

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF GOVERNORS' MEETING HELD ON
 WEDNESDAY 26 JUNE 2019
 AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Johanna Nathanson
Jo Kitching	Anita Ellis	Harriet Wilkinson
Chris Steen	Liam Parkinson	Simon Rahn
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** – Ian and Euan
4. **Minutes of the Previous Meeting (Monday 20 May 2019)** – The minutes were approved by the governors, and duly signed.
5. **Review of Actions from the Previous Meeting (Monday 20 May 2019)**

A11/2.3	Completed
A11/2.7	Remove
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
A1/4.5	Completed
A1/4.8	Completed
A20/5.1	Completed
A20/5.2	Ongoing – Richard to write to parents to manage expectations re KS1 SATs

A20/5.3	Jo to attend the next S&P Meeting on Mon 15 July
A20/5.4	Ongoing – Jo & Liam to produce a governors' blog for the August Village Magazine
A20/5.5 – A20/5.6	Completed
A20/5.7	Ongoing – Liz to enter the school into the Sheldon May Mile

6. Feedback from the Annual Review of School Day on Fri 24 May 2019

- i. Four governors attended the Annual Review of School Day.
- ii. David led a session on strategy and governance, and Richard led a session on vision. David was very happy with the energy of the meeting. It produced interesting ideas for investing the additional £15,000 that would come with increased numbers. In general, everyone liked the headship arrangement, and although there was little enthusiasm for joining a MAT, everyone wanted to do more with Lacock Primary. Richard assured the governors that we are planning collaborative activities with Lacock Primary.
- iii. *Anita thought the day produced strong reinforcement about the identity of our school.*
- iv. Richard's list of 11 things to do by age 11 was broadly welcomed. David thought that one of the items should link into Christian Distinctiveness. **ACTION (A26/6.1): Harriet**
- v. The list will be planned into the teachers' work for next year. **ACTION (A26/6.2): Richard**
- vi. David concluded that it was a very useful day.

7. Budget for 2019/20 (a report was uploaded to the governor portal prior to the meeting)

- i. Scenario F was recommended to FGB by the L&R Committee.
- ii. David reported that we are expecting 18 x Yr R children to join us in September. The budget scenario assumes that 4 children will join us in other years during 2019/20, and 3 additional children per year thereafter. We have optimistically assumed that they will be here for October Census. 14 x children have joined us this academic year, which is unprecedented.
- iii. He also noted that the LA will pay for both the 3% teachers' pay rise and the 7% increase (from 16% to 23%) in the cost of the teachers' pension scheme. We have assumed that they will do this for the next five years.
- iv. SPG will officially finish at the end of 2019/20, although there is talk of a well being grant to replace it. We hope to spend a big chunk of this money on the playground refurbishment.

- v. Our TA hours have increased by 25% as we have a high percentage of SEN pupils.
 - vi. Scenario F shows that the school will be in deficit by £140 at the end of 5 years. David did not believe that this is a major concern, however, as the LA are only really interested in the first 3 years, and we are showing a £29,000 surplus by the end of Year 3.
 - vii. The governors approved 2019/20 Budget Scenario F, and it was duly signed off.
 - viii. David thanked Lizzy for her hard work putting the budget scenarios together.
8. **Head's Update** (a report was uploaded to the governor portal prior to the meeting)
- i. **Data**
 - Richard confirmed that our EYFS, Phonics, KS1 and KS2 Teacher Assessment data has now been submitted.
 - He warned the governors that our Yr 1 Phonics results have fallen short of the national average (62.5% v 82%) NA. Three children out of the cohort of eight did not achieve the pass mark – one missed it by one mark, and another is an EAL child who has made massive progress during this year due to the hard work of Beth Dixon and Chiyo Porter. Richard reminded the governors that the Ofsted Inspector was very complimentary about our Early Years teaching and learning.
 - One Yr 2 child did not pass their repeat Phonics check, giving us a 75% pass rate (4 children).
 - Our KS1 results are within one child of national average in Reading, Writing and Maths, and have been moderated by the LA. The moderators were very complimentary about Johanna's preparation and the evidence she assembled for each child's attainment.
 - Our KS2 Writing and Science results are very good. All the children are working at expected level or above in Writing (100% v 78% NA) and all are at the expected level in Science.
 - 26% of our Year 6s achieved greater depth (GD), compared to a NA of 20%. Their progress is also good, with the L3 children achieving GD in Writing.
 - ii. **Class Organisation for 2019/20**
 - Our class structure will remain the same as this year. This is now official, and Liz is to include it in the next school newsletter. **ACTION (A26/6.3): Liz**
 - iii. **Community Engagement**
 - Richard acknowledged the hard work of the PTA, and expressed his thanks to them. We will be celebrating the outgoing Chair, Amy Tayler, at Celebration Assembly on Monday 15 July.

9. Playground Transformation Project

- i. Simon shared a spreadsheet with the governors at the meeting. This sets out the quotations from the three playground companies: The Playground Company, Different by Design and Play Force.
- ii. The governors made the following decisions:
 - Our budget is £22,000
 - The netball court should have a Decatone surface
 - We will use 14mm or 32 mm artificial grass for the other side
 - We would like moveable goal posts
 - The work will targeted for the October 2019 half term
- iii. Simon will go back to all three companies to get their best quotations. **ACTION (A26/6.4): Simon**
- iv. Lizzy will get a company in to deal with the drainage issues. **ACTION (A26/6.5): Lizzy**
- v. A working group of Richard, David, Simon and Lizzy Moor was set up, and will meet on Thursday 11 July at 9.00 am to finalise details.

10. Governor Action Plan Reports

i. Liam Parkinson

- Liam has met with Johanna and checked that all the SEN information is up to date and in place on the school website.
- They also looked at SEN register, and discussed what we offer for non SEN children in the way of interventions. 16 children are now receiving support for emotional and social development.
- They discussed in great depth the process of identifying children with SEN – from monitoring to being included on the register.
- They looked at the current support plans and what they contain. Liam was really impressed by the involvement of the children in this process. There is room for parents to sign and leave comments as well, providing useful evidence of parental interaction. Support plans are monitored continuously but reviewed in terms 2, 4 & 6. Johanna has great evidence of targets and assessment, and sets smart targets for each child.
- At their next meeting, they will look at the specific plans which derive from the support plans.
- Staff training has taken place on new resources such as Lego therapy, booster reading training, dyslexia training. All the teachers and TAs received

attachment training this week. Johanna would like more training on new resources in the future.

- Liam noted that the SENCO role may change in the future, but thanked Johanna for her support and hard work.
- He is meeting Richard to discuss PPG next week, and will report back to governors at the September FGB meeting. **ACTION (A26/6.6): Liam**

ii. Chris Steen

- Chris has governor responsibility for two areas: Policies and Safeguarding.
- **Policies** – We are looking at statutory policies first, and applying deadlines. Richard is to send Chris the new policy template. **ACTION (A26/6.7): Richard**
- **Safeguarding** – she is looking at the Anti Bullying and Behaviour policies, and conducts a Safeguarding audit every term to look at various points. She has also interviewed our new staff.
- Part of her responsibilities is to ensure that e safety is taught at appropriate levels throughout the school. Chris will discuss this with Richard and Karen Wilson, the IT Co-ordinator. **ACTION (A26/6.8): Chris**
- Chris will undertake a school website later this term. **ACTION (A26/6.9): Chris**
- *David asked Chris if she is working with the Lacock governors.* Chris replied that she is waiting to hear from the Lacock Safeguarding Governor. We will look at join policy work with Lacock next year.

11. L&R Updates

- i. David reported that the 2019/20 school budget, Playground Transformation Project and car parking were all discussed at the recent L&R meeting.
- ii. David will draft a letter to the Parish Council confirming that we will not be pursuing the parking project any further. **ACTION (A26/6.10): David**

12. Marketing

- i. Liam thanked the Kington Langley Scarecrow Committee for giving us an opportunity to market the school at the recent Scarecrow Festival.
- ii. He encouraged governors to increase our traffic from social media, and announced that we will be launching Instagram in the next school year.
- iii. Our Open Mornings are confirmed for Tuesday 24 and Wednesday 25 September 2019.

13. Safeguarding

- i. Richard has updated his advanced training, and completed a course on investigating allegations against adults.
- ii. Elaine Schwarz, the LA Safeguarding Advisor, visited Lacock Primary recently and spoke to Richard about referrals and procedures. He felt that this visit would be useful for both schools.

14. Policies including the School Bus (covered above)

15. Any Other Business

- i. Meeting dates for 2019/20 – we will continue to meet on Monday evenings, two weeks after the S&P and L&R meetings. Liz is to send a draft list of meetings for Richard and David to approve. **ACTION (A26/6.11): Liz**
- ii. Harriet requested that Christian Distinctiveness becomes a regular FGB agenda item. **ACTION (A26/6.12): Liz**
- iii. Liz is to update our website with the new school values. **ACTION (A26/6.13): Liz**
- iv. Richard is to send out the link for Prevent training to the governors. **ACTION (A26/6.14): Richard**

16. Date of Next FGB Meeting: *Monday 7 October 2019 at 7.00 pm at School*

The meeting closed at 9:12 pm

LIST OF ACTIONS

Number	Description	Date
A11/2.12	Richard to run through lock down procedures with the school following a fire drill	End of Term 6
A11/2.13	Euan to contact Wiltshire Council to find out their plans for bus routes from Birds Marsh	September
A1/4.1	Richard and Liam to update the PPG information on the school website	2 July
A20/5.2	Richard to write to parents to manage expectations re KS1 SATs	Term 6
A20/5.3	Jo is to attend the next S&P meeting	15 July
A20/5.4	Jo & Liam to produce a governor blog for the August Village magazine which mentions our Community Governor vacancy	22 July
A20/5.7	Liz is to enter us into the Sheldon May Mile as a school in 2020	2020
A26/6.1	Harriet to ensure that one of the 11 things by 11 links to Christian Distinctiveness	September
A26/6.2	Richard to plan 11 things by 11 into the teacher's work for 2019/20	September
A26/6.3	Liz to publish the class organisation for 2019/20 in the next school newsletter	9 July
A26/6.4	Simon to get the best prices from the three playground companies	11 July
A26/6.5	Lizzy to get a company in to deal with the playground drainage issues	September

A26/6.6	Liam to report on PPG at the next FGB Meeting	September
A26/6.7	Richard to send the new policy template to Chris	July
A26/6.8	Chris to discuss e safety with Richard and Karen Wilson	September
A26/6.9	Chris to undertake a school website audit	July
A26/6.10	David to draft a letter to the Parish Council confirming that we will not be pursuing the parking project any further	July
A26/6.11	Liz to send a draft list of meeting dates for approval by Richard and David	July
A26/6.12	Liz to make Christian Distinctiveness a regular FGB agenda item	September
A26/6.13	Liz to put the new school values on the website	July
A26/6.14	Richard to send the link to Prevent training to governors	September