

LANGLEY FITZURSE C OF E PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 3 NOVEMBER 2020
AT 7:00 PM VIA TEAMS

Present

Huw Solly	Karen Winterburn	Johanna Nathanson
Ed Shire	Luke Matthew	Harriet Wilkinson
Liz Howe (Clerk)		

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

1. **Prayer** - Huw began the meeting with a short prayer.
2. **Welcome and Introductions** – Huw welcomed the governors to the final Langley Fitzurse FGB meeting. He also introduced Luke Matthews, our new Parent Governor, to the Board.
3. **Register of Pecuniary Interests** – Huw is currently also a governor at Whiteparish All Saints C of E Primary School. No other interests were declared.
4. **Apologies** – David. This was accepted.
5. **Minutes of the Previous Meeting (Monday 21 September 2020)** – The minutes were approved by the governors, and will be signed when circumstances allow.
6. **Review of Actions from the Previous Meeting (Monday 21 September 2020)**

A26/6.8	Ongoing – Chris to meet Karen re the Safeguarding Audit
A26/6.9	Completed
A10/2.1	Ongoing – Johanna to take an online H&S Governor course
A28/5.3	Completed
A28/5.12	Remove
A21/9.1 – A21/9.6	Completed

7. Full Governing Body Updates

i. Staff Governor Election

- Johanna Nathanson has been elected as the Staff Governor for the Federated Board.
- Stanton St Quintin School will have staff representation on the new Board in the form of a Co-opted Governor.

ii. Federation Handover Report

- The governors were content with David's report, which has been submitted to the Federated Board.

iii. Assets/Liabilities/Contract Terms

- Lizzy Moor has submitted this information to the Federated Board. Huw expressed the Board's thanks to Lizzy for putting this information together.

iv. Governor Records

- Liz will bring her paper governor files into school **ACTION (A3/11.1): Liz**
- There is still a lot of useful governor information on the portal.
- Federation governors will be given forms to fill out by Michelle (Clerk to Governors for the Federated Board).

v. Scheme of Delegation

- Ed has sent an updated copy of the Scheme of Delegation to the Federated Board for consideration at FGB. He thanked Huw and Harriet for their contribution re Christian Distinctiveness. He has not received any comments about the updated Scheme of Delegation yet.
- Huw thanked Ed for all the work he has put into this.

8. Staffing & Strategy Matters

i. Senior Management Team Update

- Karen announced that as of now, James Osler is Head of School at Langley Fitzurse, and Sarah Matthews is Head of School at Stanton St Quintin. The internal vacancies were advertised during half term.
- Karen is the Executive Headteacher for both schools.
- Karen plans to develop the Senior Leadership Team (SLT) across the Federation.

ii. Pay Scales for the SLT

- At the last Joint Planning Meeting, an LA led discussion suggested the following pay scales:

Head of School: 4-8

Executive Head: 16-21 on the Leadership Scale.

- Ed added that these pay scales will be agreed at Federation level.

iii. The Board agreed and ratified the Senior Management Team and the pay scales.

iv. SENCO

- Karen reported that our SENCO, Claire Cursiter, has given notice and will retire in mid November. Karen will take over as SENCO, but will post an internal vacancy for someone to work alongside her with a view to taking over the role from September. The governors were supportive of this move.

9. Safeguarding

- i. Karen reported that the annual safeguarding training for all staff is happening at the moment.
- ii. We are still using paper concern sheets, but are due to move this online soon.
- iii. Karen is our Designated Safeguarding Lead (DSL) and James & Johanna are both the Deputy Designated Safeguarding Leads (DDSL). We need to make sure that they have accessed the appropriate training.
- iv. Karen confirmed that there have been no safeguarding issues or child protection plans put in place this term.

10. Closing comments from Chair

- i. Huw asked the Board to affirm their support for the new Federation. This was given.
- ii. Huw thanked all staff, governors and support staff for their hard work. He also thanks Liz for her many years working as Clerk to Governor for Langley Fitzurse School.
- iii. Karen thanked everyone for their support.

11. Any Other Business - none

The meeting closed at 7:40 pm

LIST OF ACTIONS

Number	Description	Date
A26/6.8	Chris to discuss e safety with Karen	End Term 2
A10/2.1	Johanna to take an online H&S Governor training course	End Term 2
A3/11.1	Liz to bring her paper governor files into school	End Term 2