

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
 THURSDAY 24 JANUARY 2019
 AT 7.00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Ian Stuart
Liz Howe (Clerk)		

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

1. **Prayer** - Ian began the meeting with a short prayer
2. **Apologies** – Simon & Jo
3. **Register of Pecuniary Interests** – this was duly signed.
4. **Minutes of the Previous Meetings (Tuesday 20 November 2018)** – The minutes were approved by the governors and were duly signed.
5. **Review of Actions from the Previous Meetings (Tuesday 20 November 2018)**

LR2/10.7	Ongoing – Simon to look into the Diocese of Bristol Educational Foundation Grants
LR20/11.1 – LR20/11.4	Completed
LR20/11.5	Ongoing – Simon to establish whether we need planning permission for the Playground Transformation Project
LR20/11.6	Ongoing – Simon to find out about School Managed Projects
LR20/11.7	Ongoing – Jo to put her notes from the GDPR walk into the governors' folder
LR20/11.8 – LR20/11.9	Remove – now covered under our new GDPR arrangements with Somerset Council
LR20/11.10 – LR20/11.11	Completed

6. **Finance** (a report was uploaded to the portal prior to the meeting)
 - i. **I & E Report to 31 December 2018** – this was approved by governors and duly signed.

ii. **Schools Strategic Financial Management (SSFM) Statement**

- We are required to explain how we plan to spend the revenue balance in excess of 8%, and state our priorities for improvement and development.
- Lizzy has supplied draft wording, and this will be considered by David, Richard and our CASP. **ACTION (LR24/1.1): David & Richard**

iii. **'Little Extras Funding'**

- The governors noted that we can expect an additional £6,000 from the government, to be spent during the 2018/19 academic year on improvements to buildings, equipment and other facilities such as ICT. *David asked if this has been included in the I&E report.* Richard replied that it has not.
- Richard recommends spending this money on laptops, wifi hubs, projectors and screens. The governors were happy with this.

iv. **New Pay Award for Support Staff**

- The governors noted that two things are happening simultaneously: the rebanding of jobs and a pay award. We need to upgrade our Support Staff Pay Policy accordingly. **ACTION (LR24/1.2): Richard**

v. **Sports Grant Update**

- Richard will talk to Liz about the additional admin work re participation in sporting events. **ACTION (LR24/1.3): Richard**

vi. **Funding for a new TA**

- *David suggested that we take on another TA for six months to relieve pressure points, as he felt that our budget can stand it.* Richard was less confident about our cumulative revenue going forward, and would prefer to wait until we know what our September intake will be like.
- The governors gave Richard the authority to appoint a new TA if he felt it would be appropriate.
- The return date for our TA on long term sickness leave has been delayed until the end of March 2019, giving us an extra seven weeks of absence to cover. Richard explained that our TAs are not insured at all, although Lacock School pays for this type of cover, and he thinks that we should look into this too. He will ask Lizzy to obtain quotes. **ACTION (LR24/1.4): Richard**

vii. **Other**

- The Assets Register has been signed off by Richard.
- Richard reported that he found out today that the banding has been increased to £4,000+ for a named pupil.

7. **SFVS Sections B & C** (a report was uploaded to the portal prior to the meeting)

- i. The governors noted the deadline of Thursday 14 March 2019.

8. Benchmarking 2017/18 (a report was uploaded to the portal prior to the meeting)

- i. The governors had no concerns as we are mid range for most categories.
- ii. It was noted that our admin costs are relatively high, but this is due to our shared headship arrangements

9. Playground Transformation Project (David shared an email from Simon with the governors)

- i. Simon has taken the following actions since the last meeting:
 - He has written to Sally Moody of the Diocese to inform her of our project, and to ask if any permissions are needed and if any funding is available.
 - He has chased Wiltshire Council about the decision re capital investment on our drainage issues, and to clarify the position on planning permission, but is yet to receive a reply.
 - He is trying to contact our neighbours at Church Farm and Bridlands to inform them of our project and get their buy in at an early stage. Rainbow Trust, who lease offices at Church Farm, have no issues with our plans.
 - He has visited the following schools to discuss their playgrounds: Kington St Michael, Ivy Lane, Sutton Benger, Monkton Park and St Mary's.
 - He has made grant applications to The Big Lottery Grant, Sports England, Tesco, Borough Lands (rejected), and the Ernest Cook Trust (also rejected).
- ii. Richard will discuss the project with School Council soon, so that we can decide what we want to do. **ACTION (LR24/1.5): Richard**
- iii. Simon hopes to get a works order placed by Easter.

10. Parish Council School Parking Project - nothing to report

11. Update on Premises Maintenance and Health & Safety (a report was uploaded to the governor portal prior to the meeting)

- i. The governors noted that the replacement fencing at the front of the school is now complete, and that the gazebo roof will be replaced shortly.
- ii. There are still some glitches with the camera access door system, which are being investigated.
- iii. Richard reported that he and Lizzy spoke to Wilkins Builders today about reconfiguring the school entrance, and that some interesting ideas were forthcoming.
- iv. We have been informed that we will be subject to a Premises Survey on Tuesday 30 April 2019.

12. General Data Protection Regulations (GDPR)

- i. As noted above, we have formally purchased Data Protection Services from Somerset Council at a cost of £288 pa, which is being split between us and Lacock Primary School. Our Data Protection Officer is Amy Brittan.

13. Wrap Around Care and School Clubs

- i. Lizzy estimates that our wrap around care will make a profit of £2,800 at year end, but the need for a teacher or other member of staff to stay on site until 5.30 pm is still a concern.
- ii. Richard and Lizzy are speaking to other providers re the contract from September 2019.
- iii. Grassroots Sports Academy (who run our Early Morning and Sports Clubs) are planning to run a Holiday Club at school during the February half term.

14. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Data Protection Policy
 - Emergency & Critical Incident Policy
 - Business Continuity Plan

15. Any Other Business

- i. Richard is to find contacts at Lacock for Jo and Chris re safer recruitment and safeguarding. **ACTION (LR24/1.6): Richard**
- ii. It was noted that the Parish Council are attempting to get a 20 mph speed limit through the village.
- iii. It was agreed that we will move all Thursday L&R Meetings to Tuesdays for the rest of the academic year. The meeting scheduled for Monday 17 June will stand.

16. Date of Next Meeting: *Tuesday 12 March 2019 at 7.00 pm at School (date changed from Thursday 14 March 2019)*

The meeting closed at 7.55 pm

LIST OF ACTIONS

- LR2/10.7** Simon to look into the Diocese of Bristol Educational Foundation Grants
- LR20/11.5** Simon to establish whether we need planning permission for the Playground Transformation Project
- LR20/11.6** Simon to find out about school managed projects
- LR20/11.7** Jo to put her notes from the GDPR walk into the Governors' file
- LR24/1.1** David & Richard to consider the draft wording of the SSFM Statement & discuss it with our CASP
- LR24/1.2** Richard to update our Support Staff Pay Policy following the new pay award
- LR24/1.3** Richard to talk to Liz re additional admin work re SPG
- LR24/1.4** Richard to ask Lizzy to obtain quotes for TA absence insurance
- LR24/1.5** Richard to discuss the Playground Transformation Project with School Council
- LR24/1.6** Richard to find contacts at Lacock for Jo and Chris re safer recruitment and safeguarding