

**MINUTES OF THE MEETING OF THE GOVERNING BOARD
OF
THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION
(‘Federation’)
Executive Head Teacher: Mrs Karen Winterburn**

Thursday 27th May 2021

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Adrian Cole (**AC**), Luke Matthews (**LM**), Sarah Matthews (**SM**), and (from 6.13pm) Johanna Nathanson (**JN**), Daniel Cornwell (**DC**) and (from 6.30pm) Wendy Goodswen (**WG**)

In Attendance: James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**) and Michelle Hocking (**Clerk**)

Apologies: Huw Solly (**HS**) and Fiona Farquhar (**FF**)

KEY: **Decisions: in bold** **Challenges: in red** **ACTIONS: underlined**

AGENDA

	Item	Action
	Opening Prayer In HS’s absence, led by JN.	
1.	Attendance and Apologies Apologies: Noted and accepted from HS and FF. Quorum present.	
2.	Declaration of Pecuniary Interests None.	
3.	<p>Approval of last minutes (25th March): The minutes had been circulated and it was presumed that all present had reviewed them.</p> <p><i>Last Minutes</i> The minutes of 25th March were unanimously approved as a true and accurate record of that meeting. ACTION: ES to sign the last minutes and return them to the Clerk for filing.</p> <p><i>Matters Arising</i> Matters arising as per noted at the end of this evening’s agenda – all complete, superceded, covered by this evening’s agenda or being covered by committees save for:</p> <p>Item 3: It was noted that some governors had yet to provide photographs and/or profile wording for the schools’ website. ACTION: WG and FF to provide profiles (+ photos), LM to provide photo for the schools’ website via the Clerk.</p> <p>Item 7: Add Nursery provision sustainability to March 2022 agenda. ACTION: Clerk to add Nursery provision sustainability to March 2022 agenda.</p> <p>Item 11: Add meetings, key deadlines, in-school events, in-school/cascaded training sessions and any other sessions requested by</p>	<p>WG, LF and LM</p> <p>Clerk</p>

<p>KW to the new governance calendar once this is set up – carry forward. <u>ACTION: Add meetings, key deadlines, in-school events, in-school/cascaded training sessions and any other sessions requested by KW to the new governance calendar once this is set up</u></p> <p>Item 12: Circulate Safeguarding Report and Checklist via the Clerk – carry forward. <u>ACTION: Circulate Safeguarding Report and Checklist via the Clerk.</u></p> <p><i>Appointment of Foundation Governor</i> In HS’s absence, it was noted that the current status of the application process was unknown. <u>ACTION: Clerk to chase up current status/proposed timeline for Diocesan approval.</u></p> <p><i>Social Media & Marketing Governor – profile discussion</i> It was noted that ES had circulated a draft profile for a Marketing Governor to the meeting and comments on this were invited.</p> <p>The board considered the rationale behind the role and agreed:</p> <ul style="list-style-type: none"> • Focus is on coordinating/enhancing where possible – <u>not</u> tasking staff or representing an extra administrative layer • Staff input is required to ensure appropriate targets/ideas for foci • SM and the LF admin team update social media pages, etc and further input on this would be unnecessary • Consultancy input may be beneficial – particularly if it can be offered free of charge from an expert in the parent community – to advise, coach and support staff rather than replace what is already going on • It was not necessary that such individual become a governor – could be appointed as specific purpose associate or merely recruited as a temporary volunteer <p>In summary there was broad agreement that input may be beneficial but subject to a note of caution that it does not result in increased workload/administrative formalities for staff. <u>ACTION: ES to seek expert volunteer from parent community and revert to staff about specific requirements.</u></p> <p><i>Meetings Going Forward (Virtual or in person?)</i> The board discussed feasibility of hybrid (some attending in person and others attending virtually) and/or mix of some meetings in person and others virtually. It was noted:</p> <ul style="list-style-type: none"> • Staff largely preferred virtual attendance – to avoid need to remain in school awaiting the commencement of an evening meeting and having the late journey home at the end • Some governors preferred option to attend virtually due to other commitments/likely availability to attend virtual meetings even if unable to travel to one of the schools • ES proposed that: committees’ meetings continue virtually and FGBs are a mix e.g., each year 1 FGB meeting at SSQ, 1 FGB meeting at LF and 4 virtual FGB meetings • The logistics and accessibility issues associated with a hybrid meeting approach – given the schools’ limited ICT capabilities – were a concern 	<p>Clerk</p> <p>FF</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> • Virtual meetings were not a forum in which relationships were easy to forge and many governors had never met each other face to face – a social event at one of the schools was proposed to overcome this • Governors are concerned that they are not spending enough time in the schools – KW emphasised that, as Covid restrictions eased, more school-time governor visits were encouraged, and it was much preferable for governors to visit school when children and staff are present than simply for a formal meeting in the evening • It was proposed that the July FGB take place in the LF school hall (by way of test of logistics) – reverting to virtual only if practicalities so dictated <u>ACTION: Clerk to email after the meeting to advise all of proposal to meet at LF and requesting attendance confirmation</u> <p><i>WG joined the meeting at 6.30pm</i></p>	
4.	<p>Teaching, Learning & Development (TLD) Committee Report</p> <p>AC reported the committee had a really good session on how attainment and progress is tracked – through use of quantitative as well as qualitative information.</p> <p>He shared on screen by way of example ‘Progress for All Pupils LF Overview’ – briefly talking through the RAG-rating and explaining that TLD:</p> <ul style="list-style-type: none"> • Focused on the red areas – where extra support/interventions are required and get staff feedback on these • Celebrate successes of the blue areas <p>It was acknowledged that the visual format of this data was anticipated to work well to support governors tracking, questioning, probing, and identifying trends as it becomes more established.</p> <p>JO emphasised that the reporting systems were still new and subject to format changes to make them better suited to the schools, but they were accessible staff – easy to input and clearly analyse data.</p> <p>It was agreed that one of the new Foundation Governors should be encouraged to join TLD if possible, to ensure retention of appropriate numbers on this committee.</p>	
5.	<p>Christian Distinctiveness Committee Update</p> <p>In the absence of a Foundation Governor, KW reported:</p> <ul style="list-style-type: none"> • Met on 27th April with exiting Foundation Governor, a local licensed lay minister and HS • Policies (which are on school aspect) were discussed • Collective Worship has been conducted face-to-face by both the local reverend and the licensed lay minister • Church/school links were discussed, including mosaic, competitions, Wild Church service, environment and worship councils • It was noted that the Spirituality Policy needed to be developed • There is a new, much shorter, format for the Statutory Inspection of Anglican, Methodist and ecumenical Schools self-evaluation form (SIAMS SEF) – now limited to four pages 	

	<ul style="list-style-type: none"> • KW has been advised that SIAMS Inspection frequency has changed from every five years to every seven years – she is checking this information with the Diocese (although it has been confirmed that no inspections will take place prior to September in any event) • Next meeting is scheduled for 6th July and the new Foundation Governor(s) will be invited to it <p><u>ACTIONS:</u> (i) KW to send copies of all Christian Distinctiveness Committee minutes to the Clerk for the record and (ii) Clerk to upload minutes to Teams.</p>	KE/Clerk
<p>6.</p>	<p>Headteacher Report It was noted that KW's Headteacher report had been circulated prior to the meeting and KW highlighted:</p> <ul style="list-style-type: none"> • It has been a relentless year – staff have been amazing and risen to the challenges but are exhausted <p>Quality of Education</p> <ul style="list-style-type: none"> • Quality of education continues to be at the heart of everything • Pupil progress, teacher assessment continues as usual • Term 4 baseline data has been completed and informs planning and in-class activities • New tracking system is being trialled and will be rolled out for the beginning of the new academic year and (as noted above) some of the reporting tools was shared at TLD • English 'Book Looks' completed at SSQ this term and planned for Term 6 at LF • No exclusions at either school • Each school has 12 confirmed intake into Reception, September 2021 – usual open activities are taking place in Term 6 for new joiners • House Points continue to be embedded at SSQ (including winners' cup) and at LF the School Council and Worship Council continue to regularly meet <p>Personal Development</p> <ul style="list-style-type: none"> • Special Educational Needs & Disabilities activity: review of Wiltshire My Support plans at both schools, preparation for EHCP reviews and liaison with secondary schools to support Key Stage 2/3 transition. • Football Day in both schools (celebrate National Football Week) • Work with the Chippenham Sports Partnership continues - orienteering day for SSQ on 28th May and a similar session for LF in Term 6 • No safeguarding referrals at either school since the last FGB • NSPCC Number Day at SSQ – details on Facebook – a student teacher led on that with SM's support (stands her in good stead for qualifying into the profession in September) • LF conducting regular meetings to support Special Guardianship Order family <p>Leadership & Management</p> <ul style="list-style-type: none"> • One visit from School Improvement Adviser (SIA) this term: staff well-being and workload focus • Redundancy process at SSQ time and energy consuming and very sad – but necessary 	

	<ul style="list-style-type: none"> • Various movement of staff at LF: <ul style="list-style-type: none"> ○ leavers and redeployment ○ two Teaching Assistants (TAs) on long-term leave (which constitutes 50% of Midday Supervisory Assistants (MDSAs) too) – to date this has been covered in-house (with staff showing fantastic flexibility) – after half term this will be solved by employing Grassroots coaches for outdoor supervision <p>Collaborative and Community Opportunities Despite Covid there has been lots going on:</p> <ul style="list-style-type: none"> • SSQ: <ul style="list-style-type: none"> ○ FOSS- have been supporting an application for the Foyle Foundation to redevelop the school library (now submitted) + virtual balloon face at Christmas + half term fundraising activities to raise further funds ○ Gauzebrook Churches: working with the Y3/4 children + leading on virtual whole school assemblies • LF: <ul style="list-style-type: none"> ○ PTA – Cake Sale (raised approx. £400) + plant sale + fundraising ideas in the pipeline for Term 6 (see PTA minutes) ○ Draycock Churches have led face to face ‘KS Bubble’ + outdoor church service is planned for this weekend <p>KW added that NPA TA role was readvertised, and internal redeployment is being considered – out to advert after half term if this is not feasible. The board confirmed that they were satisfied with the format of the Headteacher’s Report and that it contained the information required.</p>	
7.	<p>Federation Strategic Plan: LF Classroom Project ES highlighted that there is a proposal to change the available space at LF – which is a large, multi-stepped project, likely to take a couple of years and so should be commenced as soon as possible.</p> <p>KW explained that the steps would commence with:</p> <ul style="list-style-type: none"> • An audit: identify need based on projected numbers, etc • Submission of plan to Local Authority: Schools Managed Project – likely to work with Local Authority and Diocesan architects 	
8.	<p>Policies and Published Documents: Log On (schoolaspect.com) ACTION: All to log on and confirm feedback/approval via schoolaspect.</p>	All
9.	<p>Governor Participation/Monitoring See above.</p>	
10.	<p>Governor Training – schedule of LA courses on Teams + skills audit WG: Governors’ Briefing Term 4 + Promoting Health & Wellbeing At School HS and JN: Health & Safety Overview for School Governors All reminded to cascade any relevant training materials via the Clerk.</p>	

	<p>ES reported that a parent at LF had expressed an interest in joining the governing body and, whilst there were technically no vacancies, was keen not to lose a willing volunteer. It was unanimously agreed that this individual be invited to join as an associate governor (to avoid the need to change the Instrument of Government and invoke the associated administrative and approval processes). <u>ACTION: ES to pursue recruitment of potential associate governor.</u></p> <p>It was further noted that the governing body needed to recruit both an RE Governor and (following the recent resignation of a Foundation Governor) a Whistleblowing Governor. It was unanimously resolved that (i) HS be appointed RE Governor with immediate effect (to hold this role pending recruitment of further Foundation Governors) and (ii) AC be appointed Whistleblowing Governor with immediate effect. <u>ACTIONS: (i) Clerk to notify the Diocese of these appointments via submission of completed Governance Information Form and (ii) KW to amend policies and contact details accordingly.</u></p> <p>The board's attention was drawn to the NGA Skills Audit circulated prior to the meeting. It was agreed that to best target and inform recruitment and further training in September, the skills audit be completed and analysed before the end of this academic year. <u>ACTIONS: (i) Clerk to re-circulate Skills Audit via email (ii) all to complete and return Skills Audit form to the Clerk by the end of June and (iii) Clerk to add Skills Audit Analysis to the July agenda.</u></p>	<p>ES</p> <p>Clerk KW</p> <p>Clerk All Clerk</p>
<p>11. Standing Items:</p>	<p>(a) Marketing Activities KW reported that banners for the nursery were on their way and prospective parents shown around outside school hours. Whilst the nursery flyers had not, as proposed, been translated – a one-off advert had been placed in a local magazine.</p> <p>(b) Safeguarding Update KW confirmed that staff were working through the action plan and populating the electronic document storage/management system – with staff training scheduled in Term 6.</p> <p>(c) Health and Safety JN reported: Audit checklist completed at both schools and policy needs to be finalised. Consistency of approach will be implemented where feasible – although in the context of very different sites there are lots of school-specific elements required.</p> <p>KW reported two accidents have occurred which led to children being taken to hospital (one at each school). Protocols were followed, including reports to the Local Authority, and both children are ok. Children are being general reminded about safely moving around and risk assessments have been reviewed.</p> <p>(d) H & S Compliance/Audit As noted above.</p>	

	<p>(e) Single Central Record (SCR) Update KW confirmed that administrative staff were updating in accordance with points raised by Governor of the Term (GOTT).</p> <p>Staff present were invited to raise any items of AOB. There were none.</p> <p>JO, JN and SM left the meeting at 7.34pm</p>	
12.	<p>Finance & Resources Committee Report + ratifications: CFR (LF and SSQ) The LF CFR in the form recommended by F&R Committee was unanimously ratified and ES's signature of it on behalf of the Governing Body was also unanimously ratified.</p> <p>The SSQ CFR in the form recommended by F&R Committee was unanimously ratified and ES's signature of it on behalf of the Governing Body was also unanimously ratified.</p> <p>The discussion of the budgets is recorded in a confidential appendix to these minutes and the budgets recommended by F&R Committee were unanimously approved.</p> <p>Financial Procedures Manual Deferred. ACTIONS: (i) KW to collate final draft Financial Procedures Manual for the next F&R Committee meeting (ii) Clerk to add Financial Procedures Manual to the next F&R Committee agenda and the next FGB agenda.</p>	<p>KW Clerk</p>
13.	<p>How have we added value to/contributed to the vision of the federated schools for the benefit of the children at Langley Fitzurse and Stanton St Quintin?</p> <ul style="list-style-type: none"> • Rigorously examined and approved long term budgets • Approved policies • Reviewed Health & Safety Visits • Considered staffing: advised of changes, been involved in interview and redundancies processes, and provided support to staff • Succession planning: recruitment of new Foundation Governor, Military Co-opted Governor (John Dawson proposed by CO to replace DC from September) and new LF parent volunteer 	
14.	<p>Date of next meeting (6.00pm start): Thursday 15 July 2021 – IN LF SCHOOL HALL</p>	<p>All note</p>

The meeting closed at 7.56pm.

Signed:.....(Chair)

Date:.....