

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
MONDAY 7 OCTOBER 2019
AT 8:00 PM AT LANGLEY FITZURSE SCHOOL**

Present

David Bloomer	Richard Hearn	Johanna Nathanson
Ed Shire	Anita Ellis	Harriet Wilkinson
Chris Steen	Liam Parkinson	Huw Solly
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** – Simon and Jo (these were accepted)
4. **Election of new Governors**
 - i. Mr Ed Shire was unanimously elected as a Community Governor to serve a four year term of office.
 - ii. Mr Huw Solly was unanimously elected as a Community Governor to serve a four year term of office.
5. **Election of Chair and Vice Chair**
 - i. Mr David Bloomer was unanimously elected as Chair of Governors for a one year term.
 - ii. Mr Simon Rahn was unanimously elected as Vice Chair of Governors for a one year term.
6. **Review of Committee Structure & Membership**
 - i. **Leadership & Resources Committee**
 - Ed Shire (Chair)
 - David Bloomer

- Simon Rahn
- Huw Solly

ii. Standards & Performance Committee

- Jo Kitching (Chair)
- Anita Ellis
- Liam Parkinson
- Johanna Nathanson
- Chris Steen
- Harriet Wilkinson

7. **Minutes of the Previous Meeting (Wednesday 26 June 2019)** – The minutes were approved by the governors, and duly signed.

8. Review of Actions from the Previous Meeting (Wednesday 26 June 2019)

A11/2.12	Completed
A11/2.13	Remove
A1/4.1	Ongoing – Richard & Liam to update the PPG information on the school website
A20/5.2	Remove
A20/5.3	Completed
A20/5.4	Remove
A20/5.7	Ongoing – Liz to enter the school into the Sheldon May Mile
A26/6.1	Completed
A26/6.2	Ongoing – 11 things by age 11
A26/6.3 – A26/6.7	Completed
A26/6.8	Ongoing – Chris to discuss e-safety with Richard and Karen Wilson (ICT lead)
A26/6.9	Ongoing – Liam is now to undertake a school website audit
A26/6.10 – A26/6.14	Completed

9. **Scheme of Delegation** (this was uploaded to the portal prior to the meeting)

- i. The Scheme of Delegation has been amended to include the financial limits of authority.

- ii. David encouraged Committee Chairs to use the Scheme of Delegation to support agenda setting.
 - iii. The Scheme of Delegation was approved by the governors and will be adopted by the school.
10. **School Improvement Plan (SIP) 2019/20** (this was uploaded to the portal prior to the meeting)
- i. The current version of the SIP is the result of a dialogue between Richard and David, with input from several governors and staff.
 - ii. David felt that it is great to be able to look ahead after last year's successful Ofsted inspection. The SIP is a positive set of actions and a dynamic document.
 - iii. Sections 2 & 3 have already been considered by the S&P Committee.

11. **Headteacher's Update**

- i. Richard reported that the school staffing has remained fairly stable. We have appointed a new TA, Jo Svendsen, to do targeted intervention work. Jo will also support Johanna on Thursdays and Fridays. James Osler is leading on Jo's deployment.
- ii. We have appointed a new SENCO, Claire Cursiter, who will be in school on Wed afternoons. Johanna has already had some meetings with her.
- iii. Karen Wilson, who teaches Phoenix Class on Fridays, is also providing additional support for an EHCP child.
- iv. Our pupil numbers are continuing to rise, and our number on roll will be 99 from Wednesday.
- v. We now have five children with English as an additional language, and have taken on a couple of vulnerable children this term.
- vi. *David asked if we are concerned about the growing number of children with additional needs in school.* Johanna replied that we are, because we want to be able to meet their needs. These children often need one to one support even though they do not have an Education and Healthcare Plan (EHCP) at the moment (to provide extra funding). *She added that governors need to be aware that more SEN or vulnerable children will affect our data.*
- vii. David thought that we need to concentrate on what would be a great result for each particular child. We want every child to make progress within the resources we have. He wondered if our percentage of SEN children is higher than the regional average. Liam replied that we have 17% SEN v a Wiltshire average of 15%, but it varies significantly from class to class.
- viii. Richard reported that we have been included in an In-Year Fair Access Protocol regarding a hard to place child. We have had to reply by completing a matrix. Richard will argue that we are not the right setting for this child, but there is no

right of appeal.

- ix. David thought that if the percentage of SEN children increases significantly, we will need to take this to the LA. Richard added that if this happens, governors will need to look at our budget to see if we can recruit more teachers/TAs. David agreed that we would need to review our resources and target them appropriately.
- x. Richard reported that our new Yr R intake are settling in well. Beth Dixon, our Early Years teacher, is taking an extra unpaid afternoon off per week so that she can better manage her workload. David has spoken to Beth to make sure she is happy, and Harriet will be visiting her on Thursday as part of her link governor role.
- xi. We took part in a baseline assessment pilot for our new intake, which was very low key.

12. **Governor Responsibility Matrix & Governor Action Plans** (David shared his own Governor Action Plan at the meeting)

- i. The updated Governor Responsibility Matrix is now on the portal, and David urged governors to produce their own Action Plans by 21 October and send them to David. **ACTION (A7/10.1): Governors**
- ii. The Action Plans should contain about four tasks, and cross reference to the SIP. Link governors should also look at the relevant Subject Action Plan.
- iii. *Huw asked if the Governor Action Plans should be vague and big or more specific.* David replied that the actions need to be measurable.
- iv. Liam will discuss the SIP with Claire Cursiter, our new SENCO, as part of his link governor role. **ACTION (A7/10.2): Liam**
- v. David thought that we need to appoint a Science Link Governor, and initial conversations have taken place. **ACTION (A7/10.3): S&P Committee**

13. **Developing the Partnership with Lacock**

- i. David explained that Richard currently works for Lacock Primary School, and we buy his time on a temporary variation of contract.
- ii. We need to decide whether to make Richard's position permanent by January/February 2020, and to target contractual changes for March.
- iii. David has produced a one page document on developing our partnership with Lacock.
- iv. **Assumptions:**
 - Richard remains as Headteacher of both schools
 - We will not join DBAT (Diocese of Bristol Academy Trust) for a few years
 - The two schools will not become a single entity

- The two schools will keep two separate governing bodies
 - We will explore a joint approach to some procedures, eg a uniform SIP format, PPG and SPG reporting, safer recruitment audits being done by one school for the other
 - Joint moderation/training and subject leads meeting up
 - Assistant Heads developing different specialisms
 - Joint school visits and sharing sports and science equipment
 - Using the same software/approach to data
 - Harmonising contracts
- v. Richard said that he is happy with this timescale.
- vi. David added that Lacock are also keen to pursue this arrangement.
- vii. We will consider this further at the FGB Meeting on Monday 10 February 2020. Liz to put on the agenda. **ACTION (A7/10.4): Liz**

14. S&P and L&R Update

i. S&P

- Chris reported that the Committee considered the 2018/19 school data.
- *Liam queried which terms' data will be considered by governors this year. It was agreed that as we need the information as early as possible in the school year, it will be data from terms 1, 3 and 5. The S&P Committee will therefore review the term 1 data at their meeting on Monday 25 November. Richard will inform the teachers of this decision. ACTION (A7/10.5): Richard*

ii. L&R

- David reported that the L&R Committee have an exciting new membership, and thanked Ed for stepping up straight away to become the Chair.
- The Playground Transformation Project, new laptops and i-pads for school, and the catering contract were all discussed.

15. Christian Distinctiveness

- i. Richard, Harriet and Katherine Bloomer recently attended day one of the diocesan SIAMS (Statutory Inspection of Anglican and Methodist Schools) training. Harriet reported that the emphasis was on the school vision.
- ii. In order to update our vision, she asked the governors to consider two questions:
 - What makes Langley Fitzurse great?

- What are our aspirations for the future?
- iii. She will ask the parent the same questions, and our Worship Council will also look at this.
- iv. The governors felt that the school vision should be meaningful and easy to remember. Johanna thought that the '11 things by age 11' initiative should also link into it.
- v. Harriet explained that we are expecting SIAMS in about a year's time, and that we need to get non-Foundation governors involved as well.
- vi. Liz is to move the Church School section to a more prominent place on the school website. **ACTION (A7/10.6): Liz**

16. Policies

- i. The following policies were approved by the governors and will be updated by the school:
 - Safeguarding
 - Staff Behaviour
- ii. Liz is to put the Governor Code of Conduct on the agenda for the next FGB Meeting. **ACTION (A7/10.7): Liz**

17. Safeguarding

- i. Chris and Richard will meet on Monday 21 October to complete the Safeguarding Audit
- ii. Richard reported that we have received two safeguarding calls this term.

18. Marketing

- i. Liam reported that our Open Mornings in September were a huge success, attracting 27 families to our school. Richard expressed his thanks to Liz and her team for organising and running these events. Our Year 6s did an outstanding job showing people round, and received great feedback on their tours.
- ii. We are continuing to show round many families interested in Yr R places for 2020, indicating another large intake. The governors considered whether we should apply to go over our PAN (Planned Admission Number) of 16. Richard will discuss this with David. **ACTION (A7/10.8): Richard & David**
- iii. Liam reported that our social media presence continues to grow, and that we are second only to Heywood Prep in terms of post reach and page likes (currently 233).

19. Any Other Business

- i. Huw informed governors of an offer for familiarisation and further training in British

Sign Language.

- ii. Ed also let the governors know that his wife, renowned author, Sophie Cleverley, would be happy to run writing workshops here. Johanna will co-ordinate this.

ACTION (A7/10.9): Johanna

20. **Date of Next FGB Meeting:** *Monday 9 December 2019 at 7.00 pm at School*

The meeting closed at 9:12 pm

LIST OF ACTIONS

Number	Description	Date
A1/4.1	Richard and Liam to update the PPG information on the school website	22 October
A20/5.7	Liz is to enter us into the Sheldon May Mile as a school in 2020	22 October
A26/6.2	Richard to launch the '11 things by age 11' initiative	January 2020
A26/6.8	Chris to discuss e safety with Richard and Karen Wilson	9 December
A26/6.9	Liam to undertake a school website audit	9 December
A7/10.1	Governors to produce their Action Plans and send them to David	21 October
A7/10.2	Liam to discuss the SIP with Claire Cursiter	9 December
A7/10.3	S&P to appoint a Science Link Governor	25 November
A7/10.4	Liz to put Richard's contract on the agenda for the Feb FGB	January 2020
A7/10.5	Richard to inform teachers that the S&P will consider data from terms 1, 3 and 5	22 October
A7/10.6	Liz to move the Church School section to a more prominent place on the school website	22 October
A7/10.7	Liz to put the Governor Code of Conduct on the next FGB Agenda	November
A7/10.8	Richard & David to discuss whether to apply to go over PAN for 2020	22 October
A7/10.9	Johanna to co-ordinate writing workshops with Sophie Cleverley	November