

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL  
 MINUTES OF GOVERNORS' MEETING HELD ON  
 MONDAY 20 MAY 2019  
 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      | Liam Parkinson | Euan Sudbury      |
| 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** – this were duly signed.
3. **Apologies** – none
4. **Minutes of the Previous Meeting (Monday 1 April 2019)** – The minutes were approved by the governors, and duly signed.
5. **Review of Actions from the Previous Meeting (Monday 1 April 2019)**

|                 |  |
|-----------------|--|
| A24/5.7         | Completed  |
| A11/2.3         | Ongoing – Liz to include a questionnaire in the new starters' pack           |
| A11/2.7         | Ongoing – Richard to arrange for School Council to visit the KSM playground  |
| A11/2.12        | Ongoing – Richard to run through lock down procedures following a fire drill |
| A11/2.13        | Ongoing – Euan to contact Wiltshire Council re Birds Marsh bus services      |
| A1/4.1          | Ongoing – Richard & Liam to update the PPG information on the school website |
| A1/4.2 – A1/4.4 | Completed  |

|                 |   |
|-----------------|---|
| A1/4.5          | Ongoing – Jan to share information from DGAT with Harriet and Richard |
| A1/4.6 – A1/4.7 | Completed   |
| A1/4.8          | Ongoing – David and Ian to update the Scheme of Delegation            |

## 6. Head's Update

- i. Richard reported that the new Ofsted framework has now been published, and the teaching staff are looking at it.
- ii. There are three major foci:
  - The emphasis is on curriculum rather than data and outcomes
  - It concentrates on intent, implementation and impact
  - Behaviour, and attitudes to learning are now very important
- iii. Anita added that Reading is crucially important, as it underpins everything else. She attended a presentation on the new Ofsted framework given to the Wiltshire Secondary Heads last Thursday. She will send Richard the notes. **ACTION (A20/5.1): Anita**
- iv. Richard reported that the school has successfully taken part in both cultural events such as the Great Big Dance Off and the Adriano Adewale percussion project, and sports competitions such as the Mid Wilts swimming gala and Small Schools netball and football tournament. Our Maypole team will also be making a high profile appearance at the Chippenham Folk Festival on Saturday.
- v. We are grateful to the Kington Langley Arts Society for sponsoring the Adriano Adewale project, and giving our Year 6s the opportunity to perform at the Wiltshire Music Centre with professional musicians.
- vi. KS2 SATs seemed to go well, and the children appeared confident and well prepared. Richard thanked Katherine Bloomer for constructing a calming space to help them relax. KS1 SATs have now begun.
- vii. We are busy showing families round for 2020 Reception places, and will be taking on a new Year 5 pupil after half term – the fourteenth child to join us this year!
- viii. Our Worship Council has gone from strength to strength, and we hope to have our beautiful new altar cloth by the end of June. The governors noted that SIAMS is on the horizon.
- ix. Our school values have now been agreed as: friendship, respect, forgiveness, perseverance and service. These are all underpinned by family.
- x. Richard praised Amy Tayler and her PTA team for all their hard work arranging a record breaking May Fair.

## 7. Term 4 Data and S&P Feedback

- i. Euan reported that the S&P Committee reviewed the term 4 data last week. He felt that we have established a pattern of reporting data that gives governors a very clear picture.
- ii. He added that this data is being used and acted upon in a positive way, resulting in lots of interventions.
- iii. The term 4 data was separated into SEN and non SEN children. Richard commented that we were expecting 100% progress from the non SEN children, but this is not the case, and we are looking at the reasons why. This may include expanding our definition of SEN to include children showing cause for concern.
- iv. Johanna added that we used to monitor children, but then felt that it was not useful. *Liam thought that we need to have a clearer system based on evidence.* He will meet Johanna at the beginning of term 6 and collect evidence to ensure our system runs all the way through. They will also focus on interventions and their impact, ensuring that this is recorded.
- v. Richard told governors that the teaching staff have looked at every non SEN child who is not making expected progress. All are only one step below where they should be, with the exception of one child. The teachers are looking at attitudes to learning and improving parental engagement. He believed that short, sharp interventions should make a big difference.
- vi. David was very pleased that the data has been used to work together as a team, and welcomed Liam back to the governing body after his recent illness. He felt that in general, our data looks good against national standards. Euan added that our attainment is more positive than our progress.
- vii. Anita has talked to Johanna about standardising processes and quality assurance. There is a real desire to have standardised approach across the school. David added that Johanna is very effective in her SENCO role.
- viii. *Euan has noticed that Year 2 are lagging behind in terms of progress, and wondered if there is anything we can do re SATs. Simon also wondered what we can do to manage parental expectations.* Richard is to draft a message to parents. **ACTION (A20/5.2): Richard**

## 8. Playground Transformation Project

- i. Simon is working with three companies, who have quoted for an artificial grass/tarmac netball court combination plus climbing equipment. The playground surface will need to be levelled. Wiltshire Council will not do anything about the drainage issue, so we need to fix this ourselves.
- ii. The entire project is likely to cost around £30,000, with the artificial grass coming in at around £10,000 of that total.
- iii. Simon shared the draft plans with the governors at the meeting, and they were approved.

- iv. He has looked into around 60 grants, but cannot find one which applies to our situation. We are hoping to fund the project using Sports Premium Grant (SPG), but are waiting for clarification from Wiltshire Council on whether this will be allowed. We may need to complete the work in stages.
- v. Following queries at last week's L&R meeting, Simon has found out that the shock pads under the artificial grass are expected to last for ten years, and that the surface is easy to wash.
- vi. The work can be completed during term time by cordoning off areas of the playground.
- vii. David thanked Simon for all his hard work on this project.

## 9. Governor Action Plan Reports

### i. Jo Kitching

- Jo's role is to look after GDPR and safer recruitment, and she is also Chair of Pay Panel.
- She will be meeting Amy Brittain, our Data Protection Officer later this week.
- She is also undertaking online GDPR training, and is in the process of auditing our recruitment process.
- She would like to familiarise herself with the S&P Committee with a view to taking over as Chair when Euan leaves. This was approved by the governors. Jo will attend the next S&P meeting on Monday 15 July. **ACTION (A20/5.3): Jo**
- She is in the process of setting up a governor blog, and will work with Liam and School Council on this. She and Liam will produce a blog for the July Village Magazine. **ACTION (A20/5.4): Jo & Liam**

### ii. Anita Ellis

- Anita is the link governor for English.
- She met with Johanna recently, and looked at each action in the updated English Action Plan. She found lots of items marked in green, showing that things that are happening.
- The next steps involve marking, and children checking their own work.
- The NfER reading tests for Years 3, 4 & 5 have been completed.
- The additional TA support in Pegasus came quite late, so no significant impact can be seen yet.
- The reading scheme has been updated and a work scrutiny of writing is taking place. Johanna is also working with other schools on moderation.

- We need to keep parents informed about our expectations for reading and writing, and make sure they understand what is going on at ground level, eg the current review of reading and writing targets. The challenge is to keep the hard to reach parents informed.
- Johanna needs to take part in Shirley Clark training on assessment and to share good practice from CPD. *Anita suggested a regular slot at staff meetings for the latter.*
- We also need to improve the checking of reading records, and to keep pushing for an 'outstanding' judgement from Ofsted.
- Johanna also wants to gather feedback from children on their assessments and to work on GD writing with Anne Dixson.
- Anita concluded that her meeting with Johanna had been very positive.

## 10. L&R Updates

- i. Ian reported that the L&R Committee had considered a number of draft 2018/19 budget scenarios, and currently favour scenario C, which takes a positive view of the effect of the Bird's Marsh housing estate on NOR and retains our four classes. Prudent spending and targeted marketing will be essential to achieve this goal.
- ii. New contracts for energy and printer/copier have been approved. We have also signed a three year contract with Churchills from June 2019 at a cost of £10,154 per annum.
- iii. We are also moving to a 3 year contract with Oakford Technology for broadband from July 2019 at a cost of £1,989 for year one, then £1,790 for years two and three.
- iv. It has been agreed that Lizzy Moor will be the single point of contact for funding requests for the PTA.
- v. Members of the committee will meet the Kington Langley Parish Council in term 6 to discuss the parking project.
- vi. Premises news includes a very successful Health & Safety audit from the LA, agreement from Wiltshire Council to replace our low playground fence, and a meeting between Lizzy Moor and architect Rob Elkin to discuss reconfiguring the school entrance.

## 11. **Proposed Village 20 mph Speed Limit** (a report was uploaded to the portal prior to the meeting)

- i. The governors discussed the arguments for and against the proposed 20 mph speed limit, and agreed that the safety of our children must be paramount.
- ii. David will draft a response to both parties, outlining the school's position.  
**ACTION (A20/5.5): David**

## 12. Marketing

- i. Liam has conducted a marketing review. His main findings are as follows:
  - We held two very successful Open Mornings last September, and have now agreed the dates for this year's events: Tue 24 & Wed 25 September 2019
  - We have a good online presence, and our new website has greatly increased our digital footprint. We used to be the 17<sup>th</sup> in Chippenham listed by Google, and are now the 3<sup>rd</sup>.

## 13. Safeguarding

- i. Chris and Richard are due to meet in term 6 to audit our safeguarding.
- ii. James Osler has updated his safeguarding training, and Richard will be updating his next term.
- iii. Chris will be undertaking update training on Wednesday.
- iv. The NSPCC will be coming in to give an assembly in October.

## 14. Policies including the School Bus

- i. Chris, Liz & Richard met today, and have agreed deadlines for uploading the statutory policies to the School Bus.

## 15. Any Other Business

- i. We have a vacancy for a Community Governor now that Jan's term of office has ended. This person will join the L&R Committee, replacing Jo, who will move over to S&P. Jo and Liam's governor blog for the July Village Magazine will help to advertise this position, and Liz will also use social media to spread the word.  
**ACTION (A20/5.6): Liz**
- ii. Governors were encouraged to attend the Annual Review of School Day on Friday.
- iii. Ian reported that a local primary had entered the Sheldon School May Mile as a school this year. The governors would like us to do this next year. **ACTION (A25/5.7): Liz**
- iv. The governors paid a £10 contribution towards leaving gifts.

## 16. Date of Next FGB Meeting: *Wednesday 26 June 2019 at 7pm in School*

The meeting closed at 8.52 pm

## LIST OF ACTIONS

| Number          | Description  | Date          |
|-----------------|--|---------------|
| <b>A11/2.3</b>  | Liz to include a questionnaire in the new starters' pack   | Term 6        |
| <b>A11/2.7</b>  | Richard to arrange for School Council to visit the KSM School Playground   | 26 June       |
| <b>A11/2.12</b> | Richard to run through lock down procedures with the school following a fire drill                               | End of Term 6 |
| <b>A11/2.13</b> | Euan to contact Wiltshire Council to find out their plans for bus routes from Birds Marsh                        | 26 June       |
| <b>A1/4.1</b>   | Richard and Liam to update the PPG information on the school website   | 26 June       |
| <b>A1/4.5</b>   | Jan to share SIAMS information from DGAT with Harriet and Richard  | 26 June       |
| <b>A1/4.8</b>   | Ian & David to update the Scheme of Delegation   | September     |
| <b>A20/5.1</b>  | Anita to send Richard the notes from the Wiltshire Secondary Heads presentation on the new Ofsted framework      | 26 June       |
| <b>A20/5.2</b>  | Richard to write to parents to manage expectations re Yr 2 SATs  | Term 6        |
| <b>A20/5.3</b>  | Jo is to attend the next S&P meeting   | 15 July       |
| <b>A20/5.4</b>  | Jo & Liam to produce a governor blog for the July Village magazine which mentions our Community Governor vacancy | 21 June       |

|                |  |        |
|----------------|--|--------|
| <b>A20/5.5</b> | David to draft a response outlining the school's position re the proposed 20 mph speed limit | Term 6 |
| <b>A20/5.6</b> | Liz to advertise our Community Governor vacancy on social media                              | Term 6 |
| <b>A20/5.7</b> | Liz is to enter us into the Sheldon May Mile as a school in 2020                             | 2020   |