

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 11th July 2024

Present:

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

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

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

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

	Item	Action
OPEN		
	Opening Prayer Led by RP.	
1.	Attendance and Apologies Apologies: Noted and accepted from JO, KH, TS, AB, FF and DC. ES thanked all attendees for being so accommodating with the change of scheduled meeting date and time. Quorum present. ¹	
2.	Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed by all present. No interests declared in this evening’s agenda.	
STANDING ADMINISTRATIVE/COMPLIANCE ITEMS		
3.	Approval of last minutes (13th June) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 13th June were unanimously approved as a true and accurate record of that meeting. ACTIONS: <u>Clerk to add ES’s electronic signature to and publish/file the last minutes as appropriate.</u> Matters Arising LFSSQ FGB ACTIONS LOG 2023 24.docx	ES/Clerk

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

<p>4. Safeguarding Update In FF's absence, it was noted:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education 2024 (KCSiE24): <ul style="list-style-type: none"> ○ is coming out now: Keeping children safe in education 2024 (publishing.service.gov.uk) ○ guidance on changes has been published: Keeping Children Safe in Education (KCSIE) updated for 2024 Governorhub Knowledge.pdf ○ Local Authority (LA) model policy is awaited • Annual safeguarding training: <ul style="list-style-type: none"> ○ Generic update training is scheduled for 02/09/24 at 9.15 – 12.15 (run by the LA) – all governors invited ACTION: Clerk to circulate meeting link by email for governors to respond to and auto-populate diaries accordingly. ○ KW will provide school-specific update training to governors as part of a full governing body (FGB) meeting as soon as feasible ACTIONS: (i) KW to schedule school-specific safeguarding training as part of an FGB meeting and (ii) Clerk to add school-specific safeguarding training to the agenda as advised by KW. <p>GA joined the meeting at 4.06pm²</p> <ul style="list-style-type: none"> • KW reported that the Single Central Record (SCR) for both schools were up to date and LF's had been signed off by the inspection team as part of the Ofsted inspection which took place on Wednesday and yesterday. 		<p>Clerk</p> <p>KW Clerk</p>
<p>5. Policies and Published Documents</p>	<p>All reminded to review/comment on/approve documents assigned to them via schoolaspect. It was noted that prompt system appeared to be malfunctioning and so all asked to actively log on schoolaspect to check and complete review actions ACTION: All to actively log on to schoolaspect and complete review tasks.</p>	<p>All</p>
<p>STANDING SCHOOL AND COMMITTEE REPORTS</p>		
<p>6. Headteacher Report</p>	<p>Noted that documents had been circulated. KW reported Ofsted feedback:</p> <ul style="list-style-type: none"> • Good in all areas • Actions: <ul style="list-style-type: none"> ○ Capacity of leadership ○ Monitoring ○ Assessment • ParentView was not supportive but the inspectors saw no evidence of negative points raised in school • There were no surprises – it was a positive and very fair inspection with the lead inspector very well prepared and able to put people at 	

² No interests to declare

	<p>ease (ES said that he would personally write to the lead inspector to thank her for the way she conducted the inspection)</p> <p>KW noted that:</p> <ul style="list-style-type: none"> • Everyone is shattered at both schools • There are lots of lovely end of term events planned: <ul style="list-style-type: none"> ○ Inductions/transitions ○ Leavers' services and treats • LF needs to address use of social media by parents – the negative nature of some of this having a wide impact <p>AC joined the meeting at 4.15pm³</p> <p>Q1: Does LF set out expectations of parents regarding support, etc via a parent/school partnership document which is signed by parents at the beginning of each year?</p> <p>A: No. The consensus amongst staff at both schools is that it is unlikely to make a difference, although maybe, given the recent social media issues, we will reconsider reintroducing some sort of parent charter.</p> <p>KW reported that a Yr1 parent at LF had emailed KW to request a face-to-face meeting as Yr1 representative – for which governor support is requested. KW explained that:</p> <ul style="list-style-type: none"> ○ Some Yr1 parents have expressed concerns about the split of the Yr1 children (two came to talk to KW at parents evening), despite the rationale for this having previously been explained in a letter to all parents ○ Challenges have been exacerbated as the Early Years Foundation Stage (EYFS) inadvisedly suggested that she would support parents' class preferences (and unfortunately is not currently in school to discuss further with parents, etc) ○ The precedent was set with mixed Yr3/4 class which has been proven to work – so the decision on class split is an evidence-based decision <p>The committee discussed, querying whether teacher presence at any parents meeting may assist (if staff are willing to attend). KW explained that the EYFS teacher is currently on long-term sickness absence (fit note extended to 11.09.24) and HR have advised that any cover must be temporary and upon the staff member's return there must be reasonable adjustments made during a period of phased return. KW acknowledged that, whilst obviously the school will follow appropriate supportive procedures for the member of staff (in line with HR advice), parents concerns are likely to be further heightened by perceived lack of staffing consistency for their children.</p> <p><u>ACTIONS: (i) KW to write to parents suggesting a meeting at 3.30pm on Tuesday 16th July 2024 (ii) KW to invite the School Improvement Adviser (SIA) to attend this Yr1 parents' meeting and (iii) Governors to attend to support if they are able (RP and LFa both confirmed they would attend).</u></p> <p>KW highlighted supportive review:</p> <ul style="list-style-type: none"> • Conducted at LF 17.06.24 • Focused on curriculum • Really supportive and read really well 	<p>KW All</p>
--	--	-------------------

³ No changes to interests to declare

	<ul style="list-style-type: none"> Report was shared with Ofsted and provided background to Ofsted's meeting with the SIA 	
7.	<p>Teaching, Learning & Development (TLD) Committee Report AC shared SSQ results' overview taken to the committee TLD minutes 10.07.24 v1.docx SSQ Statutory Assessments Headline Data 24.pdf highlighting:</p> <ul style="list-style-type: none"> Sea of green – which indicates at/above national average Key Stage 2 combined score in reading, writing and maths (RWM) = 100% met or exceeded expected level (against national average of 61%) Multiplication Tables Check (cohort of 6): <ul style="list-style-type: none"> 1 child got 100% (25/25) Several others achieved 23 or 24 out of 25 <p>Congratulations were extended to SM and the whole team at SSQ.</p> <p>AC reported that the SSQ School Development Plan was also reviewed:</p> <ul style="list-style-type: none"> 2023/24 Priorities: nearly all complete and the reasons for those which are not were discussed, with appropriate assurances given to governors SM explained the rationale for the 4 key priorities set for 2024/25 LF deferred due to Ofsted inspection. 	
8.	<p>Finance & Resources Committee (F&R) Report at SSQ for one academic year (September 2024 – July 2025) Exceptions report: Finance Report.docx</p> <ul style="list-style-type: none"> Approval of any relevant items, including: <ul style="list-style-type: none"> Ratification of SSQ I&E: I&E Dec 2023 - signed 8-7-24.pdf Note no significant update to draft 24/25 budget approved at the last meeting and its submission to the LA by end of June deadline (2) & (3) 3-year Budget plan 2024-25 <p>It was noted that each of the above-linked documents had, following cancellation of the last scheduled F&R meeting, been circulated to the F&R committee members for comment/approval. Each of the SSQ I&E and draft 24/25 budget were unanimously ratified in the form circulated.</p> <ul style="list-style-type: none"> Note of relevant items: <ul style="list-style-type: none"> Budget Monitoring (end of academic year): (4) Budget Monitoring (1) SSQ Closedown 2023-34 (1) LF Closedown 2023-24 <p>It was noted that the budget monitoring documents linked above had also been circulated to F&R committee members (including ES as chair of governors) and there were no comments or queries on them.</p> <ul style="list-style-type: none"> School Fund Accounts audit – LF certificate LF- School Fund (to be signed by CoG) <p>It was noted that the LF school fund account audit certificate linked above had been circulated to F&R committee members and there were no comments or queries on it. The school fund account audit certificate and its signature on behalf of the FGB were unanimously approved and ratified.</p>	

	<ul style="list-style-type: none"> ○ Sports Funding Report (NB: to be published by 31.07.24) KW explained that the sports funding reports were not yet finalized. It was unanimously resolved that approval of the sports funding reports for both schools prior to publication be delegated to ES and KH and the final reports be circulated to FGB for information and ratification at the next meeting. ACTIONS: (i) <u>KW to circulate sports funding reports for both schools to ES and KH for approval prior to publication on the schools' websites at the end of the month</u> (ii) <u>Clerk to add ratification of the sports funding reports for both schools to the next agenda.</u> ○ Pupil Premium Funding Report (end of year verbal summary – full review report to be published by end of calendar year) KW reported that she would circulate the pupil premium funding report in the autumn ACTION: <u>KW to circulate the pupil premium funding report in the autumn.</u> ● Premises & Resources updates: <ul style="list-style-type: none"> ○ H&S 20231001- HS 20240613- HS SSQ Visit Governor Monitoring form .docx H&S Walk(SSQ) 10-6-24.pdf HS's Health & Safety report was noted with thanks and it was acknowledged that this would be reviewed in detail at the next F&R meeting. ○ Laptops LFa reported that three laptops (one for each school + one with Google operating system) were being trialed and, if deemed suitable, a further 37 laptops would be rolled out shortly. SM and KW emphasised that both schools have a focus on Science, Technology, Engineering & Maths (STEM) next year and so roll out was required as soon as feasible ACTION: <u>SM/KW to liaise with SSQ IT provider to obtain pricing for cleaning/setting up the laptops available to be rolled out.</u> ○ Solar Power No update at present. 	<p>KW Clerk</p> <p>KW</p> <p>SM/KW</p>
9.	<p>Christian Distinctiveness Committee Update Diocese of Bristol Training Letter of Engagement: Diocese Letter - LF.pdf</p> <p>RP reported:</p> <ul style="list-style-type: none"> ● No meeting scheduled until September and no exceptional items to report save for the Diocese's training letter circulated ● Whilst he understood that some school's had objected to the tone of the Diocese's letter (which had resulted in a swift apology), he understood that there were issues with engagement as, at the last two governor forums he had attended, there were only 11 and 6 delegates respectively in attendance. 	
STANDING GENERAL ITEMS		
10.	<p>Governor Participation/Monitoring: Cascaded Training:</p>	

	<ul style="list-style-type: none"> • Strategy: Strategic discussion has now been written up and was shared with the Ofsted inspector (who was impressed) • Strength of governors' documents and challenge came back strongly in Ofsted feedback sessions • The KL community orchard is a lovely idea which the school is definitely interested in (as part of 11 by 11) <u>ACTION: KW to write back to community orchard organisers to confirm interest/support.</u> • Two complaints (both relating to the Yr1 class split arrangements discussed above) had been received by ES: <ul style="list-style-type: none"> ○ One followed the correct process (came via KW to ES) ○ One came straight to ES <u>ACTION: ES to respond to complainants and commence investigation in line with the school's Complaints' Procedure.</u> 	<p>KW</p> <p>ES</p>
SPECIFIC FOCUS ITEM(S)		
13.	<p>Strategic Plan Update from Workshop: LFSSQ Strategy Workshop Slides.pptx</p> <p>As noted above, notes from the strategy meeting have been circulated and ES pledged to update the formal strategy document in line with these discussions and circulate for approval in September <u>ACTION: ES to update strategy document and circulate for approval in September.</u></p> <p>Governor Succession planning</p> <p>ES reported that a prospective new governor (who works for the LA) is due to attend the September FGB as an observer but the PCC has not yet identified a suitable foundation governor.</p>	<p>ES</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"> • Two good Ofsted ratings following inspections this year (with governance recognised as strong – minutes, documents and governors' actions as well as being strategic and looking ahead) • Supporting KW and LF staff in relation to Yr1 class split decision 	
15.	<p>Date of next meeting (6.00pm start): 19th September 2024 (LF)</p> <p>Proposed dates for next academic year:</p> <p>19 September 2024</p> <p>28 November 2024</p> <p>30 January 2025</p> <p>20 March 2025</p> <p>12 June 2025</p> <p>10 July 2025</p>	<p>All note</p>

The meeting closed at 5.25pm.