

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

**Thursday 10<sup>th</sup> July 2025**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), Kyle Hutchings (**KH**), Adrian Cole (**AC**), Richard Priest (**RP**), Nick Webb (**NW**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), and Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**)

**Present Virtually:** Wendy Bowring (**WB**)

**In Attendance:** Edward Buchan (prospective foundation governor) (**EB**) and Michelle Hocking (**Clerk**)

**Apologies:** Fiona Farquhar (**FF**), Victoria Purton (**VP**), Tom Stables (**TS**), Luke Facey (**LFa**) and Despoina Chatzikyriazi (Associate) (**DC**)

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

	Item	Action
<b>OPEN</b>		
	<b>Opening Prayer</b> Led by RP.	
1.	<p><b>Attendance and Apologies</b> Apologies: Noted and accepted from FF, VP, TS and DC. Quorum present. <sup>1</sup></p> <p>Following vacancy arising from resignation after the last meeting, NW was unanimously approved as a co-opted governor with immediate effect.</p> <p>EB briefly introduced himself:</p> <ul style="list-style-type: none"> <li>• Retiree living in Kington Langley – two of his four children attended LF</li> <li>• Extensive career in the financial sector and holder of several non-executive/trustee roles (including since retirement) due to financial expertise</li> </ul> <p>The board thanked EB for volunteering, noting that he had been provisionally appointed by the diocese and school-based appointment formalities were underway <b><u>ACTION: Clerk to complete onboarding of</u></b></p>	<b>Clerk</b>

<sup>1</sup> Total 10 governors 8 in attendance from the beginning of the meeting =more than 50%

	EB before the next meeting.	
2.	<p><b>Declaration of Pecuniary Interests</b> It was noted that the annual declarations of interest forms had been completed – no updates declared from those present. No interests declared in this evening's agenda.</p>	
<b>STANDING ADMINISTRATIVE/COMPLIANCE ITEMS</b>		
3.	<p><b>Approval of last minutes (12<sup>th</sup> June) and matters arising (not covered elsewhere)</b> The minutes had been circulated, and it was presumed that all present had reviewed them. <b>The minutes of 12<sup>th</sup> June were unanimously approved as a true and accurate record of that meeting.</b> Accordingly, AB authorised the Clerk to affix her electronic signature to the last minutes. <b><u>ACTIONS: Clerk to affix AB's electronic signature and publish/file the last minutes as appropriate.</u></b> <b><i>Matters Arising</i></b> <b><u><a href="#">LFSSQ FGB ACTIONS LOG 2024 2025</a></u></b></p>	Clerk
4.	<p><b>Safeguarding</b> It was noted that FF's latest safeguarding link governor report had been circulated for and discussed at the last meeting and there has been no further overdate over the intervening month. KW reported that:</p> <ul style="list-style-type: none"> <li>• She has discussed some issues arising in school with FF since, but none are reportable to FGB</li> <li>• Since the agenda was issued, Keeping Children Safe in Education (<b>KCSIE</b>) 2025 has been published and will be the subject of annual update training in the usual way – this year via TES Develop <b><u>ACTIONS: (i) KW to set EB up with TES Develop login as part of onboarding processes (ii) the Clerk to send reminder email to all for this essential training to be completed by the end of September and (iii) all governors to complete annual safeguarding training by the end of September.</u></b></li> <li>• Annual update training in Online Safety, Cyber Security and PREVENT should also be completed as soon as feasible – by the end of Term 1 <b><u>ACTIONS: (i) Clerk to circulate Online Safety, Cyber Security and PREVENT annual update training links and (ii) all to complete Online Safety, Cyber Security and PREVENT online training by the end of Term 1</u></b></li> </ul>	<p>KW Clerk All Clerk All</p>
5.	<p><b>Policies and Published Documents</b> <b><u>ACTIONS: (i) All to review/comment/confirm approval of policies assigned to them via schoolaspect – especially nut awareness and (ii) Clerk to collate details of governors' responses and share them with KW on a termly basis.</u></b></p>	<p>All Clerk</p>
<b>STANDING SCHOOL AND COMMITTEE REPORTS</b>		

## 6. Headteacher Report

Noted that the report had been circulated prior to the meeting by way of upload to SharePoint.

KW highlighted:

- It has been busy, and this will continue until the end of term
- Changes are occurring – including AC's departure
- The School Improvement Adviser (**SIA**) is conducting final visits next week
- School Development Plans (**SDPs**) 24/25 have been RAG-rated:
  - SSQ: All objectives achieved – thanks to all staff involved
  - LF:
    - Staff changes have disrupted, although appointments very positive the team are embedding well
    - Focus on quality of education in the classroom continues and subject leadership requires further development – so there are a couple of ambers which the team are still working toward
- Further development required on:
  - Distributive leadership
  - Parental engagement (decision taken that Leading Parents Partnership is prohibitively expensive, although lots of learning points gleaned from trial period)
  - Collaborative work with STEM
- Early Years Foundation (**EYFS**) at LF is particularly strong
- SDP Draft priorities for 25/26 (two schools with two different, although overlapping sets of priorities):
  - LF: Two key umbrella priorities:
    - States of Being (subject leaders have actions within this)
    - Personal Development (including development of outdoor area) – encouraging children to be agents of change and engagement in courageous advocacy (including focus on climate action plan)
  - Federation priorities (although noted on LF headlines, overlaps with some of SSQ):
    - Leadership & Management
    - SustainabilityAlso, possibly RE
  - SSQ:
    - Outdoor learning (links with LF)
    - Critical thinkers (links with LF)
    - Writing (link with LF 'thinking like an author')
    - Climate education (crossover with LF)
- Leadership and Management Updates:
  - Two retirees (one at each school)
  - One leaver
  - Two maternity leave (one due back in September)
- Education Health Care Plans (**EHCPs**):
  - Two new children (one for whom EHCP application will shortly be commenced and one whose application is paused)
  - The school is proactively supporting working with families to

	<p>implement reduced timetables, etc pending increased funding to help support needs (it has been very clear from the outset that the school is unable to meet needs with current resources)</p> <ul style="list-style-type: none"> <li>Wider curriculum opportunities and demographics updated and included in the report circulated</li> </ul> <p>Questions were invited.</p> <p>The board acknowledged that the federated schools offer excellent, broad curriculum opportunities which are a huge testament to all involved and extended thanks to all staff.</p>	
<p>7.</p>	<p><b>Governance Development</b></p> <p>(a) Interim Panels for start of 25/26</p> <p>(b) Proposals for circle model of governance, including:</p> <ul style="list-style-type: none"> <li><b>Rationale</b></li> <li><b>Monitoring and Link Governor responsibilities</b></li> <li><b>Timing, frequency and length of meetings/annual agenda plan</b></li> <li><b>Implementation</b></li> </ul> <p>AB reported that she and KH met to discuss expansion of roles and increase in strategic element and ensuring model works optimally – minimizes duplication, etc.</p> <p>KH explained that the initial proposals were:</p> <ul style="list-style-type: none"> <li>The first FGB meeting would cover elections and planning and then there would be a further 7 FGB meetings across the year, each with a specific focus/theme (in addition to any compliance business)</li> <li>Finance Link Governor role created (perhaps to be shared by two governors) – to meet with school bursar termly and bring report into FGB</li> <li>Some other specific links to be shared by pairs of governors to minimize potential for single point of failure</li> </ul> <p><b>ACTIONS:</b> (i) AB to circulate revised skills audit over the summer and (ii) all governors to complete and return skills audit by the end of August</p> <p>AB explained that implementing a circle model of governance requires more pre-planning than originally anticipated and so she proposed that the governance structure remains as currently until December with a reassessment then as to whether it is feasible to move to a circle model from January 2026.</p> <p>The board discussed issues, noting:</p> <ul style="list-style-type: none"> <li>Appetite to minimize duplication and ensure impactful discussions at all governors’ meetings</li> <li>Clear framework to be applied to governors’ scrutiny and strategic discussions e.g., 3Is (Intent, Implementation, and Impact) to SDP areas</li> </ul> <p><b>ACTION:</b> Clerk to send a copy of the notes of the strategy session meeting to EB.</p>	<p>AB All</p> <p>Clerk</p>
<p>8.</p>	<p><b>Teaching, Learning &amp; Development (TLD) Committee Report</b></p> <p>Minutes in draft (meeting happened only last night). <b>ACTION:</b> Clerk to circulate TLD minutes once approved.</p>	<p>Clerk</p>

	<p>AC reported:</p> <ul style="list-style-type: none"> <li>• Key Stage 2 headline data presented</li> <li>• <b>Green</b> = Meeting/exceeding age-related expectations</li> <li>• <b>Amber</b> = slightly below age-related expectations</li> <li>• Data green and amber – with some of the amber very close to green</li> <li>• High level summary: <ul style="list-style-type: none"> <li>○ LF moving in the right direction</li> <li>○ SSQ excellent</li> <li>○ Both schools: <ul style="list-style-type: none"> <li>▪ Green data lower down the school</li> <li>▪ Expert staff know the children very well</li> </ul> </li> </ul> </li> <li>• Governor monitoring: <ul style="list-style-type: none"> <li>○ SEND link governor reports for each school (detailed SEND report from SENDCos will be produced over the summer): <ul style="list-style-type: none"> <li>▪ LF: New SENDCo and Emotional Literacy Support Assistant (<b>ELSA</b>)</li> <li>▪ SSQ: SENDCo working one day per week with some improved parental engagement through use of profiling tool (emotional support forming part of SDP next year)</li> </ul> </li> <li>○ English link governor report for LF – excellent progress observed</li> </ul> </li> </ul>	
<p>9.</p>	<p><b>Finance &amp; Resources Committee (F&amp;R) Report</b></p> <p><b>End of academic year report:</b></p> <ul style="list-style-type: none"> <li>- <b>Approval of any relevant items, including note of no significant update to draft 25/26 budgets approved at the last meeting and their submission to the LA by end of June deadline</b></li> </ul> <p><a href="#">Budget 2025-26 LF[1].pdf</a>  <a href="#">Budget 2025-26 SSQ[1].pdf</a></p> <p><b>The budgets for both schools were unanimously approved in the form circulated and KW/AB and bursar were authorised to sign and submit on behalf of the governing body. <u>ACTION: KW to ensure the budgets are submitted as required.</u></b></p> <p><b><i>JO left the meeting at 7.21pm</i></b></p> <p>KW highlighted key areas impacting on income and increasing budgetary constraints, include:</p> <ul style="list-style-type: none"> <li>• Falling demographics (national issue)</li> <li>• Local transport challenges</li> <li>• Empty military housing locally</li> </ul> <p>KW also highlighted that the bursar has put the budget into new cost centres, some of which has been spent but not yet scrutinized in detail by F&amp;R.</p> <p><b><i>JO rejoined the meeting at 7.27pm</i></b></p> <p>The board observed that:</p> <ul style="list-style-type: none"> <li>• LF's maximum capacity is technically 116 (current number on roll is 104)</li> </ul>	<p>KW</p>

<ul style="list-style-type: none"> <li>Both schools are, particularly given their small-schools context, providing excellent enrichment and primary school general experiences for the children but it is a national issue that such schools are simply not given sufficient funding to thrive</li> <li>The Local Authority (LA) are offering support with recovery plans – which is currently not thought to be required <ul style="list-style-type: none"> <li><b>Note of relevant items:</b> <ul style="list-style-type: none"> <li><b>Budget Monitoring (end of academic year): <a href="#">Monthly Budget Monitoring Reports Sept 24 - Aug 25</a></b></li> <li><b>School Fund Accounts audit certificates</b></li> <li><b>Sports Funding Report (NB: to be published by 31.07.25)</b></li> </ul> </li> </ul> </li> </ul> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>The end of year budget monitoring had been circulated and there were no comments or queries raised</li> <li>The school fund accounts audit certificates were to follow <b><u>ACTION: Clerk to add school fund accounts audit certificates to the next agenda</u></b></li> </ul> <p><b>Q1: Have you spent all of the sports funding allocation for both schools?</b></p> <p>A: Yes – both are overspent to some degree (we have invested in ways to increase physical activity at lunchtime, etc.).</p> <p><b>The sports funding reports for each school were unanimously approved in the forms circulated and AB and KW authorized to sign and submit them on behalf of the governing body. <u>ACTION: KW to ensure the sports funding reports are submitted by the deadline of 31.07.25.</u></b></p> <p><b>- Premises &amp; Resources updates</b></p> <p>It was noted that summer letting of LF by Siemens was requested. <b>The letting and transfer of control agreement were unanimously approved and authorized for signature by KW/AB on behalf of the governing body. <u>ACTION KW to arrange for signature and completion of the Siemens letting arrangements documents.</u></b></p> <p><b>- After School Club</b></p> <p>KW reported that with current numbers of children accessing it, the SSQ wraparound care provision is not financially sustainable:</p> <ul style="list-style-type: none"> <li>After school sessions currently run 3.15pm – 5.15pm</li> <li>First hour: nine children would cover costs</li> <li>Second hour: seven children would cover costs</li> <li>Covering costs is purely breaking even – no profit made</li> <li>Wraparound care provision is not a statutory requirement and is simply designed to increase attractiveness and provide a service to those requiring it</li> <li>Whilst the school cannot run the provision at a loss, it cannot be discontinued as staff are conscious that 2 or 3 families do still rely on the second hour provision</li> </ul> <p>The board discussed, noting:</p> <ul style="list-style-type: none"> <li>Fees have not increased for a number of years, despite rising running costs</li> <li>The federation wishes to support its families – including providing for the small number who rely on wraparound care</li> </ul>	<p>Clerk</p> <p>KW</p> <p>KW</p>
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	<ul style="list-style-type: none"> <li>Many families who tour prior to joining express an interest in wraparound care without subsequently taking it up – there has been a particular reduction in demand since Covid, with more parents working flexibly/from home</li> </ul> <p><b>It was unanimously agreed that:</b></p> <ul style="list-style-type: none"> <li><b>SSQ after school club fees increase to £7 per hour (including snack) and continues to offer provision for two hours each day – for reasons of financial viability</b></li> <li><b>LF after school club fees increase to £6 per hour (no snack included) – due to increased staffing costs<sup>2</sup></b></li> </ul> <p><b><u>ACTIONS: (i) KW to communicate agreed wraparound care fees to the parent community before the end of term and (ii) Clerk to add ratification of post-meeting change to LF charge (see footnote) to the next agenda.</u></b></p>	<p><b>KW</b></p> <p><b>Clerk</b></p>
<p><b>10.</b></p>	<p><b>Christian Distinctiveness Committee Update</b></p> <p>No minutes as no meeting since the last FGB and the next meeting is in October.</p> <p>RP highlighted:</p> <ul style="list-style-type: none"> <li>RE governor monitoring continues as per Statutory Inspection of Anglican and Methodist Schools (<b>SIAMS</b>)</li> <li>Following recent visit (report circulated) in high-level summary: <ul style="list-style-type: none"> <li>Amazing things are being done in class, with church/school connections and links with values</li> <li>The children are thinking conceptually (very impressive) and exhibiting exemplary learning behaviours</li> </ul> </li> </ul>	
<b>STANDING GENERAL ITEMS</b>		
<p><b>11.</b></p>	<p><b>Governor Participation/Monitoring:</b></p> <p><b>Link Governor Reports:</b></p> <ul style="list-style-type: none"> <li><b>Special Educational Needs &amp;/or Disabilities (SEND): AB</b></li> <li><b>Diversity, Equality &amp; Inclusion</b></li> <li><b>Wellbeing (VP)</b></li> <li><b>Stakeholder Engagement (KW and NW)</b></li> </ul> <p>It was noted that visit reports available had been brought to committees/discussed above.</p> <p><b>Cascaded Training:</b></p> <p><b>Governors' Briefing Term 6: <a href="#">Term 6 Governor Briefing presentations June25.pptx</a></b></p> <p>It was noted that foci were new Ofsted framework arrangements and cyber security (threats and need to be vigilant). The board observed that the political pressure for schools to academise/join multi-academy trusts appears to have subsided at present (save if schools are failing).</p> <p><b>Calendar of Meetings (2025/26)</b></p> <p>It was noted that initial dates (subject to possible change if/when model of governance changes) had been circulated</p>	

<sup>2</sup> After the meeting, KW ascertained that the current charge for Early Morning at LF was £2.50 and, in consultation with AB as chair of governors, considered the % increase to £6.00 was too much and so changed to £4.00 per child per session.

	<p><b>Governance Guide (summary and June 2025 amendments):</b>  <a href="#">Maintained schools governance guide summary GovernorHub.pdf</a>  Noted.</p>	
12.	<p><b>Governor Training – schedule of LA course on Teams</b>  <a href="#">Training Brochure June 2025.pdf</a>  Noted.</p>	
13.	<p><b>Standing Items by Exception:</b></p> <p><b>(a) Marketing Activities</b></p> <ul style="list-style-type: none"> <li>- website update</li> <li>- Kington Langley Magazine Deadlines – rota <a href="#">KL Magazine Rota 25 26</a></li> </ul> <p><b><u>ACTION:</u></b> All to volunteer for vacant slots by adding their name to the rota circulated and proactively scheduling writing article in line with submission deadline in the rota.</p> <p><b>(b) Health and Safety (including travel plan questionnaire responses)</b>  No further updates save as discussed above.</p> <p><b>(c) Equalities + Accessibility</b>  No specific update at present.</p>	<b>All</b>
<b>CLOSE</b>		
14.	<p><b>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?</b></p> <ul style="list-style-type: none"> <li>• Scrutiny of governance role and model</li> <li>• Sharing SDP – review of impact/things to celebrate 2024/25 and clarity on priorities for 25/26</li> <li>• Robust discussion regarding after school club</li> </ul>	
15.	<b>Date of next meeting (6.00pm start): 16<sup>th</sup> October 2025 at SSQ</b>	<b>All note</b>

The meeting closed at 8.00pm.