

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
 TUESDAY 14 MAY 2019
 AT 7.00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Ian Stuart
Jo Kitching	Simon Rahn	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** – none
3. **Register of Pecuniary Interests** – this was duly signed.
4. **Minutes of the Previous Meetings (Tuesday 12 March 2019)** – The minutes were approved by the governors and were duly signed.
5. **Review of Actions from the Previous Meetings (Tuesday 12 March 2019)**

LR2/10.7	Completed
LR20/11.5	Closed
LR20/11.6	Completed
LR24/1.1	Completed
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
LR24/1.5 – LR24/1.6	Completed
LR12/3.1	Completed
LR12/3.2	Ongoing – Richard to discuss foyer reconfiguration with Lizzy
LR12/3.3 – LR12/3.5	Completed

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

i. Consistent Financial Reporting (CFR)

- The governors noted that we are carrying forward £18,000 of Sports Premium Grant (SPG), and that we will receive an additional £16,000 next year. Lizzy is waiting for clarification on how much we can use for capital projects such as the Playground Transformation Project. **ACTION (LR14/5.1): Lizzy**
- The governors approved the CFR declaration, and this was duly signed off.

ii. Draft Budgets & Projected Number on Roll (NOR)

- The governors considered a number of draft budget scenarios for the period from 2019/20 to 2023/24.
- The governors agreed to move two of our teachers from a temporary to a permanent contract, and intend to keep our four class structure for the foreseeable future.
- Ian is to research how pay rises are funded. **ACTION (LR14/5.2): Ian**
- The governors currently support scenario C.

7. Playground Transformation Project

- i. Simon now has the costs for the three stages of the project: artificial grass, netball court with a tarmac surface, and climbing equipment. The whole project is likely to come out at around £30,000. The answer to **LR14/5.1** above will determine how much we can do.
- ii. Simon will find out the answers to the following governor queries:
 - Will the shock pad used under the artificial grass flatten out over time?
 - Can the artificial grass be cleaned if it is subject to vomit or animal excrement?
 - What will the transition from the artificial grass to the netball court look like?
 - The difference in cost between astro turf and artificial grass (which will provide a better surface, but requires a treatment of playsand every year)

ACTION (LR14/5.3): Simon

- iii. Simon believes that the problem with the gully drains can be sorted out by jet washing. Lizzy is to find out if SNC Maintenance can do this. **ACTION (LR14/5.4): Lizzy**
- iv. Richard is to speak to our MDSAs to get their ideas for the new playground. **ACTION (LR14/5.5): Richard**
- v. The governors felt that the work could be done during term time if necessary. Ian

is to find out if the Siemens Holiday Club use the playground. **ACTION (LR14/5.6): Ian**

- vi. Simon is to report to FGB on Monday 20 May with the latest information on this project. **ACTION (LR14/5.7): Simon**

8. PPA and After School Club Arrangements

- i. Richard reported that we have given notice to our current provider, Super Stars, and will employ Grassroots Sports Academy to provide PPA and After School Club cover from September 2019.
- ii. The after school provision will be the same from a parental point of view, but as Grassroots are providing two members from 4.30 – 5.30 pm Mon to Thu, there will be no need for a member of staff to be in school until 5.30 pm each day. TAs will not be required for the first 15 minutes of each session, either.
- iii. David wished to record the governors' thanks to our TAs and teachers for providing this cover during this academic year.
- iv. PPA and ASC provision will cost the school approximately £3,000 more under these new arrangements, but Richard is confident that the ASC will still be profitable.
- v. PPA will now take place on two rather than four afternoons per week as follows:
 - KS1 PPA will take place on Tuesdays and the children will receive PE and Music lessons
 - KS2 PPA will take place on Thursdays and the children will receive PE and French lessons

9. Parish Council School Parking Project

- i. Chris Steen has agreed to be our liaison person with the Parish Council.
- ii. The Parish Council have contacted us re grant applications for this project. Liz is to arrange a meeting for Jo, Richard, Ian and Chris to meet the Parish Council to discuss this further. **ACTION (LR14/5.8): Liz**

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

- i. We are waiting to hear if Wiltshire Council will fund the replacement of the wooden playground gates and fencing adjacent to the gazebo.
- ii. Results of the scheduled LA Health & Safety monitoring visit:
 - Richard reported that they were very impressed by Lizzy's control procedures
 - We need to arrange a glazing reassessment for the window in Chameleon
 - There is no heat and fire detector in the Boiler Room

11. General Data Protection Regulations (GDPR)

- i. Lizzy and Jo are having a meeting with Amy Brittain, our Data Protection Controller, next week.

12. Contracts

- i. The governors considered and approved the following contracts:
 - Cleaning contract – 3 year contract with Churchills Contract Cleaning from June 2019 at a cost of £10,154 per annum
 - Broadband – moving to a 3 year contract with Oakford Technology from July 2019 at a cost of £1,989 for year one, then £1,790 for years two and three
 - Energy – West Mercia Energy
 - Printer/Copier – Office Evolution (via email)
 - School Insurances – Wiltshire Council (via email)

13. Any Other Business

- i. The Transfer of Control Agreement required for our summer holiday letting to Siemens, was approved by the governors and duly signed.
- ii. The governors felt that we need a system for co-ordinating requests for PTA funds. It was agreed to let Lizzy do this via wish lists, liaising with Richard.

14. Date of Next Meeting: *Monday 17 June 2019 at 7.00 pm at School*

The meeting closed at 8:10 pm

LIST OF ACTIONS

- LR24/1.2** Richard to liaise with Lizzy re updating our Support Staff Pay Policy following the new pay award
- LR24/1.3** Richard to talk to Liz re additional admin work re SPG
- LR12/3.2** Richard to discuss foyer reconfiguration with Lizzy
- LR14/5.1** Lizzy to clarify how much SPG can be used for capital projects
- LR14/5.2** Ian to research how pay rises are funded
- LR14/5.3** Simon to find out the answers to the governor queries about the artificial grass surface
- LR14/5.4** Lizzy to find out if SNC can jet wash the playground gully drains
- LR14/5.5** Richard to speak to our MDSAs about the playground
- LR14/5.6** Ian to find out if the Siemens Holiday Club use the playground
- LR14/5.7** Simon to report to FGB on 20 May about the Playground Transformation Project
- LR14/5.8** Liz to arrange for Richard, Ian, Jo & Chris to meet the Parish Council about the Parking Project

