

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
THURSDAY 23 NOVEMBER 2017
AT LANGLEY FITZURSE SCHOOL**

Present

Kay Vousden	Euan Sudbury	David Bloomer
Chris Steen	Ian Stuart	Simon Rahn
Andrew Spragg	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** – Ros Hutchins (accepted)
4. **Appointment of new Co-opted and Local Authority Governors**
 - i. Liam Parkinson was unanimously elected as a Co-opted Governor
 - ii. Jo Kitching was unanimously elected as a Local Authority Governor
 - iii. There are now no vacancies on the governing body, but David said he would welcome an extra governor to share the workload required.
5. **Election of Vice Chair**
 - i. As Euan Sudbury needs to focus on the S&P Committee, it was unanimously agreed that Simon Rahn should take over as Vice Chair of Governors.
6. **Minutes of the Previous Meeting (Thursday 21 September 2017)** – The minutes were agreed and duly signed.
7. **Review of Actions from the Previous Meeting (Thursday 21 September 2017)**

A27/3.3	Ongoing – School website audit – now arranged for Thu 30 November
A26/6.1	Ongoing – Kay to include unauthorised absences in her Head's Report
A26/6.5	Ongoing – Liz to type up the ARS Day notes
A21/9.1	Completed
A21/9.2	Remove – no Governors Skills Audit is available, but will be recreated

A21/9.3	Completed - Kay spoke to Johanna re the assessment of KS1 Science. The main difference is that for Reading, Writing and Maths you need to have the written evidence in front of you, whereas the assessment for Science takes place over two years and uses a much simpler list of criteria.
A21/9.4	Ongoing – Analysis of EHCP child's results will be presented to S&P on 30 November
A21/9.5	Completed – analysis of 2017 pupil data by pupil group
A21/9.6	Completed – updated Church/School section of the SIP
A21/9.7	Completed – Pay Panel recommendations
A21/9.8	Ongoing – liaison with bus companies. Euan will meet Maureen Lloyd from the community bus project, and will follow up with Wiltshire Council
A21/9.9	Close – after investigation, we are not able to make any changes to our catchment area
A21/9.10	Ongoing – Liz to add the Christian Distinctiveness Pupil Voice results to the Governor Portal
A21/9.11	Liz to send the Governor Meeting Schedule spreadsheet to Ian

8. **Head's Report** (a report was circulated prior to the meeting)

- i. Kay distributed the Wiltshire Council Disadvantaged Learner Charter to governors at the meeting. It was agreed that governors should reply by **Thursday 30 November 2017** with any objections. **ACTION (A23/11.1): Governors** If none are received, we will approve the Charter, and David will sign it off. **ACTION (A23/11.2): David**
- ii. **Staffing issues** - it was agreed that the L&R Committee will pick up the staffing issues noted. **ACTION (A23/11.3): L&R Committee**
- iii. Kay confirmed that the KS1 data will be available for the S&P meeting next week.
- iv. *Simon expressed concern that Writing appears not to be progressing despite having been highlighted at our January 2015 Ofsted Inspection.* Kay replied that children performed better in Writing than Reading or Maths at KS2, with the highest percentage of children achieving greater depth. KS1 Writing has not progressed as well, but the cohort was only 8 children, and they are being tracked and monitored very closely. *Jan asked if the 'Dragon Egg' initiative bore fruit.* Kay replied that we were not able to evaluate it effectively, although the children really enjoyed it. She added that one off writing experiences are not the answer, as we need children to write at length across the curriculum.
- v. Kay confirmed that the OFSTED Data Dashboard does not identify any areas to investigate, and that the front page of the Analyse School Performance (ASP) shows us within average range. This is good news, as this information will be noted by Ofsted. The information has been shared with governors, and the S&P Committee will go through it in detail.

- vi. We now need to look at in Key Stage progress and we will start to look at this when we gather end of T2 data.
- vii. *David has looked at the progress for every year group by subject, and concluded that it is too low.* The greater data focus by the staff and governors will enable us to spot and correct problems sooner.
- viii. *Simon asked if Kay had managed to talk to teachers about our performance.* Kay replied that she believed the problem to be that we were not monitoring progress closely enough to predict the problems. This is now being addressed.
- ix. David added that we have made large strides in trying to get the data together. Ofsted will expect governors to understand and be able to talk about it. The S&P Committee will give the highlights of the data analysis to the FGB.
- x. Kay will go back through the data to write a one page report for governors on the areas Ofsted will be especially interested in (KLOE). **ACTION (A23/11.4): Kay**

9. **Agree Membership of the People Committee**

- i. The People Committee will comprise Simon (Chair), Christine, Jo and Kay

10. **L&R and S&P Committee Reports**

i. **L&R Highlights**

- School Financial Value Standard (SFVS) analysis continues to plan.
- Observations following the thorough Financial Audit, which showed that our processes are generally very good.
- Extended the cleaning contract for another year.
- Renewed the catering contract
- A Risk Register will be developed.
- New door entry system, which may be funded from formula capital.

ii. **S&P Highlights**

- Handover from Anne (previous S&P Chair).
- Data sets improving and performance management now getting necessary focus.
- Agreed Terms of Reference, but will review them at a later date.
- Established new Policy Group (Jan & Chris).
- Reviewed the S&P area of the SIP and Euan has looked at the individual action plans.

- The Committee will start to look at data and targets for improvement for the end of this academic year.
- Agreed that Link Governors will oversee subjects not classes.

11. **Board Papers and Actions** (a report was circulated prior to the meeting)

- i. We will aim to upload the FGB agenda and supporting papers to the Governor Portal seven days before the meeting.
- ii. This gives governors to read them a week in advance and then come back with any questions Kay can then respond to / action Governors concerns in a more timely auditable manner
- iii. David asked governors to email the following information 48 hours before the meeting:
 - The outcome of their completed actions.
 - Progress on outstanding actions and a revised completion date.
 - Questions on the Head's Report
- iv. Liz will upload the summary of actions from the FGB meeting to the Governor Portal as quickly as possible.
- v. David requested that governors log in to Office 365 at least once a week.

12. **Governor Responsibility Matrix** (a report was circulated prior to the meeting)

- i. David explained that this came out of considering the effective implementation of the School Improvement Plan (SIP) and will be useful evidence for ourselves and Ofsted.
- ii. This is a detailed document which we must support / monitor effectively, and David has split it up between governors so that we can be more focussed.
- iii. Governors are to look at SIP action numbers assigned to them, and write back to David with a plan for monitoring these actions before the end of the year.
ACTION (A23/11.5): Governors
- iv. The following updates were agreed at the meeting:
 - Liam will join the S&P Committee and Jo will join L&R.
 - It was noted that we need to appoint an Early Years Foundation Stage (EYFS) Link Governor.
- v. David will update this list and upload it to the Governor Portal. **ACTION (A23/11.6): David**
- vi. *Chris asked how frequently the subject action plans get changed.* Kay replied that they are produced annually with input from teachers and governors. The

teachers 'RAG' rate them (allocate importance in terms of red amber and green) at the end of terms 2,4 & 6. They also reschedule each action as needed. *Ian asked if this is tied into teachers' objectives.* Kay replied that subject action plans are included in performance management as part of the leadership role for each teacher.

13. Link Governors

- i. Liam will be the SEN and Pupil Premium Link Governor. He will also work with Liz on social media.
- ii. Jo will also work on a questionnaire for the people in the village who have chosen not to send their children to the school. This will be picked up by L&R.

14. Risk Register Review (a report was circulated prior to the meeting)

- i. David has produced a draft spreadsheet of initial thoughts on the current risks to the school, and shared it on the Governor Portal. This will be taken forward by the L&R Committee.
- ii. Examples of risks include Kay's 18 month contract, which expires in August 2018.
- iii. David requested the governors' approval to contact the Diocese of Bristol Academy Trust (DBAT) to find out what would be involved in our joining this group. The governors agreed that he should do this.

15. School Improvement Plan 2017-18 (covered above)

16. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Pay (incorporating a 1% increase)
 - New Governor Induction – Liz is to upload this to the Governor Portal.
ACTION (A23/11.7): Liz
 - Vaping Policy
- ii. It was agreed that standard LA Policies will be sent to the Policy Group to be 'Langley-ised'. Liz is to send the policy template to Jan. **ACTION (A23/11.8): Liz**

17. Safeguarding

- i. It was noted that our Safeguarding procedures worked well when Kay was at Stackpole, and concerns were recorded.
- ii. Chris has met with Kay regarding the Safeguarding Audit for the local authority.
- iii. Kay will do a 30 minute safeguarding training session for governors at the start of the next FGB Meeting. Liz to put on the agenda. **ACTION (A23/11.9): Liz**

- iv. It was noted that governors also need to have updated Prevent training.
- v. Simon agreed to do online Safer Recruitment training. **ACTION (A23/11.10): Simon**
- vi. It was noted that a child had run out of school towards the road recently whilst the front door was propped open at the beginning of school. This is being investigated. Kay is to provide feedback on the changes in procedures required. **ACTION (A23/11.11): Kay**
- vii. Liz asked governors to make an appointment to see Lizzy to have their photograph taken for an id badge. **ACTION (A23/11.12): Governors**

18. Any Other Business

- i. David shared the following Ofsted information from his recent Chairs Networking Group:
 - An 'outstanding' Ofsted now appears to be very rare.
 - There is a heavy emphasis on Safeguarding, with governors being questioned about safer recruitment, Prevent and County lines amongst other topics. This includes the physical security of the school.
 - All governors need to attend a Safeguarding course, and we should pre-audit ourselves on this subject.
 - The academic focus appears to be on Reading and Maths in a wider sense, eg problem solving in other subjects.
 - We need to produce evidence that actions were done and the outcome known.
 - ii. The Headteacher's Performance Management will take place on Friday 1 December with David, Euan and our CASP (Challenge and Support Partner – previously School Improvement Advisor or SIA).
 - iii. The Income & Expenditure Report to 30 September 2017 was approved by governors and duly signed off.
 - iv. Governors were asked to write a one paragraph biography for the school website. **ACTION (A23/11.13): Governors**
 - v. A new governor photograph was taken for use on the school website and monitor.
19. **Date of Next Meeting: *Thursday 1 February 2018 at 7:00 pm at School***
The meeting closed at 9.04 pm

LIST OF ACTIONS

Number	Description	Date
A27/3.3	School website audit – agree date with Jo	30 November
A26/6.1	Kay to include unauthorised absences in her next Head's Report	28 March
A26/6.5	Liz to type up the ARS Day notes	1 February
A21/9.4	Kay to use RAISEonline to analyse how our EHCP child's results compared with NA	30 November
A21/9.8	Euan to meet Maureen Lloyd from the community bus project and follow up with Wiltshire Council	1 February
A21/9.10	Liz to add the Christian Distinctiveness Pupil Voice results to the Governor Portal	27 November
A21/9.11	Liz to send the Governor Meeting Schedule spreadsheet to Ian	27 November
A23/11.1	Governors to send in any objections to the Disadvantaged Learner Charter to clerk@langleyfitzurse.wilts.sch .	30 November
A23/11.2	David to sign off the Disadvantaged Learner Charter if no objections are received	1 December
A23/11.3	L&R to pick up the staffing issues noted re AS, EM & LHH	7 December
A23/11.4	Kay to produce a one page report for governors on the data areas that Ofsted will be most interested in	20 December
A23/11.5	Governors to email David with a plan for monitoring their actions re SIP	10 December
A23/11.6	David to update the Governor Responsibility Matrix and upload it to the Governor Portal	24 November
A23/11.7	Liz to upload the New Governor Induction Policy to the Governor Portal	27 November

A23/11.8	Liz to send the policy template to Jan	27 November
A23/11.9	Kay to give a 30 minute Safeguarding / Prevent training session to governors at the start of the next FGB Meeting. Liz to put on the agenda	1 February
A23/11.10	Simon to undertake online Safer Recruitment training	1 February
A23/11.11	Kay is to provide feedback on the changes required to procedures re the escaped child incident	1 February
A23/11.12	Governors to make an appointment with Lizzy to have their photograph taken for id badges (and school website)	20 December
A23/11.13	Governors to write a one paragraph biography for the school website	10 December