year. They will be discussing the recent Link Governor/Subject Leader visits at their next meeting on Monday 5 February, and school data on Thursday 22 February.
- He reported that school data analysis is progressing well, with the targets in place now. There are national targets for Years 2 and 6, and we are able to feed term 1 & 2 data into this. The information is on the governor portal, but we will only really see the pattern once the term 3 data is there. He felt that we need to understand the trigger points.
- Euan will report back to FGB once the term 3 data has been reviewed. *David asked if Kay will include data in her term 4 Head's Report.* Kay replied that she is working on a one page report on data, and it was agreed that this will feature in each of her three Head's Reports each year. **ACTION (A1/2.10): Kay**
- Kay confirmed that term 3 data will be finalised following the joint moderation session with Lea & Garsdon this week. *Euan asked if she had any concerns with hitting end of year targets.* Kay felt it was too early to say, until we have the term 3 data.

8. Governor Action Plan Update

- i. Simon reported to governors on his Action Plan, which includes fund raising and getting our school more involved in local sporting events.
 - ii. David asked Liz to put Sports Premium Grant on the next FGB agenda. **ACTION (A1/2.11): Liz**
9. **Social Media Update & Policy** (the Social Media Policy was uploaded to the governor portal prior to the meeting)
 - i. Liam confirmed that our school Facebook page has been active for approximately 9 weeks.
 - ii. We are increasing our online presence and receiving extremely positive feedback.
 - iii. We have had one issue with a secondary carer refusing permission for his children's photographs to be posted only, and this has been dealt with.
 - iv. There have been no safeguarding issues, and no users have needed to be blocked or banned.
 - v. This marketing opportunity has not cost us a penny.
 - vi. Future plans include launching a school Twitter account, and collaborating with local businesses.
 - vii. Subject to a couple of minor alterations, the Social Media Policy was approved by governors and will be adopted by the school.
10. **Any Other Business**
 - i. As both Euan and Simon's terms of office expire on 22 March 2018, we will hold Parent Governor Elections early Term 4. **ACTION (A1/2.12): Liz**
11. **Executive Headship Arrangement** (a report was circulated prior to the meeting)
 - i. Kay informed governors that she does not wish to continue as Headteacher beyond 31 August 2018.
 - ii. David expressed the governors' thanks to Kay for all her hard work in her role as Executive Headteacher, and said that he would be sorry to see her go.
 - iii. David produced notes and costings for the governors on new Headteacher options, including a timescale.
 - iv. *Jan asked if this meant that James's Assistant Head contract would also terminate on 31 August 2018.* David replied that it would depend on which option the governors decide on.
 - v. A Headteacher Recruitment Panel was set up, comprising David, Euan, Jo, Chris and Simon.
 - vi. **UPDATE:** *An Extraordinary General Meeting has been called on Thursday 22 February 2018 at 8pm to discuss Headteacher replacement options.*

- 12. Date of Next Meetings: *EGM on Thursday 22 February 2018 at 8:00 pm. FGB Meeting on Thursday 22 March 2018 at 7:00 pm both at School***

The meeting closed at 9.30 pm

LIST OF ACTIONS

| Number | Description | Date |
|------------------|--|-------------|
| A21/9.8 | Euan to arrange a meeting with Maureen Lloyd from the community bus project | 22 March |
| A21/9.10 | Liz to add the Christian Distinctiveness Pupil Voice results to the Governor Portal | 22 March |
| A23/11.5 | Governors to email David with their Action Plans | 23 February |
| A23/11.12 | Governors to make an appointment with Lizzy to have their photograph taken for id badges (and school website) | 23 February |
| A23/11.13 | David to give the governors' biographies to Liz for the school website | 23 February |
| A1/2.1 | Kay to arrange for all staff & governors to have a copy of section 1 of KCSiE | 23 February |
| A1/2.2 | Kay to send Liam the policies referenced in the Safeguarding Policy with links to social media | 23 February |
| A1/2.3 | Kay to get guidance from the EWO on the procedure to follow when a child is not in school and we cannot reach their parent | 23 February |
| A1/2.4 | Kay to clarify if bullying should be covered by the Safeguarding or the Behaviour & Discipline Policy | 22 March |
| A1/2.5 | David to forward details of online Prevent training to governors | 23 February |
| A1/2.6 | Chris to check that all staff & governors have received safeguarding and Prevent training, and to report to FGB | 22 March |
| A1/2.7 | Kay to find a suitable Escalation Policy for school | 22 March |
| A1/2.8 | Kay to send Liz the RAG rated version of the SIP for inclusion on the Governor Portal | 9 February |

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|----------------|--|----------|
| A1/2.9 | Jo to write a report for governors on her safer recruitment audit | 22 March |
| A1/2.10 | Kay to include a one page data report in each of her three Head's Reports per year | 22 March |
| A1/2.11 | Liz to put SPG on the next FGB agenda | 22 March |
| A1/2.12 | Liz to arrange Parent Governor elections early in term 4 | 1 March |