

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

Thursday 18th May 2023

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Huw Solly (**HS**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Gemma Hector (**GH**) and Amber Batson (**AB**)

In Attendance: James Osler (**JO**) Michelle Hocking (**Clerk**)

Apologies: Fiona Farquhar (**FF**), Adrian Cole (**AC**), John Dawson (**JD**), Tom Stables (**TS**) and Despoina Chatzikyriazi (**DC**)

Apologies (usual attendees): Sarah Matthews (**SM**)

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

	Item	Action
	Opening Prayer Led by RP.	
1.	Attendance and Apologies Apologies: Noted and accepted from FF, AC, JD, TS and DC. Quorum present. ¹	
2.	Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed by all present save for TS. All present confirmed no changes to their Register of Interests declarations. No interests declared in this evening’s agenda. ACTIONS: TS to complete online declaration of Interest form previously sent.	TS
3.	Approval of last minutes (23rd March) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 23rd March were unanimously approved as a true and accurate record of that meeting. ES signed the minutes accordingly. ACTION: Clerk to publish/file the last minutes as appropriate. Matters Arising Item 3 – carried forward actions <ul style="list-style-type: none"> • JD and TS to attend New Governors’ Induction training as soon as possible – carry forward (also new governors KH and DC – AB booked onto next available session in November 2023). ACTIONS: JD, TS, KH, AB and DC to complete New Governors Induction 	Clerk JD/TS/KH/DC

¹ Total 11 governors, 7 in attendance = more than 50%

	<p>training as soon as feasible.</p> <ul style="list-style-type: none"> ACTION: JD to complete PREVENT Training: INTRODUCTION TO PREVENT E-LEARNING PACKAGE and Clerk to send PREVENT completion certificate to SM and JO upon receipt. ACTION: TS to complete Keeping Children Safe in Education acknowledgement. ACTION: All to complete Local Authority (LA) safeguarding training (via RightChoice booked upon request to the Clerk) for all governors and upload certificates to safeguarding folder on Teams: Safeguarding ACTION: ES to update governor responsibility matrix <p>Item 4: AB and GH confirmed that they had completed National Grid for Learning quizzes which they had found clearly worded and easy to navigate.</p> <p>Item 5: Statutory Inspection of Anglican and Methodist Schools (SIAMS) documentation ACTIONS: (i) All to review new school website page: Our Christian Ethos - Welcome To Langley Fitzurse (ii) AC and JD to review SIAMS SEF on schoolaspect (others have done this)</p> <p>AB volunteered to attend Term 6 Governor Briefing ACTIONS: (i) AB to attend and make notes of Governor Briefing and (ii) Clerk to book AB on Term 6 Governor Briefing and add Term 6 Governor Briefing AB update to the next agenda.</p> <p>ES volunteered to produce a lookback item for the Kington Langley Magazine June edition ACTION: ES to produce KL Magazine piece for June edition.</p> <p>KW reported that, following recent concerns for staff wellbeing as a result of social media posts and parental comments, a Vexatious Complaints Policy had been drafted and it was proposed that this be added to the current Complaints Policy. The board agreed that a vexatious complaints policy seemed increasingly relevant and supported its inclusion in principle. ACTIONS: (i) KW to upload new version of Complaints Policy (including Vexatious Complaints Policy as an appendix) to schoolaspect and (ii) all to review/comment on/approve the revised Complaints Policy via schoolaspect.</p> <p>All other actions complete or superseded.</p>	<p>JD/Clerk</p> <p>TS</p> <p>FF, AC, DC, TS and JD</p> <p>ES</p> <p>All AC + JD</p> <p>AB/Clerk</p> <p>ES</p> <p>KW</p> <p>All</p>
<p>4.</p>	<p>Headteacher Report</p> <p>Report circulated.</p> <p>KW highlighted:</p> <p><i>Context</i></p> <p>Current key focus is assessment:</p> <ul style="list-style-type: none"> Key Stage (KS) 2 Standard Assessment Tests (SATS) took place last week KS1 SATS are taking place this week Phonics Screening Tests take place in June SSQ had a spot check on storage of SATS papers – processes externally validated Thanks are extended to RP (Langley Fitzurse (LF)) and Doreen Pattison (Stanton St Quintin (SSQ)) for providing independent oversight during SATS <p>Q1: Following on from the recent media attention around SATS – what were they actually like?</p> <p>A: The papers were not particularly child-friendly with cumbersome phrasing - challenging to decipher (particularly Reading and Maths</p>	

<p>papers). At times it seemed as if the papers were designed to trick children rather than give them the opportunity to show their abilities.</p> <p>Q2: From a wellbeing perspective, how did the children handle SATS?</p> <p>A: They children were brilliant – they were prepared and ready in a sensible way and staff supported them very well. The children were ready but not overly exam-prepped. All children were in. The schools applied for additional time for readers as required and adapted in line with mandatory processes where necessary (e.g., one child completed the last 8 minutes of a paper in KW’s office).</p> <p>RP added that everything was very well organised with consistency of adults involved. The whole process was a testament to the relationships between pupils and teachers.</p> <p>Thanks were extended to teachers and congratulations to the children.</p> <p><i>Quality of Education</i></p> <ul style="list-style-type: none"> • School Improvement Adviser (SIA): <ul style="list-style-type: none"> ○ LF visit focused on English – progress against reading and writing actions and key marginals (i.e., those on cusp of achieving Expected Standard (EXS) or Greater Depth Standard (GDS) in teacher assessments) ○ SSQ visit focused on Computing and PE ○ Both were positive visits and reports will be shared upon receipt ACTION: KW to circulate SIA Visit Reports upon receipt • Moderation date 12/05/23 – staff were prepared and ready but neither school was selected for LA moderation on this occasion • SSQ: Oracy focus: Stanton St Quintin - Oracy (stanton-st-quintin.wilts.sch.uk) and forest school development has commenced (KW is liaising with neighbours to ensure no issues) <p>It was noted that outside areas are included in governors’ termly Health & Safety inspections and a formal opening of the forest school provision (with neighbours invited) was proposed.</p> <ul style="list-style-type: none"> • LF: Ramsbury Hub have conducted their fifth visit and continued support is being welcomed for next year plus supported review from LA (Lead by LA Regional Lead who is also an Ofsted Inspector) <p>Q3: Did the school request the LA review or was it imposed?</p> <p>A: The review was offered and the school was happy to accept this external support and validation. This review offers the required support to subject leaders and the resulting report (with actions and offers of further support where required) will follow. The review is similar to a SIA visit but is conducted by two people as it has a wider focus.</p> <p>It was noted that all opportunities to emphasise need for more space at LF are taken, whenever there are visits from LA, Diocese, etc.</p> <ul style="list-style-type: none"> • LF continues with writing focus via various methods, including: <ul style="list-style-type: none"> ○ Writing challenge involving applications for Blue Peter Badge ○ Workshop for parents to see how writing is taught (including Q&A session) ○ Clubs for those lacking required support at home ○ Inclusive celebrations <p>GH and AB offered to support LF writing focus.</p> <ul style="list-style-type: none"> • LF website is live – thanks extended to JO <p><i>Behaviour and Attitudes</i></p> <ul style="list-style-type: none"> • Attendance: <ul style="list-style-type: none"> ○ continues to be closely monitored (with visits from the LA’s Education Welfare Officer (EWO)) 	<p>KW</p>
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<ul style="list-style-type: none"> ○ just above national average (which is 93%): <ul style="list-style-type: none"> ▪ LF = 94.8% ▪ SSQ = 95.6% • No exclusions • SSQ: <ul style="list-style-type: none"> ○ Reception intake September 2023: 15 (against Published Admission Number (PAN) of 17) ○ Staffing structure summarised in report (not yet published to school community) – based on current knowledge (NB: Teachers' resignation deadline 31/05/23) • LF: <ul style="list-style-type: none"> ○ Reception intake: 16 (PAN 16) + 2 appeals pending ○ Appeal cost to school = £550 per appeal (irrespective of outcome) – propose inclusion of appeals contingency in budget moving forwards ACTION: Finance & Resource (F&R) Committee to consider proposal to include appeals contingency in budget moving forwards ○ Provision for Y4s across two classes: <ul style="list-style-type: none"> ▪ will be consistent – with joint planning and lots of opportunities to come together built in ▪ proposed to split children by age • Exploration of best structure for pupil outcomes within financial constraints continues <p><i>Personal Development (and welfare)</i></p> <ul style="list-style-type: none"> • LA Safeguarding Review: <ul style="list-style-type: none"> ○ SSQ conducted – broadly pleased and minor further improvement actions completed ○ LF scheduled for next year (taking on SSQ learning points now) • Anonymous complaints: <ul style="list-style-type: none"> ○ No.1: As reported at the last meeting (LA investigation vindicated the school) ○ No.2: LA has investigated and verbally reaffirmed this to be vexatious – report awaited ACTION: KW to share report with ES upon receipt. <p><i>Leadership & management</i></p> <ul style="list-style-type: none"> • As mentioned above, busy with: <ul style="list-style-type: none"> ○ Statutory and non-statutory assessments ○ Reports and other end of term activities ○ SIAMS ○ Ofsted ○ Liaison with neighbours (parking, trees, etc) • Thanks extended to AC for powerful piece for Kington Langley Magazine/newsletters • Deficit in-year budget for both schools (will be finalised and discussed in greater detail at Monday's F&R Committee) • Staffing: <ul style="list-style-type: none"> ○ Federation taking an understanding approach to strike action – appreciating that staff may wish to strike but are not in a financial position to do so ○ Resignations: 1 teacher resignation and 1 (verbal) TA resignation – both this week <p><i>Collaborative and Community Opportunities including Parental/Community Engagement</i></p>	<p>F&R</p> <p>KW</p>
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	<p>Listed in the report.</p> <p>Q4: Following the discussions at the last meeting about staff wellbeing, how is the plan to better support staff wellbeing progressing and is the required governors' support forthcoming?</p> <p>A: Progress has been hampered by lack of time but KW hopes to progress this next term. Staff surveys via schoolaspect have been trialled and it would be helpful if governors would review responses and consider themes.</p> <p>Q5: Is there any mental health Continuing Professional Development (CPD) available?</p> <p>No – leaders' CPD only and Wiltshire Employee Helpline provided.</p> <p>The committee observed that a proactive approach to mental health was required – to equip colleagues to manage their workloads and mental health/stress levels as per veterinary profession. AB offered to attend a staff session to discuss strategies if required.</p>	
<p>5.</p>	<p>Teaching, Learning & Development (TLD) Committee Report TLD minutes circulated.</p> <p>Summary of items discussed In AC's absence, KW highlighted key foci:</p> <ul style="list-style-type: none"> • Data review – strengths and areas for development • SATS accessibility • SIA visits • Ramsbury Hub visits • Education Health Care Plans (EHCPs): support and funding <p>KW emphasised that LF has four children with EHCPs:</p> <ul style="list-style-type: none"> • Funding in place (although process takes time) • School covers the first £6K of each EHCP (via notional funding) • Significant funding gap for one EHCP child – school is challenging current funding level as part of Annual review process (meanwhile school is funding required support from existing budget) 	
<p>6.</p>	<p>Finance & Resources Committee (F&R) Report F&R due to meet on Monday <u>ACTION: Clerk to circulate minutes of Monday's meeting once approved.</u></p> <p>Summary of urgent items pre-meeting:</p> <ul style="list-style-type: none"> • Feasibility Study: <ul style="list-style-type: none"> ○ It was noted that majority approval of feasibility study architects' quotation had been obtained by email based on HS recommendation (HS's email stating): <i>"All three architects have now provided quotes the for feasibility studies for our Langley Fitzurse expansion project. It is difficult to compare the fee proposals as they are not presented in the same method, I have attached the table to try and assist this comparison. The initial scoping brief is attached for reference.</i> <i>All three firms have been recommended by Wiltshire Council and for wider context, the LA are visiting both schools next week to review the condition our temporary buildings as there is some new but very limited funding available to the LA to replace temporary school buildings across Wiltshire, I</i> 	<p>Clerk</p>

	<p><i>am hoping to support out school teams with these visits to press our case!</i> <i>My personal preference is for [X], they are local firm (Corsham) and spent time working with Karen and I to look at the site, [Y] are Bath based and [Z] are Dorset based. [X]'s fee proposal is easy to understand for a lay person! All three have experience in working on school projects. I am seeking out of committee/FGB approval to proceed with the [X] fee proposal stage 0-1 (£4250 +VAT) at this stage please?"</i></p> <ul style="list-style-type: none"> ○ The email approval of the recommended fee proposal was unanimously ratified <u>ACTION: HS to proceed with feasibility study arrangements accordingly.</u> ● HS reported that the LA conducted a site visit last week – focused on temporary classrooms but including review of various Health & Safety points (which will be captured in Health & Safety visit reports which will be considered at F&R) – HS and KW laid out the best possible case for further investment/expansion but there has been no indication of LA prioritisation <p>Thanks were extended to HS for all his work on this. <u>ACTION: KH to conduct Health & Safety walk and provide visit report for review at F&R.</u></p>	<p>HS</p> <p>KH</p>
<p>7.</p>	<p>Christian Distinctiveness Committee Update Minutes circulated. RP highlighted:</p> <ul style="list-style-type: none"> ● Congratulations on a superbly worded Spirituality Policy (which is not a dry document, but inspiring and engaging) ● Lots of upcoming events noted ● Fantastic work done on Pilgrimage Trail stamp design – Yr6 child won competition with excellent design ● SIAMS is imminent (probably Term 6 now) ● Proposals include: <ul style="list-style-type: none"> ○ Partnership Award: children’s work displayed in church ○ Plant/produce swap <p>The board enthusiastically discussed swap proposal, suggesting:</p> <ul style="list-style-type: none"> ● Village participation to be encouraged ● PCC/Parish Council to be approached to consider participation/extension to include community fridge/wider swap arrangements (to reduce waste and provide community support during current cost of living crisis) <p>KW reported that, as part of SIAMS preparations:</p> <ul style="list-style-type: none"> ● Documentation collated (Summary Self Evaluation Form (SEF), Inspection Data Summary report (ISDR) and School Development Plan (SDP) summary ● Website information extensively updated: Our Christian Ethos - Welcome To Langley Fitzurse ● Timing of inspection: <ul style="list-style-type: none"> ○ Five days’ notice (KW will call for governor volunteers via the Clerk) ○ Diocese have been advised of dates the school hope to avoid (due to pre-booked events): Malmesbury Abbey trip 	

	<p>date, LA Support Review (13/.05/23) and next Ramsbury Hub visit date</p> <p>ACTIONS: KW to (i) update full SEF and circulate and (ii) share link to SIAMS folder.</p> <p>RP further highlighted:</p> <ul style="list-style-type: none"> • Excellent to see children consulted on pupil-centred Spirituality Policy (to ensure working/living document) • RP (as RE Link Governor) congratulations to JO for RE lesson and pupil voice (the children remembered what they had been taught before Christmas with enthusiasm) • Ideas for spirituality books for the library are being pursued 	KW
8.	<p>Policies and Published Documents: All circulated for approval via schoolaspect: https://online.schoolaspect.com</p> <p>ACTIONS: KW to: (i) amend evacuation wording to remove references to grabbing visitors book (following installation of electronic entry system), (ii) arrange for practical test of business continuity plan (drill of arrangements), (iii) update and upload social media policy and then (iv) send out with letters drafted by HS -with correct hyperlink - and FF (to show robust policies and governors' support for staff)</p>	KW
9.	<p>Governor Participation/Monitoring It was noted that:</p> <ul style="list-style-type: none"> • Governor Responsibility Matrix (as discussed above) – deferred to the next meeting • Governors' Briefing Term 6 (as discussed above) – AB attending • Link Governor Reports (RE – both schools) to go to next TLD <p>ACTION: Clerk to add RE Link Governor Reports to the next TLD agenda.</p> <p>RP confirmed that he would visit SSQ (RE and RSHE – KW 'caretaking' for subject lead during maternity leave) for update in Term 6.</p>	Clerk
10.	<p>Governor Training – schedule of LA courses on Teams: 18.05.23 AGENDA 10 Training Brochure (34).pdf Vision And Strategy Of The Board 25 May 2023 13:30 - 15:00 Cascaded Training: Governors' Briefing Term 5 update PPT - Term 5 Briefing, 26 April 2023.pdf</p> <p>ACTION: All to continue to book training via the Clerk.</p>	All
11.	<p>Standing Items by Exception: (a) Marketing Activities Website Update As noted above – thanks to JO. Kington Langley Magazine As noted above, thanks to AC and ES completing next article. Social Media Active presence and sharing continues – showcasing all the positive things going on. The board agreed that it was sad to be losing strong members of staff to people's behaviour – particularly on social media.</p> <p>(b) Safeguarding Update KW reported that, in addition to the two anonymous safeguarding</p>	

<p>complaints referred to above, a third complaint relating to LF had been received today – no details given, to avoid ‘tainting’ any governors from sitting on panels. It was unanimously agreed that (subject to him being willing) AC, AB and RP form a panel pursuant to the Complaints Procedure. ACTION: KW to liaise with the panel (and the Clerk as necessary) to follow through the Complaints Procedure.²</p> <p>KW also reported recommendations arising from LA review:</p> <ul style="list-style-type: none"> • Consider three-yearly DBS renewals for all – it was observed that this was costly and therefore would be considered in detail at F&R ACTION: F&R to consider whether to implement three yearly DBS renewals for all (in context of budgetary constraints) • Implement annual completion of Childcare Disqualification Declaration forms ACTION: Clerk to add completion of childcare disqualification declaration forms to September agenda • Develop flowchart for reporting/supporting peer-on-peer abuse ACTION: Clerk and KW to liaise on producing peer-on-peer abuse flowchart • Develop Early help staff flowchart ACTION: Clerk and KW to liaise on producing Early Help staff flowchart <p>KW observed that the LA safeguarding review was rigorous and provided detailed external validation of the Single Central Record (SCR). KW highlighted the need, in order to comply with Keeping Children Safe in Education (KCSiE) for all governors to complete annual safeguarding training and it was agreed this September session should be scheduled now in order to maximise attendance. ACTION: KW to confirm date of annual September safeguarding training as soon as possible and all to attend if at all feasible.</p> <p>(c) Health and Safety</p> <p>As noted above. HS added that the caretaker had completed urgent tasks and remaining items would be picked up through discussion of Health & Safety walks at next week’s F&R committee meeting.</p> <p>KW reported various planned upgrade/development works planned:</p> <ul style="list-style-type: none"> • Trim trail (SSQ): following slight alterations to the designs reviewed at the last meeting, cost of preferred contractor increased from £18K to £19K The works to trim trail were unanimously approved • Replacement gate (SSQ): to be funded from capital unanimously approved • Redevelopment of Adventure Kingdom and hammock/swing playground (LF): proposals circulated (without large swing as, although enthusiastic Yr6s spoke directly and eloquently to proposed contractor, this was unfortunately not feasible due to space and health & safety constraints) The Adventure Kingdom redevelopment works were unanimously approved • Pergola over sandpit (LF): Funding stream for these proposed works not yet identified (Sports Premium discounted as does not meet criteria) – as this is within F&R authorisation limit, deferred to F&R to approve appropriate funding stream ACTION: F&R to consider and approve funds for sandpit pergola at LF <p>HS mentioned that he is committed to a triathlon and would like to raise sponsorship funds for the federation and had contacted both schools’</p>	<p>KW</p> <p>F&R</p> <p>Clerk</p> <p>Clerk/KW</p> <p>Clerk/KW</p> <p>KW</p> <p>F&R</p>
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² Subsequently confirmed that this was also a safeguarding complaint and so to be dealt with pursuant to the safeguarding processes (referral to LA’s Designated Safeguarding Officer, etc.)

	<p>PTAs for suggested focus of fundraising – no response received yet. ACTION: KW/ES to liaise with PTAs to confirm preferred triathlon funding focus.</p> <p>(d) Equalities and Accessibility As reported above – plans being progressed with both schools (feasibility study, etc).</p>	KW/ES
	<p>AOB The board noted:</p> <ul style="list-style-type: none"> • Succession planning: Not required at present as no governor had advised of intention to step down (and next expiry of term of office is November 2024) • Back to school events include 10am 03/09/23 Back to School Sunday at Kington Langley Church (followed by BBQ) • Induction meet and greet events: <ul style="list-style-type: none"> ○ Should include child-friendly elements in order to maximise attendance of those with childcare issues ○ Include new joiners in all year groups 	
12.	<p>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?</p> <ul style="list-style-type: none"> • Agreed commissioning of feasibility study • Considered strategies to support mental health (particularly of staff) • Progressed SDP priorities to enhance the environment of both schools • Focused on SIAMS preparatory work • Held the school to account (challenging reporting rather than taking at face value and conducting/reviewing monitoring visits to triangulate reporting) 	
13.	<p>Date of next meeting (6.00pm start): 19th July at LF</p>	All note

The meeting closed at 7.50pm.

Signed:..... 

.....(Chair)

Date:.....06.08.23