

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

**Thursday 20<sup>th</sup> March 2025**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), Kyle Hutchings (**KH**), Richard Priest (**RP**) and Adrian Cole (**AC**)

**In Attendance:** Wendy Bowring (prospective co-opted governor) (**WB**) and Michelle Hocking (**Clerk**)

**Apologies:** Victoria Purton (**VP**), Fiona Farquhar (**FF**), Tom Stables (**TS**), Luke Facey (**LFa**), Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), Nick Webb (Associate) (**NW**), 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>	<p><b>Attendance and Apologies</b> Apologies: Noted and accepted from VP, FF, TS, LFa, SM, JO, NW and DC. Quorum present. <sup>1</sup></p> <p>AB reported:</p> <ul style="list-style-type: none"> <li>• Georgina Adams (<b>GA</b>) stepped down with immediate effect just before half term – which leaves a vacancy for a co-opted governor</li> <li>• WB in interested in joining the governing body and has extensive relevant experience</li> <li>• Contact has been made with a prospective foundation governor whose appointment, alongside RP and TS, would mean all foundation governor positions were filled – he is just starting diocesan onboarding</li> </ul> <p>WB briefly introduced herself:</p> <ul style="list-style-type: none"> <li>• Taught in the state sector</li> <li>• Deputy headteacher in pre-prep school for 18 years during which also became Ofsted inspector</li> </ul>	

<sup>1</sup> Total 10 governors, 5 in attendance from the beginning of the meeting = 50%

	<ul style="list-style-type: none"> <li>• Full-time lead Ofsted inspector for independent schools for 13 years</li> </ul> <p>Those present briefly introduced themselves to WB.</p> <p>RP mentioned that he was conscious his term of office expired in September, but he would be happy to renew. <b>It was unanimously agreed that RP's reappointment be and is pre-approved with effect from 23<sup>rd</sup> September 2025.</b></p> <p><u><b>ACTION:</b> Clerk to (i) support diocesan processes as required for RP's renewal as a foundation governor and (ii) update the records to confirm RP's reappointment with effect for 23<sup>rd</sup> September 2025</u></p>	
2.	<p><b>Declaration of Pecuniary Interests</b></p> <p>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 (30<sup>th</sup> January) and matters arising (not covered elsewhere)</b></p> <p>The minutes had been circulated, and it was presumed that all present had reviewed them. <b>The minutes of 30<sup>th</sup> January were unanimously approved as a true and accurate record of that meeting.</b></p> <p>Accordingly, AB authorised the Clerk to affix her electronic signature to the last minutes. <u><b>ACTIONS:</b> Clerk to affix AB's electronic signature and publish/file the last minutes as appropriate.</u></p> <p><b>Matters Arising</b></p> <p><a href="#"><u>LFSSQ FGB ACTIONS LOG 2024 2025</u></a></p> <p>The proposed change to the November minutes – to clearly note that VP's appointment was subject to the usual pre-appointment checks – was <b>unanimously approved.</b> <u><b>ACTION:</b> Clerk to affix AB's signature to the amended November minutes and publish/file them as necessary.</u></p>	<p>Clerk</p> <p>Clerk</p>
4.	<p><b>Safeguarding:</b></p> <p>(a) <b>Forms compliance – all complete:</b></p> <p>(b) <b>Mandatory Training:</b></p> <ol style="list-style-type: none"> <li>Annual safeguarding</li> <li>PREVENT</li> <li>Cyber Security</li> </ol> <p><u><b>ACTION:</b> Governors who have not yet completed mandatory training to do so as soon as feasible.</u></p> <p>(c) <b>Update (including trends data) in the headteacher's report</b></p> <p>KW reported that FF (as safeguarding governor) had not managed to visit school since the last FGB but there was nothing significant to report save for Single Central Record (<b>SCR</b>) references anomaly, as follows:</p> <ul style="list-style-type: none"> <li>• The SCR, based on Local Authority (<b>LA</b>) template, for each of the schools is robustly maintained by the administrative team</li> <li>• The SCR template anticipates that two references are taken up on</li> </ul>	<p>All</p>

	<p>all staff and governors</p> <ul style="list-style-type: none"> <li>The governors' application form only requests one referee (although Diocesan application form requests two and these are relied upon for foundation governors:  <a href="https://www.bristol.anglican.org/content/pages/documents/foundation_governor_application_form-revised-jan-202234582151069.doc">https://www.bristol.anglican.org/content/pages/documents/foundation_governor_application_form-revised-jan-202234582151069.doc</a> )</li> <li>Guidance noted: <ul style="list-style-type: none"> <li>The DfE guidance on the law for maintained schools says that either oral or written references should be "taken as necessary." References can be used alongside an interview or informal chat with the potential governor to help boards decide who to appoint.</li> <li>There is no statutory requirement to check the references of volunteers. Part 3 of Keeping Children Safe in Education (<b>KCSIE</b>) explains the safer recruitment practices which ensure that only suitable people are selected to work and volunteer in schools.</li> <li>KCSIE explains that all job applicants should provide referees before interview. However, for volunteer roles the guidance says that schools should "use their professional judgement" when deciding "what checks, if any" are required.</li> <li>Governors will not be supervising children or taking part in "regulated activity" so schools may decide that references are not needed. Note that KCSIE allows the school to consider both "formal and informal" information about volunteers gleaned from staff, parents, or other volunteers.</li> </ul> </li> </ul> <p><b>The board unanimously agreed that only one reference be taken up on governors. ACTION: Admin team to proceed with one reference only on appointment of governors.</b></p>	<p>Clerk/ admin team</p>
<p><b>STANDING SCHOOL AND COMMITTEE REPORTS</b></p>		
<p>5.</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: What are the 'budget certificates' referenced under context section?</b></p> <p>A: These are LA funding statements. Save for some grant funding in respect of increase in National Insurance contributions, there are no additional grants.</p> <p>It was noted:</p> <ul style="list-style-type: none"> <li>Staffing costs are c.70% of the schools' budgets, leaving little room for costs' savings</li> <li>Income: In the absence of additional funding, as noted in F&amp;R committee, the key to increasing income is to increase number on roll (<b>NOR</b>): <ul style="list-style-type: none"> <li>Meetings with barracks to reinforce services' links</li> <li>Monitoring of local development opportunities – e.g. planning applications for new housing in the area/marketing,</li> </ul> </li> </ul>	

	<p>etc</p> <ul style="list-style-type: none"> <li>• Parental engagement continues to be key focus: <ul style="list-style-type: none"> <li>○ Parents' evenings at both schools – thanks to AB and RP (and school nurse) for attending</li> <li>○ Workshop sessions have again been poorly attended (only one attended TEAMS lunchtime session) – further surveys around best time(s) to schedule and preferred format (face-to-face or virtual)</li> <li>○ Only a few informal verbal queries around travel plan received</li> </ul> </li> </ul> <p><b>Q2: Are the demographic figures correct (42% SEND at LF and 0% at SSQ)?</b></p> <p>A: No, we have been encountering technical issues with the software – we will upload corrected data information <b>ACTION: KW to upload corrected demographics data following resolution of software issues.</b></p> <p>The board discussed, noting:</p> <ul style="list-style-type: none"> <li>• Wider curriculum reports give a good flavour of the breadth and depth of offer</li> <li>• Staff wellbeing – KW reported that: <ul style="list-style-type: none"> <li>○ staff continue to be exhausted, and governors expressed empathy whilst acknowledging that there was little practical mitigation they could offer</li> <li>○ all staff continue to work well together – excelling at stepping in to flexibly cover colleagues' absences (sickness and during recent residential) – even during KW's absence at residential, all pulled together to dynamically react to circumstances day-to-day</li> </ul> </li> </ul> <p><b>Q3: Is it normal to provide in-house cover rather than bring in supply?</b></p> <p>A: Yes, this is better for the children – providing continuity of provision with staff they know – and more cost-effective in the context of budgetary constraints.</p>	KW
6.	<p><b>Governance Development</b></p> <p><b>(a) Training</b></p> <p>Noted that Protected Characteristics training materials had been circulated, and RP was booked onto this course.</p> <p>KW (assisted by the Clerk) would assign watchlists to governors to maximise impact of TES training subscription <b>ACTION: KW to add Clerk as TES training administrator.</b></p> <p>LA finance training – currently only courses for academies' finance. Guidance materials circulated prior to the meeting were noted.</p> <p><b>ACTIONS: (i) All to review finance guidance circulated and (ii) Clerk to monitor and advise when next LA maintained schools' finance training becomes available.</b></p> <p>It was noted:</p>	KW  All Clerk

	<ul style="list-style-type: none"> <li>• KW is attending wellbeing training next week – which is focused on knowledge and awareness upon which to base planning) and it is hoped that VP (as wellbeing governor) is also able to attend <b><u>ACTION: VP to attend wellbeing training if possible</u></b></li> <li>• RP attended a wellbeing course in December which he reported focused on stress-management rather than people’s wellbeing</li> </ul> <p><b>(b) Strategy</b></p> <p>AB reported:</p> <ul style="list-style-type: none"> <li>• School Development Plan (<b>SDP</b>): <ul style="list-style-type: none"> <li>○ Implementation of the new link governor roles, aligned to the was slightly delayed as delegation to specific governors was discussed and agreed (particularly in the context of changes in governance personnel), not all link areas have yet had a link visit</li> <li>○ There are several governors unable to attend tonight’s meeting and their input to a detailed discussion of the SDP is required</li> </ul> </li> </ul> <p><b><u>ACTIONS: (i) All governors try to conduct a link focused visit to school before the next FGB (ii) Clerk to add SDP Review to the next agenda and (iii) all to attend strategy session on 4<sup>th</sup> June.</u></b></p> <p><b>(c) Scheme of Delegation (SoD)</b></p> <p>KH highlighted:</p> <ul style="list-style-type: none"> <li>• Leading on from discussions at Finance &amp; Resources (<b>F&amp;R</b>) Committee, that governors’ meetings need to be more strategic – acknowledging their compliance oversight but also clearly building strategic discussions into agenda planning e.g. proposal F&amp;R is trialing to focus on School Financial Value Statement (<b>SFVS</b>) areas in its meetings across the year – to encourage a clear framework for discussing strategic financial foci.</li> <li>• Need for the SoD to be more accessible – to create a more visual format, reduce repetition and become more focused and realistic.</li> </ul> <p><b><u>ACTIONS: KW, AB, and KH to meet on 24/03/25 to discuss strategy as a basis for proposals to be put to and scrutinized by the governing body at its June strategy session.</u></b></p>	<p><b>VP</b></p> <p><b>All Clerk All</b></p> <p><b>KW/AB/KH</b></p>
<p><b>7.</b></p>	<p><b>Teaching, Learning &amp; Development (TLD) Committee Report</b></p> <p>It was noted:</p> <ul style="list-style-type: none"> <li>• No meeting since last FGB, so no substantive update</li> <li>• Link Governors updates: <ul style="list-style-type: none"> <li>○ Special Educational Needs &amp; Disabilities (<b>SEND</b>): AB (as link governor) has met with the new LF SEND Coordinator (<b>SENDCo</b>) and will arrange visit to SSQ SENDCo shortly <b><u>ACTIONS: (i) AB to visit and provide SEND visit reports for both schools and (ii) Clerk to add SEND visit reports to the next TLD agenda</u></b></li> </ul> </li> </ul>	<p><b>AB Clerk</b></p>



	<p>upgrade to Windows 11 (both schools)</p> <ul style="list-style-type: none"> <li>• Under the insurance provisions, all staff and governors must complete annual cyber security training (as mentioned under mandatory training in item 4 above)</li> </ul> <ul style="list-style-type: none"> <li>• SFVS was discussed: <ul style="list-style-type: none"> <li>○ Due for submission end of March</li> <li>○ As mentioned above, the committee discussed embedding the SFVS's six core areas within its agenda – to focus on each meeting and collect evidence across the year</li> </ul> </li> </ul> <p><b>The F&amp;R recommendations and approvals in respect of insurance arrangements and Windows 11 upgrades were unanimously approved and ratified.</b></p> <p><b><u>ACTIONS:</u></b> (i) KH to finalise and circulate the SFVS for email approval and (ii) Clerk to add ratification of the SFVS and authority to sign and submit it to the next agenda.</p>	KH Clerk
9.	<p><b>Christian Distinctiveness Committee Update</b> No meeting so not substantive update.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Former foundation governor had volunteered to assist with specific projects around researching grants eligibility (although he is unable to commit to re-joining the governing body)</li> <li>• Another former governor (who also is unable to commit to re-joining the governing body but given her areas of expertise) may be able to assist with marketing projects</li> </ul> <p><b><u>ACTIONS:</u></b> AB and KW to approach former governors to discuss potential appetite/availability to assist with specific projects.</p>	AB/KW
<b>STANDING GENERAL ITEMS</b>		
10.	<p><b>Governor Participation/Monitoring:</b> <b>Cascaded Training – governors’ briefings</b> <b>Term 4:</b></p> <ul style="list-style-type: none"> <li>• Slides circulated</li> <li>• Finance points highlighted: <ul style="list-style-type: none"> <li>○ Additional funding for National Insurance (NI) increase: expected to be c.£6.5K - £11K</li> <li>○ Addition Pupil Premium funding anticipated (amounts unknown)</li> </ul> </li> </ul> <p><b>Governors’ Briefings rota:</b> <a href="#">Governors Briefings Rota 2024 25.docx</a> <b><u>ACTION:</u></b> Clerk to book AB/WB 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 Goves calendar and linked in tonight’s agenda for everyone’s ease of reference: <a href="#">2024 25 Meeting Dates.docx</a></p>	Clerk
11.	<p><b>Governor Training – schedule of LA course on Teams</b> <a href="#">Training Brochure Feb 2025.pdf</a></p>	

	Noted.	
12.	<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>- <b>Kington Langley Magazine Deadlines – rota <a href="#">Kington Langley Village Magazine Articles Rota.docx</a></b></li> </ul> <p>NW to complete next magazine article for governors. <b><u>ACTION: NW to complete next KL magazine article for governors.</u></b></p> <p>KW reported that travel plan questionnaires are closing on 4<sup>th</sup> April <b><u>ACTION: Clerk to add travel plan questionnaires responses to the next agenda.</u></b></p> <p><b>(b) Health and Safety</b> No further updates.</p> <p><b>Equalities + Accessibility</b> No specific update at present save for upskilling as discussed above under matters arising.</p>	<p>NW</p> <p>Clerk</p>
<b>SPECIFIC FOCUS ITEM(S)</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>• Diligence, care and attention to wellbeing – awareness and empathy</li> <li>• Healthy open discussion as precursor to strategic discussions in June</li> <li>• Succession planning</li> <li>• Streamlining of committees</li> </ul>	
	<p><b>AOB</b></p> <p><b>The appointment of WB as a coopted governor was unanimously agreed, subject to pre-appointment checks. <u>ACTION: Clerk and admin team to progress pre-appointment checks and induction processes for WB.</u></b></p>	Clerk/admin
14.	<p><b>Date of next meeting (6.00pm start): 12<sup>th</sup> June 2025 at SSQ</b>  <b>12 June 2025 (at SSQ)</b>  <b>10 July 2025 (at LF)</b></p>	All note

The meeting closed at 7.55pm.