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

## Thursday 11<sup>th</sup> July 2024

## Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Richard Priest (**RP**), Huw Solly (**HS**), Luke Facey (**LFa**), Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**), (from 4.06pm) Georgina Adams (**GA**) and (from 4.15pm) Adrian Cole (**AC**)

In Attendance: Michelle Hocking (Clerk)

**Apologies**: James Osler (Head of School, Langley Fitzurse (LF)) (JO), Kyle Hutchings (KH), Tom Stables (TS), Amber Batson (AB), Fiona Farquhar (FF) and (associate governor) Despoina Chatzikyriazi (DC)

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

	Item	Action	
	OPEN		
	<b>Opening Prayer</b> Led by RP.		
1.	Attendance and Apologies Apologies: Noted and accepted from JO, KH, TS, AB, FF and DC. ES thanked all attendees for being so accommodating with the change of scheduled meeting date and time. Quorum present. <sup>1</sup>		
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 (13 <sup>th</sup> June) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 13 <sup>th</sup> June were unanimously approved as a true and accurate record of that meeting. <u>ACTIONS:</u> Clerk to add ES's electronic signature to and publish/file the last minutes as appropriate. Matters Arising LFSSQ FGB ACTIONS LOG 2023 24.docx	ES/Clerk	

<sup>&</sup>lt;sup>1</sup> Total 12 governors (SM/JO counting as one – joint staff governor, 6 in attendance = more than 50%) – with two more joining prior to any decisions being taken

	Safeguarding Update	
	In FF's absence, it was noted:	
	<ul> <li>Keeping Children Safe in Education 2024 (KCSiE24):</li> </ul>	
	<ul> <li>is coming out now: <u>Keeping children safe in education 2024</u></li> </ul>	
	(publishing.service.gov.uk)	
	<ul> <li>guidance on changes has been published: <u>Keeping Children</u></li> </ul>	
	Safe in Education (KCSIE) updated for 2024 _ Governorhub	
	Knowledge.pdf	
	<ul> <li>Local Authority (LA) model policy is awaited</li> </ul>	
	Annual safeguarding training:	
	<ul> <li>Generic update training is scheduled for 02/09/24 at 9.15 –</li> </ul>	
	12.15 (run by the LA) – all governors invited ACTION: Clerk	Clerk
	to circulate meeting link by email for governors to respond to	
	and auto-populate diaries accordingly.	
	• KW will provide school-specific update training to governors	
	as part of a full governing body ( <b>FGB</b> ) meeting as soon as	
	feasible <b>ACTIONS:</b> (i) KW to schedule school-specific	
	safeguarding training as part of an FGB meeting and (ii) Clerk to add school-specific safeguarding training to the	KW
	agenda as advised by KW.	Clerk
	GA joined the meeting at 4.06pm <sup>2</sup>	
	• KW reported that the Single Central Record ( <b>SCR</b> ) for both schools	
	were up to date and LF's had been signed off by the inspection	
	team as part of the Ofsted inspection which took place on	
	Wednesday and yesterday.	
	Policies and Published Documents	
	All reminded to review/comment on/approve documents assigned to	
	them via schoolaspect.	
	It was noted that prompt system appeared to be malfunctioning and so	
	all asked to actively log on schoolaspect to check and complete review	A 11
		All
	review tasks.	
	STANDING SCHOOL AND COMMITTEE REPORTS	
	Headteacher Report	
1	Noted that documents had been circulated.	
	KW reported Ofsted feedback:	
	Good in all areas	
	<ul><li>Good in all areas</li><li>Actions:</li></ul>	
	<ul> <li>Good in all areas</li> <li>Actions:         <ul> <li>Capacity of leadership</li> </ul> </li> </ul>	
	<ul> <li>Good in all areas</li> <li>Actions:         <ul> <li>Capacity of leadership</li> <li>Monitoring</li> </ul> </li> </ul>	
	<ul> <li>Good in all areas</li> <li>Actions:         <ul> <li>Capacity of leadership</li> <li>Monitoring</li> <li>Assessment</li> </ul> </li> </ul>	
	<ul> <li>Good in all areas</li> <li>Actions:         <ul> <li>Capacity of leadership</li> <li>Monitoring</li> <li>Assessment</li> </ul> </li> <li>ParentView was not supportive but the inspectors saw no evidence</li> </ul>	
	<ul> <li>Good in all areas</li> <li>Actions:         <ul> <li>Capacity of leadership</li> <li>Monitoring</li> <li>Assessment</li> </ul> </li> </ul>	
1	IN W TENOTTED LISTED TEEDNACK.	

<sup>&</sup>lt;sup>2</sup> No interests to declare

	ease (ES said that he would personally write to the lead inspector to thank her for the way she conducted the inspection) / noted that:	
	Everyone is shattered at both schools	
	•	
•	There are lots of lovely end of term events planned: o Inductions/transitions	
	• Leavers' services and treats	
	LF needs to address use of social media by parents – the negative	
	nature of some of this having a wide impact	
AC	joined the meeting at 4.15pm <sup>3</sup>	
	Does LF set out expectations of parents regarding support, etc via	
	arent/school partnership document which is signed by parents at the	
-	ginning of each year?	
	No. The consensus amongst staff at both schools is that it is unlikely	
	nake a difference, although maybe, given the recent social media	
เรรเ	ues, we will reconsider reintroducing some sort of parent charter.	
	reported that a Yr1 parent at LF had emailed KW to request a face-	
	ace meeting as Yr1 representative – for which governor support is	
	uested. KW explained that:	
	Some Yr1 parents have expressed concerns about the split of the	
	Yr1 children (two came to talk to KW at parents evening), despite	
	the rationale for this having previously been explained in a letter to	
	all parents	
0	Challenges have been exacerbated as the Early Years Foundation	
	Stage (EYFS) inadvisedly suggested that she would support	
	parents' class preferences (and unfortunately is not currently in	
	school to discuss further with parents, etc)	
	The precedent was set with mixed Yr3/4 class which has been	
	proven to work - so the decision on class split is an evidence-based	
	decision	
	e committee discussed, querying whether teacher presence at any	
•	ents meeting may assist (if staff are willing to attend). KW explained	
	t the EYFS teacher is currently on long-term sickness absence (fit	
	e extended to 11.09.24) and HR have advised that any cover must	
	temporary and upon the staff member's return there must be	
	sonable adjustments made during a period of phased return. KW	
	mowledged that, whilst obviously the school will follow appropriate	
	portive procedures for the member of staff (in line with HR advice),	
•	ents concerns are likely to be further heightened by perceived lack	
	staffing consistency for their children.	
	<b>TIONS:</b> (i) KW to write to parents suggesting a meeting at 3.30pm	ĸw
	Tuesday 16 <sup>th</sup> July 2024 (ii) KW to invite the School Improvement	All
	viser (SIA) to attend this Yr1 parents' meeting and (iii) Governors to	
	end to support if they are able (RP and LFa both confirmed they uld attend).	
	/ highlighted supportive review:	
	Conducted at LF 17.06.24	
	Focused on curriculum	
•	Really supportive and read really well	

<sup>&</sup>lt;sup>3</sup> No changes to interests to declare

1		
	Report was shared with Ofsted and provided background to	
	Ofsted's meeting with the SIA	
7.	Teaching, Learning & Development (TLD) Committee Report	
	AC shared SSQ results' overview taken to the committee	
	TLD minutes 10.07.24 v1.docx	
	SSQ Statutory Assessments Headline Data 24.pdf	
	highlighting:	
	<ul> <li>Sea of green – which indicates at/above national average</li> </ul>	
	<ul> <li>Key Stage 2 combined score in reading, writing and maths (RWM) =</li> </ul>	
	100% met or exceeded expected level (against national average of	
	Multiplication Tables Check (cohort of 6):	
	<ul> <li>1 child got 100% (25/25)</li> <li>2 super lathere achieved 22 second state (25)</li> </ul>	
	<ul> <li>Several others achieved 23 or 24 out of 25</li> </ul>	
	Congratulations were extended to SM and the whole team at SSQ.	
	AC reported that the SSQ School Development Plan was also	
	reviewed:	
	<ul> <li>2023/24 Priorities: nearly all complete and the reasons for those</li> </ul>	
	which are not were discussed, with appropriate assurances given to	
	governors	
	• SM explained the rationale for the 4 key priorities set for 2024/25	
	LF deferred due to Ofsted inspection.	
8.	Finance & Resources Committee (F&R) Report	
	at SSQ for one academic year (September 2024 – July 2025)	
	Exceptions report: Finance Report.docx	
	Approval of any relevant items, including:	
	<ul> <li>Ratification of SSQ I&amp;E: I&amp;E Dec 2023 - signed 8-7-24.pdf</li> </ul>	
	<ul> <li>Note no significant update to draft 24/25 budget approved</li> </ul>	
	at the last meeting and its submission to the LA by end of	
	June deadline (2) & (3) 3-year Budget plan 2024-25	
	It was noted that each of the above-linked documents had, following	
	cancellation of the last scheduled F&R meeting, been circulated to the	
	F&R committee members for comment/approval. Each of the SSQ I&E and draft 24/25 budget were unanimously ratified in the form	
	circulated.	
	Note of relevant items:	
	<ul> <li>Budget Monitoring (end of academic year):</li> </ul>	
	(4) Budget Monitoring	
	(1) SSQ Closedown 2023-34	
	(1) LF Closedown 2023-24	
	It was noted that the budget monitoring documents linked above	
	had also been circulated to F&R committee members (including ES	
	as chair of governors) and there were no comments or queries on	
	them.	
	<ul> <li>School Fund Accounts audit – LF certificate <u>LF- School</u></li> </ul>	
	Fund (to be signed by CoG)	
	It was noted that the LF school fund account audit certificate linked	
	above had been circulated to F&R committee members and there	
	were no comments or queries on it. The school fund account	
	audit certificate and its signature on behalf of the FGB were unanimously approved and ratified.	

• Sports Funding Report (NB: to be	
31.07.24) KW explained that the spo	0
yet finalized. It was unanimously re	
the sports funding reports for both	-
publication be delegated to ES and	
be circulated to FGB for information	
next meeting. <u>ACTIONS: (i) KW to (</u>	
reports for both schools to ES and K	
publication on the schools' websites	
Clerk to add ratification of the sports	funding reports for both
schools to the next agenda.	
• Pupil Premium Funding Report (er	
summary – full review report to be	published by end of
calendar year)	
KW reported that she would circulate	
report in the autumn ACTION: KW to	
premium funding report in the autum	<u>n.</u>
Premises & Resources updates:	
○ H&S	
20231001- HS 20240613- HS SSQ Visit	Governor Monitoring
H&S Walk(SSQ) 10-6-24.pdf	
HS's Health & Safety report was noted v	
acknowledged that this would be reviewed	ed in detail at the next F&R
meeting.	
_ Laptops	
LFa reported that three laptops (one for	
Google operating system) were being tri	
suitable, a further 37 laptops would be re	
KW emphasised that both schools have	
Technology, Engineering & Maths (STE	
was required as soon as feasible ACTIC	
SSQ IT provider to obtain pricing for clea	aning/setting up the laptops
available to be rolled out.	
• Solar Power	
No update at present.	
9. Christian Distinctiveness Committee Upc	
Diocese of Bristol Training Letter of Enga	agement: Diocese Letter -
LF.pdf	
RP reported:	
No meeting scheduled until September a	•
report save for the Diocese's training let	er circulated
<ul> <li>Whilst he understood that some school's</li> </ul>	had objected to the tone of
the Diocese's letter (which had resulted	
understood that there were issues with e	engagement as, at the last
two governor forums he had attended, th	
delegates respectively in attendance.	
STANDING GENE	RALITEMS
40 Coverney Destining they Magita via y	
10. Governor Participation/Monitoring: Cascaded Training:	
Cascaucu fraining.	

	Governors' Briefing Term 6 – update <u>Term 6 Briefing, presenters'</u>	
	slides.pdf and LFa Notes on T6 Governors Briefing Email.pdf	
	Thanks were extended to LFa for attending and sharing his notes of	
	the Term 6 session.	
	Future Governors' Briefings:	
	• Term 1: Weds 11 September 2024 (online): 16.00 – 17.00	
	<ul> <li>Term 2: Weds 20 November 2024 (online): 10.00 – 11.00</li> </ul>	
	<ul> <li>Term 3: Weds 22 January 2025 (online): 13.00 – 14.00</li> </ul>	
	<ul> <li>Term 4: Tues 18 March 2025 (online): 10.00 – 11.00</li> </ul>	
	<ul> <li>Term 5: Tues 1 May 2025 (online): 16.00 – 17.00</li> </ul>	
	<ul> <li>Term 6: Weds 18 June 2025 (online): 13.00 – 14.00</li> </ul>	
	ACTION: All governors to consider attending future governors' briefings	All
	on a rota basis and to contact the Clerk to confirm availability/request to	
	<u>be booked on to relevant briefing(s).</u>	
	Governor Monitoring – visits and expectations Governor Visits	
	Noted.	
	Calendar of Meetings (Board and Committees)	
	2024 25 Meeting Dates.docx	
	Noted.	
11.	Governor Training – schedule of LA courses on Teams <u>Training</u>	
	Materials 2023 - 24 and Training Brochure (9).pdf	
	All noted.	
12.	Standing Items by Exception:	
	a. Marketing Activities	
	KW reported:	
	SSQ	
	<ul> <li>School has been actively promoting EYFS Forest Friends</li> </ul>	
	toddle stay & play sessions on Tuesday mornings	
	<ul> <li>SM has been conducting personalized tours of the school</li> </ul>	
	LF	
	<ul> <li>Some interest from families moving into the area (various</li> </ul>	
	year groups)	
	<ul> <li>Seeking to maximise intake</li> </ul>	
	b. Kington Langley Magazine Deadlines – rota to be agreed	
	KW reported that she has done the end of year article and will	
	also do the opening of the next academic year piece in August	
	(for publication in September). It was noted that new rota would	
	be brought to the next meeting <u>ACTION: Clerk to add KL</u>	
	Magazine rota to the next agenda.	Clerk
	Governors observed that the back-to-school church service	
	had relatively low attendance last year and, whilst focused on reception incomers, all were welcome. <u>ACTION: KW to</u>	
1	arrange for newsletter invitation to attend back to school church	ĸw
1	service/BBQ to be extended to all.	
	c. Health and Safety	
1	Noted above.	
1	d. Equalities + Accessibility	
	No specific update on this occasion	
	e. Projects Update	
	+ Kington Langley Parish Council Community Orchard	
	+ Complaint - investigation	
	ES reported:	

•	<ul> <li>Strategy: Strategic discussion has now been written up and was shared with the Ofsted inspector (who was impressed)</li> <li>Strength of governors' documents and challenge came back strongly in Ofsted feedback sessions</li> <li>The KL community orchard is a lovely idea which the school is definitely interested in (as part of 11 by 11) <u>ACTION: KW to write back to community orchard organisers to confirm interest/support.</u></li> <li>Two complaints (both relating to the Yr1 class split arrangements discussed above) had been received by ES: <ul> <li>One followed the correct process (came via KW to ES)</li> <li>One came straight to ES</li> </ul> </li> <li><u>ACTION: ES to respond to complainants and commence investigation in line with the school's Complaints' Procedure.</u></li> </ul>	кW ES
	SPECIFIC FOCUS ITEM(S)	
Slia As an the to ES du ye	overnor Succession planning S reported that a prospective new governor (who works for the LA) is ue to attend the September FGB as an observer but the PCC has not et identified a suitable foundation governor.	ES
fec Fit • 15. Da	ow have we added value to/contributed to the vision of the derated schools for the benefit of the children at Langley tzurse and Stanton St Quintin? Two good Ofsted ratings following inspections this year (with governance recognised as strong – minutes, documents and governors' actions as well as being strategic and looking ahead) Supporting KW and LF staff in relation to Yr1 class split decision ate of next meeting (6.00pm start): 19 <sup>th</sup> September 2024 (LF)	All note
Pr 19 28 30 20 12	roposed dates for next academic year: 9 September 2024 9 November 2024 9 January 2025 9 March 2025 2 June 2025 9 July 2025	

The meeting closed at 5.25pm.

Signed:.....

.....(Chair)

Date:...19.09.24.....