

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL  
 MINUTES OF GOVERNORS' MEETING HELD ON  
 MONDAY 3 DECEMBER 2018  
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

**Present**

David Bloomer	Richard Hearn	Jan Campbell
Jo Kitching	Anita Ellis	Johanna Nathanson
Ian Stuart	Simon Rahn	Harriet Wilkinson
Chris Steen	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 and Code of Conduct** – these were duly signed. David welcomed Harriet Wilkinson, our new Foundation Governor in waiting, to her first FGB meeting.
3. **Apologies** – Liam and Euan. These were accepted.
4. **Scheme of Delegation**
  - i. David proposed that we adopt the old style Scheme of Delegation for 2018/19, and then bring it back to FGB in the new format. The governors agreed, and the Scheme of Delegation for 2018/19 was duly approved. Liz is to put Scheme of Delegation on the next FGB agenda. **ACTION (A3/12.1): Liz**
5. **Minutes of the Previous Meeting (Tuesday 16 October 2018)** – the first sentence in section 16.1 should be changed to the following: 'The governors approved the LA Teachers' Pay Policy, applying 3.5% to all salary points within the Main Pay Range, 2% for all Upper Pay Range points, and 1.5% for all Leadership Range salary points.' The minutes were then approved by the governors, and duly signed.
6. **Review of Actions from the Previous Meeting ( 16 October 2018)**
  - i. David reminded governors to let him know prior to each FGB meeting if actions have been completed. **ACTION (A3/12.2): Governors**

A21/9.8	Ongoing – Euan to meet Maureen Lloyd from Transport for the Disabled once the Bird's Marsh development is completed
A22/3.11	Remove
A24/5.7	Ongoing – Chris to interview school staff over the course of a year to see how they are using their Safeguarding training
A25/6.2	Completed
A25/6.7	Completed
A16/10.1	Covered by A3/12.1
A16/10.2 – A16/10.6	Completed
A16/10.7	Completed – Richard has met Maurice Dixson and Lindi Reynolds re the Parish Council Car Parking project. Estimated cost is £26,000 and they would like us to make a contribution through fund raising and/or grants. Chris volunteered to be the point of contact for this project
A16/10.8	Ongoing – Liz to get school leaflets to construction companies and estate agents
A16/10.9	Data Protection Officer for school – this action has moved to L&R
A16/10.10 – A16/10.12	Completed

7. **Head's Report** (a report was uploaded to the governor portal prior to the meeting)

- i. Richard explained that he followed Kay Vousden's template for his Head's Report. The Governors were happy with the format of his report.
- ii. **PPG/SPG** - *David felt that we need evidence that the children who attract PPG are supported.* He acknowledged that Johanna's system for monitoring SEN is very robust, but he wondered what we can do for the children who qualify for PPG but have no obvious educational needs. Richard replied that he and James Osler have discussed this in preparation for Ofsted.
- iii. **AG&T** – *David asked how these children can be identified and supported.* Richard replied that Quality First teaching is great for AG&T academic children, although it is more of a challenge to support pupils with artistic or sporting talents. *David asked if this is a different agenda to that encouraging Greater Depth (GD).* Richard replied that it is, as these children have talents outside the usual range.
- iv. David commented that the ISD summary (shared with governors via the portal) reminds us of the importance of progress for higher achievers (in 2017/18 we were in the bottom quartile for GD for reading and writing, and one above the bottom for maths). Richard replied that although these figures are not statistically significant, we did not get this right this last year and cannot just leave this to our teachers. Anita added that we need to use the term 2 data to see where the progress is.
- v. David added that intervention strategies are a major focus for S&P this year.

- vi. *Jan asked if the Superstars issue has now been resolved.* Richard replied that he met with them earlier today and the situation is now largely resolved. He added that the Superstars staff have been excellent, and that the problems have been with the management. He and Lizzy are looking at whether to continue with this contract.
  - vii. **Parental involvement** – Richard has been really impressed with the energy and commitment of our PTA. He has invited parents to our weekly Celebration assemblies and the Langley's Got Talent competition. David felt that these were positive moves. Richard also wants to canvass parental information on the two different start times for KS1 and KS2.
8. **Risk Management** (a report was uploaded to the governor portal prior to the meeting)
- i. David is keen to keep our Risk Register up to date following advice from the Chairs' Forum he recently attended. The Board reviewed and agreed the revised assessment.
9. **Sports Premium Grant (SPG) including the Playground Transformation Project**
- i. Simon reported that he has given the brief to four different companies. Ideas include artificial grass, a netball court with a rubberised surface and physical play structures.
  - ii. Three companies have come back to him with costs. He was pleasantly surprised with the results, as they have all come in between £20 to £30K for a radical playground transformation. Apparently we have a great sub-base, which will reduce the costs.
  - iii. Richard will now take these designs to School Council. **ACTION (A3/12.3): Richard**
  - iv. Grant Davis of Wiltshire Council Accountancy & Budgetary Support has told us that we can use SPG for this project. However, Simon does not want to use all the available SPG on this project, and hopes to raise the rest of the money via grants and match funding. He hopes to start the project in the New Year.
  - v. Simon is to find out if we need to obtain planning permission. **ACTION (A3/12.4): Simon**
  - vi. Harriet suggested that we get Serena Porter from the Chippenham Sports Partnership involved re the netball court.
  - vii. Jo added that it might be a good idea to ask other primary schools about what works and what does not re playground transformations.
  - viii. David will contact John Swainston from the Diocese of Bristol about the project, as they own our buildings. **ACTION (A3/12.5): David**
  - ix. Liz is to post the draft playground designs on Facebook. **ACTION (A3/12.6): Liz**
10. **School Improvement Plan (SIP)** (this was uploaded to the governor portal prior to

the meeting)

- i. The SIP is in a new, slimmed down format.
- ii. The S&P Committee have identified the Learning & Teaching section as being very important, and are challenging and improving it.
- iii. Harriet and David are looking at the Christian Distinctiveness section.
- iv. David asked governors to report on the Governor Responsibilities section by the end of the year. Governors are to send David their Action Plans by Friday 7 December. **ACTION (A3/12.7): Governors**
- v. *Johanna felt that teachers need to be given some non contact time to keep on top of their subject leadership responsibilities.*
- vi. The governors were happy with the SIP.

#### 11. Governor Action Log

- i. David reminded governors of the importance of keeping this updated.
- ii. Simon recently attended a course for experienced governors, led by David Marriott. It covered lots of good stuff, and he will send Liz the notes to upload to the governor portal. **ACTION (A3/12.8): Simon & Liz**
- iii. Jo recently completed an audit of the school website.

#### 12. Committee Updates

##### i. Standards & Performance Committee

- They have identified progress to Greater Depth (GD) as a focus for the year.
- They will be looking at the term 2 data in January. Anita commented that James Osler did a good job with the term 1 data, which was well presented.
- Their next meeting will be held on Monday 21 January at 6 pm.

##### ii. Leadership & Resources Committee

- Ian has audited the school credit card statement and is now working on the SFVS (School Financial Value Standard).

#### 13. Marketing

- i. The new school website was launched on Monday 12 November, and has attracted some positive comments.
- ii. Liz is to send an electronic Christmas card to the prospective parents who have visited us. **ACTION (A3/12.9): Liz**

#### 14. **Safeguarding**

- i. Richard reminded governors that everyone must read the updated Keeping Children Safe in Education (KCSiE) regulations and email Liz to confirm that they have done so. **ACTION (A3/12.10): Governors**
- ii. Chris will finish her Safeguarding Governor tasks on Monday 10 December.

#### 15. **Policies**

- i. The governors approved the Safeguarding Policy. This policy will now be adopted by the school.

#### 16. **Any Other Business**

- i. It was agreed that FGB meetings will be held on Mondays at 7pm. L&R will meet on Thursdays. Liz is to produce a list of suggested meeting dates. **ACTION (A3/12.11): Liz**

#### 17. **Date of Next FGB Meeting: *Monday 11 February 2019 at 7pm in School***

The meeting closed at 8.33 pm

## LIST OF ACTIONS

Number	Description	Date
<b>A21/9.8</b>	Euan to arrange a meeting with Maureen Lloyd from the community bus project once the Birds Marsh development is built	Term 3
<b>A24/5.7</b>	Chris to interview school staff over the course of a year to see how they are using their safeguarding training	May 2019
<b>A16/10.8</b>	Liz to get school leaflets to construction companies and estate agents	4 December
<b>A3/12.1</b>	Liz to put Scheme of Delegation on the next FGB agenda	28 January
<b>A3/12.2</b>	Governors to let David know prior to the next FGB meeting if actions have been completed	28 January
<b>A3/12.3</b>	Richard to take the Playground Transformation Project designs to School Council	28 January
<b>A3/12.4</b>	Simon to find out if we need planning permission for the Playground Transformation Project	January
<b>A3/12.5</b>	David to contact John Swainston about the Playground Transformation Project	January
<b>A3/12.6</b>	Liz to post the draft playground designs on Facebook	End Term 2
<b>A3/12.7</b>	Governors to send David their Action Plans	7 December
<b>A3/12.8</b>	Simon to send Liz the notes from the recent Experienced Governors course to upload to the governor portal	7 December
<b>A3/12.9</b>	Liz to send an electronic school Christmas card to the prospective parents who visited us	December
<b>A3/12.10</b>	Governors to read KCSiE and email Liz to confirm that they have done so	End Term 2
<b>A3/12.11</b>	Liz to produce a list of suggested governors meeting dates	December