

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL**  
**MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON**  
**TUESDAY 24 SEPTEMBER 2019**  
**AT 7.00 PM AT LANGLEY FITZURSE SCHOOL**

**Present**

David Bloomer	Richard Hearn	Ed Shire
Simon Rahn	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. **Apologies** – none
3. **Register of Pecuniary Interests** – this was duly signed.
4. **Elect Chair** – Ed Shire was unanimously elected as the Chair of the Leadership & Resources Committee.
5. **Terms of Reference** – these were approved by the Committee.
6. **Minutes of the Previous Meetings (Monday 17 June 2019)** – The minutes were approved by the governors and were duly signed.
7. **Review of Actions from the Previous Meetings (Monday 17 June 2019)**

LR24/1.2	Ongoing - Richard to liaise with Lizzy re updating the Support Staff Pay Policy in light of the new pay award – we are waiting for the Pay Policy for 2019/20
LR14/5.5	Completed
LR17/6.1	Completed
LR17/6.2	School Swimming – Richard to find out how much we spend on school swimming & Huw to look into funding applications
LR17/6.3 – LR17/6.4	Completed

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

i. **Budget Monitoring**

- Lizzy completed a budget monitoring exercise in August. Governors will receive a detailed report as part of the LA Income & Expenditure return to 30 September 2019.

- David explained that we have budgeted for intakes of 15 for the next few years. Our budget plan needs to allow for the new school being built at Bird's Marsh. Our budget for 2020/21 will be based on a NOR of 97 (October School Census).
- ii. **School Financial Value Statement**
- We will look at this section by section during the year. Ed will lead on this.  
**ACTION (LR24/9.1): Ed**
- iii. **Fund raising Strategy**
- Simon explained that we are not eligible for many grants due to our prosperous location/lack of diversity.
  - He will contact the Bird's Marsh construction companies to see if they can fund some playground equipment for us. **ACTION (LR24/9.2): Simon**
  - Simon will investigate if a Diocesan grant/village donations can be used to transform the Roundhouse into a sensory space. **ACTION (LR24/9.3): Simon**
  - Richard explained that we need to replace 15 laptops in school. We have had a favourable quotation from Oakford Technology, which at £5,500 is under the Committee's authorisation limit of £7,000. *Ed asked what drove the specs for the laptops.* He will discuss this with Lizzy Moor. **ACTION (LR24/9.4): Ed**  
Subject to Ed's scrutiny of the spec, the Committee agreed to authorise £5,500 for the purchase of the laptops.
  - The PTA is fund raising for new i-pads for school.
  - The Siemens holiday club over the summer is a very useful source of income.

## 9. **Playground Transformation Project**

- i. Simon reported that we have had a contractor in to look at the playground drains. They concluded that they have been damaged by the tree in the playground. Two road gullies will be installed in the playground, and will be paid for by the LA.
- ii. The netball court has been resurfaced, but the posts have not been installed yet.
- iii. The artificial grass will have been installed by the start of term 2.
- iv. The Boat house surface has been treated so that it is no longer slippery.

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

- i. The Hercules guttering needs cleaning out over half term at a cost of £264.
- ii. The Admin Office is being redecorated over half term.
- iii. Simon meets with Lizzy three times per year.

## **11. Wrap Around Care and School Clubs**

- i. Richard reported that our wrap around care is working well.

## **12. General Data Protection Regulations (GDPR)** – nothing to report. Huw agreed to take this on.

## **13. Contracts**

- i. **Catering** (a report was uploaded to the portal prior to the meeting)
  - The governors agreed Option 2, in which the meal price is increased to £2.40 (from £2.35), and the Catering Assistant's hours are reduced by 5 hours per week to 2 hours per week on Wed/Fri. The school subsidy will be £1,987.
- ii. **IT Support Contract**
  - The governors agreed to renew our contract with Oakford Technology for a year. It is hoped that we may be able to save money in future by synching contracts with Lacock Primary School.

## **14. Policies**

- i. The following policies were approved by the governors and will be adopted by the school:
- ii. Charging & Remissions
- iii. Health & Safety

## **15. Any Other Business** - none

## **16. Date of Next Meeting:** *Tuesday 26 November 2019 at 7.00 pm at School*

The meeting closed at 8:25 pm

## **LIST OF ACTIONS**

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|-----------------|---|
| <b>LR24/1.2</b> | Richard to liaise with Lizzy re updating our Support Staff Pay Policy following the new pay award                       |
| <b>LR17/6.2</b> | School swimming – Richard to find out how much we spend on swimming. Huw will look into funding applications            |
| <b>LR24/9.1</b> | Ed to lead re approving the sections of the SFVS  |
| <b>LR24/9.2</b> | Simon to contact the Bird's Marsh construction companies to see if they will fund some new playground equipment for us  |
| <b>LR24/9.3</b> | Simon to investigate if a Diocesan grant/village donations can be used to transform the Roundhouse into a sensory space |
| <b>LR24/9.3</b> | Ed to discuss the spec for the new laptops with Lizzy   |

