

LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
MONDAY 17 JUNE 2019
AT 7.00 PM AT LANGLEY FITZURSE SCHOOL

Present

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|---------------|----------------------------|------------------|
| David Bloomer | Richard Hearn | Ian Stuart |
| Simon Rahn | Lizzy Moor (until 7.40 pm) | 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** – Jo
3. **Register of Pecuniary Interests** – this was duly signed.
4. **Minutes of the Previous Meetings (Tuesday 14 May 2019)** – The minutes were approved by the governors and were duly signed.
5. **Review of Actions from the Previous Meetings (Tuesday 14 May 2019)**

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|---------------------|---|
| 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 | Completed |
| LR12/3.2 | Completed |
| LR14/5.1 – LR14/5.4 | Completed |
| LR14/5.5 | Ongoing – Richard to speak to MDSAs about the playground |
| LR14/5.6 – LR14/5.8 | Completed |

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

i. **Five Year Budget Plan**

- The governors considered new scenarios E and F, which are evolutions from the previous scenarios.
- It was noted that our NOR for September is now estimated at 96, as one of the new intake has dropped out due to a house move.

- *The governors debated whether the assumption of an additional 4 children joining the school during the year is realistic. We have taken on 14 extra children this year, so they felt that allowing for 4 next year seemed reasonable.*
- The scenarios include using Sports Premium Grant (SPG) for TA cover for one day a week.
- As we do not know if SPG will stop after the 2019/20 academic year, Richard would like to keep some in reserve to allow us to continue funding sporting opportunities for our children in future years.
- We will receive around £23,500 in Pupil Premium Grant (PPG) and are carrying forward £5,296.
- Richard felt that we must put the scenario without the deficit (F) forward to the the FGB. The governors agreed, and will recommend scenario F to the FGB on Wed 26 June 2019.
- David thanked Lizzy for putting lots of work into the comprehensive budget scenarios.

ii. **Teachers' Pay Grant & Teachers' Pension Grant**

- David confirmed that we are funded for a minimum of 100 pupils for both.

iii. **TA Hours and Contracts from September 2019**

- Richard reminded the governors that we have discussed the importance of supporting teachers properly, throughout this year's governors' meetings. *David added that we need to be clear how the TA hours are deployed.*
- The proposal is as follows:
 - 1) Take on an additional TA for 16 hours/week for intervention work for one academic year – cost approx £9,000
 - 2) Increase a current TA's hours from 19.5 hours/week to 26.25 hours/week to provide full time TA hours in Hercules from September – cost approx £4,000 pa. *The governors agreed to do this on a temporary contract for one year.*

iv. **SENCO Allowance**

- Johanna has informed Richard that she does not wish to continue in her SENCO role from September, so that she can concentrate on her class teacher responsibilities.
- We must have a SENCO by law, but none of our teachers are interested.
- Richard recommended that we use the SENCO that Lacock employs for one half day per week. This will cost approximately £6,000 pa, and has been

included in budget scenario F.

- This arrangement was approved by the governors.

7. Playground Transformation Project

- Richard reported that we have received clarification from Grant Davis of Wiltshire Council: we are allowed to use SPG for revenue expenditure such as playground maintenance, repairs or refurbishment. We can only use the SPG rollover from 2017/18 for capital purchases such as new equipment.
- Simon has written to the three playground companies, explaining the position. He will pass all the quotations to Lizzy. **ACTION (LR17/6.1): Simon**
- David confirmed that the FGB have agreed the project in principle.
- All companies require an eight week lead time. The artificial grass and polymeric surfaces will take one week to install.
- The Playground Transformation Project will be discussed at the FGB meeting on Wednesday 26 June.
- Richard told governors that one of our parents would like to make a donation to school. He will meet with him on Thursday 27 June.

8. Swimming for 2019/20

- Richard acknowledged that we have a strong history of swimming in school. However there is a £600 shortfall this year where parental contributions have not matched the expenditure on pool hire and transport.
- The National Curriculum just requires children to be able to swim 25m by Year 6 and to have received water safety training.
- We currently plan to take children swimming for four terms out of six next year, as per this year.
- David suggested that we should obtain parental views on school swimming. Richard will arrange a parents' meeting in the autumn to discuss this. **ACTION (LR17/6.2): Richard**

9. School Parking Project

- David reported that he, Richard and Ian met with Maurice Dixson (Chair) and Sue Webb (Clerk) of the Kington Langley Parish Council recently to discuss this project.
- There appears to be some confusion about the number of parking spaces that would be provided.
- David explained to the Parish Council that we cannot fund the project, but agreed to look into an application to the National Lottery Grant.

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

- i. Simon reported that there are issues with the Roundhouse door frame, which will need to be put right.
- ii. Lizzy's meeting with Rob Elkins about the foyer reconfiguration was noted.

11. General Data Protection Regulations (GDPR) – nothing to report

12. Policies

- i. The governors considered the Health & Safety Policy, which had been uploaded to the governor portal prior to the meeting. Richard will make a few minor changes to it, then it will be put on the School Bus for Ian to approve as L&R Chair. **ACTION (LR17/6.3): Richard**

13. Any Other Business

- i. Richard requested permission from the governors to take out the gender specifics from our Uniform Policy. The governors agreed, but David suggested that Richard should check that the Diocese of Bristol is happy with this action. **ACTION (LR17/6.4): Richard**

14. Date of Next Meeting: *Tuesday 24 September 2019 at 7.00 pm at School*

The meeting closed at 8:10 pm

LIST OF ACTIONS

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| LR24/1.2 | Richard to liaise with Lizzy re updating our Support Staff Pay Policy following the new pay award |
| LR14/5.5 | Richard to speak to our MDSAs about the playground |
| LR17/6.1 | Simon to pass the Playground Transformation Project quotations to Lizzy |
| LR17/6.2 | Richard to arrange a parents' meeting on school swimming in the autumn |
| LR17/6.3 | Richard to make minor changes to the Health & Safety Policy and upload it to the School Bus for Ian to approve |
| LR17/6.4 | Richard to check with the Diocese that it is ok to take out the gender specifics from our Uniform Policy |

