

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
THURSDAY 24 MAY 2018
AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Simon Rahn	Ian Stuart
Chris Steen	Anita Ellis	Johanna Nathanson
Kay Vousden	Euan Sudbury	Andrew Spragg
Liz Howe (Clerk)		

NOTE: Italics have been used to indicate occasions when governors challenge or test the school.

1. **Prayer** - David began the meeting with a short prayer.
2. **Register of Pecuniary Interests** – these were duly signed.
3. **Apologies** – Jan, Jo & Liam
4. **Board of Governors Membership**
 - i. **Welcome to New Governors**
 - David welcomed our new Parent Governor, Anita Ellis, and our new Staff Governor (elected by the staff of Langley Fitzurse School), Johanna Nathanson, to the Board of Governors. Both Anita and Johanna will join the Standards & Performance Committee. Anita will take on the role of English Link Governor, and Johanna that of Health & Safety Link Governor.
 - It was noted that we still have a need for a Governor to take on the lead for Early Years.
 - ii. **Appointment of Euan as an Associate Member**
 - Euan was unanimously elected as an Associate Member.
 - iii. **Resignation of Foundation Governor**
 - Andrew has resigned as a Foundation Governor with effect from the end of term 6, due to pressure of work, and this was his last FGB Meeting. David thanked him for his hard work as a governor, and particularly for the help he has given Lizzy Moor re grant applications.
 - Andrew said that he has enjoyed seeing the school improve, and wished us

well going forward.

5. **Minutes of the Previous Meeting (22 March 2018)** – these were approved by governors, and duly signed.

6. **Review of Actions from the Previous Meetings (22 March 2018)**

A21/9.8	Ongoing – Euan to meet Maureen Lloyd from Transport for the Disabled
A23/11.5	Completed
A1/2.3	Completed
A1/2.9	Ongoing – Jo to write a report to governors on her safer recruitment audit
A1/2.11	Completed
A22/3.1	Completed
A22/3.2	Ongoing – David to move the HT pay negotiations forward. He is waiting for information from Lacock.
A22/3.3 – A22/3.6	Completed
A22/3.7	Completed – Kay reported to S&P on every child who is not working at the expected level
A22/3.8	In Hand – our new website will be designed to be mobile friendly
A22/3.9	Completed
A22/3.10	Ongoing – Liam to conduct an audit of the school website from a prospective parent point of view
A22/3.11	Ongoing – Jo to look into producing a governing body blog

7. **Headteacher's Report** (a report was circulated prior to the meeting)

i. Kay corrected an error on her report. We have 14 x Pupil Premium children, who are the same as the Disadvantaged Learners.

ii. **Staffing**

- Richard led the appointment of the Early Years KS1 Teacher. She will make several visits to school during Term 6, including two of the six Year R induction sessions, and the New Parents' Meeting. She has also been consulted about which new reading scheme to purchase. Her appointment will be announced as soon as her references and DBS check have cleared.
- Liz has shown one person round the school re the KS2 Teaching post, and the interviews will take place on Friday 15 June 2018.
- It was noted that Mrs H-H would like to be considered for supply work, and

Richard has been made aware of this.

- Kay requested that a Staffing Committee meeting be held shortly. Simon will arrange this. **ACTION (A24/5.1): Simon**

iii. Assessment

- Kay confirmed that James is the lead for this area and we have honed the way we report it.
- We will be moderated for EYFS on Monday 11 June and for KS2 Writing on Friday 15 June.
- The Early Years Moderation has been triggered by a change in teacher. Claire, Chiyo and Kay will be involved in this. It was noted that they will accept verbal evidence.
- Kay informed governors that the wording for KS2 Teacher Assessment of Writing has changed slightly, allowing a little more teacher judgement. However, we do not yet know how this will work in practice. Linda H-H and Kay have gone through the Yr 6 writing and are reporting 82% (14 out of 17 children) at Expected and one at Greater Depth. We have to send off the KS2 list to the LA, and then they pick which children they will look at.
- *David asked how SATs Week went, and if any children were absent.* Kay replied that all the children took the tests, and they were happy and positive. Linda will submit a Teacher Assessment before we hear the test results, which are expected on Tuesday 10 July at 7.30 am.
- *Anita asked if the Maths and English Leaders feed into the Head's report.* Kay replied that they occasionally report to the S&P Committee, unless there is anything specific. The School Improvement Action Plan (SIAP) is RAG rated with everyone and the English and Maths leads RAG rate their action plans and feedback to the FGB in this way.

8. Committee Highlights

i. Leadership & Resources

- Ian reported that he has completed an audit of school bank statements for the last six months, and found everything to be in order.
- We are waiting for the KS1 and KS2 teacher appointments to be finalised before we can finalise budget scenarios for 2018/19.
- Lizzy has answered the L&R queries about the 2017/18 accounts: Kay's salary was coming out of 'special facilities' instead teachers' salaries.
- We have revised the number on roll (NOR) upwards for next few years for budgeting purposes to reflect the expected growth in housing near by.
- The wooden gate by the kitchen has been replaced, and we will get

quotations for fencing, following actions from the Governors security audit

- The committee considered a RAG rated action plan for GDPR, and were satisfied that everything is in hand.
- Wrap around care for 2018/19 is in hand. We have signed up with Super Stars, who will provide a half hour lunch club, PPA cover, 1 hour afternoon club and after school care to 5.25 pm 4 days per week. We are just waiting to find out which days will be art and which days sport. David was delighted that this is in hand, adding that the recent Parents' Forum proved that this is the number one concern for parents. Kay added that we have received very positive feedback about our Before School Club provider, Grassroots.
- Simon suggested that we should send out a good news letter for parents, once the KS2 appointment has been finalised. David agreed to do this.
ACTION (A23/5.2): David
- We have signed a Cleaning contract with Churchill, starting on Monday 25 June. Our current cleaners will be taken on by the new company, with a slight change in hours.
- School insurances have been placed according to Lizzy's recommendations.
- We will be launching the new school website in mid June.

ii. S&P Highlights

- Euan reported on a very positive S&P meeting, and added that he thought the data seems to be coming together now.
- Years 2 and 5 are the main concerns at the moment, and it was agreed that we need to look at the data earlier next year and put interventions in place where needed.
- *David asked if we expect the Year 6 results to be above or below the national average for RWM (reading, writing & maths). Kay replied that we are expecting 82% of Year 6 to achieve the expected level in RWM, compared to 42% last year. David asked if their progress is likely to be above the national average, as they were a good KS1 group. Kay replied that this cohort are looking positive for progress too.*
- Year 2 were a strong Early Years cohort, with 83% achieving the expected level. However, they now appear to be performing below the national average in reading and writing, with the latter a particular concern. Johanna explained that KS1 performance is judged on very different measures to Early Years, and that expectations have gone up tremendously in writing. *Euan asked if their performance was overinflated previously. Johanna thought that consistency in writing and practice in test technique will help.*
- *David commented that this type of conversation did not exist prior to this academic year at Board level, and wondered how staff are feeling about this. Johanna replied that the teachers are feeling the pressure of getting children*

to the expected level by term 5 instead of term 6. The need to constantly update data is also relentless, and she worried that the child sometimes gets lost in the data. *David asked if there is clearly a team-based approach, involving subject leads supporting classroom teachers.* Johanna replied that the teachers want to do this, and acknowledged the need for a consistent approach to subjects, but added that it is hard to fit it in. David stressed that this should be seen as a core process, to improve the children's learning, not an extra duty.

- Kay commented that James has got control of this area and will continue to be the assessment lead under Richard. Euan commented that any new assessment system is always painful at first, but it will become second nature and bear fruit.
- David stressed that Subject Leaders and Link Governors need to use this data too, to see if children are performing better at their subject in one year group compared to another. This would indicate where new resources are needed. He added that data could make conversations happen, and is interested to hear how the staff thinking progresses.
- It was noted that boys are under performing in nearly all areas, and the Committee have suggested implementing more boy-friendly projects. Kay is to see if we can borrow any Lea & Garsdon resources. **ACTION (A23/5.3): Kay**
- Pupil Premium pupils appear to be in a fairly positive position.
- The S&P are receiving good information re interventions and their effectiveness.
- Euan added that now we have data we are confident about, we need to use it. Teachers need to agree amongst themselves which level everyone is at, and we need to make sure that objectives are set for next academic year.
- *He thought that governors need to challenge the number of children achieving expected progress, and investigate ways of increasing this, especially with regard to Years 2 & 5, and boys across year groups.*
- Jan and Chris have worked with the list of school policies, and have grouped them together to reduce the overall number. These will then be divided between those that can be approved at committee level, and those that everyone needs to read. Chris will meet with Liz next term to take this forward. **ACTION (A24/5.4): Chris & Liz** Liz to put Revised Policy List on the next FGB agenda. **ACTION (A24/5.5): Liz**
- The next S&P meeting will consider term 6 data, and David will attend it.

9. Sports Premium Grant Presentation

- i. Andrew stressed the importance of instilling the habits of a lifetime to promote the health and well being of our children. He added that there is a proven link between healthy, more active children and better behaviour in school.

- ii. The Sports Premium Grant cash has enabled us to introduce more sports opportunities in school, and we will continue to build on this next year. Linda H-H has reviewed our sports provision and noted many successes, such as winning both the Small Schools Netball Tournament and an inter-schools Swimming Gala.

10. Marketing

- i. The following activities have taken place since the last FGB meeting:
 - a school leaflet has been distributed to houses in Cepen Park North and the Pew Hill area
 - a whole day photo shoot has taken place, providing lots of new, high quality photographs for our new website and publicity material. The shoot revolved around six key messages: the attractive rural location of the school, learning, use of IT in school, our Christian ethos (the buddy system), sports and community links (maypoling).
 - Liz has attended a social media course
- ii. We will be promoting the school at:
 - The Chippenham Box Car Race on Sunday 3 June
 - The Kington Langley Scarecrow Festival on Saturday 16 & Sunday 17 June

11. GDPR

- i. Jo, Liz and Lizzy met re GDPR on Tuesday 22 May to agree our strategy and the wording of our Privacy Notice (now on the school website).
- ii. The Data Protection Officer role has not yet been assigned, as we have been advised that it should not be anyone employed at the school. Anita thought that we should wait and see what transpires before going further with this.
- iii. The governors felt that we need to be sensible about GDPR, as not everything needs to be up and running by tomorrow (Fri 25 May). We just need to have put a plan together.

12. Safeguarding

- i. Kay reported that so far this year, 23 safeguarding concerns have been logged. They have all been low level, and were shared with the parents. *David asked how Governors might assess whether this was a good number / too high / too low.* Kay replied that this is not something that schools like to share, but it shows that the process is working.
- ii. Kay has to complete an audit of the safeguarding concerns, and is interested to find out where they from, eg from teachers, TAs or MDSAs.
- iii. Chris has completed Safeguarding training, and will be coming into school during

term 6 to check on staff training and any pupil absences related to safeguarding issues. She also plans to meet with the nominated Safeguarding governor at Lea & Garsdon in June to compare procedures, and wondered if there is another school she can liaise with as well. David will ask DBAT to suggest a school.

ACTION (A24/5.6): David

- iv. Chris also plans to interview some staff over the course of a year. She will choose people with different jobs to check how they are using their safeguarding training **ACTION (A24/5.7): Chris**. The Board felt that Chris was taking some very proactive and positive actions in the Safeguarding area, and thanked her for her efforts.

13. Policies

- i. David gave governors three days to read through the following policies and email any amendments to Liz. **UPDATE: No emails were received, so the following policies have been approved by the governors and will be adopted by the school:**

- CCTV
- Ill Health Retirement
- Recruitment Policy and Procedure
- Target Setting
- Educational Visits
- Curriculum
- Continuous Professional Development
- Code of Conduct for Teaching & Support Staff
- Behaviour & Discipline
- Attendance
- Assessment & Record Keeping
- Sex and Relationships
- Publication Scheme
- Parent & Voluntary Helpers
- New Staff Induction

14. Any Other Business

- i. David, Chris and Jo are to put a policy about how to create an Ofsted file with minimum overhead burden, gathering evidence of the work of the governing body in improving the school. **ACTION (A24/5.8): David, Chris & Jo**

- ii. Liz is to liaise with Richard about meeting dates for next year. **ACTION (A24/5.9): Liz** It was agreed that every meeting will now start at 7pm.
- iii. The next L&R meeting date has been changed from Thursday 14 June to **Tuesday 19 June**.
- iv. Johanna felt that we need better communication between the staff and governors, which will be a key part of her role going forward. David has asked her to have a regular pre meeting with the staff ahead of FGBs to harvest improvement ideas and concerns, and give feedback to staff about the governors meetings. Johanna will email David about the areas of concern to school staff. **ACTION (A24/5.10): Johanna**

15. Next Governor Meetings – all starting at 7pm

- Tuesday 19 June 2018 – L & R Budget Meeting
- Monday 25 June 2018 – FGB Meeting
- Thursday 12 July 2018 – L & R Meeting
- Thursday 19 July 2018 – S & P Meeting to discuss term 6 data

16. Date of Next FGB Meeting: *Monday 25 June 2018 at 7:00 pm at School*

The meeting closed at 9.05 pm

LIST OF ACTIONS

Number	Description	Date
A21/9.8	Euan to arrange a meeting with Maureen Lloyd from the community bus project	25 June
A1/2.9	Jo to write a report for governors on her safer recruitment audit	25 June
A22/3.2	David to move the HT pay negotiations forward – waiting for information from Lacock	25 June
A22/3.10	Liam to conduct an audit of the school website from a prospective parent point of view	25 June
A22/3.11	Jo to look into producing a governing body blog	25 June
A24/5.1	Simon to arrange a Staffing Committee Meeting	11 June
A24/5.2	David to send out a good news letter to parents after the KS2 appointment	25 June
A24/5.3	Kay to see if we can borrow boy-friendly learning materials from Lea & Garsdon	25 June
A24/5.4	Chris & Liz to meet re revised policy list	11 June
A24/5.5	Liz to put revised policy list on the next FGB agenda	18 June
A24/5.6	David to ask DBAT to suggest a school that Chris can compare safeguarding measures with	25 June
A24/5.7	Chris to interview school staff over the course of a year to see how they are using their safeguarding training	May 2019
A24/5.8	David, Chris and Jo to put an Ofsted file together	25 June
A24/5.9	Liz to liaise with Richard re meeting dates for next year	25 June
A24/5.10	Johanna to email David with areas of concern to staff	25 June