

**MINUTES OF THE MEETING OF THE GOVERNING BOARD
OF
THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION
(‘Federation’)**

Executive Head Teacher: Mrs Karen Winterburn

Thursday 19th July 2023

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Tom Stables (**TS**), (via virtual conferencing facilities in accordance with GB Protocols) Adrian Cole (**AC**) and (from 6.16pm) Fiona Farquhar (**FF**)

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

Apologies: Huw Solly (**HS**), Gemma Hector (**GH**), Amber Batson (**AB**), John Dawson (**JD**), and Despoina Chatzikyriazi (**DC**)

Apologies (usual attendees): Sarah Matthews (**SM**) and James Osler (**JO**)

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 HS, GH, AB, JD 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 – he reminded all that his wife was a TA in school and this was noted as no conflict at present. All present confirmed no changes to their Register of Interests declarations. No interests declared in this evening’s agenda.	
3.	Approval of last minutes (18th May) and matters arising (not covered elsewhere) and special meeting of 7th June The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 18th May were unanimously approved as a true and accurate record of that meeting. ACTIONS: (i) ES to electronically sign and (ii) 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. ACTIONS: TS, KH and DC to complete New Governors Induction training as soon as feasible. 	Clerk TS/KH/DC

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

	<ul style="list-style-type: none"> 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 <p>FF joined the meeting at 6.16pm</p> <ul style="list-style-type: none"> All to review/comment on/approve the revised Complaints Policy via schoolaspect.- those who have not read/commented to do so as soon as possible ACTION: AC, FF, and TS to read/comment on <u>Complaints Policy as soon as possible</u> <p>Item 4: ACTION: KW to circulate SIA Visit Reports upon receipt: [KW to upload here pls: SIA Reports]</p> <p>Item 11:</p> <ul style="list-style-type: none"> ACTION: Clerk to add completion of childcare disqualification declaration forms to September agenda ACTION: KW to produce peer-on-peer abuse flowchart based on template provided by Clerk ACTION: KW to produce Early Help staff flowchart based on template provided by Clerk <p>It was noted that HS had completed his triathlon and raised an impressive amount of funds – many thanks extended. All other actions complete or superseded.</p>	<p>AC and TS</p> <p>AC, FF and TS</p> <p>KW</p> <p>KW</p> <p>KW</p> <p>KW</p>
<p>4. Headteacher Report</p>	<p>Report circulated. KW highlighted: <i>Context</i></p> <ul style="list-style-type: none"> Really busy year – will continue once the doors close to the children when premises works commence Extensive premises works scheduled for the summer, including: carpets, painting, pergola, white boards, windows, outdoor area, drain survey, cupboard and flooring replacements, replacement of trim trail and internal gate – these are being coordinated by KW, Gwen Pennington (school bursar) (GP) and the caretaker <p>The board acknowledged that GP works extremely hard – showing huge dedication and time commitment, even during holidays and sometimes in excess of hours claimed. KW continued to highlight:</p> <ul style="list-style-type: none"> It has been one of the toughest years as headteacher – across the school staff are being required to wear more hats whilst being paid (in real terms) less money – despite the board’s agreement to in-year deficit spend the federation still struggled to recruit and retain staff <p><i>Quality of Education</i> KW highlighted that data was discussed at Teaching Learning & Development Committee (TLD) (copied into the report circulated) and this should be celebrated:</p> <ul style="list-style-type: none"> Stanton St Quintin (SSQ) results were excellent Langley Fitzurse (LF) results are on the right trajectory with clear focus areas (such as Key Stage (KS)1 writing – committed to improving on current 60% achieving Expected Standard (EXS) – although this is good and above Wiltshire average/in line with national) 	

<ul style="list-style-type: none"> • KS2 cohorts are small which skews data – particularly at SSQ where there are only 6 in the cohort (hence only 50% achieving EXS in Reading Writing & Maths combined (RWM) as there was one child who did not quite achieve EXS in each of these subjects) • Areas which were statistically significantly above are marked * <p><i>Behaviour & Attitudes</i> KW highlighted that various external validation has been gathered – all of which has been impactful and validated where leadership had self-assessed with no surprises arising: School Improvement Adviser (SIA) visits, Local Authority (LA) Supportive Review and SIAMS (all of which also included speaking to children and staff). The board acknowledged that recommendations arising from these external reviews were broadly ‘tweaking’ rather than rectifying significant flaws.</p> <p><i>Personal Development (and welfare)</i> KW highlighted the significant number of enrichment activities taking place – those listed in the report circulated all having taken place in term 6 alone.</p> <p><i>Leadership & management</i> KW highlighted:</p> <ul style="list-style-type: none"> • Staffing Changes: <ul style="list-style-type: none"> ○ Teacher appointments: 3 candidates interviewed and recruited (i) second year Early Careers Teacher (ECT) as full-time teacher and (ii) 0.44FTE (2 days in class plus 1 hour contact with co-teacher on day 3) (experienced teacher) ○ Named Pupil Teaching Assistant is being redeployed to classrooms for 4 days a week ○ Maternity leave person returned at SSQ will take on Special Educational Needs Coordinator (SENDCo) role there ○ SM increasing hours to full time to provide more leadership capacity at LF on extra day – particularly with maths ○ JO will be coming out of class teacher role but providing cover for ECT, ECT mentoring, subject leader release time and planning preparation and assessment time (PPA) – he will also utilise these opportunities to monitor implementation of action plans and school priorities • The teacher appointments and JO redeployment are currently on a one-year fixed term basis and these changes are supported by the SIA • Changes in each of the teaching teams at LF, so a TD Day has now been scheduled for 1st September (with return of children deferred to Monday 4th September) with a focus on team values and school priorities and including planning and team-building activities <p><i>Collaborative and Community Opportunities including Parental/Community Engagement</i> Listed in the report.</p> <p>It was noted that there were no substantive updates relating to safeguarding save that whole-school training session invitation had been sent to all governors and all were urged to attend this ACTION: All to endeavour to attend mandatory safeguarding training 3.30 – 5.30pm on 26th September (see electronic invitation for calendars) (Any governors unable to attend the September training, to let KW know and she will send slides for review/acknowledgement via schoolaspect)</p>	<p>All</p>
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<p>5.</p>	<p>Teaching, Learning & Development (TLD) Committee Report TLD minutes circulated. Summary of items discussed AC highlighted key foci:</p> <ul style="list-style-type: none"> • Data review – results KS1 and KS2 Standard Assessment Tests (SATs): <ul style="list-style-type: none"> ○ Excellent at SSQ ○ Improving at LF • SIAMS Report: very good with lots of complimentary language • Class structures: Discussed and thanks extended to KW and other staff for their professional approach to managing the inevitable parental feedback <p>AC commented that it was great news that the team have managed to fill the vacancies so quickly – sincere thanks extended to KW and all involved</p> <p>AC further highlighted:</p> <ul style="list-style-type: none"> • Monitoring reports: Received and discussed – Early Years Foundation Stage (EYFS), English, RE and Science • Teaching & Learning: <ul style="list-style-type: none"> ○ Excellent at SSQ ○ Good at LF with good awareness of areas for continued development • Priorities: Review of progress against this year’s School Development Plan (SDP) targets and consideration of priorities which will form the basis of next year’s SDP 	
<p>6.</p>	<p>Finance & Resources Committee (F&R) Report F&R minutes circulated. Summary of items discussed In HS’s absence, ES referred to HS’s summary (as circulated): <i>Budgets</i></p> <ul style="list-style-type: none"> • SSQ Budget is as discussed at the special meeting in early June. • Due to staffing changes at LF, the LF budget is uncertain, KW is working hard to resolve staffing challenge and is doing this by all reasonable means. Thank you to the board for supporting with an ‘in principle’ agreement to spend reserves (up to £38k) if needed to enable a stable staffing structure is in place as close to the start of the school year as possible. This work has been supported by the people and pay panel and thanks extended all involved <p>Subject to receipt of updated modelling, the budgets were unanimously ratified.</p> <p>KW explained that:</p> <ul style="list-style-type: none"> • GP was modelling revised staffing costs but these may exceed the authorised spend of £38K by a little (by up to a further £1k) • The 0.44 teaching post was originally advertised at Main Pay Scale grade (MPS) 4, but to secure the experienced individual who has accepted the post, this has been raised to MPS6 <p>HS’s update continued:</p> <ul style="list-style-type: none"> • School Fund accounts have been independently audited. • Sport premium report is being drafted. <p><i>Buildings</i></p> <ul style="list-style-type: none"> • No update from the LA regarding the potential replacement of the 	

	<p>Pratten huts at both schools - KW continues to chase.</p> <ul style="list-style-type: none"> • Significant capital works will be taking place at both schools over the summer to both improve the learning environment and keep the schools in good working order. All this work is inline and captured in the SDP. <p><i>Staff wellbeing</i></p> <ul style="list-style-type: none"> • Email shared with board for DfE research project – all encouraged to get involved (RP confirmed he was already signed up) • F&R along with KW to devote time in the new school year to look at our offer. <p><i>Other points</i></p> <ul style="list-style-type: none"> • HS and GP are exploring Integrated Curriculum Financial Planning and there is training taking place in August, will report back to the board in the new year. This tool should help us to monitor and ensure the staff and education spend is targeted as it needs to be based on the educational needs and curriculum. • F&R is planning a business continuity exercise to test our plans in the new school year. • The committee spoke of their pride in LF, the staff and wider community support, the children and the leadership team for the outcome of the SIAMS inspection, thank you! • GDPR work is ongoing to update policies and ensure we are following best practise- Massive thanks to GP for this work. <p><i>Expansion project</i></p> <ul style="list-style-type: none"> • HS, GP and KW met with architects last Friday to discuss initial ideas, this was encouraging, drawings circulated for discussion, (headlines: double story two classroom in place of the gazebo with an access corridor running in front of the school with reconfigured meeting and staff space at the front of the school, improved airlock access system, new early years classroom and reconfigured space in the old heads house area and removal of the Pratten huts) • We have asked for full costings to take the initial designs to fully tendered and project managed build so we have indicative prices. • We will need to commission surveys and start discussions with the LA and Parish as we develop our thinking. • Really early stages but really exciting options on the table, now need to start to focus on the funding of it, please discuss this and will need to get a project group working on this. <p>KW explained that the meeting was really interesting and the board discussed noting:</p> <ul style="list-style-type: none"> • The plans circulated are extensive and, on the face of them, look expensive • A variety of costed options are anticipated, so the board can consider affordability before committing to any further costs • Tree survey work may be required • Thanks to all involved so far 	
7.	<p>Christian Distinctiveness Committee Update</p> <p>Minutes circulated. RP highlighted:</p> <ul style="list-style-type: none"> • Meeting took place before publication of SIAMS Report but the (incredibly positive) extracts were reviewed 	


	<ul style="list-style-type: none"> • Dates of various events/services have been fixed • The church school partnership award work continues to be ongoing • It is the 10th anniversary of formation of the worship council in the autumn and it is hoped that some appropriate celebrations will be scheduled • As reported at TLD – RP visits an RE lesson conducted by JO – which was an excellent, stimulating lesson during which the children exhibited fantastic enthusiasm – follow-up KS2 pupil voice was also impressively positive with the children very keen and spoilt for choice in choosing detail from their books • Operation shoebox Christmas appeal is being considered • Christian Aid Global Neighbours Scheme² is being pursued as part of next year’s areas for development (global Christianity and advocacy) • All are delighted with the SIAMS inspection outcome, it is a really good result – particularly excellent grading for collective worship - and it is acknowledged that there is always something for further improvement 	
8.	Policies and Published Documents: All circulated for approval via schoolaspect: https://online.schoolaspect.com	
9.	Governor Participation/Monitoring Succession Planning ES asked anyone who is contemplating stepping down to contact him, explaining that: <ul style="list-style-type: none"> • The padre at the barracks is scheduled to replace JD from September • There is another person interested in joining the governing body – a military person who resides at the barracks (but is not technically a representative of the barracks) and also a parent at SSQ • A technical staff vacancy continues (both SM and JO being associate governors) It was noted that the staff governor vacancy is the only current vacancy and any changes to the numbers and categories of governors detailed in the Instrument of Government require a formal process – including consent from the Diocese.: Governors’ Briefing Term 6 AB’s headline notes on Term 6 Governor Briefing were referenced and in particular: <ul style="list-style-type: none"> • KW reported that Primary Heads Forum has been remodelled and is now no longer a subscribed service but will be added to Headteacher Briefings sessions in terms 1 and 6 • The federation continues to work with the Education Welfare Officer (EWO) to monitor and address attendance issues • Suggested questions will be covered at TLD ACTION: AC/Clerk to ensure Term 6 Governor Briefing questions to be posed by governors are included in TLD agenda discussions • Publication of provision Keeping Children Safe in Education 2023 (KCSiE23) changes – including Single Central Record (SCR) changes – KW reported that LA safeguarding audits were taking 	AC/Clerk

² [About Global Neighbours Scheme - Christian Aid](#)

	<p>place at both schools and JO has recently completed his refresher training</p> <ul style="list-style-type: none"> • FUEL (Free School Meals eligible children holiday club) updates noted and KW assured governors that families are signposted to apply directly (as schools are unable to do this on their behalf) • SEND Overview for all Governors is recommended: e-learning course which can be done at individual's convenience <u>ACTION:</u> <u>Clerk to send link to all governors</u> <p>KW reminded all governors that:</p> <ul style="list-style-type: none"> • Both schools were in the medium-term Ofsted window: SSQ due before September 2024 and LF due before September 2025 • Recent, partially funded, pay award recommended by unions for approval by members <p><u>ACTIONS:</u> (i) <u>All governors to review AB's questions independently to consider what they are able to personally answer and ask questions they are unable to answer: 19.07.23 AGENDA 10 Questions for Governors to consider prior to OFSTED inspection July 2023.docx</u> (ii) <u>all governors to consider Know Your School Checklist:: KeyDoc - know your school checklist.doc</u> (iii) <u>SM/KW to produce SSQ Self Evaluation Form (SEF) and (iv) Clerk to add Detailed Review of SSQ SEF as a workshop-style focus item at the end of the next agenda.</u></p> <p>Thanks were extended to AB for her very helpful update.</p>	<p>Clerk</p> <p>All</p> <p>All</p> <p>SM/KW Clerk</p>
<p>10.</p>	<p>Governor Training – schedule of LA courses on Teams 19.07.23 AGENDA 10 Training Brochure (40).pdf- <u>ACTION:</u> <u>All to continue to book training via the Clerk.</u></p> <ul style="list-style-type: none"> - Annual training log <p>Noted and all encouraged to maximise training opportunities available.</p> <ul style="list-style-type: none"> - Ofsted Update <p>Noted above.</p>	<p>All</p>
<p>11.</p>	<p>Standing Items by Exception: (a) Marketing Activities Website Update It was reported that the SIA would be conducting compliance checks on both schools' websites over the summer and a governor volunteer would be required to review the SIA's audit/make any recommendations in September <u>ACTION:</u> <u>All to consider volunteering to conduct website audit in September.</u></p> <p>Kington Langley Magazine <u>ACTION:</u> <u>All to volunteer to produce piece for KL Magazine by adding their name to the rota here: KL Mag Updates Rota 23 24.docx</u></p> <p>Social Media The board acknowledged that lots of positive content continues from both schools. KW reported that following recent discussions regarding concerns about parental community content, the social media policy (which was very anachronistic) will be re-drafted over the holidays and sent out, with the letters produced by FF/HS, in September. <u>ACTION:</u> <u>KW to amend and re-circulate the Social Media Policy and arrange for circulation to parents in September.</u></p> <p>It was noted that there are various events offering opportunities for</p>	<p>All</p> <p>All</p> <p>KW</p>

	<p>governors to meet with new parents, including: Back to School With God (Sunday 3rd September – including BBQ), induction meetings and workshops.</p> <p>(b) Safeguarding Update KW reported that CPOMS recording and monitoring continues, SSQ has been audited by the LA and LF will be audited by the LA in September, the in-house school review will take place next term and the updated SCR template will be implemented upon publication by the LA (anticipated in September)</p> <p>Health and Safety As noted above in F&R minutes and update.</p> <p>(d) Equalities and Accessibility As reported above – plans being progressed with both schools (feasibility study, summer works, etc).</p>	
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"> • Resolution of September staffing – huge thanks to all involved, particularly KW and GP • Successful SIAMS inspection – massive thanks to all involved (in both preparatory and on inspection day work) • Work with architects on feasibility study • Monitoring the curriculum and experiences (as detailed in the headteacher report) to assure that the curriculum is supporting both schools' visions (LF: 'Amaze, Excite, Inspire' and SSQ: 'Motivate, Educate and Nurture') 	
13.	Date of next meeting (6.00pm start): 21st September at SSQ	All note

The meeting closed at 7.58pm.

Signed:..... (Chair)
Date:...21.09.23.....

Meeting dates for next academic year:

- 21st September 2023**
- 23rd November 2023**
- 25th January 2024**
- 21st March 2024**
- 13th June 2024**
- 11th July 2024**