

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

**Thursday 16<sup>th</sup> October 2025**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Nick Webb (**NW**), Wendy Bowring (**WB**), Edward Buchan (**EB**) and Fiona Farquhar (**FF**)

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

**Apologies:** Luke Facey (**LFa**), Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**)/James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**)<sup>1</sup> and Despoina Chatzikyriazi (**DC**)<sup>2</sup>

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

	Item	Action
<b>OPEN</b>		
	<b>Opening Prayer</b> Led by RP.	
<b>1.</b>	<p><b>Attendance and Apologies</b> Apologies: Noted and accepted from LFa, SM/JO and DC. Quorum present.<sup>3</sup></p> <p><b>Appointment of Chair and Vice Chair:</b> Process acknowledged, all: (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.</p> <p>The Clerk asked if anyone wished to nominate themselves for either of these roles. AB confirmed that she would re-stand as chair No other nominees. Noone wished AB to leave the room for confidential discussions to take place about her proposed re-appointment. <b>It was unanimously agreed</b></p>	

<sup>1</sup> JO not due to attend as meeting held at SSQ

<sup>2</sup> Noted that, although DC was unable to attend meetings, her associate status remained as she continues to offer a valuable contribution to financial regulatory monitoring

<sup>3</sup> Total 11 governors, 8 in attendance = more than 50%

<p>that <b>AB is appointed Chair with immediate effect and for a term of one year (until the first meeting of the academic year 2026/27).</b> KH confirmed that he would re-stand as vice chair No other nominees. Noone wished KH to leave the room for confidential discussions to take place about his proposed re-appointment. <b>It was unanimously agreed that KH is appointed Vice Chair with immediate effect and for a term of one year (until the first meeting of the academic year 2026/27).</b></p> <p><b><i>Appointment of Finance &amp; Resources Working Party (F&amp;R) Lead</i></b> It was noted that:</p> <ul style="list-style-type: none"> <li>• As part of changes to governance structure discussed and agreed in principle at the end of the last academic year, the previous F&amp;R Committee was being replaced with an F&amp;R working party comprising KH, EB and AB (some or all of whom would meet with the federation’s bursar at intervals in line with financial submission deadlines – see meeting dates linked under agenda item 5 (Structure of Governing Body) below)</li> <li>• F&amp;R had proposed KH be re-appointed lead of F&amp;R working party (as part of changes in structure to operate a circle model of governance) with immediate effect unless and until any other member of the F&amp;R working party (apart from AB (as chair of governors)) wished to take over.</li> </ul> <p><b>KH’s appointment as lead of F&amp;R working party was unanimously approved.</b></p> <p><b><u>ACTION:</u></b> Clerk to update records to reflect appointments/reappointments to chair, vice chair and working party lead roles.</p> <p><b><i>Succession Planning</i></b> It was reported: <b><i>Leavers:</i></b></p> <ul style="list-style-type: none"> <li>• Tori Purton had resigned for personal capacity reasons with effect from 09/10/25 – a new Local Authority (<b>LA</b>) governor was required</li> <li>• Tom Stables’ end of term was 22/09/25 – a new Foundation Governor was required</li> <li>• FF has confirmed that she will be leaving during the course of this academic year – new co-opted governor and also safeguarding governor will be required at that stage</li> </ul> <p><b><i>Staff Governor Nominees/Renewal:</i></b></p> <ul style="list-style-type: none"> <li>• Following a staff governor nomination process, there were no staff who came forward</li> <li>• SM and JO had agreed to continue as joint staff governors for a further term of four years (unless and until another member of staff expressed an interest in becoming a governor) on the same bases as previously – i.e. that they hold one vote between them (agreeing to abstain if they are both present and not in agreement) and generally they will alternate attendance (SM attending meetings taking place at SSQ and JO attending meetings held at LF)</li> </ul> <p><b>The renewal of SM/JO as joint staff governor, in the absence of any election candidates for staff governor, for a further four years’ term from the end of their current term, was unanimously approved. <b><u>ACTION:</u></b> Clerk to update records accordingly</b></p>	<p>Clerk</p> <p>Clerk</p>
--	---------------------------

	<p><b>Welcome New Governor</b> Having attended the July meeting as an observer, EB was warmly welcomed to his first meeting as a full governor (term of office having commenced on 1<sup>st</sup> September and pre-appointment checks having been completed).</p> <p><b>ACTIONS:</b> (i) <u>AB/Clerk to approach individuals/draft advert for new LA and co-opted governors (if a prospective co-opted governor comes forward prior to FF's departure – to be recruited as an associate first) and (ii) KW/RP to progress discussions with prospective foundation governor.</u></p>	<p>AB/ Clerk KW/ RP</p>
<p>2.</p>	<p><b>Declaration of Pecuniary Interests</b> It was noted that the annual declarations of interest forms had been completed by all except three governors (reminders already sent).</p> <p><b>ACTIONS:</b> <u>AB, LFa and EB to complete declarations of interests forms as soon as possible.</u> No interests declared in this evening's agenda.</p>	<p>AB, LFa and EB</p>
<p><b>STANDING ADMINISTRATIVE/COMPLIANCE ITEMS</b></p>		
<p>3.</p>	<p><b>Approval of last minutes (10<sup>th</sup> July) and matters arising (not covered elsewhere)</b> The minutes had been circulated, and it was presumed that all present had reviewed them.</p> <p>WB observed that, in item 6 (Headteacher's Report), Early Years Foundation Stage (<b>EYFS</b>) at LF was highlighted to be very strong and (as SSQ EYFS provision was not specifically highlighted) she would not wish this to be interpreted as any slight on SSQ. KW reassured that there was no negative for SSQ, and she was confident this would not be implied.</p> <p><b>The minutes of 10<sup>th</sup> July were unanimously approved as a true and accurate record of that meeting. ACTIONS:</b> <u>Clerk to affix AB's electronic signature and publish/file the last minutes as appropriate.</u></p> <p><b>Matters Arising</b> <a href="#">LFSSQ FGB ACTIONS LOG 2025 2026.docx</a></p>	<p>Clerk</p>
<p>4.</p>	<p><b>Safeguarding:</b></p> <p>(a) <b>Keeping Children Safe in Education (KCSiE) 2025 Acknowledgement (Link to Microsoft forms sent prior to the meeting)</b> – noted most had completed and Clerk will chase up remainder <b>ACTIONS:</b> (i) <u>LFa to complete KCSiE25 acknowledgement as soon as possible and (ii) Clerk to send the link to forms' folder to administrative colleagues for addition to the Single Central record (SCR).</u></p> <p>(b) <b>Childcare Disqualification Declaration Forms (Link to Microsoft forms sent prior to the meeting)</b> – noted all completed. <b>ACTION:</b> <u>Clerk to send the link to responses to administrative colleagues for addition to the SCR.</u></p> <p>(c) <b>Safeguarding &amp; Child Protection Policy (new LA model circulated via schoolspect) – Unanimously approved ACTION:</b> <u>All to confirm comments on/approval of the Safeguarding &amp; Child Protection Policy via schoolspect.</u></p> <p>(d) <b>Staff Behaviour Policy and Personal Use of Social Media Policy</b></p>	<p>LFa Clerk All</p>

	<p>(circulated via schoolaspect) – <b>Unanimously approved ACTION:</b> All to confirm approval of the Staff Behaviour Policy and Personal Use of Social Media Policy via schoolaspect.</p> <p>(e) <b>Whistleblowing Policy (circulated via schoolaspect) – Unanimously approved ACTION:</b> All to confirm comments on/approval of the Whistleblowing Policy via schoolaspect</p> <p>(f) <b>Mandatory Training Requirements:</b>  <b>Safeguarding</b>  All to complete LA e-learning ‘safeguarding for all governors’ course and upload certificates here: <a href="#">Safeguarding</a> <b>ACTION:</b> LFa and EB to complete safeguarding training and upload certificates.  AB added that, if governors also wish to complete TES safeguarding training (including KCSiE questionnaire), whilst this is not mandatory, it would be appreciated, and they should also upload their certificates to the folder linked above.</p> <p><b>Online Safety</b>  <b>ACTION:</b> All to read the TES modules linked below:  <a href="#">TES Online Safety 2025 Module 1.pdf</a>  <a href="#">TES Online Safety 2025 Module 2.pdf</a>  <b>Cyber awareness (required from all for insurance):</b>  <a href="#">TES 2025 Cyber Security Module.pdf</a>  <b>OR <a href="#">Cyber security training for school staff - NCSC.GOV.UK</a></b>  <b>ACTIONS:</b> All to complete ONE of the two cyber security training options linked above and upload their certificates here: <a href="#">Cyber Security</a></p> <p><b>PREVENT:</b>  Although LA guidance suggests PREVENT training only needs to be completed by a governor once during each four-year term of office, it was agreed that all federation governors be asked to complete PREVENT training annually: <a href="#">Prevent duty training - GOV.UK</a>. <b>ACTIONS:</b> All to complete PREVENT training (via the link above) and upload certificate here: <a href="#">PREVENT</a></p> <p><b>Policies: ACTIONS:</b> (i) Clerk to collate all comments received so far into one email to KW and (ii) all to collate their own comments on policies and email them to KW.</p> <p><b>Safeguarding Link Governor Report:</b>  <a href="#">LF &amp; SSQ Safeguarding LINK V October 2025 copy copy.docx</a>  FF highlighted:</p> <ul style="list-style-type: none"> <li>• All required policies are in place</li> <li>• Her visit included discussion of processes – and there are clear communications between the schools and external agencies as required</li> <li>• SSQ are under particular pressure (due to increase in Child Protection (<b>CP</b>), Children in Need (<b>CiN</b>) and Children Looked After (<b>CLA</b>)) but all are following policies and procedures well</li> <li>• Capacity of the team is low due to funding constraints</li> </ul> <p>KW reported that she has appointed a Teaching Assistant (<b>TA</b>) on a</p>	<p>All</p> <p>All</p> <p>LFa / EB</p> <p>All</p> <p>All</p> <p>Clerk</p> <p>All</p>
--	--	---

<p>fixed-term contract three days a week to support three children across the school. She emphasised that there is currently no additional funding in place for this, although Education Health Care Plans (<b>EHCPs</b>) applications are in progress.</p> <p>The board noted:</p> <ul style="list-style-type: none"> <li>• EHCP application process is lengthy (statutory 20 weeks until outcome)</li> <li>• Educational Psychologists have conducted assessments to support applications</li> <li>• EHCP outcomes/any additional funding is not expected until January 2026 at the earliest</li> <li>• Until any EHCP funding is granted, the additional support required must be solely funded from the schools' budgets and the first £6K of any EHCP support must also be funded from schools' budgets</li> </ul> <p><b>The board unanimously approved and ratified the appointment of the fixed term TA role to support the additional needs of prospective EHCP children.</b></p> <p>FF confirmed that everything which can be in place (in the context of current resources) has been put in place and KW highlighted:</p> <ul style="list-style-type: none"> <li>• Nut Allergy (incoming child as discussed at the last meeting): <ul style="list-style-type: none"> <li>○ Policy has been published and is being implemented very well</li> <li>○ Communications with parents have been good</li> <li>○ Children understand parameters</li> <li>○ The school community is aware, and the vast majority are fully supportive</li> </ul> </li> </ul> <p>The board observed that there is a crossover between safeguarding and health &amp; safety with regard to this and other allergies in school.</p> <ul style="list-style-type: none"> <li>• SCR: <ul style="list-style-type: none"> <li>○ New format/changes are in place</li> <li>○ FF will monitor SCR audit in January</li> <li>○ FF, WB, and any other governor who chooses to do so will check the SCR when they next visit</li> </ul> </li> </ul> <p><b><u>ACTIONS:</u></b> (i) FF to support/monitor SCR audit in January and report to the next following FGB meeting and (ii) FF and WB to check the SCR when they next visit the school and report to the next meeting.</p> <ul style="list-style-type: none"> <li>• Bulletins: Wake Up Wednesdays circulated by both schools – signpost to cyber guidance, etc. (parents present confirmed this is a good, accessible format for such information)</li> </ul> <p>It was noted that, whilst every governor is a safeguarding governor and both schools have a strong safeguarding culture, FF has provided excellent oversight as link governor and will be much missed when she leaves – appropriate handover and succession planning is key.</p> <p><b>Q1: Are any of those identified as having additional needs/requiring additional support military children (who could perhaps attract additional sources of funding for the support they need)?</b></p> <p>A: Yes, although some of the military funding requires certain proportions or numbers of children to be eligible.</p> <p><b><u>ACTION:</u></b> WB and KH to research grants' eligibility criteria and send a shortlist of potentially applicable grants to AB and KW.</p>	<p>FF FF / WB</p> <p>WB and KH</p>
---	--

<p>5.</p>	<p><b>Structure of Governing Body 2025/26</b>  <b>Key Points</b>  <b>(a) Circle model of governance (F&amp;R and Christian Distinctiveness working parties + link governor reports and curriculum deep dives into FGB</b>  <b>The board unanimously confirmed the desire to trial operating a circle model of governance.</b>          AB outlined the way this was envisaged to operate for this academic year:</p> <ul style="list-style-type: none"> <li>• 6 x FGB meetings over the course of the year (dates already shared – see below)</li> <li>• Working parties rather than committees – less structured and allowing greater fluidity:             <ul style="list-style-type: none"> <li>○ F&amp;R: meeting times proposed to tie in with Income &amp; Expenditure (<b>I&amp;E</b>)/budget discussions with KH (lead), WB and AB meeting regularly</li> <li>○ Christian Distinctiveness: meeting at the convenience of the working party members – comprising RP, EB and the vicar</li> <li>○ Curriculum: Comprising RP, WB and LFa tracking core subjects and key School Improvement Plans’ (<b>SIPs</b>) areas via coordinated school visits (one person into each school at least three times per annum, passing questions/follow-up between each other) and reporting into FGB</li> </ul> </li> <li>• This should allow sufficient time for all to focus on the areas for which they are responsible:             <ul style="list-style-type: none"> <li>○ FGB: Standard agenda format will cover:                 <ul style="list-style-type: none"> <li>▪ Safeguarding</li> <li>▪ Presentation from F&amp;R</li> <li>▪ Feedback from Christian Distinctiveness</li> <li>▪ Feedback from Curriculum (working party and/or SIP link governor(s))</li> <li>▪ Data:                     <ul style="list-style-type: none"> <li>• Deep dives into each school’s priorities over the course of the year (with in-school leads presenting based on consistent, agreed format)                         <ul style="list-style-type: none"> <li>○ LF: PE, PSHE and Art</li> <li>○ SSQ: PSHE, Outdoor Education and Science</li> </ul> </li> <li>• Data drops (circulated before and questions asked in advance) for terms 3 and 5</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><b><u>ACTION:</u></b> KH/AB to produce draft presentation format (ensuring appropriate oversight is provided e.g. how monitoring impact, etc) and circulate to all governors for agreement prior to the next FGB.</p> <ul style="list-style-type: none"> <li>○ Named and Nominated governors – committing to visiting school, liaising with relevant working parties and reporting into FGB over the course of the year – <b>were unanimously agreed as follows:</b> <ul style="list-style-type: none"> <li>- <b>Safeguarding: FF (with succession plan to be formulated)</b></li> <li>- <b>Attendance: FF (with succession plan to be formulated)</b></li> <li>- <b>Health &amp; Safety: EB <u>ACTION:</u> Clerk/AB to send guidance to EB.</b></li> </ul> </li> </ul>	<p>KH/AB</p> <p>Clerk/AB</p>
-----------	--	------------------------------

	<ul style="list-style-type: none"> <li>- Pupil Premium: AB (with succession plan to be formulated)</li> <li>- Special Educational Needs &amp; Disabilities (SEND): AB (with succession plan to be formulated)</li> <li>- Whistleblowing: KH</li> <li>- EYFS: WB</li> <li>- ICT/Filtering &amp; Monitoring: LFa</li> <li>- Equality &amp; Diversity: NW</li> <li>- Stakeholder Engagement: NW</li> <li>- Christian Distinctiveness: RP/EB</li> <li>- RE: RP</li> <li>- English: RP</li> <li>- Maths: LFa</li> <li>- Science: LFa</li> </ul> <p>Delegation of responsibility for monitoring of key SIP areas (to be reported back into FGB) was agreed as follows:</p> <ul style="list-style-type: none"> <li>• Curriculum – states of being and PSHE: Curriculum working party</li> <li>• Climate: LFa</li> <li>• Personal development – knowing myself better, supporting one another: Curriculum working party</li> <li>• Developing Critical Thinkers in a Digital Age (link to oracy) (Learning to Think for Ourselves in a World of Fake News and AI): LFa and Curriculum working party</li> <li>• Implementing the New Writing Framework with Consistency and Creativity (Becoming Confident, Creative Writers): RP</li> <li>• Neurodivergence: AB (as SEND governor) + NW (as stakeholder engagement governor)</li> <li>• Leadership &amp; Management: AB</li> <li>• Maintaining a sustainable, thriving school in a challenging local and national landscape: F&amp;R working party, Curriculum working party and NW (as stakeholder engagement governor)</li> </ul> <p>KW reported that, when she was in class recently covering for a sick colleague, she was very impressed with the children’s analysis, debate, peer challenges and articulate discussion of trustworthiness and bias of digital content, Artificial Intelligence (AI) of ‘First News’<sup>4</sup></p> <p><u><b>ACTION:</b> Clerk to produce central questions document to accompany each FGB agenda – into which governors can directly add questions and senior leaders/relevant school staff can directly add answers.</u></p> <p><b>Panels</b>  <b>It was unanimously agreed:</b>  <b>Pay Panel 25/26: KH, WB and NW</b>  <b>EHT Performance Management Panel: AB, KH and School Improvement Adviser (SIA)</b>  <b>Staffing, appeals and any other panels to be constituted as and when required.</b></p> <p><b>(b) Link Governors’ Roles &amp; Responsibilities</b></p>	<p>Clerk</p>
--	--	--------------

<sup>4</sup> [Award-winning weekly newspaper for children | First News | Try for FREE](#)

	<p>Noted above.</p> <p><b>(c) Federation Strategic Plan Strategic Plan</b>  <a href="#">Strategic Plan</a>  The board noted that the plan was well on course particularly re quality of teaching &amp; learning and curriculum.  It was observed that:</p> <ul style="list-style-type: none"> <li>• Greater clarity on what attracts families to the federated schools and how best to reach potential community</li> <li>• KH had produced a visually appealing draft strategic overview document (designed to be published on the schools' websites) – linked under agenda item 8 (<a href="#">LFSSQ Strategy Oct 2025 DRAFT</a>): <ul style="list-style-type: none"> <li>○ focused on higher level SIP priorities and ambitions</li> <li>○ whilst a little more detail may be desirable, this document to retain conciseness</li> <li>○ ambitions initially one-year – although longer-term ambitions possibly to be considered by a strategy working party (depending upon availability – particularly of KW, SM and JO)</li> </ul> </li> </ul> <p><b>Scheme of Delegation (SoD)/Terms of Reference (ToRs)</b>  <b>ACTION:</b> (i) Clerk/AB to draft a new SoD and circulate for comment/approval via email (to be ratified at the next FGB) (ii) all to comment on/approve new SoD via email and (iii) Clerk to add ratification of the SoD (and ToRs within it) to the next agenda.</p> <p><b>(d) Instrument of Government (IoG)</b>  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). <b>The IoG was unanimously approved in the form circulated.</b> <b>ACTION:</b> Clerk to file the IoG as an approved document.</p> <p><b>(e) Committees and Working Parties</b>  Noted above.</p> <p><b>(f) Named and Nominated Governors</b>  Noted above.</p> <p><b>(f) Panels</b>  Noted above.</p> <p><b>(g) Governor Monitoring</b>  Noted above.</p> <p><b>(h) Calendar of Meetings (Board and Committees)</b>  Meetings in LFSSQ Govs calendar and linked in tonight's agenda for everyone's ease of reference: <a href="#">LFSSQ Meetings Dates 2025 26</a></p>	<p>Clerk/AB  All  Clerk</p> <p>Clerk</p>
6.	<p><b>Policies and Published Documents</b>  All reminded to review/comment on/approve documents assigned to them via schoolaspect.</p>	
<b>STANDING SCHOOL AND COMMITTEE REPORTS</b>		
7.	<p><b>Headteacher Report</b>  Report documents circulated: <a href="#">EHT Report Docs Oct 2025</a>  KW invited questions.</p>	

	<p><b>Q2: Both schools are clearly very busy, and the wealth of enrichment activities is impressive, but there doesn't appear to be as much sport at LF – is that correct?</b></p> <p>A: At SSQ the sports clubs' activities are included in the report but at LF these are led by an external provider (Grass Roots).</p> <p>KW explained that the team had decided to withdraw from the Chippenham Sports Partnership this year because:</p> <ul style="list-style-type: none"> <li>• Expense - £4K subscription + coach transport on top (query whether value for money)</li> <li>• Lack of flexibility – requests for participation in certain events only were denied</li> <li>• Impact: <ul style="list-style-type: none"> <li>○ LF: Will particularly miss Chippenham Dance Festival – alternatives being investigated</li> <li>○ SSQ: Passionate PE lead (cover supervisor) is progressing alternative plans e.g. Swindon partnership (£300 + coaches' costs) – which SSQ will trial this year</li> </ul> </li> </ul> <p>KW emphasised that both schools' sports premium budgets were used to the max/overspent last year – despite using community support for transport.</p> <p><b>Q3: Is LF compromised by the lack of its own school field?</b></p> <p>A: No, LF's key barrier is the lack of a PE lead with capacity as well as passion.</p> <p>The board observed that, whilst both schools offered broad and balanced curriculums and extensive enrichment activities, their strengths and differences are all celebrated.</p> <p><b>Q4: Does the coloured chart track reported incidents?</b></p> <p>A: Yes, the federation's electronic safeguarding concerns recording system (CPOMS)<sup>5</sup> generates this list of reported incidents. When compared with other such reports generated for previous FGB meetings it provides an element of trend analysis, but it does not provide contextual detail, including no differentiation between the two schools or highlighting where a single incident may be reported across several categories.</p> <p><b>It was unanimously agreed that the incident report should be included in the next couple of headteacher reports and then an analysis of one year's reporting be conducted at the May FGB</b></p> <p><b><u>ACTIONS:</u></b> (i) Clerk/AB to collate trends analysis across incidents reports to FGB for the year to March 2026 and (ii) Clerk to add incidents' trends analysis to the May FGB agenda.</p> <p><b>SIA Visits</b></p> <p>KW reported:</p> <ul style="list-style-type: none"> <li>• The SIA conducts three visits per annum to each school (including nominated visit in the spring term)</li> <li>• LF visit 1 has taken place and report will be shared with AB (as chair of governors): <ul style="list-style-type: none"> <li>○ Very positive visit – confirmed all staff have been</li> </ul> </li> </ul>	<p>Clerk/ AB Clerk</p>
--	--	----------------------------

<sup>5</sup> [CPOMS Safeguarding and Wellbeing Solution for Schools](#)

	<p>appropriately deployed</p> <ul style="list-style-type: none"> <li>○ Quality of Education focus on English – subject leadership scrutinised and visited English and Phonics lessons</li> <li>○ Particularly encouraging given staff changes (returner + maternity leaver, different class structures to implement mezzanine curriculum and very much missing recently deceased caretaker)</li> </ul> <ul style="list-style-type: none"> <li>● SSQ visit 1 has, due to diary challenges, not yet taken place but is scheduled for December</li> </ul> <p>Board members suggested approaching local community groups (barracks, Chippenham Men’s Shed, etc) with caretaker job description/request for assistance.</p> <p><b>Q5: The ‘Make a Difference Day’ was really good – are you considering making it an annual event?</b></p> <p>A: Yes, following extremely positive feedback and lots of requests to make this an annual event, this is the plan.</p> <p><b>Q6: How are all the staff (including senior leaders)?</b></p> <p>A: Tired! Busy settling children in and creating new routines, etc. It has been quite a long term.</p> <p><b>SIP Priorities</b></p> <p>It was noted that the SIP headlines had been shared and monitoring responsibilities delegated to working parties and link governors (see above).</p> <p><b>Published Admission Number (PAN)</b></p> <p>KW recommended that:</p> <ul style="list-style-type: none"> <li>● LF PAN remains at 16 (supported by the LA)</li> <li>● SSQ PAN remains at 17 (Based on protected declining demographics the LA had suggested reducing to 15, but KW was concerned this could be a barrier to accepting families and result in additional costs of admission appeals processes). The board noted nearby planning applications which, although only in early stages and subject to some local opposition, may result in more families moving into the schools’ communities.</li> </ul> <p><b>It was unanimously agreed that:</b></p> <ul style="list-style-type: none"> <li>● <b>LF PAN remain at 16</b></li> <li>● <b>SSQ PAN remain at 17</b></li> <li>● <b>KW and AB be authorised to sign and submit PAN confirmations to the LA as necessary.</b></li> </ul> <p><b>ACTION:</b> KW to arrange for confirmation of each school’s PAN to be made to the LA as required.</p> <p><b>SEND Reports</b></p> <p>It was noted that all had read and, subject to identified typographical errors, <b>the SEND Report were unanimously approved for publication as required.</b> <b>ACTION:</b> KW to arrange for publication of the SEND Reports as required. AB confirmed that, in her role as SEND link governor, her meetings with the SEND Coordinators (<b>SENDCos</b>) at each school will be informed by these reports and she will report back to FGB in December or February <b>ACTIONS:</b> (i) AB to conduct SEND governor</p>	<p>KW</p> <p>KW</p>
--	---	---------------------

	<p>visits and (ii) Clerk to add SEND Governor visit reports to December or February FGB agenda (as directed by AB)</p> <p><b>Draft School Travel Plan for SSQ</b>  Subject to correction of typographical errors, <b>the draft travel plan was unanimously approved in the form circulated.</b> KW reported that she was meeting with the LA on Monday and discussing the deadline for applying for funding.</p> <p><b>FF left the meeting at 8.08pm</b></p>	<p><b>AB</b> <b>Clerk</b></p>
<p><b>8.</b></p>	<p><b>Strategy, Vision &amp; Marketing</b></p> <ul style="list-style-type: none"> <li>• Strategy: Discussed above.</li> <li>• Kington Langley Magazine Rota: Thanks were extended for a full volunteers' rota and WB acknowledged that she would produce a piece on outdoor learning for the December deadline.</li> </ul>	
<p><b>9.</b></p>	<p><b>F&amp;R Report</b>  Budget monitoring circulated.  KH reported that he met with the schools' bursar to conduct I&amp;E deep dive monitoring, headlines:  <b>LF</b></p> <ul style="list-style-type: none"> <li>• Overall, in good financial shape</li> <li>• C.£14K in-year surplus (against forecast £4K deficit)</li> <li>• £790K budget in five-year forecast but £750K in current budget report (despite same number on roll) <b>ACTION: KH to investigate and report back on this apparent anomaly.</b></li> <li>• Income bolstered by summer lettings and wraparound care (KW assured governors that, despite some negative feedback around rise in wraparound care fees, take up has not declined and those suffering financial hardship have been invited to come and speak with KW – arrangements for continued provision made and pay it forward options being considered)</li> </ul> <p><b>Implementation of the wraparound care fees' increases proposed and discussed at the last meeting were unanimously ratified.</b></p> <p><b>SSQ</b></p> <ul style="list-style-type: none"> <li>• C.£14K deficit (additional staff costs (fixed term TA mentioned above) and energy costs expected to quickly increase this)</li> <li>• Again, disparity between £607K budget in five-year forecast but £585K in current budget report (despite same number on roll) <b>ACTION: KH to investigate and report back on this apparent discrepancy.</b></li> <li>• Very little wraparound care demand (Friday provision has been discontinued)</li> </ul> <p>The board acknowledged:</p> <ul style="list-style-type: none"> <li>• Obtaining further funding/grants to support SSQ was a high priority</li> <li>• Cleaning of SSQ signage was also an urgent priority to improve 'curb appeal' of the school</li> </ul>	<p><b>KH</b></p> <p><b>KH</b></p>

	<p><b>School Funds Audit</b> To follow. <b>ACTIONS:</b> KH to arrange for school funds' audit certificates to be circulated for the record.</p> <p><b>Health &amp; Safety Report</b> KW reported:</p> <ul style="list-style-type: none"> <li>• Willow and ditch clearing taking place at LF</li> <li>• Leaking roof joists work at LF being conducted over half term</li> <li>• Windows 11 migration is taking place at both schools over half term</li> </ul> <p><b>ACTIONS:</b> (i) EB to conduct a health &amp; safety visit to each school after half term and send his written visit reports to the Clerk and (ii) the Clerk to add Health &amp; Safety Visit Reports to the next agenda.</p>	<p>KH</p> <p>EB Clerk</p>
10.	<p><b>Christian Distinctiveness Working Party Update</b> No meeting yet – next meeting scheduled for 1.30pm on 6<sup>th</sup> November at LF.</p>	
<b>STANDING GENERAL ITEMS</b>		
11.	<p><b>Governor Participation/Monitoring: Skills Audit Review</b> AB confirmed, with thanks, that all governors (apart from FF and LFa) had completed and returned skills audit forms and:</p> <ul style="list-style-type: none"> <li>• The current board's combined skills set covered lots of core skills</li> <li>• All governors are invited to check LA training for targeted training (to their areas of responsibility, interest, and areas for development)</li> </ul> <p><b>ACTIONS:</b> (i) AB to re-share Podcasts and (ii) KH to share NGA Ofsted framework session slides.</p> <p><b>Governor Briefings</b> It was noted that governors were no longer asked to attend these on a rota basis, but KW would continue to attend HT Briefings, Governor briefings slides would be shared, and AB/KW would verbally update on any urgent foci arising.</p> <p><b>Current Training</b> Brochure linked in the agenda for governors' information.</p>	<p>AB KH</p>
12.	<p><b>Other Standing Items</b> Noted above under governance structure item.</p>	
<b>CLOSE</b>		
13.	<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>• Redefined the governance model – to achieve greater clarity and efficiency of monitoring</li> <li>• Reviewed and agreed more accessible strategy document and travel plan</li> <li>• Conducted skills audit and ascertained the board is covering</li> </ul>	

	<b>and utilising a wide variety of skills with clarity and purpose</b>	
<b>14.</b>	<b>Date of next meeting (6.00pm start): 11<sup>th</sup> December 2025 at LF</b>  <b>Meetings for the year:</b> <b>12th February 2026</b> <b>23rd April 2026</b> <b>4th June 2026</b> <b>9th July 2026</b>	<b>All note</b>

The meeting closed at 8.40pm.