

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL**  
**MINUTES OF GOVERNORS' MEETING HELD ON**  
**MONDAY 21 SEPTEMBER 2020**  
**AT 7:00 PM VIA TEAMS**

**Present**

David Bloomer	Karen Winterburn	Chris Steen
Ed Shire	Huw Solly	Harriet Wilkinson
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** – no interests were declared.
3. **Apologies** – Johanna and Jo
4. **Election of Chair and Vice Chair**
  - i. David Bloomer was unanimously elected as Chair
  - ii. Huw Solly was unanimously elected as Vice Chair
5. **Minutes of the Previous Meeting (Tuesday 14 July 2020)** – The minutes were approved by the governors, and will be signed when circumstances allow.
6. **Review of Actions from the Previous Meetings (Tuesday 14 July 2020)**

A26/6.2	Completed
A26/6.8	Ongoing – Chris to discuss e-safety with Karen
A26/6.9	Ongoing – James and Huw to undertake school website audits
A10/2.1	Ongoing – Johanna to take an online H&S Governor course
A10/2.2	Remove – now an operational matter
A28/5.3	Ongoing – David to write a letter to the new federated board confirming that we are handing over the school in good condition
A28/5.7	Completed
A28/5.10	Completed

A28/5.11	Completed
A28/5.12	Ongoing – David to put Risk Log on the agenda for the conversion group
A14/7.1 – A14/7.6	Completed

7. **Head's Update** (a report was uploaded to the governor portal prior to the meeting)

- i. Karen told the governors that it was really lovely to welcome the children back to school. Only one family did not return to school.
- ii. Last week was interesting in terms of staff absence. We have used two of our ten emergency Covid tests for staff. Karen has worked with staff to provide transparency to parents without breaching anyone's privacy.
- iii. She is also working with our parents re Covid issues. Attendance is holding up well, despite some coughs and colds doing the rounds. If children need to self isolate, they will be provided with home learning.
- iv. NOR is currently 95 but this will rise to 97 for Census Day (Thursday 1 October).
- v. 7 children are eligible for FSM (7.37%).
- vi. We have updated our Behaviour Policy, and added a sixth School Bee – Be Safe.
- vii. We have also adopted the Wiltshire Model for Safeguarding.
- viii. James will take on the running of School Council, and Karen will join Katherine Bloomer at the next Worship Council meeting.
- ix. We will extend our 'Eco Warriors' scheme, with everyone taking collective responsibility for recycling and energy use.
- x. We will be undertaking baseline assessments soon to see where the children are academically. We will follow this up with standardised assessments later this term.
- xi. *David asked if anyone is behind in their learning.* Karen replied that some children are behind, depending on the quality of the home education they received during lockdown. Writing is a particular concern, as very little was done during the period of home education.
- xii. We will be receiving two types of catch up funding: one (around £80 per child) is to be used for targeted interventions, and the other is for 1:1 tutoring. We will use our existing staff for this, as Karen believes this will be more direct and immediate.
- xiii. We are considering moving our assessment data from i-track to SIMS, which will provide a considerable financial saving, and seems to be just as effective. Karen is to discuss this with James. **ACTION (A21/9.1): Karen**

- xiv.** Yr R have had a phased induction, and are now at school full time. We held an outdoor 'meet and greet' session for new parents, and Beth gave a brilliant presentation on Early Years.
- xv.** We will hold virtual Parents' Evenings at the beginning of term 2, when we will be able to share the data from our baseline assessment.
- xvi.** James and Louise Mungham have attended a Yr 3 Phonics webinar, as phonics are a concern at the moment.
- xvii.** Karen reported on a positive School Improvement visit, in which she shared the school priorities with Linda Jeffcut. Once she receives Linda's report, she will share it with David. **ACTION (A21/9.2): Karen**
- xviii.** James, Sarah (SSQ), and Karen have worked on a RACI re day to day operations.
- xix.** We are holding an Open Morning on Saturday 17 October. We can take up to five people on each pre booked show round.
- xx.** David congratulated Karen on handling a difficult situation very well, and managing to pushing things forward at the same time.

**8. School Improvement Plan (SIP)** (a report was uploaded to the governor portal prior to the meeting)

- i.** David thought that Karen has done a great job taking everyone's ideas and suggestions and feed them into the SIP.
- ii.** Chris thought that section 1, 'Highly Effective Safeguarding and Child Protection', looks great.
- iii.** Harriet appreciated the extra detail in section 4, 'Christian Distinctiveness of the School', but felt that the section on courageous advocacy is already covered by SIAMS. It was agreed to remove this.
- iv.** The 'Leadership & Management' section includes a lot of post federation aims. Ed thought it was well written with realistic timetables, with particularly interesting Maths and English focii. The governors agreed that a Wellbeing lead was not necessary, so this item will be removed.
- v.** *Ed asked if the SIP can be updated.* Karen replied that it can, as it is designed to be a working document. *He also wondered how complicated the SSQ interactive SIP on School Aspects would be.* Karen replied that it is not complicated, and it helps to integrate actions and keep everything together. She is speaking to School Aspects to see if it is possible to have two SIPS on this system. **ACTION (A21/9.3): Karen**
- vi.** The governors approved the School Improvement Plan. David thanked Karen for all her hard work on this.

## 9. Federation Update

- i. Ed explained to the governors that we need to formally sign off and approve the Federation at this meeting.
- ii. The plan is to start up the new Board in November. We are already working on the Scheme of Delegation (SoD), and there will also be lots of work on policies.
- iii. We will need another Federation Working Group meeting soon to discuss the SoD.
- iv. David commented that the Senior Leadership Team seems to be coming together effectively.
- v. Karen confirmed that James Osler is fully on board with his new responsibilities under the Federation.
- vi. David asked if anyone has any concerns about whether this is the right thing to do. No concerns were raised.
- vii. The governors formally approved the Federation with Stanton St Quintin Primary School.
- viii. David explained that we will need one more meeting to hand over the school assets to the Federation. This meeting will be immediately followed by the first Federation Board meeting.

## 10. Safeguarding

- i. Karen had no safeguarding issues to report.
- ii. Karen and Chris need to meet to discuss Safeguarding in school. **ACTION (A21/9.4): Karen & Chris**

## 11. Christian Distinctiveness and SIAMS Preparation

- i. Harriet tested the governors on the school vision, values and bible verse. She urged governors to memorise these in readiness for SIAMS. **ACTION (A21/9.5): Governors**
- ii. Our Value for this term is Friendship
- iii. Harriet will write a crib sheet on SIAMS for governors. **ACTION (A21/9.6): Harriet**
- iv. Collective worship is now happening in class, and is led by teachers.
- v. The next SIAMS meeting has been booked for Thursday 1 October.
- vi. Huw formally met the PCC a few weeks ago, and will put himself forward as a

Foundaton Governor once the new Federated Board is formed.

- vii. DB thanked Harriet, Huw and Katherine for all their hard work, and added that the Christian Distinctiveness agenda is far more active now than it was a year ago. The new Federation Governors (including those representing SSQ) will have the same responsibility under SIAMS.
- viii. Karen confirmed that she has submitted the application for the Church Schools Partnership Award to the Diocese. She added that Linda Jeffcutt will provide some training on preparation for SIAMS.

## **12. Any Other Business**

- i. We have elected a new Parent Governor, Mr Luke Matthews, who will serve initially on the Langley Fitzurse Board, and then on the Federated Board. Mr Matthews has a daughter in Year 1.
- ii. Huw confirmed that our PTA have secured £4,010 of additional funding for the Play Pod from the Wiltshire Council Board. We plan to start work on this project in January. David thanked Huw for all his hard work.
- iii. David pointed out that according to the Governors' Association magazine, many boards will continue to meet online in the future.

## **13. Date of Next FGB Meeting: *tba***

The meeting closed at 8.12 pm

### LIST OF ACTIONS

Number	Description	Date
<b>A26/6.8</b>	Chris to discuss e safety with Karen	End Term 1
<b>A26/6.9</b>	James and Huw to undertake school website audits (Huw will be looking from a CD point of view)	End Term 1
<b>A10/2.1</b>	Johanna to take an online H&S Governor training course	November
<b>A28/5.3</b>	David to write a letter on behalf of the governors to confirm to the new federated board that we are handing over our school in good condition	October
<b>A28/5.12</b>	David to put Risk Log on the agenda for the conversion group	October
<b>A21/9.1</b>	Karen to discuss moving from i-track to SIMS with James	October
<b>A21/9.2</b>	Karen to share the School Improvement Adviser's report with David	October
<b>A21/9.3</b>	Karen to speak to School Aspects to see if it is possible to have two SIPs under this system	October
<b>A21/9.4</b>	Karen & Chris to meet re Safeguarding	November
<b>A21/9.5</b>	Governors to memorise the school motto, values and bible verse in readiness for SIAMS	2021
<b>A21/9.6</b>	Harriet to write a crib sheet on SIAMS for governors	November