

LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF LEADERSHIP & RESOURCES MEETING HELD ON
TUESDAY 24 MARCH 2020
AT 7.00 PM - ONLINE MEETING VIA GOOGLE HANGOUT

Present

David Bloomer	Simon Rahn	Ed Shire
Huw Solly	Liz Howe (Clerk)	

NOTE: Italics have been used to indicate occasions when governors challenge or test the school.

- 1. Prayer** - Ed invited Simon to begin the meeting with a short prayer
- 2. Apologies** – Richard
- 3. Register of Pecuniary Interests** – this was duly signed.
- 4. Minutes of the Previous Meeting (Monday 20 January 2020)** – The minutes were approved by the governors and will be signed when circumstances allow.
- 5. Review of Actions from the Previous Meetings (Monday 20 January 2020)**

LR24/9.2	Remove
LR26/11.6	Completed
LR26/11.8	Ongoing – has been overtaken by events. Waiting for a response from three building firms
LR26/11.9	Completed
LR26/11.10	Remove
LR20/1.1	Ongoing – Ed to give a presentation on SFVS to S&P
LR20/1.2 – LR20/1.3	Completed
LR20/1.4	Ongoing – Ed to speak to Johanna re H&S reporting
LR20/1.5	Completed
LR20/1.6	Remove
LR20/1.7	Ongoing – Richard to make the Staff Wellbeing Policy more personal to us and check it with James and Harriet
LR20/1.8	Completed
LR20/1.9	Ongoing – Huw to do a GDPR walk with Lizzy

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

i. Budget Monitoring

- The governors were happy that we will be carrying forward over £20,000.
- Ed will check the accruals with Lizzy Moor. **ACTION (LR24/3.1): Ed**

ii. Budget 2020/21

- The governors noted that we will be receiving £3,400 more than expected from Wiltshire Council due to changes in the funding formula.
- *Huw wondered whether we can get additional funding for our child with BSL (British Sign Language) as a first language.*
- *The governors also wondered if we can get additional funding if we qualify as being a split site due to our new shared headship arrangement,*
- Lizzy had asked for guidance regarding what to put into the budget for the 2020 Yr R intake. The governors decided that we should say that our intake will be 15 children each year.

7. Update on Premises Management and Health & Safety (a report was uploaded to the governor portal prior to the meeting)

- Simon has not yet managed to walk round school with Lizzy.
- Wiltshire Council are going to arrange another damp survey.
- Simon has not yet found a company who will install secondary glazing for the rooms upstairs and the staff room. He will ask Lizzy who did it last time. **ACTION (LR24/3.2): Simon**
- Wiltshire Council have refused to pay for the Roundhouse renovation, as they believe that we have neglected it. *Ed wondered if we could fight this.*
- Huw has met School Council re the Playground Transformation Project. Their top three equipment choices are: a climbing trail, an outdoor multi gym, and a replacement boat. We have approximately £14,000 available to spend.
- Simon announced that we will receive £1,200 from Tesco Bags of Help to spend on our playground. We will need to send them pictures to show how we spend the money. Huw will take this on. **ACTION (LR24/3.3): Huw**
- Richard and Huw discussed the Play Pod with School Council, who were enthusiastic about it. Rik Grover of the Wiltshire and Swindon Sports Partnership (WASP) is happy that this would be a valid use of SPG as it includes training and resources for the future. Richard and Huw have also met the Director of Play Pod, and the person who would do the training. We would locate the pod near the gazebo, and Huw will get quotes for a suitable shed to house it in. **ACTION**

(LR24/3.4): Huw The governors were happy for Ed/Huw to take the Play Pod project to FGB. **ACTION (LR23/3.5): Ed/Huw**

8. School Insurances (a report was uploaded prior to the meeting)

- i. The governors noted that the premium quoted by Wiltshire Council is lower this year.
- ii. The governors approved Lizzy Moor's recommendation that we continue to purchase the insurance cover through Wiltshire Council 'Right Choice', and accepted the overall premium of £2,715.06.

9. GDPR Update - covered above

10. SPG – covered above

11. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
 - Financial Procedures Manual – Huw will follow up two points with Lizzy: whether all staff are aware of the petty cash procedure, and whether we should keep a contents page when a staff personnel file is destroyed. **ACTION (LR24/3.6): Huw**
 - Storage of Disclosure Information
 - Disclosure & Barring Service Checks
 - Disciplinary Procedures
 - Grievance
 - Debt Management
 - Data Retention
 - New Staff Induction
- ii. The governors referred back to Lizzy's notes on the Management of School Policies. *They wondered if our policy review dates are too short.*

12. Annual Review of School Day – this will be considered next time

13. Any Other Business

- i. **Benchmarking** – *Simon thought that our spend on supply teachers is high compared to other schools.* This reason for this was explained as being due to a specific incident, and was not an indication of typical yearly spend.
- ii. **Risk Log** – Ed asked all L&R members to review the Risk Log. **ACTION (LR24/3.7): L&R Governors** S&P governors will review the standards, and David

will update the Risk Log and ask for comments. **ACTION (LR24/3.8): David to update the Risk Log once governor contributions have been received**

14. Date of Next Meeting: *Monday 18 May 2020 at 7.00 pm at School*

The meeting closed at 8:25 pm

LIST OF ACTIONS

LR26/11.8	Simon to obtain quotations for refurbishing the Roundhouse
LR20/1.1	Ed to engage with the S&P Committee and give a presentation to them on the SFVS
LR20/1.4	Ed to speak to Johanna re Health & Safety reporting
LR20/1.7	Richard to make the Staff Wellbeing Policy more personal to us and have James and Harriet read it before approval
LR20/1.9	Huw is to do a GDPR Walk with Lizzy
LR24/3.1	Ed to check the accruals with Lizzy
LR24/3.2	Simon to ask Lizzy who installed secondary glazing in school last time
LR24/3.3	Huw to liaise with Tesco re the Bags of Help donation for the playground
LR24/3.4	Huw to get quotes for a Play Pod shed
LR24/3.5	Ed/Huw to take the Play Pod project to FGB
LR24/3.6	Huw to follow up two points of procedure (re petty cash and destruction of staff personnel files) with Lizzy
LR24/3.7	All L&R Governors to review the Risk Log
LR24/3.8	David to update the Risk Log once all governor contributions have been received

