

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 21st September 2023

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Tom Stables (**TS**), Amber Batson (**AB**), Luke Facey (**LFa**) and Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**)

In Attendance: Victoria Purton (prospective LA governor) (**VP**) and Michelle Hocking (**Clerk**)

Apologies: James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), Adrian Cole (**AC**), Fiona Farquhar (**FF**), Georgina Adams (**GA**) and Despoina Chatzikyriazi (**DC**)

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

	Item	Action
OPEN		
	Opening Prayer Led by RP.	
1.	<p>Attendance and Apologies Apologies: Noted and accepted from JO, FF, GA and DC. Quorum present.¹ VP was welcomed as an observer (having signed confidentiality undertakings) and it was noted that she was a prospective governor – proposed to take over the LA governor vacancy upon ES’s departure.</p> <p>VP explained that she worked for the LA (as an assistant rural estate surveyor). For the benefit of VP, all present briefly introduced themselves:</p> <ul style="list-style-type: none"> • ES: Chair of Governors (term expiring 03.11.24) • KH: Parent Governor and chair of Finance & Resources Committee (F&R) • RP: Foundation Governor • KW: Executive Headteacher • SM: Head of School, SSQ • AB: Parent Governor • TS: Foundation Governor <p><i>Appointment of Chair and Vice Chair:</i> Process acknowledged, all:</p>	

¹ Total 11 governors, 8 in attendance = more than 50%

<p>(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. It was noted that, whilst ES was happy to continue as chair until the end of his current term of office (02.11.24), a new chair or chairs would be required from then (i.e. before the next meeting).</p> <p>The Clerk asked if anyone wished to nominate themselves for either of these roles. AB confirmed that she would stand as vice-chair (including chairing the next meeting pending formal appointment of chair/co-chairs for the academic year). No other nominees. Noone wished ES or AB to leave the room for confidential discussions to take place about their proposed re-appointments. It was unanimously agreed that AB is appointed Vice Chair with immediate effect and for a term of one year.</p> <p><i>Appointment of Finance & Resources Committee (F&R) Chair</i> It was noted that F&R had proposed KH be re-appointed chair of F&R with immediate effect for a term of one year (until the first F&R meeting of the academic year 2025/26). KH's appointment as chair of F&R for the academic year 2024/25 (i.e. until the first meeting of the academic year 2025/26) was unanimously approved.</p> <p><i>Appointment of Teaching, Learning & Development Committee (TLD) Chair</i> It was noted that AC had chaired the first meeting of TLD this academic year (see below) and TLD had subsequently indicated that he was prepared to stand as chair of TLD for another year. AC's appointment as chair of TLD for the academic year 2024/25 (i.e., until the first meeting of the academic year 2025/26) was unanimously approved.</p> <p><u>ACTION:</u> Clerk to update records to reflect appointments/reappointments to chair and vice chair roles.</p> <p><i>Succession Planning</i> It was reported:</p> <ul style="list-style-type: none"> • Huw Solly's term ended 31/08/24 – thanks extended to him for all his work • ES's end of term was noted - 02/11/24 • Proposed renewal of terms of office: <ul style="list-style-type: none"> ○ with effect from 03/11/24 of KW and AC ○ with effect from 31/12/24) of FF <p>The renewal of KW's, AC's and FF's terms of office/ their re-appointment as governors for a further four years' term from the end of their current terms, were unanimously approved. <u>ACTION:</u> Clerk to update records accordingly</p> <ul style="list-style-type: none"> • Prospective foundation governor who lives in Kington Langley has been identified – hopefully will be able to join later in the year (replacement for Huw Solly who left at the end of the summer) • Parent at LF had met with ES – prospective co-opted governor to 	<p>Clerk</p> <p>Clerk</p>
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	<p>replace AC, but AC had agreed to remain for one more year so anticipated vacancy no longer available ACTION: ES/Clerk to <u>contact prospective governor from LF and invite them to become an associate governor.</u></p> <ul style="list-style-type: none"> • LFa (as military co-opted governor) was helping to build further links between SSQ and barracks personnel <p>Confidentiality All were reminded of confidentiality undertakings in the governors' code of conduct, with KW stressing the importance of communications to the schools' communities being managed in the right way through formal channels.</p>	ES/Clerk
2.	<p>Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed. No interests declared in this evening's agenda.</p>	
STANDING ADMINISTRATIVE/COMPLIANCE ITEMS		
3.	<p>Approval of last minutes (11th July) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 11th July were unanimously approved as a true and accurate record of that meeting. ACTIONS: Clerk to affix ES's electronic signature and publish/file the last minutes as appropriate.</p> <p>Matters Arising LFSSQ FGB ACTIONS LOG 2024 2025 as at Sept 24.docx</p> <p>Update on parents' meeting/class split KW confirmed that there had been no further communication following ES's investigation of the complaint – he sent formal outcome letter on 3rd September. Governors acknowledged that:</p> <ul style="list-style-type: none"> • A parent meeting was held in the summer term regarding the class split from September – at which KW gave a good presentation • Nothing has been said since by parents • All the children returned in September • KW would continue to monitor as the year progresses <p>Ratification of Sports Funding Reports: KW explained that:</p> <ul style="list-style-type: none"> • SSQ's was based on the 'old' format – word document • LF's was new format – online reporting (not as detailed) • The 'old style' more detailed report was preferred and considered more user friendly but it was unclear whether the format was optional or whether schools needed to complete both forms <p>The sports funding reports circulated and published on the schools' websites were unanimously ratified.</p>	Clerk
4.	Safeguarding:	

	<p>(a) Keeping Children Safe in Education (KCSiE) 2024 Acknowledgement (Link to Microsoft forms sent prior to the meeting) – noted most had completed and Clerk will chase up remainder <u>ACTION:</u> Clerk to remind those who had not yet completed KCSiE24 acknowledgement to do so as soon as possible.</p> <p>(b) Childcare Disqualification Declaration Forms (Link to Microsoft forms to be sent after the meeting) – noted all would complete (although governors not technically obliged to do so all willing to) <u>ACTIONS:</u> (i) Clerk to circulate Childcare Disqualification Declaration Forms via online forms and (ii) all to complete Childcare Disqualification Declarations upon receipt.</p> <p>(c) Safeguarding & Child Protection Policy (new LA model circulated via schoolaspect) – Unanimously approved <u>ACTION:</u> All to confirm approval of the Safeguarding & Child Protection Policy via schoolaspect.</p> <p>(d) Staff Behaviour Policy and Personal Use of Social Media Policy (circulated via schoolaspect) – Unanimously approved <u>ACTION:</u> All to confirm approval of the Staff Behaviour Policy and Personal Use of Social Media Policy via schoolaspect.</p> <p>(e) Whistleblowing Policy (circulated via schoolaspect) – Unanimously approved <u>ACTION:</u> All to confirm approval of the Whistleblowing Policy via schoolaspect</p> <p>(f) Cyber awareness - training <u>ACTIONS:</u> (i) all who did not complete cyber awareness training during the last academic year to complete Cyber security training for school staff - NCSC.GOV.UK and upload certificate here Cyber Security and (ii) those who have completed cyber awareness training, to review toolkit and ask relevant questions during governor visits: Cyber Security for Schools - NCSC.GOV.UK</p>	<p>Clerk</p> <p>Clerk All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
<p>5.</p>	<p>Structure of Governing Body 2024/25</p> <p>(a) Federation Strategic Plan ES reported that, following the governors’ strategy session last academic year, he had updated the plan and shared with Ofsted inspection team – who had been impressed. It was acknowledged that the plan may require further update following settlement of a more detailed succession plan but it remained fit for purpose at present. The strategic plan was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to add review of the strategic plan to the next agenda.</p> <p>(b) Scheme of Delegation (SoD)/Terms of Reference (ToRs) It was noted that the ToRs has been considered and approved at each committee and no changes were proposed to the SoD, although it was acknowledged that this remained a ‘live’ document to be reviewed and updated as the board considered appropriate over the course of the academic year. The SoD was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the SoD as an approved document.</p> <p>(c) Instrument of Government (IoG) It was noted that the IoG set out the composition of the governing body – including numbers and categories of governors and that this document had been approved by the Diocese (and any changes to it would need to be approved by the Diocese). The IoG was unanimously approved in the form circulated. <u>ACTION:</u> Clerk to file the IoG as an approved document.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>(d) Committees and Working Parties The following was unanimously agreed: F&R: KH (Chair), LFa and TS (ES leaving) TLD: AC (Chair), AB, RP, FF, GA, KW and SM/JO It was noted that:</p> <ul style="list-style-type: none"> • KW was not permitted to sit on F&R, but she and the school bursar attended and reported to that committee • A new recruit was required for F&R to maintain quoracy following ES's departure <p><u>ACTION:</u> All to consider joining F&R committee.</p> <p>(e) Named and Nominated Governors The following was unanimously agreed (pending recruitment/discussion with absentees whereupon it was hoped roles and responsibilities might be distributed to others): Health & Safety Governor: KH SEND Governor: AB Safeguarding & Child Protection Governor: FF Pupil Premium Governor: AC Whistleblowing Governor: AC Equality & Diversity Governor: RP Relationships, Sex & Health Education (RSHE) Governor: AB Maths Governor: AC English Governor: RP Science Governor: AB RE Governor: RP Early Years Foundation Stage (EYFS) Governor: GA Computing (including filtering and monitoring – KCSiE requirements): LFa <u>ACTIONS:</u> Clerk to (i) send LFa guidance on filtering and monitoring role and (ii) add discussion of link governor roles and monitoring of the SDP to the next agenda.</p> <p>(f) Panels The following was unanimously agreed: Pay Panel: AC, AB and KH Pay Appeals Panel: To be constituted if required Staffing Panel: AC, AB and KH Staffing Appeals Panel: To be constituted if required Headteacher Review Panel: Continuing as AC, ES, KH and the SIA for meeting tomorrow. <u>ACTION:</u> Clerk to add HT Review Panel composition (following ES's departure) to the next agenda.</p> <p>(f) Governor Monitoring It was noted that subcommittees would continue to ensure visits and expectations and take visit reports – all encouraged to upload visit reports directly to Teams folder: Governor Visits. <u>ACTION:</u> All to upload visit report to Teams as soon as possible following visit. AB reported that she had sent a draft report of her SEND visit to LF to KW and was booked to visit LF for SEND shortly. <u>ACTION:</u> Clerk to add SEND visit reports to the next TLD agenda.</p> <p>(g) Calendar of Meetings (Board and Committees)</p>	<p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	Meetings in LFSSQ Govs calendar and linked in tonight's agenda for everyone's ease of reference: 2024 25 Meeting Dates.docx	
6.	Policies and Published Documents All reminded to review/comment on/approve documents assigned to them via schoolaspect.	
STANDING SCHOOL AND COMMITTEE REPORTS		
7.	<p>Headteacher Report Report and SDP priorities circulated. KW highlighted staffing headlines:</p> <ul style="list-style-type: none"> • LF: <ul style="list-style-type: none"> ○ 3 out of 4 classes have staffing changes ○ 1 class currently supply cover – recruiting for after half term ○ 1 class – new recruit increased from 1 to 3 days ○ Imminent maternity cover ○ SENDCo vacancy – 1 day a week ○ Vacancies have been shared on social media • SSQ <ul style="list-style-type: none"> ○ 1 maternity leave advertisement live <p><u>Questions</u> Q1: What does NPTA acronym mean? A: Named Pupil Teaching Assistant (NPTA) – i.e. one-to-one support.</p> <p>Q2: What has the community response been to the published Ofsted Report at LF? A: There has been no parental community response following the publication of the report and KH's supportive letter from governors. The feedback from staff is that they are thankful the process is complete and they can refocus on getting on with their jobs – it is acknowledged that an Ofsted inspection takes up so much headspace in the waiting period beforehand. ES confirmed that he wrote to the lead inspector to thank them for their approach to the inspection – which was supportive and constructive. All agreed that the process whereby reports of inspections conducted in July are not published until September creates a traumatic delay for all involved.</p> <p>Published Admission Number (PAN) It was unanimously agreed that the PAN for both schools remain unchanged – 21 for SSQ and [16] for LF - and KW/ES be authorised to sign the appropriate paperwork to confirm this on behalf of the schools. ACTION: KW/ES to complete the paperwork to confirm continuing PAN.</p>	KW/ES
8.	<p>Teaching, Learning & Development (TLD) Committee Report TLD minutes circulated. Noted that, if she joins the governing body, VP will sit on this committee.</p> <p>Summary of items discussed In AC's absence, AB highlighted key foci:</p> <ul style="list-style-type: none"> • Appointment of committee chair: As noted above, AC has 	

	<p>subsequently agreed to re-stand and been unanimously re-appointed for this academic year</p> <ul style="list-style-type: none"> • Link Governor Roles discussion around appropriate model: <ul style="list-style-type: none"> ○ Statutory = mandatory ○ Historically links to subjects for monitoring ○ Proposed – linking to SDP priorities to facilitate more robust scrutiny of actions and implementation and greater sharing of monitoring workload across the governing body • Having focused on SSQ in July (SM reported SSQ data and priorities for 2024/25, etc whilst LF team tied up with Ofsted inspection), JO did full report on LF results and priorities this time e.g. specific teaching of Spelling Punctuation & Grammar (SPAG) – rolling out to LF an approach which has been used successfully at SSQ for a while <p>ACTIONS: (i) KW to update governors’ access to SDP priorities on schoolaspect and (ii) all governors to view /continue to monitor progress of SDP priorities via schoolaspect.</p> <ul style="list-style-type: none"> • Changes to SEND provision at LF: <ul style="list-style-type: none"> ○ Advertisement for one day per week SENDCo is live ○ Second federation TA being trained up as Emotional Literacy Support Assistant (ELSA): <ul style="list-style-type: none"> ▪ Currently 1 ELSA at SSQ – large number of children accessing and benefitting from this provision (+ waiting list) ▪ Second TA will be at LF to replicate level of support available at LF 	<p>KW All</p>
<p>9.</p>	<p>Finance & Resources Committee (F&R) Report F&R minutes circulated. Summary of items discussed KH highlighted:</p> <ul style="list-style-type: none"> • Draft budget (agreed at FGB in July) – noted • The committee agreed to remove budget monitoring report from first meeting (although budget monitoring reports would continue to be regularly shared with chair of governors and committee members in line with best practice – even if ex committee) • Costs discussions, the committee acknowledged: <ul style="list-style-type: none"> ○ Relative stability of schools’ income and expenditure ○ That Number on Roll (NOR) is key to income ○ Current additional staffing costs are a discrete event and therefore appropriate to fund from reserves at present (symptomatic of general turbulence in the teaching profession) <p><u>Questions</u></p> <p>Q3: How reliant are the federated schools on additional sources of income? A: Massively – although neither currently have many lettings or much income generation from after school clubs.</p> <p>Q4: Would it be beneficial to conduct another parent survey about wraparound care? A: SSQ after school club is currently running at a loss and the Wiltshire survey needs to be sent out before further funding can be sought.</p> <p>KH continued to highlight:</p>	

	<ul style="list-style-type: none"> • The committee are considering what level of contingency can be provided in the budget – given funding constraints • There is a significant change in costs as a result of performance related pay changes – if staff achieve their objectives their salary automatically increases and all at SSQ are likely to be at the top of the upper pay scale within three years • The pupil premium funding report will be brought to the next F&R meeting ready for December publication <u>ACTION: Clerk to add pupil premium report to the next agenda.</u> • The sports premium reports (as ratified above): <ul style="list-style-type: none"> ○ for both schools have been reviewed and published on the relevant school’s website ○ LF did not spend all of its funding last year and is carrying some forward into this year ○ SSQ spent some of this year’s funding in advance – lots of improvement work done at SSQ already ○ There are strict criteria for spending of sports premium and both schools are working hard to maximise the benefit of this income stream for the children at their school • Premises foci were noted: <ul style="list-style-type: none"> ○ More roof assessment5s planned – drones being considered ○ LF gutter cleaning booked – trail and if good will be used at SSQ too ○ LFa has scheduled Health & Safety walks at both schools next week • Portable devices: <ul style="list-style-type: none"> ○ Discussion around feasible use of MoD donated laptops (including potential resale value) ○ Note of acquisition of Chromebooks – technical specifications required and source of funding • The committee noted the postponement of LF expansion project until 2026 	
<p>10.</p>	<p>Christian Distinctiveness Committee Update No minutes as the committee met only earlier today.</p> <p>RP highlighted:</p> <ul style="list-style-type: none"> • Usual consideration of events timetabled • Statutory Inspection of Anglican and Methodist Schools (SIAMS) items for development are being monitored: <ul style="list-style-type: none"> ○ good progress on them happening ○ RP is going to the PCC at the weekend to see how they can help <p><u>ACTION: RP to circulate Christian Distinctiveness Committee minutes when available.</u></p>	<p>RP</p>
STANDING GENERAL ITEMS		
<p>11.</p>	<p>Governor Participation/Monitoring: Governor Participation/Monitoring:</p>	

	<ul style="list-style-type: none"> - Governors' Briefings rota: Governors Briefings Rota 2024 25.docx - Current Training: SGS Annual Training BROCHURE 24-25, Sept24.pdf <p>ACTIONS: (i) All to populate Governors' Briefings Rota (and Clerk to book governors onto preferred sessions), (ii) Clerk to upload Governor Briefings slides as they become available and (iii) all to review training brochure and book via the Clerk.</p>	<p>All/ Clerk Clerk All /Clerk</p>
12.	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities</p> <ul style="list-style-type: none"> - website update <p>KW and SM reported that updates are in progress including Forest Friends at SSQ and tours are being advertised on websites and social media</p> <ul style="list-style-type: none"> - Kington Langley Magazine Deadlines – rota Kington Langley Village Magazine Articles Rota.docx <p>(b) Health and Safety Reported above.</p> <p>(c) Equalities + Accessibility No specific update at present.</p> <p>(g) Projects Update As reported above under F&R – plans on hold until 2026 ACTION: Clerk to remove projects update as a standing agenda item.</p>	
SPECIFIC FOCUS ITEM(S)		
13.	<p>Planning for the year ahead – succession planning, etc governance as per above plus in school</p> <p>Discussed above.</p> <p>VP confirmed that she remained interested in joining the governing board as a Local Authority Governor to replace ES when he leaves.</p> <p>VP's appointment as an LA governor was unanimously approved with effect from 03.11.24 ACTIONS: Clerk to (i) conduct induction formalities with VP and (ii) update the records in November to formally reflect ES's departure and VP's appointment.</p>	<p>Clerk</p>
14.	<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"> • Succession planning – including pre-approval of VP's appointment • Robust monitoring – governance was recognised in both schools' Ofsted reports as strong • Comprehensive reflection on most effective monitoring models and strategies – redefining link roles to SDP priorities to further enhance governors' oversight • Engagement in training – particularly annual face-to-face safeguarding training at Derry Hill 	
15.	Date of next meeting (6.00pm start): 28th November 2024 at LF	All note

	28 November 2024 (at LF) 30 January 2025 (at SSQ) 20 March 2025 (at LF) 12 June 2025 (at SSQ) 10 July 2025 (at LF)	
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Sincere thanks were extended to ES for his dedicated service to the schools both before and since federation – as a governor and extremely effective chair of governors.

The meeting closed at 7.55pm.

Signed:.....(Chair)

Date:.....