

**MINUTES OF THE MEETING OF THE GOVERNING BOARD  
OF  
THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION  
(‘Federation’)  
Executive Head Teacher: Mrs Karen Winterburn**

**Tuesday 3<sup>rd</sup> November 2020**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Adrian Cole (**AC**), David Bloomer (**DB**), Huw Solly (**HS**), Harriet Wilkinson (**HW**), Wendy Goodswen (**WG**), Luke Matthews (**LM**), Johanna Nathanson (**JN**), Sarah Matthews (**SM**) and Daniel Cornwell (**DC**)

**In Attendance:** Michelle Hocking (**Clerk**)

**Apologies:** Christine Steen (**CS**) and Fiona Farquhar (**FF**)

**KEY:** **Decisions: in bold** **Challenges: in red** **ACTIONS: underlined**

**AGENDA**

	<b>Item</b>	<b>Action</b>												
<b>1.</b>	<p><b>Attendance and Apologies</b> Apologies from CS and FF: noted and accepted</p> <p>It was acknowledged that this board was convening following compliance with a lengthy process culminating in immediately preceding full governing board meetings of each of the individual boards of Langley Fitzurse C of E Primary School (<b>LF</b>) and Stanton St Quintin Primary School (<b>SSQ</b>) – each of these boards dissolving and being replaced by this federated board – to govern both schools.</p>													
<b>2.</b>	<p><b>(a) Appointments</b></p> <p><b>It was unanimously agreed (each abstaining in respect of his/herself), as proposed and agreed by each of the LF and SSQ governing boards prior to their dissolution (and based on the combined skills set – analysed following completion of skills audit by all):</b></p> <table border="1" style="width: 100%;"> <tbody> <tr> <td><b>3 Foundation Governors</b></td> <td><b>DB, HW + HS</b></td> </tr> <tr> <td><b>2 Parent Governors</b></td> <td><b>WG (SSQ) + LM (LF)</b></td> </tr> <tr> <td><b>1 Staff Governor</b></td> <td><b>JN</b></td> </tr> <tr> <td><b>1 Executive Head (ex officio)</b></td> <td><b>KW</b></td> </tr> <tr> <td><b>1 LA Governor</b></td> <td><b>ES</b></td> </tr> <tr> <td><b>4 Co-opted Governors</b></td> <td><b>AC, CS, DC, and SM</b></td> </tr> </tbody> </table> <p><b>Associate = FF</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Foundation Governors had been formally approved by PCC/Diocese</li> <li>• LA Governor had been approved by LA/Local Councillor</li> </ul>	<b>3 Foundation Governors</b>	<b>DB, HW + HS</b>	<b>2 Parent Governors</b>	<b>WG (SSQ) + LM (LF)</b>	<b>1 Staff Governor</b>	<b>JN</b>	<b>1 Executive Head (ex officio)</b>	<b>KW</b>	<b>1 LA Governor</b>	<b>ES</b>	<b>4 Co-opted Governors</b>	<b>AC, CS, DC, and SM</b>	
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	<ul style="list-style-type: none"> <li>• Election processes had been conducted to select Parent and Staff Governors</li> </ul> <p><b>(b) Elect Chair and Vice Chair</b>  Process acknowledged, all:  (i) aware of the need to elect chair and vice-chair in the first meeting of the academic year, each for a term of office of one year;  (ii) given the opportunity to nominate themselves for either of these roles;  (iii) able to request nominees leave to facilitate secret ballot if wish.  The Clerk asked if anyone wished to nominate themselves for either of these roles.  ES confirmed that he would stand as chair and AC confirmed that he would stand as vice-chair. No other nominees. <b>It was unanimously agreed that ES is elected Chair and AC Vice Chair both with immediate effect and for a term of one year.</b>  <b>ACTION:</b> Clerk to collate records accordingly.</p>	Clerk
3.	<p><b>Declaration of Pecuniary Interests</b>  None declared save for HS being temporarily co-opted to assist with a panel at Whiteparish School, Salisbury (co-option terminating shortly after this meeting)</p>	
4.	<p><b>Handover from individual schools' FGBs:</b>  (a) Compliance with process was acknowledged - annotated checklist circulated with the papers for the meeting  (b) Handover Report and carried forward actions: LF – circulated with no questions or comments arising.  (c) Handover Report and carried forward actions: SSQ – circulated with no questions or comments arising  <b>(d) The decisions of the LF and SSQ governing boards to appoint:</b></p> <ul style="list-style-type: none"> <li>• KW as Executive Head</li> <li>• SM as SSQ Head of School</li> <li>• James Osler as LF Head of School</li> <li>• The Clerk as Clerk to the federated Governing Board</li> </ul> <p><b>Were unanimously ratified</b></p> <p>It was noted that the Consultation Document provided a business case and vision rationale to federate and that a combined vision now needed to be progressed. <b>ACTION:</b> ES and AC to produce a draft vision document for discussion at the next meeting.</p> <p><b>(e) Each of the schools Covid 19 Risk Assessments were unanimously approved in the form circulated prior to the meeting.</b></p>	ES/AC
5.	<p><b>Opening Administrative Matters/Forms:</b>  (a) Annual Declaration of Pecuniary Interests  (b) Certificate of Eligibility  (c) Keeping Children Safe in Education 2020 Acknowledgements  (d) Code of Conduct</p>	
	Item	Action

	<p><b>(e) Governors' Contact Details</b></p> <p>It was noted that each of the above forms had been circulated prior to the meeting. <b>ACTIONS:</b> (i) Clerk to circulate personalised forms to each governor and (ii) each governor to complete/sign and return the above forms to the Clerk as soon as possible.</p>	Clerk/All
6.	<p><b>Governance Documents:</b></p> <p><b>(a) Instrument of Government</b></p> <p><b>(b) Scheme of Delegation/Terms of Reference</b></p> <p>The Instrument of Government was unanimously approved in the form circulated prior to the meeting. <b>ACTION:</b> Clerk to re-circulate draft Scheme of Delegation for review by all board members for approval at the next meeting.</p>	All
7.	<p><b>Federation Structure 2020 -21:</b></p> <p><b>(a) Calendar of Meetings (Board and Committees)</b></p> <p>Meetings noted as follows:</p> <p><b>KEY:</b></p> <p><b>FGB</b></p> <p><b>Committee</b></p> <p>Thursday 12 November 2020</p> <p>Thursday 26 November 2020</p> <p>Thursday 7 January 2021</p> <p>Thursday 28 January 2021</p> <p>Thursday 18 March 2021</p> <p>Thursday 25 March 2021</p> <p>Thursday 13 May 2021</p> <p>Thursday 27 May 2021</p> <p>Thursday 1 July 2021</p> <p>Thursday 15 July 2021</p> <p><b>ACTION:</b> All to note for diaries</p> <p><b>(b) Committees' Membership</b></p> <p>Committees were unanimously approved as follows:</p> <p><b>Finance &amp; Resources</b></p> <p>HS (Chair)</p> <p>ES</p> <p>DC</p> <p>LM</p> <p><b>Teaching, Learning &amp; Development</b></p> <p>AC (Chair)</p> <p>HW</p> <p>WG</p> <p>JN</p>	All
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	<p><b>ACTION:</b> HS and AC to write Terms of Reference for the Committees for review at the first Committees' meetings on 12<sup>th</sup> November.</p> <p><b>(c) Responsibilities/named governors</b>  <b>Unanimously agreed as follows:</b></p> <table border="1" data-bbox="296 331 1230 875"> <tr> <td>Health &amp; Safety Governor</td> <td>JN</td> </tr> <tr> <td>SEN(D) Governor</td> <td>WG</td> </tr> <tr> <td>Safeguarding/Child Protection Governor/LAC</td> <td>CS</td> </tr> <tr> <td>Pupil Premium</td> <td>WG</td> </tr> <tr> <td>Whistleblowing Governor</td> <td>DB</td> </tr> <tr> <td>Equality &amp; Diversity (Including Community Cohesion) Governor</td> <td>DC</td> </tr> <tr> <td>RSHE</td> <td>WG</td> </tr> </table> <p><b>(d) Panels</b></p> <table border="1" data-bbox="296 943 1230 1218"> <tr> <td>Headteacher Review</td> <td>ES, AC, HS, and School Improvement Adviser</td> </tr> <tr> <td>Pay Panel</td> <td><i>As required</i></td> </tr> <tr> <td>Staff Panel</td> <td><i>As required</i></td> </tr> <tr> <td>Appeals &amp; Complaints</td> <td><i>As required</i></td> </tr> <tr> <td>Christian Distinctiveness</td> <td>HW (Chair) and HS – others welcome</td> </tr> </table> <p><b>(e) Governor Monitoring – visits and expectations</b>  It was noted that 'School Aspect' (an online tool to digitally track School Improvement Plan evolution with capacity to deal with staff appraisals, policies tracking and pupil tracking, etc) was being introduced and, particularly during the current pandemic, offered a potentially powerful integrated system for governor monitoring as well as staff improvement/data.  The board briefly discussed the range of possible models for link governorship – including the previous different approaches of LF and SSQ, noting the importance of regular contact and maintenance of governor visibility (being conscious of conducting contact in a Covid secure manner). <b>It was unanimously agreed that detailed discussions and proposals for this take place at Committees.</b>  <b>ACTION:</b> Committees to discuss and agree proposals for link governor monitoring and reporting across the federation in respect of their delegated responsibilities.</p>	Health & Safety Governor	JN	SEN(D) Governor	WG	Safeguarding/Child Protection Governor/LAC	CS	Pupil Premium	WG	Whistleblowing Governor	DB	Equality & Diversity (Including Community Cohesion) Governor	DC	RSHE	WG	Headteacher Review	ES, AC, HS, and School Improvement Adviser	Pay Panel	<i>As required</i>	Staff Panel	<i>As required</i>	Appeals & Complaints	<i>As required</i>	Christian Distinctiveness	HW (Chair) and HS – others welcome	<p>HS/AC</p> <p>HS/AC</p>
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8.	<p><b>Federated Schools' Improvement Plan</b>  Each of the LF School Improvement Plan and SSQ School Improvement Plan (SIP) was unanimously approved in the form circulated prior to the meeting.</p>																									
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	The board acknowledged that SIP remained working documents which would evolve over time – including greater integration across the federation. KW suggested that the SIPs could eventually become one SIP with both common priorities across the federation and specific additional individual priorities for each of the schools within the federation.	
<b>9.</b>	<b>Financial Projections</b> It was noted that the handover reports circulated included details of assets and liabilities and the Finance & Resources Committee would consider detailed budget monitoring reports and report back to the board under a standing committee update agenda item.	
<b>10.</b>	<b>Urgent Federation Policies:</b> <b>(a) Child Protection</b> <b>Subject to further updates to the contact details (including named Whistleblowing Governor) the Child Protection Policy was unanimously approved in the form circulated prior to the meeting.</b>  <b>(b) Pay</b> <b>The Pay Policy was unanimously approved in the form circulated prior to the meeting.</b>  <b>(c) Governor Induction</b> <b>The Governor Induction Policy (NGA form) was unanimously approved.</b>  <u><b>ACTION:</b> Clerk to effect updates to Child Protection Policy identified and file each of the Child Protection, Pay and Governor Induction Polices as approved policies.</u>	<b>Clerk</b>
<b>11.</b>	<b>Governor Training – schedule of LA courses on SharePoint</b> <u><b>ACTIONS:</b> (i) Clerk to upload schedule of LA courses to Teams and (ii) all to book relevant training courses via the Clerk.</u>	
<b>12.</b>	<b>Standing Items:</b> <b>(a) Marketing Activities – notice to stakeholders</b> KW reported: <ul style="list-style-type: none"> <li>• Formal federation day (yesterday) was somewhat anti-climactic – notice should be given to stakeholders to clarify that federation had now taken place</li> <li>• Open Days had taken place: <ul style="list-style-type: none"> <li>○ LF: Saturday face to face – pre-booked and with Covid secure measures – 9 families attended in total</li> <li>○ SSQ: Virtual (yesterday evening) – included recorded virtual tour – 5 families attended</li> </ul> </li> <li>• Both schools had received telephone enquiries from prospective parents – LF conducted individual, Covid secure, after school tours and SSQ directed to virtual tour</li> <li>• Flyers have been distributed in catchment areas and barracks</li> </ul> <u><b>ACTIONS:</b> (i) HS to assist with greater distribution to forces colleagues</u>	<b>HS</b>
	<b>Item</b>	<b>Action</b>

	<p><u>(ii) ES to write appropriate notice to stakeholders to be placed on each of the schools' websites.</u></p> <p><b>(b) Safeguarding Update</b> No incidents to report. Safeguarding Audit for both schools due next week – KW and CS would work together to complete.</p> <p><b>(c) Health and Safety</b> KW reported:</p> <ul style="list-style-type: none"> <li>• H&amp;S Walks took place at both schools before the children returned to school in September</li> <li>• LF had works conducted in Half Term (including boiler)</li> </ul> <p><u><b>ACTION:</b> Finance &amp; Resources Committee to consider H&amp;S as standing agenda item – including immediate arrangements for SSQ at next week's meeting.</u></p> <p><b>(d) H &amp; S Compliance/Audit</b> See above.</p> <p><b>(e) Single Central Record (SCR) Update</b> KW reported that both schools' SCR are compliant at present. It was noted that committees should consider elements of compliance to ensure appropriate checks are completed. <u><b>ACTION:</b> Committees to include appropriate compliance elements in their Terms of Reference and ensure monitoring of checks conducted is carried out and appropriately reported/recorded in minutes.</u></p>	<p>ES</p> <p>HS</p> <p>HS/AC</p>
13.	<p><b>How have we added value to/contributed to the vision of the federated schools for the benefit of the children at Langley Fitzurse and Stanton St Quintin?</b></p> <ul style="list-style-type: none"> <li>• <b>Forming the federation to improve long term sustainability of both schools</b></li> <li>• <b>Allocating roles to skilled members of the board to facilitate effective monitoring, challenge, and support</b></li> </ul>	All
14.	<p><b>Date of next meetings (all 6.00pm start):</b>  <b>Thursday 26 November 2020</b>  <b>Thursday 28 January 2021</b>  <b>Thursday 25 March 2021</b>  <b>Thursday 27 May 2021</b>  <b>Thursday 15 July 2021</b></p>	All

Signed:.....(Chair)

Date:.....

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Date: 14.12.20

