

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF EXTRAORDINARY GOVERNORS' MEETING HELD ON
 THURSDAY 22 MARCH 2018
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Simon Rahn	Ian Stuart
Chris Steen	Jo Kitching	Liam Parkinson
Kay Vousden	Euan Sudbury	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. David reminded governors that they need to mention any potential conflicts of interests every time that a relevant topic is raised.
3. **Apologies** – Jan & Andrew
4. **Minutes of the Previous Meetings (1 & 22 February and 12 March 2018)** – these were approved by governors, and duly signed.
5. **Review of Actions from the Previous Meetings (1 & 22 February and 12 March 2018)**

A21/9.8	Ongoing – Euan to meet Maureen Lloyd from Transport for the Disabled
A21/9.10	Completed
A23/11.5	Ongoing – David to speak to each governor about their Action Plan in term 5
A23/11.12 – A23/11.13	Completed
A1/2.1 – A1/2.2	Completed
A1/2.3	Ongoing – Liz to check if our Absence Policy reflects our current practice when a child is absent and the parent cannot be reached
A1/2.4 – A1/2.8	Completed
A1/2.9	Ongoing – Jo to write a report to governors on her safer recruitment audit
A1/2.10	Completed
A1/2.11	Ongoing - Liz to put SPG on the May FGB agenda

A1/2.12	Completed
A22/2.1 – A22/2.3	Completed
A12/3.1 – A12/3.5	Completed

6. **Update on the Headteacher recruitment process to date** (a report was circulated prior to the meeting)

- i. David reported that Richard Hearn came into school on Monday and met staff and children. He also attended the Parents' Forum. We have received good feedback from parents about this meeting. He is keen to come back into school soon. Kay confirmed that they will arrange some handover meetings.
- ii. Liam was delighted by the very positive reaction from parents, and thought that the Parents' Forum was exactly what we needed to do. He added that Richard came across as caring, and in it for the long term. Ian commented that Richard noted the questions from the floor and referenced them in his address.
- iii. Ian thought that it would be good to hold a Parents' Forum on an annual basis. The governors agreed, and decided to do this at the start of each school year.
- iv. HR have now sent us a contract. David has asked Lizzy to take out the personal / financial information and send it to Lacock School. He would like Lizzy to be in charge of the contract. **ACTION (A22/3.1): Lizzy**
- v. David explained that we need to decide the duration of Richard's contract. David suggested 12 months, and the governors agreed.
- vi. David is trying to sort out Richard's pay, with little help from HR. The governors felt that we need to offer him slightly more money than he is currently on, although this must be agreed with Lacock School. *Simon wondered if we can put some goals/targets into the pay process.*
- vii. Richard will continue to be paid by Lacock School, and they will then invoice us for half the amount.
- viii. David will move the pay negotiations forward. **ACTION (A22/3.2): David**
- ix. Following the EGM on Monday 12 March all actions were completed: David rang James Osler to inform him of the decision; Simon then gave a briefing to the school staff, and both conversations went well. Simon reported that the staff would have liked to be more in the loop about this and wondered if this is due to the lack of a staff governor at the time. David noted that Jan had offered to act as the staff rep in Ros's absence, and perhaps this had not worked well.

7. **Headteacher's Report** (a report was circulated at the meeting)

i. **SEN**

- Kay reported that the open CAF has now been closed, and we have one child

on an Education & Healthcare Plan (EHCP).

ii. Staffing

- Kay informed governors that three candidates were interviewed for the short term Hercules Class Teacher appointment, but none have been appointed as it was felt that they did not have enough experience. Kay is considering other options for this position. **ACTION (A22/3.3): Kay**
- Kay confirmed that Richard will run the recruitment process for the two permanent teachers required for September.
- *Liam asked if we are looking for a minimum level.* Kay replied that we need to understand how the budget works. It would support two experienced main scale teachers, or one more junior MPS and one UPS teacher. She thought that we are in a good position to get really good teachers.

iii. Finance

- Kay confirmed that she and Lizzy have looked at a first draft of the budget for 2018/19.

iv. Term 3 Data (a report was circulated at the meeting)

- Kay reported that there are worries about Yr 6 progress over the key stage, and Linda is working with targeted children and putting various interventions in place.
- David commented that Year 6 attainment shows that we will be above national attainment in every category, but they still have not made enough progress over the key stage.
- *Euan wondered if the previous key stage marks were over inflated, as a lot of work has been done on moderation recently.* Kay explained that term 3 tests in reading and maths have really helped to sort out the figures. *Simon asked if Linda been over harsh in her assessment of Year 6 writing.* Kay replied that she did not think so, as she has been through each child's writing with her.
- *Jo asked if the Year 6 parents are involved, as she thought that they would want to work with their child to improve their results.* Kay replied that parents should know if their child is not likely to make expected progress as this will have been discussed in the last parent teacher meetings and the in year progress was in the the mid year report.
- *Liam asked if the low progress across the key stage is affected by SEN or Pupil Premium children.* Kay showed from the data that this was not a significant factor.
- *David wondered if we could use our bigger than expected budget surplus to blitz Year 6 with teaching resources.* Kay is considering what would make the biggest difference in the short time before SATs. The governors were clear that she should not feel constrained by financial considerations. **ACTION**

(A22/3.4): Kay

- Kay noted that there are some issues with Year 5 progress and Year 1 reading, but Year 6 are the priority at the moment.
- David queried the progress calculations as they look too low in certain instances. Kay will ask James to look into this and write some notes on how the data was calculated. **ACTION (A22/3.5): Kay**
- Kay reported that the teachers are looking at term 4 data now. This time, they will be compiling their own numbers before they give them to Kay and James.
- *Euan is keen to avoid a similar break in continuity between Kay and Richard to that between Becky and Kay, with regard to data management.* Kay assured him James will provide this much needed continuity.
- Kay encouraged the governors to email her with any questions about school data. **ACTION (A22/3.6): Governors**

8. Committee Highlights

i. Leadership & Resources

- School dinners – it was clarified that we do not pay Andi direct, and governors noted that if the take up drops, we do not have to pick up the difference under this contract. The renewal price is likely to go up, however.
- The Schools Financial Value Standard has been updated.
- Liz will replace Ros as a bank signatory from 16 April.
- The governors' stated goal of going cash free by July 2019 has gone down well with parents.
- Work is going on re GDPR, and Kay is our Data Protection Officer at the moment.
- Wrap around care is almost sorted out. Ian noted that the Parents' Forum proved how important this is to parents. The After School Club will give priority to the children who need the extra hour and are regulars.
- IT - the update to Windows 10 and the purchase of the new server are ongoing.
- The Debt Management, Data Protection and Data Management Policies were approved by governors and will be adopted by the school.
- The governors considered the absence insurance contract, and agreed that decisions can be made via email if the cost exceeds £4,000.
- Ian reported that our cleaning contract is also due for renewal. Lizzy is looking at a couple of options, including the Lea & Garsdon cleaners who are £1,000 cheaper than our current contractors. He asked if governors would

grant Lizzy the ability to get on with these negotiations with a cost limitation, rather than wait for the next FGB in May. This was agreed by the governors.

ii. S&P Highlights

- Euan felt that we need to manage expectations re Ofsted. He added that the data is coming together, and is more objective as we have tests to back up the results, although we need some more explanation from James. Targets have been reduced, but we cannot expect 100% accuracy overnight.
- *Jo asked if we need a plan in place for Ofsted.* Liam replied that we need to gather evidence that we have looked at data and challenged it.
- Kay explained that teachers have plans in place for every child that is not in the expected place, and she will report on this to governors. **ACTION (A22/3.7): Kay**
- David added that we already have Governor Action Plans and the School Improvement Plan. These drive our change / monitoring agenda.
- Kay assured governors that we will give Ofsted all the evidence we have that we are 'good' as our data last year came out in the average band and lots of good things have been put in place since then to ensure improved progress over time.

9. Update on Parent Governor Election and Staff and Foundation Governor Positions

- i. Liz reported that ballot papers have been sent out for the Parent Governor Election for return by Wednesday 28 Marc 2018. There are four excellent candidates for two Parent Governor vacancies.
- ii. Johanna Nathanson has volunteered to become our Staff Governor. The governors look forward to welcoming her to the Board.
- iii. Andrew Spragg has resigned as a Foundation Governor with effect from 25 July 2018.
- iv. David has been approached by an Early Years specialist, who would like to serve as a governor. This person cannot be considered for the Foundation Governor position noted above.

10. Governor Action Plan – Jo Kitchen

- i. Jo reported that she has completed 9 of the items on her Action Plan, including:
 - Website audit
 - Safer recruitment audit
 - Market research in the village to speak to people who are not sending their children to our school. Each had a different reason, ranging from the uniform

to not finding the school entrance welcoming enough. Interestingly, no one had looked up our Ofsted report.

- She is currently working on GDPR from a governor's perspective and would like to come in to observe a lesson.
- Jo has completed the following courses: New Governors, Finance for Governors and a Safeguarding Briefing.

ii. David thanked Jo for all her hard work.

11. **Marketing** (the Marketing Strategy and Social Media Update were circulated at the meeting)

- i. Liam reported on a meeting he and Liz had with Wyvern 3D re producing a 3-D tour of the school for our website and marketing purposes, especially at the Kington Scarecrow Festival. They have quoted £275, and we would be the first school in the area to have it. This can be combined with a professional photo shoot to avoid the impression of an empty building. We have been quoted £75 for this session, and the photographs can also be used for a new, professionally produced school marketing leaflet.
- ii. Liam updated governors on the success of our social media campaign.
- iii. We are taking part in a photo shoot tomorrow with Cotswold Homes, who are sponsoring our Easter Egg Hunt.
- iv. We plan to take part in more events in Chippenham, including the Soap Box Race on Sunday 3 June, and the Carnival on Saturday 14 July.
- v. The Gazette & Herald are sending a photographer to cover the Chameleon Anglo Saxon Day on Wednesday 28 March.
- vi. *The governors expressed concern that our website is not mobile friendly.* Liz is to take this up with Oakford Technology. **ACTION (A22/3.8): Liz**
- vii. Ian, Jo, Liam and Liz will meet to discuss other ways in which the school website can be improved. **ACTION (A22/3.9): Ian, Jo, Liam and Liz**
- viii. Liam will conduct a website audit from a prospective parent point view. **ACTION (A22/3.10): Liam**
- ix. Jo will look into producing a governing body blog to improve communication between governors and parents. **ACTION (A22/3.11): Jo**

12. **GDPR**

- i. Kay reported that we have a plan in place, and we are working through the actions ready for 25 May.

13. **Safeguarding**

- i. Kay confirmed that there have not been any particular instances since we last

met.

14. Any Other Business

- i. Kay reported that we had to exclude a child today for a fixed term of 1.5 days, and we will seek additional help to manage that child's behaviour. This child has been restrained on several occasions (recorded) but today's episode was beyond reasonable expectations.

15. Date of Next Meeting: *Thursday 24 May 2018 at 7:00 pm at School*

The meeting closed at 9.35 pm

LIST OF ACTIONS

Number	Description	Date
A21/9.8	Euan to arrange a meeting with Maureen Lloyd from the community bus project	24 May
A23/11.5	David will speak to each governor about their Action Plan during term 5	24 May
A1/2.3	Liz to check our Absence Policy to ensure it reflects our current practice when a child is absent and we cannot reach the parent	24 May
A1/2.9	Jo to write a report for governors on her safer recruitment audit	24 May
A1/2.11	Liz to put SPG on the next FGB agenda	24 May
A22/3.1	Lizzy to send the HT contract to Lacock School & take charge of the contract	29 March
A22/3.2	David to move the HT pay negotiations forward	29 March
A22/3.3	Kay to consider other options for the part time Hercules Class Teacher position	29 March
A22/3.4	Kay to consider the best ways to use the school budget surplus to improve the Year 6 SATs results	16 April
A22/3.5	Kay to ask James to check the progress calculations for term 3 & write some notes	29 March
A22/3.6	Governors to email Kay with any questions about school data	24 May
A22/3.7	Kay to report to governors on teachers' plans for every child that is not in the expected place	24 May
A22/3.8	Liz to contact Oakford Technology about making our website mobile friendly	29 March
A22/3.9	Ian, Jo, Liam and Liz to meet to discuss improvements to the school website	24 May

A22/3.10	Liam to conduct an audit of the school website from a prospective parent point of view	24 May
A22/3.11	Jo to look into producing a governing body blog	24 May