

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL
 MINUTES OF GOVERNORS' MEETING HELD ON
 MONDAY 10 FEBRUARY 2020
 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
Simon Rahn	Jo Kitching	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 was duly signed.
3. **Apologies** – none
4. **Minutes of the Previous Meeting (Monday 9 December 2019)** – The minutes were approved by the governors, and duly signed.
5. **Review of Actions from the Previous Meeting (Monday 9 December 2019)**

A26/6.2	Ongoing – 11 things by age 11
A26/6.8	Ongoing – Chris to discuss e-safety with Richard and Karen Wilson
A26/6.9	Ongoing – Liam is now to undertake a school website audit
A7/10.9	Completed
A9/12.1 – A9/12.5	Completed

6. Head's Update

- i. Richard confirmed that we have applied to go over our Published Admission Number (PAN) for 2020. We have been advised that we have received 16 x first preference applications for Yr R 2020 places.
- ii. One of our MDSAs and our School Cook have both resigned. Our catering

contract is up for renewal in October.

iii. He reported that we have had a very successful term 1 in school. Highlights were: Ghana Day, the Chippenham Dance Festival, the PTA Film Night, First Aid training for Year 5 & 6 and Year 6 Bikeability.

7. **SIP Review** (a report was uploaded to the governor portal prior to the meeting)

i. The governors gave David their revised action plans, with red or amber actions highlighted.

ii. **David** needs to see Christie Causer (Maths Subject Leader) in term 4.

iii. **Simon** reported that his work on the school premises is going well. He will meet Lizzy Moor after half term, and liaise with the builders. *Johanna asked what is happening with the Roundhouse.* Simon replied that Wiltshire Council have told us that we will have to pay for any refurbishment. Richard added that our potential donor is going to ask his builders to look at it. Options include redecoration, turning it into a library or demolishing it.

iv. **Ed** has completed the SFVS, and will attend the next S&P meeting to get the two committees working more closely together.

v. **Anita** met Johanna re Literacy in term 2, and will do so again in term 4. They have discussed the spelling programme and writing across the school, plus quality assurances and standardised approaches.

vi. **Johanna** completed a Health & Safety walk in October and is just about to send off the H&S audit. She still needs to attend a H&S Governor training course. Liz is to book her onto one. **ACTION (A10/2.1): Liz** Johanna believes that there is more dialogue between staff and governors now.

vii. **Liam** has met with Claire Cursiter (SENCO) in his role as SEN Governor, and has updated the SEN policy. He will be meeting her again on 11/ March to do an SEN walk round, and is monitoring the progress of SEN children. In his role as PPG Governor, the correct information has now been uploaded to the school website. He will meet RH early in term 4 re PPG and will schedule a class visit.

viii. **Chris** has updated over 30% of the school policies and uploaded them to the School Bus. She will meet Richard in term 4 re Safeguarding.

ix. **Harriet** has met James Osler, our Staff Wellbeing Officer, and will meet the Hardenhuish School Wellbeing Governor on Wednesday. She needs to observe an RE lesson and get Pupil Voice feedback, and will do this later in the year. She will meet Beth Dixon in her role as Early Years Link Governor next term.

x. **Huw** has rescheduled his GDPR walk around for 5 March. He is meeting Rik Grover of the Wiltshire & Swindon Sports Partnership on 9 March re SPG, and also has plans to meet School Council and Wiltshire Scrap Store re the Playground Transformation Project.

xi. **Jo** is getting up to speed with the S&P Committee, and recommended that other

governors swop committees from time to time.

8. Policy Review Process

- i. Chris reported that we currently have 119 x policies.
- ii. She plans to produce lists of policies for both the S&P and L&R Committees, together with a note of the review frequency and the level of review. Richard suggested that the 52 x LA policies are automatically approved.
- iii. It was noted that we need a new Relationship and Health Education Policy and an Intimate Care Policy. Richard is to arrange for these to be produced. **ACTION (A10/2.2): Richard**
- iv. David thanked Chris for all her hard work on the school policies.

9. Committee Updates

i. L&R

- Ed reported that the SFVS review was very positive. He will now work with the S&P Committee to improve strategic financial planning.

ii. S&P

- Jo reported that James Osler is a great asset to the committee, and produces some great data with interesting separations eg SEN v non SEN.
- Chris has done a lot of work on the school policies, and the Committee has heard some great Link Governor reports.
- She invited L&R governors to visit an S&P meeting.

10. Safeguarding

- i. Richard reported that there have been no referrals or exclusions since the last FGB meeting.
- ii. He and James Osler completed an internal Safeguarding Audit last Friday. They plan to do this every six months.
- iii. He will meet Chris early in term 4 to complete the official Safeguarding Audit.

11. Parent Governors

- i. The governors voted unanimously to increase the term of office for Parent Governors from two years to four years.
- ii. Liz will arrange for the FGB to reconstitute to incorporate this change. **ACTION (A10/2.3): Liz**

12. Christian Distinctiveness and SIAMS (a report was circulated at the meeting)

- i. Harriet reported that the new school vision has now been agreed. Liz is to update the version on the school website accordingly. **ACTION (A10/2.4): Liz**
- ii. The Christian Distinctiveness Committee will be meeting in March to discuss the SIAMS self-evaluation forms, which have to be submitted within a week once the inspection is announced. Harriet will give Liz the relevant information for the governor portal. **ACTION (A10/2.5): Harriet**
- iii. The governors discussed the draft document on 'the things we do to be a great church school plus the things that we do not do'. They liked the inclusive nature of the lists, and there was a discussion of the wording about children leading prayers. Harriet will adjust this section, and once the document has been agreed by the Christian Distinctiveness Committee, staff and parents, it will be added to the school website. **ACTION (A10/2.6): Harriet**
- iv. Harriet thanked Huw for joining the Christian Distinctiveness Committee and making such a positive contribution. She reminded governors that Christian Distinctiveness meetings are open to all.

13. Any Other Business

- i. Simon informed governors that we are one of the featured charities for Tesco's Bags of Help, and by using their tokens we can increase our share of the pot from £500 to £2,000. Liz is to add this to the next school newsletter. **ACTION (A10/2.7): Liz**
- ii. David was delighted that we have received a letter from the Government congratulating us on making it into the top 1% of primary schools based on our 2019 SATs results.

14. Finding a New Headteacher (information was uploaded onto the governor portal and notes were circulated at the meeting)

- i. Ed came in to talk to the staff today to include them in the process. He explained that we are looking at partnering and back up options, and lots of questions were asked. He noted that the option of employing a new headteacher at the lower end of the pay scale came up.
- ii. He has gone through the finances again and a full time Headteacher will cost an additional £25,000 pa, with a Headteacher who is also the SENCO and provides PPA cover would cost £9,000 - £17,000 pa extra. Ed has looked at the operational sides of the alternatives and has spoken to James Osler.
- iii. Louise Lewis, the School Improvement Team Leader has come on board and has been dealing with HR on our behalf.
- iv. Two schools have expressed interest in a partnership with us. David will invite their Headteachers to visit the school and meet the staff and children prior to a formal interview. **ACTION (A10/2.8): David**
- v. It was noted that both staff and parents are concerned about the permanency of a shared Headship arrangement.

vi. David will keep parents informed about progress. **ACTION (A10/2.9): David**

vii. David asked governors to let him know if they would like to get involved in the recruitment process. **ACTION (A10/2.10): Governors**

15. **Date of Next FGB Meeting:** *Monday 30 March 2020 at 7.00 pm at School*

The meeting closed at 9:20 pm

LIST OF ACTIONS

Number	Description	Date
A26/6.2	Richard to launch the '11 by 11' initiative	30 March
A26/6.8	Chris to discuss e safety with Richard and Karen Wilson	30 March
A26/6.9	Liam to undertake a school website audit	30 March
A10/2.1	Liz to book Johanna onto a H&S Governor training course	30 March
A10/2.2	Richard to produce new Relationship & Health Education and Intimate Care Policies	30 March
A10/2.3	Liz to arrange for the FGB to reconstitute to alter the term of office for Parent Governors	30 March
A10/2.4	Liz to update the school vision on the website	30 March
A10/2.5	Harriet to give Liz SIAMS information for the governor portal	30 March
A10/2.6	Harriet to adjust the Church School document prior to agreement by Christian Distinctiveness Committee, staff and parents	30 March
A10/2.7	Liz to add Tesco's Bags of Help to the next school newsletter	End February
A10/2.8	David to invite prospective HTs to visit the school	End Term 3
A10/2.9	David to keep parents informed of progress re HT recruitment	Term 4

A10/2.10	Governors to let David know if they would like to get involved in the HT recruitment process	End Term 3
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