

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL  
MINUTES OF GOVERNORS' MEETING HELD ON  
THURSDAY 21 SEPTEMBER 2017  
AT LANGLEY FITZURSE SCHOOL**

**Present**

Kay Vousden  
Chris Steen  
Andrew Spragg

Euan Sudbury  
Ian Stuart  
Anne Dixson

Jan Campbell  
David Bloomer  
Liz Howe (Clerk)

**NOTE:** Italics have been used to indicate occasions when governors challenge or test the school.

1. **Prayer** - Kay began the meeting with a short prayer.
2. **Register of Pecuniary Interests, Governors' Code of Conduct for 2017/18** – these were duly signed.
3. **Apologies** – Simon Rahn, Ros Hutchins (accepted)
4. **Minutes of the Previous Meeting (Monday 26 June 2017)** – item 7iii which refers to a worst case scenario is to be deleted, as we have no way of knowing if this is true. The minutes were then agreed and duly signed.
5. **Review of Actions from the Previous Meeting (Monday 26 June 2017)**

A27/3.3	Ongoing – Liz and Ian to arrange a school website audit
A26/6.1	Ongoing – Kay to include unauthorised absences in her Head's Report
A26/6.2 – A26/6.4	Completed
A26/6.5	Ongoing – Liz to type up the ARS Day notes
A26/6.6 – A26/6.7	Governor Services Mentor & Annual Statement - remove

**6. Election of Chair and Vice Chair**

- i. David Bloomer was nominated by Euan, seconded by Kay, and unanimously elected as Chair of Governors.
- ii. Euan Sudbury was nominated by Kay, seconded by Anne, and unanimously elected as Vice Chair of Governors.

**7. Governor Vacancies**

- i. Stella left the Governing Body on 31 August 2017, leaving a vacancy for a Co-opted Governor.

- ii. Liz informed the governors that Andrea Grafton has decided not to continue serving as a Foundation Governor after her term of office ended on 31 August 2017.
- iii. Gill Spurway has also decided not to continue as an Associate Member with immediate effect.
- iv. Kay thanked Andrea and Gill for all their hard work over the years and their huge contribution to the life of the school.
- v. Anne has announced her intention to leave the Governing Body at the end of Term 1, which will leave a vacancy for a Local Authority Governor.
- vi. David Bloomer has been appointed as a Foundation Governor to replace Andrea with effect from 1 September 2017, leaving a vacancy for a Co-opted Governor.
- vii. Ian Stuart was unanimously elected as a Co-opted Governor with immediate effect.
- viii. This leaves an immediate vacancy for a Co-opted Governor and one for a Local Authority Governor from the end of Term 1.
- ix. It was agreed that we should advertise for potential governors in the Village Magazine and speak to the Parish Council, WGA, and local people. **ACTION (A21/9.1): David & Euan**
- x. It was agreed that we need to review the Governor Skills Audit to determine if there are any gaps that need to be filled. David is to contact Stella about this. **ACTION (A21/9.2): David**

## 8. **Review of Committee Structure and Membership**

- i. The initial Committee membership for 2017/18 will be as follows.
  - **S&P** - Anne, Jan, Chris, Ros and Euan
  - **L&R** - Simon, Ian and David
  - **People** - Simon, Chris
- ii. **Pay Panel** will comprise David, Andrew & Chris
- iii. **The Headteacher's Appraisal** will be conducted by the Chair of Governors and the Vice Chair
- iv. Chris was appointed as the Safeguarding Governor to replace Andrea. We need to appoint a replacement SEN Governor.

## 9. **Scheme of Delegation** (a report was circulated prior to the meeting)

- i. The Scheme of Delegation was approved by the governors with the intention of considering it again after the meeting structure has been reviewed.

10. **School Data for 2016/17** (a report was circulated prior to the meeting)

- i. Kay explained that the data is based on small numbers, but is not as good as we had hoped.

ii. **Early Years**

- Our Early Years results were within 1% of the national average (NA).
- The children are on target to get 73% at the end of KS1, but we need to aim higher.

iii. **KS1**

- Both Writing and Maths were below NA.
- 50% achieved national expectations in all three disciplines - RWM (Reading, Writing and Maths).
- Our Science results were well above NA, showing a discrepancy with the other results. *Euan asked if this is a softer marked subject.* Kay will look into this with Johanna. **ACTION (A21/9.3): Kay**
- Our Greater Depth (GD) results are good for Reading and in line with NA for the other subjects. One child achieved GD in all subjects.
- *David asked how our EHCP (Education and Healthcare Plan) child's results compare with NA.* Kay replied that we will need to wait for the RAISEonline replacement, Assessing Pupil Performance, to come out later in the autumn to answer this question. **ACTION (A21/9.4): Kay**
- *Euan commented that there was an issue with KS1 Writing and Maths, and is not really affected by the EHCP child.* Kay is working with Johanna to clarify expectations for next year.
- Kay explained that there has been an issue with the measuring of Writing across the school, and that she is working hard to resolve this. We need to make sure that children are secure in their learning, and find a system that all the teachers are comfortable about using. *David stressed that we will need written evidence for Ofsted.*
- *David asked whether we can be confident of the validity of marking the children's writing.* Kay explained that there is new Government guidance which is more in line with what we were doing. We need to ensure that everyone uses i-track in the same way, and may need to have an open meeting with parents re assessment.
- Kay added that we do not have Writing results for the other year groups yet, but it will be available by half term. There are plans to hold a joint Writing training session with Lea & Garsdon in the near future.
- *Euan asked if the KS1 Maths results are based on harder evidence.* Kay

agreed that this is true. *Euan replied that he felt that Maths is an issue now.* Kay agreed but stressed that these results are from a cohort of only 8 children including an EHCP child. It is hard to assess exactly how far behind this child is in terms of months/years under the new AWOL system.

**iv. KS2**

- v. Our RWM Expected was 42% compared with a NA of 61%. Progress from KS1 was also below NA.
- vi. *Euan asked how these results will be viewed by the LA.* Kay expects that we will receive an LA 'red mark' and be classed as 'underperforming' as our results are >10% below National for Reading, Writing and Maths combined. However, she expects us to be in the middle box of 'concern' for progress. She noted that she had been told that they were a lower performing cohort before the exams, but we need to make sure we are doing the right things to improve. She will discuss this with our CASP (Challenge and Support Partner).
- vii. *Euan asked if we have the right things in place to improve.* Kay replied that we do, and they are covered in the School Improvement Plan. We just need some time to put them into effect.
- viii. *Anne expressed concern at the lower results this year, as she has observed improvements year on year in the quality of teaching.* Kay replied that we cannot blame the children, we have to look to improve our own processes. She added that the results were not what we wanted but were not desperate either.
- ix. Kay has looked at the results by group (gender, pupil premium, SEN etc) for all subjects in Years 1, 3, 4 and 5, and will share this data with the S&P Committee, with highlights to the FGB. **ACTION (A21/9.5): Kay**

**11. School Improvement Plan (SIP) 2017-18** (a report was circulated prior to the meeting)

- i. Kay has left the Church/School section empty for now, but Jan's notes for the Christian Distinctiveness Monitoring Group will link into this. Kay will update this section and put it on the Governor Portal. **ACTION (A21/9.6): Kay**
- ii. It was agreed that we would change the reference to subject link governors to just link governors. The S&P Committee will look at link governors at their next meeting, but it was felt that link governors were needed for Maths (David) and English (Chris), and SEN/Pupil Premium.
- iii. *David felt that we need to reference the monitoring role of FGB/individual governors more explicitly throughout the document.*
- iv. *He also thought that we should tighten up the wording in section 4 to reflect the fact that the progress of vulnerable groups should be a strength of the school.*
- v. *Ian asked about action plans.* Kay replied that the teachers have written action plans and she will check them to make sure they are tied in with the SIP. She added that the end of terms 2 and 3 are really key assessment points.

- vi. *Euan asked when our next Ofsted Inspection is due.* Kay replied it will be three years in January since our last inspection, so it could be any time after that. Euan thought that we should tie the SIP time scales in with this, and that it is important to follow this up at S&P.

12. **Pay Policy** (a report was circulated prior to the meeting)

- i. Kay will work through this with the Pay Panel before the end of term 1, and then email their recommendations to governors for their agreement. **ACTION (A21/9.7): Kay**

13. **School Catchment Area – David's Meeting with Clare Medland of Wilthire Council** (a report was circulated prior to the meeting)

- i. David reported on a useful meeting with Clare, in which they discussed the issues we have with our small catchment area.
- ii. Clare assured him that the catchment area only comes into play if we are over-subscribed. We can appeal our catchment area if we want to, but she advised us not to.
- iii. Chippenham is building hundreds of houses, and no new schools will be built to serve the new developments for four years. This will give us an opportunity to attract some of the children into our school. Euan added that the Birds Marsh will be building on the two sides first, which will work in our favour.
- iv. *Jan asked what the selling price of these houses will be, as that might inform the likely age of any children.* David replied that Clare did not comment on this.
- v. *Euan asked if the new school will be built.* David replied that it definitely will be in about four years' time, and will serve Langley Park and Birds Marsh.
- vi. David added that we will need to be attractive enough in the pre-build period. Our Ofsted grading and marketing will therefore be crucial. Andrew offered to help with the latter.
- vii. The number of children in our catchment area is forecast to continue to fall, so it is vital that we capitalise on opportunities.
- viii. Clare gave David a contact re buses, and Euan will follow this up. Liz also mentioned the Community Bus that we are using to take our children to After School Club in Kington St Michael. She will give both telephone numbers to Euan. **ACTION (A21/9.8): Liz**
- ix. *Ian thought that our catchment area is important as it gives permission for children to come to our school.* He will speak to Debbie Clare to try to extend our catchment area to include Birds Marsh and Langley Burrell. Liz to email her contact details to him. **ACTION (A21/9.9): Ian & Liz**

14. **Christian Distinctiveness Monitoring Group**

- i. Jan reported that the group had just met, and have agreed a very tight and

workable remit. This ties into to both the SIP and the outstanding items from the 2016 SIAMS Inspection.

- ii. The results from the recent Pupil Voice show that KS1 children have a really good grasp of the Christian faith, but are a bit hazy on other faiths. In KS2, 78% children were moderately or less enthusiastic about RE lessons. Jan will follow this up as RE Subject Leader. 68% children were not confident in discussing the school values, and this is now being addressed. Over 90% children said that the school and church worked together and that they learn what's right and wrong, so our pastoral work is spot on. Anne thought that this is a very strong message that needs to get out in the wider community. Liz will add the Pupil Voice survey results to the Governor Portal. **ACTION (A21/9.10): Liz**
- iii. The Christian Distinctiveness Monitoring Group will meet again in Term 3.

## 15. Any Other Business

- i. The dates of the FGB and Committee meetings for 2017/19 are on the Governor Portal. It was noted that the 6 pm start time for S&P meetings may need to be revisited.
- ii. David stressed the importance of preparing for Ofsted – we cannot afford to drop to Requires Improvement. He encouraged governors to only take actions if they can be sure they have the resources and time to do them, but that we all need to make an extra effort over the next few months.
- iii. Kay asked governors to agree our PAN for 2019/20. The governors were happy to leave this at 16, and it was signed off.
- iv. It was noted that Safeguarding should become a standing item on FGB agendas.
  - The governors approved the Safeguarding & Child Protection Policy, and it will be adopted by the school.
  - Kay informed governors that Child Protection training for the staff of both schools has been arranged for Wednesday 1 November.
  - Chris will arrange a date with Liz to check the school's Single Central Record (SCR).
- v. It was agreed that Kay should write a Headteacher's Report for the FGB Meetings in Terms 2, 4 and 6. A Headteacher Update will be put on the agenda of the FGB Meetings in the other terms.
- vi. *Euan asked if James could attend some of the governor meetings instead of Kay, to reduce her workload.* Kay replied that she does want to come to all the meetings, and that James will want to come to S&P from time to time. David will arrange for cut down versions of Committee agendas to be produced to see what needs to be covered throughout the year. **ACTION (A21/9.11): David/Liz**
- vii. It was noted that Andrea's last SEN report is on the Governor Portal.

viii. It was noted that supporting documents need to be uploaded to the Governor Portal earlier to allow governors time to read them before the meeting.

16. **Date of Next Meeting:** *Thursday 23 November 2017 at 7:00 pm at School*

The meeting closed at 9.04 pm

## LIST OF ACTIONS

Number	Description	Date
<b>A27/3.3</b>	School website audit – Ian and Liz to arrange this	23 November
<b>A26/6.1</b>	Kay to include unauthorised absences in her next Head's Report	23 November
<b>A26/6.5</b>	Liz to type up the ARS Day notes	23 November
<b>A21/9.1</b>	David & Euan to advertise for new governors in the Village Mag & speak to the Parish Council/WGA/local people	23 November
<b>A21/9.2</b>	David to contact Stella re Skills Audit	23 November
<b>A21/9.3</b>	Kay to speak to Johanna about the assessment of KS1 Science	23 November
<b>A21/9.4</b>	Kay to use RAISEonline to analyse how our EHCP child's results compared with NA	23 November
<b>A21/9.5</b>	Kay to analyse the 2017 data by pupil group for Yrs 1,3, 4 & 5 and share it with S&P with highlights to FGB	23 November
<b>A21/9.6</b>	Kay to update the Church/School section of the SIP and put it on the Governor Portal	23 November
<b>A21/9.7</b>	Kay to email Pay Panel recommendations on the Pay Policy to governors for consideration before they meet to discuss it	23 November
<b>A21/9.8</b>	Liz to give Euan the contact details for the bus companies	23 November
<b>A21/9.9</b>	Liz to email Debbie Clare's contact details to Ian	23 November
<b>A21/9.10</b>	Liz to add the Christian Distinctiveness Pupil Voice results to the Governor Portal	23 November
<b>A21/9.11</b>	David/Liz to arrange for cut down versions of Committee agendas for the year to be produced to see what needs to be covered	23 November