

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL**  
**MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON**  
**TUESDAY 12 MARCH 2019**  
**AT 7.00 PM AT LANGLEY FITZURSE SCHOOL**

**Present**

David Bloomer	Richard Hearn	Ian Stuart
Jo Kitching	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
- 3. Register of Pecuniary Interests** – this was duly signed.
- 4. Minutes of the Previous Meetings (Thursday 24 January 2019)** – The minutes were approved by the governors and were duly signed.
- 5. Review of Actions from the Previous Meetings (Thursday 24 January 2019)**

LR2/10.7	Ongoing – Simon to look into the Diocese of Bristol Educational Foundation Grants
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	Completed
LR24/1.1	Ongoing - Richard to check if the SSFM Statement needs to be sent off now that it has been agreed with our CASP
LR24/1.2	Ongoing - Richard to liaise with Lizzy re updating the Support Staff Pay Policy in light of the new pay award
LR24/1.3	Ongoing – Richard to discuss SPG admin work with Liz
LR24/1.4	Completed
LR24/1.5	Ongoing – Richard to discuss the Playground Transformation Project with School Council
LR24/1.6	Ongoing – Richard to introduce Jo to Fiona Draper, the Safeguarding Governor at Lacock

**6. Finance** (a report was uploaded to the portal prior to the meeting)

**i. Budget & Projected Number on Roll (NOR)**

- Richard explained that we need to predict an NOR going forwards. After some discussion, the governors agreed to work on an intake of 16 for 2019/20, and 15 for future years.

**ii. 'Little Extras' Funding**

- Richard reported that we will use this money to replace the four wireless access points, and purchase two new screens and fifteen new laptops.

**iii. Budget Monitoring Report**

- The governors noted that the forecast surplus revenue balance includes £16,844 of unspent Sports Premium Grant (SPG). *David suggested that we pay for as much as possible of the extra TA hours out of this money.*

**iv. Letting Fee for Siemens Summer Holiday Club**

- The governors thought that we should increase the fee by inflation, making it £4,400 for summer 2019.
- The governors agreed to close the action on Lizzy to produce a menu of letting charges.

**v. TAs Covering Classes in Teachers' Absence**

- It was agreed that Richard will speak to Lizzy about this sensitive issue, with a view to possibly reducing the pay rate from double time to time and a half for any TAs appointed in the future. **ACTION (LR12/3.1): Richard**

**vi. Benchmarking and School Spend per Pupil**

- The governors noted these reports.

**7. SFVS Sections D & E**

- i. Ian assured governors that he is working to the 28 March 2019 deadline.

**8. PPA and After School Club Arrangements from September 2019** (a report was uploaded to the portal prior to the meeting)

- i. Richard reported that he and Lizzy have met two companies: Grassroots and In2Sport (Lacock's provider) to discuss cover from September.
- ii. They did not meet Superstars (our current provider) as they are unable to provide the service we require, which is two afternoons of PPA cover. We hope to combine this with MFL or art.

- iii. Both Grassroots and In2Sport can provide early morning, PPA and after school cover and will employ an extra person from 4.15-5.30 pm. This means that a teacher will just need to stay until 4.15 pm, instead of 5.30 pm at present. Both companies offer an identical service and similar cost per hour. We have calculated that the school will be just as well off if not better under these new arrangements.

**9. Playground Transformation Project** – as Simon was absent, this was not discussed

**10. Parish Council School Parking Project**

- i. There is no news on this project, apart from the fact that it is one of the current Tesco Bags of Help charities in Chippenham.

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

**i. Foyer Reconfiguration**

- Jo suggested that Lizzy should talk to local architect, Rob Elkins. Richard will discuss this with her. **ACTION (LR12/3.2): Richard**

**ii. Camera Access Door System**

- Richard reported that this is now working, but the system is still not mobile.

**iii. Playground Drainage**

- The governors were pleased to learn that the LA will organise and fund a drainage survey, but wanted reassurance that they will also organise and fund the work required. Richard will discuss this with Lizzy. **ACTION (LR12/3.3): Richard**

**iv. Gates & Fencing**

- Richard is concerned that the playground gates and Early Years fencing are too low. The governors agreed, and suggested that we include fencing in the Playground Transformation Project.
- Richard will obtain a quotation for higher fences for the playground and Adventure Kingdom. **ACTION (LR12/3.4): Richard**

**v. Health & Safety**

- Richard confirmed that all the school risk assessments are complete.
- The governors noted that there have been 177 accidents/incidents involving pupils, 74 of which were head related, and none involving staff during this academic year. *David asked if this number was good, bad or indifferent.* Ian replied that we will know in a few years' time. The governors noted that the number of accidents will be reported to L&R on a regular basis from now on.

**12. General Data Protection Regulations (GDPR)**

- i. Jo requested some training from our Data Protection Officer, Amy Brittan.
- ii. Richard felt that these new regulations have had the positive effect of making us very aware of the data we keep.

**13. Contracts and Insurance** (a report was uploaded to the portal prior to the meeting)

i. **Printer/Copier Contract**

- The governors acknowledged Lizzy's hard work in obtaining three quotations, but felt that in view of Office Evolution's exemplary service and their promise to match Futurform's price per copy in the short term, we should renew our contract with them. The governors would like Office Evolution to keep their copy price for three years, and then it can be subject to a maximum 10% increase. Richard is to discuss this with Lizzy. **ACTION (LR12/3.5): Richard**

ii. **Staff Absence Supply Insurance**

- The governors agreed to take a decision via email as to whether to include TAs.

iii. **School Insurance (Buildings/Contents/Risks/Liabilities etc)**

- The governors decided that we should renew with the LA Right Choice Scheme.

**14. Policies**

- i. The following policies were approved by the governors and will be adopted by the school:
  - Whistleblowing
  - School Security

**15. Any Other Business**

- i. Lizzy has requested a copy of all grant applications and related correspondence from now on. The governors agreed this, and thought that any correspondence sent out on school headed paper needs to be passed by David or Richard.

**16. Date of Next Meeting:** *Tuesday 14 May 2019 at 7.00 pm at School*

The meeting closed at 8:10 pm

## **LIST OF ACTIONS**

<b>LR2/10.7</b>	Simon to look into the Diocese of Bristol Educational Foundation Grants
<b>LR20/11.5</b>	Simon to establish whether we need planning permission for the Playground Transformation Project
<b>LR20/11.6</b>	Simon to find out about school managed projects
<b>LR24/1.1</b>	Richard to check if the SSFM Statement needs to be sent off
<b>LR24/1.2</b>	Richard to liaise with Lizzy re updating our Support Staff Pay Policy following the new pay award
<b>LR24/1.3</b>	Richard to talk to Liz re additional admin work re SPG
<b>LR24/1.5</b>	Richard to discuss the Playground Transformation Project with School Council
<b>LR24/1.6</b>	Richard to introduce Jo to Fiona Draper, the Safeguarding Governor at Lacock
<b>LR12/3.1</b>	Richard to speak to Lizzy about changing the pay rates for new TAs when they cover a class in the teacher's absence
<b>LR12/3.2</b>	Richard to discuss foyer reconfiguration with Lizzy
<b>LR12/3.3</b>	Richard to discuss with Lizzy whether the LA will organise and fund the playground drainage works
<b>LR12/3.4</b>	Richard to obtain a quotation for higher fences for the playground and Adventure Kingdom
<b>LR12/3.5</b>	Richard to discuss the wording of the printing contract with Office Evolution with Lizzy

