

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 25th January 2024

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Kyle Hutchings (**KH**), Richard Priest (**RP**), Adrian Cole (**AC**), Fiona Farquhar (**FF**), Amber Batson (**AB**), Georgina Adams (**GA**) and (until 7.53pm) Tom Stables (**TS**)

In Attendance: Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**), Michelle Hocking (**Clerk**) and (from 7.42pm) Reverend Nimilote Rokotoro (**Roko**)

Apologies: Huw Solly (**HS**), Luke Facey (**LFa**), Despoina Chatzikyriazi (**DC**) and Gemma Edgar (née Hector) (**GE**) (sabbatical)

Apologies (usual attendees): James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**)

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

	Item	Action
OPEN		
	Opening Prayer Led by RP.	
1.	Attendance and Apologies Apologies: Noted and accepted from HS, LFa, DC, GE and usual attendee, JO. Quorum present. ¹	
2.	Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed by all present. No interests declared in this evening’s agenda.	
STANDING ADMINISTRATIVE/COMPLIANCE ITEMS		
3.	Approval of last minutes (23rd November) 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 November were unanimously approved as a true and accurate record of that meeting. ACTIONS: Clerk to add ES’s electronic signature to and	ES/Clerk

¹ Total 12 governors, 9 in attendance = more than 50%

	publish/file the last minutes as appropriate. Matters Arising LFSSQ FGB ACTIONS LOG 2023 24.docx	
4.	Safeguarding: (a) Keeping Children Safe in Education 2023 Acknowledgement (Link to Microsoft forms sent 14.09.23) – noted all had completed (b) Childcare Disqualification Declaration Forms (Link to Microsoft forms sent 14.09.23) – noted all had completed (although governors not technically obliged to do so all willing to) (c) Safeguarding & Child Protection Policy (new LA model circulated via schoolaspect) – all approved via schoolaspect.	
5.	Update on School Self-Evaluation and Ofsted Prep KW reminded: <ul style="list-style-type: none"> • School Self-Evaluation (SEF): <ul style="list-style-type: none"> ○ Summary (on the school website): download.asp (stantonschool.net) ○ Full (on schoolaspect/SharePoint): https://stantonschool.sharepoint.com/w:/s/Federation/ESH/W_gjcvHVMrK-0ru79rzsBpuu7P-5J2Se1EFUb4qK2eA?e=iSWfcl ○ Child-friendly version (on the school website): https://www.stanton-st-quintin.wilts.sch.uk/attachments/download.asp?file=4379 • Summer detailed parent survey conducted – with good response rate (on school website): B88EBA000979165E8BC4AAFE08AEC402.pdf (stantonschool.net) • Governor checklist (on SharePoint) to help governors understand where key information is: Know Your School Checklist • Inspection process includes: <ul style="list-style-type: none"> ○ Telephone call the day before: 90 minutes call with Senior Leadership Team (SLT) regarding lines of enquiry ('deep dives') – these will include Reading/Phonics and Maths ○ Focus on subject leadership: plans in place for logistics of observing teaching in practice with all prepared for this as much as possible ○ One day inspection unless grading changes (up or down) • Governors' input from those available – noting some key governors e.g. Safeguarding and SEND link governors may have challenges in attending (initial comms will be made via WhatsApp – with detail via school accounts – and arrangements made for virtual discussions with inspectors if required) 	
6.	Policies and Published Documents All reminded to review/comment on/approve documents assigned to them via schoolaspect.	
STANDING SCHOOL AND COMMITTEE REPORTS		
7.	Headteacher Report Report circulated.	

	<p>KW highlighted:</p> <p>Quality of Education</p> <ul style="list-style-type: none"> • New topics launched • Collaborative working across the federation: <ul style="list-style-type: none"> ○ SM supportive coaching (SM emphasised how enjoyable this had been) ○ Colleagues working together as ‘allies’ – pooling resources, etc • SSQ: Yr 3 / 4 with Yr5 / 6 split out (able to tackle even more age-appropriate texts – e.g. Anne Frank’s Diary and Grimms Fairytales by Philip Pullman) • LF: Staffing changes – monitoring and advert live for the summer Broad and balanced enrichment curriculum – listed in the report <p>Behaviour & Attitudes</p> <p>Behaviour continues to be good:</p> <ul style="list-style-type: none"> • There are blips but staff are equipped to deal and support and the children are great ambassadors for their school • No exclusions <p>Context</p> <ul style="list-style-type: none"> • Reception applications now closed: <ul style="list-style-type: none"> ○ no indicative data yet ○ lots of visits at LF ○ fewer visits at SSQ (although 8 entrants from Nursery anticipated) <p>Personal Development & Welfare</p> <ul style="list-style-type: none"> • Rise Trust ‘mentor me’ volunteers (as reported at TLD)² • THRIVE³ • Armed Forces Education Fund – proposals to utilise to support THRIVE training – capacity of staff to provide wider/greater welfare and emotional needs support <p>Leadership & Management</p> <ul style="list-style-type: none"> • Safeguarding: <ul style="list-style-type: none"> ○ CPOMS⁴: Federation has been using for c.18 months – everyone is using well and current service is being upgraded to include improved tracking permissions ○ Single Central Record: FF checks and gaps identified being filled (she will return to verify these have been rectified) ○ Safeguarding Audit in progress ○ Training: PREVENT and harmful sexual behaviour training completed by staff (governors are also encouraged to complete this) • Working party (initially KW and AB) to be formed to discuss staff wellbeing survey and implement initiatives arising from responses (working party to include staff representatives) • Practical and proactive caretaker in post – making good progress with various works • Wraparound Care: <ul style="list-style-type: none"> ○ SSQ: Making a loss – most attend only until 4.15pm and breakfast club is enjoyed but underused (presumed simply not needed) 	
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² [Pupil Mentoring in Wiltshire - The Rise Trust](#)

³ [The Thrive Approach to social and emotional wellbeing | The Thrive Approach](#)

⁴ [CPOMS Safeguarding and Wellbeing Solution for Schools](#)

	<ul style="list-style-type: none"> ○ LF: Really well utilised, with two sports coaches and 30 children and often over-subscribed • Staffing: <ul style="list-style-type: none"> ○ SSQ: illness ○ LF: vacancy <p>Collaborative & Community Opportunities & Parental/Community Engagement</p> <p>As detailed in the report Questions invited – there were none.</p>	
8.	<p>Teaching, Learning & Development (TLD) Committee Report TLD minutes circulated TLD Minutes 10.01.24 EHTApproved</p> <p>Summary of items discussed</p> <p>AC highlighted key foci:</p> <ul style="list-style-type: none"> • Review of autumn term data • Appointment of Early Years Foundation Stage (EYFS) and Special Educational Needs & Disabilities (SEND) link governors <p>AC explained how the committee scrutinises data by reference to examples: e.g. Key Stage 1 SSQ attainment by year group SSQ KS1&2 Attainment Autumn 23 by year group</p> <ul style="list-style-type: none"> • RED and ORANGE are areas for improvement • GREEN meeting expectations and BLUE really good (exceeding/greater depth) • Yr3 Writing is focus because not fitting the good pattern of the rest – discussion with senior leadership team (SLT) about this cohort: <ul style="list-style-type: none"> ○ Skewed by small cohort ○ SEND needs ○ Movement of children – military and lose lots of children at the end of Yr2 • Trends are observed • Progress is key • Overall picture at SSQ is good • Gap analysis Gap Analysis Dec 2023 : <ul style="list-style-type: none"> ○ Demonstrates staff really know the children ○ Individual support is provided to all the children • TLD scrutinise this level of data three times per annum <p>Questions were invited – there were none.</p>	
9.	<p>Finance & Resources Committee (F&R) Report F&R minutes circulated: F&R Minutes 19.01.24 ChairApproved</p> <p>Summary of items discussed</p> <p>KH highlighted:</p> <ul style="list-style-type: none"> • His first meeting as chair – last week • Schools Financial Value Statement (SFVS): checklist document – draft underway • Finance Update: <ul style="list-style-type: none"> ○ School Business Manager (SBM) delivered finance report – including noting that bank balances were temporarily artificially inflated due to change in Local Authority (LA) operating systems ○ Budget monitoring: <ul style="list-style-type: none"> ▪ LF broadly on track – although IT licences are high (LFa is auditing these) 	

	<ul style="list-style-type: none"> ▪ Slightly under on staffing because not recruited teacher yet ○ Wraparound Care: as above ○ Benchmarking: reports scrutinised – staffing skewed by federation cross working/charging arrangements <p><u>ACTION:</u> Clerk to add all governors to all Teams so all governors can easier locate other committees' documents.</p> <ul style="list-style-type: none"> • Health & Safety: <ul style="list-style-type: none"> ○ Scarlet fever – three confirmed cases at SSQ (reported to environmental health and advice being followed) ○ TS conducted SSQ walk – no significant issues identified (as reported to F&R) ○ Environmental Health – attempted spot check of kitchen, delayed by school trip (will be back) <p><i>ES left the meeting at 7.40pm</i></p> <ul style="list-style-type: none"> • Catering: Review with current caterers and, if things do not rapidly and significantly improve, will move to alternative delivered service from September <p><i>ES returned/Roko joined the meeting at 7.42pm</i></p> <p>It was noted that Transfer of Undertakings Protection of Employment (TUPE) would apply and the school has a duty of care to the catering serving staff.</p> <ul style="list-style-type: none"> • ICT: As noted at F&R, there is a potential opportunity to acquire some decommissioned military laptops (via LFa) <p><i>KW left the meeting 7.47pm</i></p> <p>The committee considered the training costs:</p> <ul style="list-style-type: none"> • Included in costed School Development Plan (SDP) • Appear high as essentially 'double costs' due to need for supply cover • Rolling programme of training, first aid, etc • Specific training recently e.g. SENDCo and Sounds Write • Forward planning ongoing for leavers, regular updates, etc (to ensure right impact at the right time) <p><i>At 7.53pm TS left the meeting and KW returned to the meeting.</i></p>	Clerk
10.	<p>Christian Distinctiveness Committee Update</p> <p>No meeting since the last FGB, but RP reported on the Church School Partnership Award⁵:</p> <ul style="list-style-type: none"> • LF is one of only 12 schools awarded – considering reaccreditation • 1st February free online course for governors • Wire Award⁶ - Diocese will connect schools with places of worship 	

⁵ [Church School Partnership Award - Diocese of Bristol \(anglican.org\)](http://anglican.org)

⁶ [WIRE Award - Diocese of Bristol \(anglican.org\)](http://anglican.org)

	<ul style="list-style-type: none"> Statutory Inspection of Anglican and Methodist Schools (SIAMS) – inspection framework has changed since the summer⁷ 	
STANDING GENERAL ITEMS		
11.	<p>Governor Participation/Monitoring:</p> <ul style="list-style-type: none"> Governors' Briefing Term 1 (Online broadcast) (28 Sep 2023 16:00 - 17:30) – update Slides circulated. Governors' Briefing Term 2 (Online broadcast) (08 Nov 2023 16:00 - 17:30) update Slides circulated. <p>Future Governors' Briefings:</p> <ul style="list-style-type: none"> Governors' Briefing Term 3 (Face to Face – part of Governors' Conference) (Fri 26 January 2024, Devizes Corn Exchange 09.30 – 15.30) – ES/GA volunteered but session cancelled Governors' Briefing Term 4 (Online broadcast) (06 Mar 2024 16:00 - 17:30) – KH volunteered <u>ACTION: Clerk to book KH onto Term 4 Governors' Briefing.</u> Governors' Briefing Term 5 (Online live Q&A) (02 May 2024 16.00 - 17.30) – KH volunteered. <u>ACTION: Clerk to book KH onto Term 5 Governors' Briefing.</u> Governors' Briefing Term 6 Online live Q&A, Thurs 02 May 17.30-19.00– volunteer required <p><u>ACTION: Clerk to add (i) Term 4 Governor Briefing Update to the March agenda and (ii) Governor Briefings volunteers to the next agenda</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12.	<p>Governor Training – schedule of LA courses on Teams Training Materials 2023 - 24 All noted.</p>	
13.	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities</p> <p>Website Update</p> <p>All encouraged to feed in comments from user perspective – noting that the websites are the windows to the world and will help inform Ofsted lines of enquiry. SSQ are considering website upgrade – initial indications are that costs will be c. £1,500 (including data migration)</p> <p>Kington Langley Magazine</p> <p>KW reported that exterior lighting at LF remains an issue:</p> <ul style="list-style-type: none"> Staff use phone torches Following discussions with the Parish Council clerk the school has been advised to: clearly articulate concerns and ideas to resolve, ensure have funds to contribute and attend Parish Council meeting at 7.30pm on 17.02.24 to present – ES volunteered to attend the Parish Council meeting <u>ACTION: ES to attend Parish Council meeting 17.02.24 and report back.</u> <p><u>ACTION: 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</p>	<p>ES</p> <p>All</p>

⁷ [2023-siams-framework.pdf \(churchofengland.org\)](#)

	<p>SSQ neighbour is keen to campaign for 20 mph speed limit in the village – governors to write a supporting letter ACTION: ES to write 20 mph supporting letter on behalf of the governing body.</p> <p>(b) Safeguarding Update</p> <ul style="list-style-type: none"> • As noted above: <ul style="list-style-type: none"> ○ FF has reviewed SCR ACTION: FF to circulate SCR visit report ○ CPOMS upgrade will facilitate initial reported tracking progress of concern and include induction ○ Audit to follow • FF is attending Local Authority safeguarding conference on 7th February • New SCR format is being populated ready for transition to this ACTION: Clerk to move safeguarding to top of agenda moving forwards <p>(c) Health and Safety As noted above in F&R minutes and update.</p> <p>(d) Equalities and Accessibility As reported above.</p> <p>(f) Projects Update GA reported that her husband is employing his expertise to support discussions with architects - including options and estimated costing.</p>	<p>ES</p> <p>FF</p> <p>Clerk</p>
SPECIFIC FOCUS ITEM(S)		
<p>14.</p>	<p>Governor Succession Planning and Board Membership</p> <p>Noted:</p> <ul style="list-style-type: none"> • Currently 12 places on the Governing Board: <ul style="list-style-type: none"> 2 x Staff: KW + vacancy 3 x Foundation: HS, RP and TS 4 x Co-opted: AC, GE, FF + vacancy 2 X Parent: KH and AB 1 x LA: ES • HS and AC leaving at the end of this academic year • ES hoping to leave soon • Roko has been nominated by the military but is time-limited and also governor of another school • Associate governor roles provide key to succession planning with opportunities for shadowing/longer and more meaningful handover, etc. • Updated proposals: <ul style="list-style-type: none"> ○ Roko joins as associate sitting on TLD ○ Luke joins as Co-opted sitting on F&R ○ GA joins in place of GE sitting on TLD ○ Staff Governor – role to temporarily be shared by SM and JO. <p>It was noted that:</p> <ul style="list-style-type: none"> • In recognition that having SM/JO (As SLT members) being staff governor was not ideal, KW had written to all staff inviting alternative self-nominations to maintain equity and transparency but explaining that in default of this, SM and JO would be jointly appointed • No other staff had come forward 	<p>ES</p> <p>Clerk</p>

	<p>It was unanimously agreed that:</p> <ul style="list-style-type: none"> • SM and JO be jointly appointed staff governor with immediate effect • SM and JO alternate their attendance at FGB meetings • The staff governor position held one vote • At meetings where SM and JO were both present, it would be agreed and recorded at the beginning of that meeting which of them would exercise the staff governor vote <p>ACTIONS: (i) KW to discuss continuing role with GE and (ii) Clerk to update records in respect of co-staff governor role appointments.</p> <p>Strategic Plan (3 – 5 Year look ahead) Circulated with no comments. 20231025-THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION Strategic Plan 2023</p>	Clerk
15.	<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"> • Robust safeguarding • Understanding of responsibilities and oversight • Reassured staff prepared for imminent inspection – and governors ready • Link governors’ visits providing reassurance of practice in school 	
16.	<p>Date of next meeting (6.00pm start): 21st March 2024 at LF 21st March 2024 (at SSQ) 13th June 2024 (at LF) 11th July 2024 (at SSQ)</p>	All note

The meeting closed at 8.32pm.

Signed:.....(Chair)

Date:.....