

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

**Executive Head Teacher: Mrs Karen Winterburn**

**Thursday 30<sup>th</sup> January 2025**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), Kyle Hutchings (**KH**), Victoria Purton (**VP**), Richard Priest (**RP**), Fiona Farquhar (**FF**), Tom Stables (**TS**), Adrian Cole (**AC**), (from 6.23pm) Georgina Adams (**GA**) and (from 6.40pm) Luke Facey (**LFa**)

**In Attendance:** Nick Webb (Associate) (**NW**) and Michelle Hocking (**Clerk**)

**Apologies:** Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), 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.	
<b>1.</b>	<b>Attendance and Apologies</b> Apologies: Noted and accepted from SM, JO and DC. Noted that VP’s formal appointment remained subject to DBS checks. Quorum present. <sup>1</sup>	
<b>2.</b>	<b>Declaration of Pecuniary Interests</b> It was noted that the annual declarations of interest forms had been completed. It was noted that, following the last meeting, LFA had not yet completed an updated declaration form including his additional trusteeships. <b>ACTIONS:</b> (i) Clerk to re-send Interests Form to LFa via <u>online forms and (ii) LFa to complete new Interest Form to include declaration of his new trusteeship.</u> No interests declared in this evening’s agenda.	<b>Clerk LFa</b>
<b>STANDING ADMINISTRATIVE/COMPLIANCE ITEMS</b>		
<b>3.</b>	<b>Approval of last minutes (28<sup>th</sup> November) 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 28<sup>th</sup> November were</b>	

<sup>1</sup> Total 11 governors, 8 in attendance from the beginning of the meeting = more than 50%

	<p><b>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:</u></b> Clerk to affix AB's electronic signature and publish/file the last minutes as appropriate.</p> <p><b><i>Matters Arising</i></b></p> <p><b><u><a href="#">LFSSQ FGB ACTIONS LOG 2024 2025</a></u></b></p> <p><b><u>ACTIONS:</u></b> Clerk to (i) archive completed actions from the actions log and (ii) recirculate PREVENT and cyber security training and certificates' folders to all.</p>	<p>Clerk</p> <p>Clerk</p>
<p>4.</p>	<p><b>Safeguarding:</b></p> <p><b>(a) Forms compliance – all complete:</b></p> <ol style="list-style-type: none"> <li><b>a. Keeping Children Safe in Education (KCSiE) 2024 Acknowledgement</b> Noted all had completed – thanks extended.</li> <li><b>b. Childcare Disqualification Declaration Forms</b> Noted all had completed – thanks extended.</li> <li><b>c. Safeguarding &amp; Child Protection Policy (new LA model)</b> Noted all confirmed via schoolaspect.</li> </ol> <p><b>(b) Mandatory Training:</b></p> <ol style="list-style-type: none"> <li><b>a. Annual safeguarding</b></li> <li><b>b. PREVENT</b></li> <li><b>c. Cyber Security</b></li> </ol> <p><b><u>ACTION:</u></b> <u>Governors who have not yet completed mandatory training to do so as soon as feasible.</u></p> <p><b>(c) Safeguarding Audits (both schools): confirmation of completion + next steps checklist action plans</b></p> <p>It was noted that FF would visit (as safeguarding governor) both schools as soon as feasible (her last visit having been unavoidably delayed).</p> <p>KW reported that the safeguarding audits for both schools had been completed, both schools are compliant and the audits submitted to the Local Authority (LA).</p> <p><b>(d) CPOMS Trends Data</b></p> <p>The board discussed trends data:</p> <ul style="list-style-type: none"> <li>• practical work involved in producing</li> <li>• strategic purpose / usefulness of high-level data without drilling down into too much detail/without associated context</li> <li>• current analysis (including annual audit data and scrutiny by FF monitored via visit reports back to FGB)</li> </ul> <p><b><i>GA joined the meeting at 6.23pm</i></b></p> <p>KW reported:</p> <ul style="list-style-type: none"> <li>• the in-school safeguarding team constantly monitor and analyse CPOMS</li> <li>• CPOMS is an internal documents management system</li> <li>• There have been two Multi-Agency Safeguarding Hub (MASH) referrals so far this academic year</li> <li>• External validation is obtained via: <ul style="list-style-type: none"> <li>○ LA spot checks</li> </ul> </li> </ul>	<p>All</p>

	<ul style="list-style-type: none"> <li>○ Ofsted scrutiny of case studies</li> <li>○ FF link governor visits where she also conducts informal case studies discussions with KW</li> </ul> <p>The board specifically noted:</p> <ul style="list-style-type: none"> <li>● External scrutiny and validation</li> <li>● Governor scrutiny and validation (including FF regular monitoring visits (with written reports brought to FGB), safeguarding audit reporting to FGB and safeguarding inclusion on governors' visit form template)</li> </ul> <p><b><u>ACTION:</u></b> KW to add in number of CPOMS entries into Headteacher reports moving forwards in order that governors can track high-level trends</p>	
<p>5.</p>	<p><b>Policies and Published Documents</b> <a href="https://www.schoolaspect.com">Log On (schoolaspect.com)</a></p> <p><i>LFA joined the meeting at 6.40pm</i></p> <p>The board noted the number of policies circulated to governors and discussed the administrative processes, mandatory compliance elements and ways to potentially streamline/reduce burden on staff and governors.</p> <p><b><u>ACTIONS:</u></b> (i) AB/Clerk to audit list of policies to be approved by governors by reference to mandatory policies and produce proposals for streamlining/delegation of some policies' approvals to staff, governors' committees and/or individual governors and (ii) KW to re-set VP and NW schoolaspect logons.</p>	<p>AB/Clerk</p> <p>KW</p>
<p><b>STANDING SCHOOL AND COMMITTEE REPORTS</b></p>		
<p>6.</p>	<p><b>Headteacher Report</b></p> <p>Noted that the report had been circulated prior to the meeting by way of upload to SharePoint. Questions were invited.</p> <p><b>Q1: Are unauthorised absences increasing?</b></p> <p>A: An increase in unauthorised absence is a national trend due to cheaper term-time holidays. Schools cannot authorise absences even in some exceptional circumstances. INSIGHTS tracks absence patterns for leadership to analyse every half term. School Attendance Meetings (<b>SAM</b>) are arranged with families where appropriate and, if attendance does not then improve, the LA education welfare officer (<b>EWO</b>) becomes involved. All staff are conscious of the wide-ranging impact of absence on children – including missed social interactions as well as academic learning. The federation schools do much to support attendance – including calls and visits home and, in exceptional circumstances, collecting children from home themselves.</p> <p><b>Q2: Has the post-pandemic period of heightened sensitivities around sniffles, etc passed?</b></p> <p>A: Yes, we have lots of people who come into school with coughs and colds.</p>	

	<p>The board noted the:</p> <ul style="list-style-type: none"> <li>• impact of the schools' context (demographics, etc)</li> <li>• significant work put in by staff to support attendance</li> <li>• fact that both schools' attendance is above average</li> </ul> <p>The board emphasised that, ultimately, ensuring attendance at school remains the responsibility of parents.</p> <p><b>Q3: Do you know how many of the applications detailed are first choices and how these compare with last year's figures?</b></p> <p>A: LF there were 16 last year – 10 this year (the class structure will likely change as per the headteacher's report circulated and we will start working on this now). SSQ there were 8 last year – 9 this year (so nursery remains unviable this year). Parents do not yet know this – so please note such matters remain confidential to governors and must not be discussed outside the board and senior leaders.</p> <p>The government is keen to increase childcare spaces and the LA has funding available. The schools' bursar and finance officer is researching costings for onsite third party provision – in order to minimise the risk for the school whilst maximising security of numbers on roll (<b>NOR</b>).</p> <p>It was noted that staff wellbeing would be discussed further under link governors roles and getting the right level of engagement to support everyone.</p>	
<p><b>7. Governance Development</b></p>	<p>AB summarised:</p> <ul style="list-style-type: none"> <li>• Skills audit: <ul style="list-style-type: none"> <li>○ Thanks to all for completing</li> <li>○ Identified clear finance and curriculum split</li> <li>○ Identified need to upskill on equality, diversity &amp; inclusion (<b>EDI</b>) and budget monitoring</li> <li>○ Clarified that current governors were deployed to the right committee based on their skills' set</li> </ul> </li> <li>• EDI: <ul style="list-style-type: none"> <li>○ Having consulted with LA trainer, AB attended protected characteristics training <b>ACTION: Clerk to circulate protected characteristics training slides to all governors</b></li> <li>○ The Protected Characteristics LA training is being repeated in April: <a href="#">SLA Online</a> <b>ACTION: All governors to attend protected characteristics training if feasible.</b></li> <li>○ The Governors for Schools free podcast<sup>2</sup> covers a variety of key topics, including recently 'empowering inclusion'</li> </ul> </li> </ul> <p>KW added that the schools have recently subscribed to the TES safeguarding suite (including EDI) <b>ACTION: Clerk/KW to circulate logon details for TES subscription services.</b></p>	<p><b>Clerk</b></p> <p><b>All</b></p> <p><b>Clerk/KW</b></p>

<sup>2</sup> [The Governors for Schools Podcast - Listen today](#)

	<ul style="list-style-type: none"> <li>Budget Monitoring: There are a number of useful courses provided by the LA: e.g. <a href="#">SLA Online</a> <b>ACTION:</b> <u>All to consider attending LA finance training.</u></li> </ul> <p>The board noted the agreed allocation of link governor roles as follows:  Safeguarding: FF  Pupil Premium: AC  Special Educational Needs &amp; Disabilities (<b>SEND</b>): AB  Health &amp; Safety: KH  Whistleblowing: AC  EDI: AB  Early Years Foundation Stage: GA  Christian Distinctiveness/Religious Education: RP  Curriculum:</p> <ul style="list-style-type: none"> <li>LF: <ul style="list-style-type: none"> <li>English: RP</li> <li>Maths: LFa</li> </ul> </li> <li>SSQ (Science): KH</li> </ul> <p>Wellbeing: VP  Stakeholder Engagement: AB (with NW assisting with project work, etc)</p> <p>It was noted that the strategic plan was being updated and a separate strategy meeting would be scheduled to discuss plans and consider any changes required to the current scheme of delegation (which remains in force pending any changes formally agreed). <b>ACTIONS:</b> <u>(i) AB to amend and circulate the strategic plan (ii) KW/AB and Clerk to liaise and agree proposed date(s) for strategy session and communicate these to all governors</u></p>	<p><b>All</b></p> <p><b>AB KW/AB/Clerk</b></p>
<p><b>8.</b></p>	<p><b>Teaching, Learning &amp; Development (TLD) Committee Report</b>  TLD minutes circulated. AC highlighted:</p> <ul style="list-style-type: none"> <li>Progress and attainment at both schools presented and discussed</li> <li>LF focus: <ul style="list-style-type: none"> <li>concerns remain across the school – maths particularly dipped at September baseline from July attainment (lack of recall over the holidays)</li> <li>key stage 2 reported data remains above national and LA averages</li> </ul> </li> </ul> <p>KW emphasised that:</p> <ul style="list-style-type: none"> <li>much of the data presented to governors is subjective – based on internal teacher-assessed data</li> <li>the upcoming mid-year reviews will also include a lot of teacher-assessed data</li> <li>further discussion around what data is helpful for governors to review is required – including which should be scrutinised by relevant link governor(s) and what should be brought to TLD and whether visit reports should detail and be circulated for and verbally summarised at FGB</li> </ul>	

	<p><b>ACTIONS:</b> KW to discuss proposals as to how data will be presented to governors moving forwards with Heads of Schools and revert.</p>	KW
9.	<p><b>Finance &amp; Resources Committee (F&amp;R) Report</b>  F&amp;R minutes circulated.  <b>September Income &amp; Expenditure Report (I&amp;E)</b>  KH highlighted:</p> <ul style="list-style-type: none"> <li>• Meeting delayed to facilitate bursar and finance officer’s meeting with LA support accountant – this worked well and smoothed provision of up-to-date information to governors in advance – including a very comprehensive financial update report</li> <li>• The committee scrutinised variances between budget forecast and actual spend</li> <li>• Overspends foci included: <ul style="list-style-type: none"> <li>○ Support Staff: due to nursery cessation anomaly – nursery staff costs underspend offset against TA overspend</li> <li>○ Supply Cover: high due to staffing challenges (particularly at LF)</li> </ul> </li> <li>• Wraparound Care: c.£20K profit – more than forecast – has been offset against overspends where feasible</li> <li>• The committee discussed the potential to use some reserves up front to incentivise staff and avoid them leaving – such as increasing supply cover to allow extra time/free capacity</li> </ul> <p>KW added that there is currently no capacity and solutions are being considered. Meanwhile both staff governors are not in attendance tonight for their own wellbeing.  AB emphasised that the wellbeing governor link is designed to support wellbeing of both staff and children in the federation.</p> <ul style="list-style-type: none"> <li>• Risk management: the risk register has been reworked and re-circulated following discussions at the committee meeting last week</li> </ul> <p><b>Q4: How high must reserves be before at least some of them can be invested?</b>  A: Both schools set in-year deficit budgets last year and we are focused on spending this year’s budget on the children at the schools.</p>	
10.	<p><b>Christian Distinctiveness Committee Update</b>  Minutes circulated.  RP highlighted:</p> <ul style="list-style-type: none"> <li>• Church/school relationship is strong e.g.: <ul style="list-style-type: none"> <li>○ general level of interest/priority in diocesan training sessions – RP is often one of only 6 or 7 regular delegates</li> <li>○ Christingle Experience and other such activities creates and enhances bonds</li> </ul> </li> <li>• RE monitoring (part of Statutory Inspection of Anglican and Methodist Schools (<b>SIAMS</b>)) remains mandatory and so RP is continuing: <ul style="list-style-type: none"> <li>○ JO (as RE Lead) is passionate and well-organised</li> <li>○ A high level of engagement is shown by the children during link governor visits</li> </ul> </li> </ul>	

	No questions were raised, but the board observed, with thanks, the level of detail provided and dedication exhibited by RP.	
<b>STANDING GENERAL ITEMS</b>		
11.	<p><b>Governor Participation/Monitoring:</b>  <b>Cascaded Training – governors’ briefings</b>  <b>Term 2:</b></p> <ul style="list-style-type: none"> <li>• Slides circulated and LFa attended</li> <li>• LFa reported key focus was capital expenditure education trust grants and suggested applications for both schools</li> </ul> <p><b>Term 3:</b></p> <ul style="list-style-type: none"> <li>• Slides circulated and VP attended</li> <li>• VP reported key foci: <ul style="list-style-type: none"> <li>○ February safeguarding session: <a href="#">SLA Online</a></li> <li>○ Governor visits protocols: both schools’ processes comply with requirements</li> </ul> </li> </ul> <p>The board were reminded:</p> <ul style="list-style-type: none"> <li>• Governor visits should be scheduled for the whole year if possible (ideally 3 – start of year, mid-year review of progress and end of year review) and always on not less than one month’s notice</li> <li>• To copy AB and KW into communications with subject leaders so they are aware of when visits are scheduled</li> </ul> <p>VP continued summary of key foci included funding update (detailed information in slides circulated):</p> <ul style="list-style-type: none"> <li>• Certain grants are being discontinued and rolled into main grant funding (including teachers’ pay and teachers’ pensions employers’ contributions)</li> </ul> <p><b>RP left the meeting at 8.05pm</b></p> <ul style="list-style-type: none"> <li>• Wiltshire Governor Gathering 2025: This session was promoted – it is on 19<sup>th</sup> March 5pm – 7pm at Devizes Corn Exchange</li> </ul> <p><b>Governors’ Briefings rota:</b> <a href="#">Governors Briefings Rota 2024 25.docx</a>  <b>ACTION:</b> Clerk to book GA onto Term 6 (June) briefing</p> <p><b>Governor Monitoring – visits and expectations</b> <a href="#">Governor Visits</a></p> <p><b>Calendar of Meetings (Board and Committees)</b>  Meetings in LFSSQ Gobs calendar and linked in tonight’s agenda for everyone’s ease of reference: <a href="#">2024 25 Meeting Dates.docx</a>  <b>ACTION:</b> KW and Clerk to liaise to suggest relevant amendments to <u>published meeting dates.</u></p>	<p>LFa</p> <p>KW/Clerk</p>
12.	<p><b>Governor Training – schedule of LA course on Teams</b>  <a href="#">SGS Training BROCHURE, 2024-25 Dec 2024.pdf</a>  Noted.</p>	
13.	<b>Standing Items by Exception:</b>	

	<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="#">Kington Langley Village Magazine Articles Rota.docx</a></li> </ul> <p>No significant update to report. NW agreed to complete next magazine article for governors. <b><u>ACTION: NW to complete next KL magazine article for governors.</u></b></p> <p><b>(b) Health and Safety</b> Reported (as noted at F&amp;R and in visit reports circulated). No further updates.</p> <p><b>Equalities + Accessibility</b> No specific update at present save for upskilling as discussed above and linked in the agenda.</p>	<b>NW</b>
<b>SPECIFIC FOCUS ITEM(S)</b>		
<b>14.</b>	<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>• Filled link governor roles</li> <li>• Maintained financial oversight – budgets on track</li> <li>• Reviewing governance structure in effort to achieve better transparency</li> </ul>	
<b>15.</b>	<p><b>Date of next meeting (6.00pm start): 20<sup>th</sup> March 2025 at LF</b></p> <p><b>20 March 2025 (at LF)</b> <b>12 June 2025 (at SSQ)</b> <b>10 July 2025 (at LF)</b></p>	<b>All note</b>

The meeting closed at 8.09pm.