

**MINUTES OF THE MEETING OF THE GOVERNING BOARD  
OF  
THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION  
(‘Federation’)**

**Executive Head Teacher: Mrs Karen Winterburn**

**Thursday 15<sup>th</sup> July 2021**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Luke Matthews (**LM**), Johanna Nathanson (**JN**), Daniel Cornwell (**DC**), Wendy Goodswen (**WG**) and (from 6.24pm) Fiona Farquhar (**FF**)

**In Attendance:** (from 6.10pm) Richard Priest (subject to final recruitment formalities/checks, Foundation Governor)(**RP**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**) and Michelle Hocking (**Clerk**)

**Apologies:** Adrian Cole (**AC**) and Sarah Matthews (**SM**)

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

**AGENDA**

	Item	Action
	<b>Opening Prayer</b> In HS's absence, led by KW.	
1.	<b>Attendance and Apologies</b> Apologies: Noted and accepted from AC and SM – FF running a little late. Quorum present.	
2.	<b>Declaration of Pecuniary Interests</b> None.	
3.	<b>Approval of last minutes (27<sup>th</sup> May):</b> The minutes had been circulated and it was presumed that all present had reviewed them. <b><i>Last Minutes</i></b> <b>The minutes of 27<sup>th</sup> May were unanimously approved as a true and accurate record of that meeting. <u>ACTION: ES to sign the last minutes and return them to the Clerk for filing.</u></b>  <b><i>Matters Arising</i></b> Matters arising as per noted at the end of this evening's agenda – all complete, superceded, covered by this evening's agenda or being covered by committees save for: <b>Item 3 (23.03.21):</b> <ul style="list-style-type: none"> <li>JN has completed H&amp;S audit and report has been uploaded to Teams.</li> </ul>	

	<ul style="list-style-type: none"> <li>Pursue completion of SCR amendments in line with points raised by GOTT – <b>ACTION: KW to double-check</b></li> </ul> <p><b>Item 7 (23.03.21):</b> Add Nursery provision sustainability to March 2022 agenda – carry forward: <b>ACTION: Clerk to add Nursey provision sustainability to March 2022 agenda.</b></p> <p><b>Item 10 (23.03.21):</b> Policies: (i) revise use of 'Headteacher' to 'Executive Headteacher' or 'Head of School' as appropriate and (ii) add school specific annexes to the Health &amp; Safety Policy – KW conducting policies updates in the summer holidays. <b>ACTION: Complete policies updates over the summer.</b></p> <p><b>Item 11 (23.03.21):</b> 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 – carry forward. <b>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</b></p> <p><b>Item 12 (23.03.21):</b> Circulate Safeguarding Report and Checklist via the Clerk – carry forward. <b>ACTION: Circulate Safeguarding Report and Checklist via the Clerk.</b></p> <p><b>Welcome to Foundation Governor</b> ES formally welcomed RP – who has completed diocesan appointment processes and, subject to completion of school recruitment checks/formalities, was joining as Foundation Governor. <b>ACTION: ES to conduct introductory meeting with RP.</b></p> <p><b>RP was unanimously welcomed, and his appointment noted and ratified (subject to mandatory checks).</b></p> <p>RP confirmed he had no interests to declare.</p> <p>Matters arising continued: <b>Item 3 (27.05.21):</b> ES confirmed that the marketing volunteer job specification was complete, and a suitable candidate being sought – carry forward. <b>ACTION: ES to seek marketing expert volunteer from parent community and revert to staff about specific requirements.</b></p> <p><b>Item 10 (27.05.21):</b> All were reminded to complete and return skills audit to the Clerk – DC confirmed that he would pass his successor's contact details (for this and other appointment formalities) to the Clerk. <b>ACTION: DC to pass successor's contact details to the Clerk.</b></p> <p><b>FF joined the meeting at 6.24pm</b></p>	<p><b>KW</b></p> <p><b>Clerk</b></p> <p><b>KW</b></p> <p><b>Clerk</b></p> <p><b>FF</b></p> <p><b>ES</b></p> <p><b>ES</b></p> <p><b>DC</b></p>
<p><b>4.</b></p>	<p><b>Structure of Governing Body/Vacancies</b> It was noted that the structure of the governing body had been agreed with the Diocese and there was an approval process required to effect any reconstitution – any changes limited by the requirement to always retain 25% Foundation Governors.</p> <p>It was further noted that the current structure and membership is as follows:</p>	



<b>3 Foundation Governors</b>	<b>RP + 2 VACANCIES</b>
<b>2 Parent Governors</b>	<b>WG (SSQ) + LM (LF)</b>
<b>1 Staff Governor</b>	<b>JN</b>
<b>1 Executive Head (ex officio)</b>	<b>KW</b>
<b>1 LA Governor</b>	<b>ES</b>
<b>4 Co-opted Governors</b>	<b>AC, CS, DC/his colleague, and SM</b>

ES proposed that, in order to open a non-Foundation vacancy, SM be asked to stand down as full governor and, like JO, become an Associate Governor.

The committee discussed and noted:

- SM was originally co-opted but viewed informally as SSQ staff governor – as regulations prohibited the federation from appointing two staff governors (one from each school)
- It is preferable, particularly now the federation has been operating as an entity for a year, not to encourage such delineation between the two schools
- A staff governor is not a staff representative but a representative member of staff - staff governors cannot be mandated by the staff to vote in a certain way but most vote for what is best for the school
- Associate governors can attend and vote at committee meetings but cannot carry a vote at FGB ("Associate members cannot vote on board decisions but may be permitted by the board to vote in decisions of any committees to which they are appointed." Roles, Procedures and Allowances (England) Regulations 2013)

**Subject to a positive discussion with SM, it was unanimously agreed that SM move to Associate Governor role to create a Co-opted Governor vacancy. ACTION: ES to follow up proposals with SM.**

**ES**

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**5. Teaching, Learning & Development (TLD) Committee Report**  
Minutes circulated.  
In AC's absence, KW highlighted that the committee's discussions focused on:

- Number on Roll (**NOR**) at both schools
- Organisation and structure
- Assessment data including progress and assessments results:
  - Phonics
  - Multiplication Tables
  - Reading, Writing & Maths
- The curriculum two year rolling programme
- Differences in class structures for both schools due to numbers in cohorts
- Special Educational Needs and Disabilities (**SEND**) – a particularly busy time with lots of Education Health Care Plans (**EHCPs**) and Wiltshire Support Plans and transition work (Yr6 leavers and Early Years Foundation Stage (**EYFS**) joiners)
- Implementation of Relationships & Sex Education at both schools

	<ul style="list-style-type: none"> <li>• Collective Worship (standing item) - KW reported that the Christian Distinctiveness Committee's meeting had been positive – RP had joined and the committee:</li> <li>• Review of attainment and progress</li> <li>• Discussed Pupil Premium and Sports Premium funding deployment</li> <li>• The challenges of:             <ul style="list-style-type: none"> <li>◦ Covid</li> <li>◦ LF's introduction of Maths No Problem</li> <li>◦ Increasing NOR and sustainability of the Nursery at SSQ</li> </ul> </li> <li>• Areas of improvement/focus:             <ul style="list-style-type: none"> <li>◦ LF Writing, Phonics and Maths No Problem</li> <li>◦ Lower numbers of EYFS achieving Good Level of Development (GLOD) at both schools – whilst this is a national trend largely attributable to pandemic disruption it will be closely monitored to minimise</li> </ul> </li> </ul> <p>It was acknowledged that the Senior Leadership Team (SLT) and Subject Leaders (SLs) have a detailed understanding of the focus areas, which are specific to each school, and it is not productive to compare the two schools.</p> <p><b>ACTIONS:</b> (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>	KW/Clerk
6.	<p><b>Finance &amp; Resources Committee Report:</b></p> <ul style="list-style-type: none"> <li>- Summary of items discussed</li> <li>- Approval of (i) Financial Procedures Manual (ii) WME Contract and (iii) Catering Contract</li> </ul> <p>ES reported that, following Huw Solly's (HS) very recent resignation, he chaired the last meeting on an emergency basis. However, it was acknowledged that, in order to maintain an appropriate degree of separation, it was not permissible for the Chair of Governors to also sit as Chair of Finance and Resources. Accordingly, the committee recommended LM be appointed as Chair of Finance &amp; Resources – and LM had agreed to stand. <b>It was unanimously agreed that LM be and is appointed chair of Finance &amp; Resources Committee with effect from September 2021 until September 2022 (or earlier resignation).</b></p> <p><b>ACTION:</b> Clerk to update records accordingly.</p> <p><b>Summary of Discussions</b></p> <ul style="list-style-type: none"> <li>• LF Projects: Rural Gigabit, Connect the Classroom (a fully funded WiFi upgrade)</li> <li>• Budget proposals: SSQ retaining nursery for further one-year probationary period and formally adopting fallback position of reduction to two classes – it was acknowledged that this represents a financial risk, but the team are positive that there are opportunities to increase NOR following closure of the barracks' nursery, etc</li> </ul> <p>KW reported that grant income is up by c.£32K following recent new joiners and she was confident this would allowance maintenance of three classes rather than resort to two class model.</p> <ul style="list-style-type: none"> <li>• Transport options for Nursery: This is a work in progress</li> <li>• Sports Premium: Maximising the benefits of spending this funding within the confines of its very specific spending criteria</li> </ul>	Clerk



<p>KW explained that Sports Funding has been utilised for various activities designed to increase children's physical activities e.g.,</p> <ul style="list-style-type: none"> <li>• Sports coaches supervising games at lunchtime whilst MDSAs run the lunch service inside</li> <li>• After school clubs: football, lacrosse, etc 3pm – 4pm</li> <li>• Use of iPads for assessment and accessing PE resources</li> </ul> <p><b>ACTION:</b> All governors to review the rules and add ideas to specific Teams folder set up for these purposes.</p>	All
<p><b>Financial Procedures Manual</b></p> <p>The Financial Procedures Manual was unanimously approved in the form recommended by the Finance &amp; Resources Committee and circulated prior to the meeting.</p> <p><b>Catering Contract</b></p> <p>KW explained that both schools currently use the same catering contractor – with SSQ being on a full term's notice and LF on half a term's notice. On the basis of high costs and variable quality, the costs are not sustainable and KW proposed moving away from the current provider to a new contractor who operates out of a local secondary school, charges a lower management fee and is offering a lower subsidy for a year and a reduced management fee per school if both sign up. It was noted that the finance team had uploaded details of other quotations obtained for SSQ into the F&amp;P folder and F&amp;P recommended the transfer.</p> <p><b>It was unanimously agreed that both schools give notice to the current catering contractor and negotiate a coterminous arrangement with the new contractor (so notwithstanding staggered start – both schools' contracts will have the same notice period and ultimate end date of December 2024 with the new contractor). ACTION:</b> Clerk to notify the finance team of the approval as soon as possible so notice can be served and contractual arrangements entered into with new provider.</p>	Clerk
<p><b>WME Contract</b></p> <p>The finance team had circulated a background note on WME prior to the meeting – reviewed by all.</p> <p>Finance team recommendations:</p> <ul style="list-style-type: none"> <li>• LF commits to continuing with the LA 3+2 years contract with WME from 1 April 2022</li> <li>• Review takes place in May 2024 to allow plenty of time for the school to consider whether it wishes to give notice to withdraw by September 2024</li> </ul> <p>It was noted that the level of cost over 3/5 years (approx. £12k/£20k) falls under the autonomy of the FGB as it is over £7K and the LA needs to know by 16 July 2021 whether schools wish to join the new contract.</p> <p><b>The recommendations were unanimously approved. ACTION:</b> Clerk to notify the finance team of the approval as soon as possible so note of interest can be communicated to the LA by tomorrow's deadline.</p>	Clerk
<p>KW extended a plea for help with gardening at LF – noting that RP had already kindly agreed. DC volunteered his successor to rally a team</p>	

	<p>from the barracks. <b>ACTION:</b> KW to arrange for in school staff to liaise with the barracks accordingly.</p> <p>It was also noted that both websites need to be audited and WG kindly volunteered to conduct this. <b>ACTIONS:</b> (i) Clerk to send school website audit checklist to WG and (ii) WG to conduct website audit and liaise with the Clerk on points identified before the next meeting.</p>	<p>KW</p> <p>Clerk</p> <p>WG</p>
7.	<p><b>Christian Distinctiveness Committee Update</b></p> <p>KW reported that the committee met on 12<sup>th</sup> July and discussed future events including:</p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> Sept at 10.30am introductory session at LF for new Reception parents and governors</li> <li>• 4<sup>th</sup> October Draycott supporting doorway in church</li> <li>• Remembrance assembly which RP has kindly agreed to lead at LF</li> </ul> <p>The committee also formally noted approval of the RE Policy. <b>ACTION:</b> JO to arrange for upload of the RE Policy to the school website.</p> <p>KW also highlighted that attitudes towards Sports Premium funding were also considered linking to the core values of Friendship, Respect, Forgiveness, Perseverance, Service and Truthfulness.</p> <p>KW further reported:</p> <ul style="list-style-type: none"> <li>• Newsletters: Agreed two newsletters a term – with celebrations and specific updates in between (to improve accessibility – SSQ has been trialling during the summer term)</li> <li>• PCC Report: HS has been writing.</li> <li>• Bristol Diocese Church Partnership Award: LF has been awarded this and it is hoped a formal presentation can take place as part of the service on 5<sup>th</sup> September</li> <li>• Local Ministry: The ministry team are advertising for a part-time vicar as Rev. Marc is leaving during the autumn</li> <li>• Eco Church: Linking in with the Diocese's green agenda are various class projects linked with space and art</li> <li>• Worship Council: Met with a lay minister (Mrs Bloomer) to review Spirituality Policy and practice</li> <li>• SIAMS: Planning discussed, and website reviewed from a Christian Distinctiveness perspective</li> <li>• Charity Support: As the overseas sponsored child is now leaving school – having been supported throughout her education by LF – a new charity focus is being sought</li> <li>• Next meeting: Scheduled for 28<sup>th</sup> September</li> </ul>	<p>JO</p>
8.	<p><b>Headteacher Report</b></p> <p>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"> <li>• It continues to be very busy – staff are exhausted and cannot sustain work levels of the last year</li> </ul>	



	<ul style="list-style-type: none"> <li>• In the midst of a pandemic, nursery provision has opened at SSQ, a Hard Federation formed, periods of school provision, remote learning, isolating, shielding, long term absence and recruitment</li> <li>• The uncertainty and enormous demands on everyone this year have seen societal re-evaluation and as a result there has been mobility within the staffing and governance within the federation</li> <li>• These are very unsettling times and a more stable year moving on is very much hoped for to allow the team to build on the green shoots of this academic year</li> </ul> <p><b>Quality of Education</b></p> <ul style="list-style-type: none"> <li>• Curriculum continues to evolve</li> <li>• The School Improvement Adviser (<b>SIA</b>) has been monitoring data and quality of learning – she is retiring at the end of this year and her replacement has not yet been identified</li> <li>• The report summarises the activities since the last FGB</li> </ul> <p><b>Behaviour &amp; Attitudes</b></p> <ul style="list-style-type: none"> <li>• Numbers in cohorts and class structures for both schools are detailed in the report</li> <li>• The Yr3/4/5 and Yr5/6 classes at LF will follow the same topics titles, teachers will have collaborative planning opportunities and the children will share trips/other learning activities e.g., subject focus of constellation and space in Science and Art.</li> <li>• SM has received in-year interest in SSQ following a change of leadership structure in nearby villages' schools (SSQ NOR currently 70 – up from anticipated 54 – whilst this is positive, caution is required to ensure appropriate ratios are maintained in a sustainable manner)</li> </ul> <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• LF's final Worship Council of the year has taken place</li> <li>• LF's CPD: <ul style="list-style-type: none"> <li>○ Deaf Awareness – as three children with learning impairment will be at LF from September</li> <li>○ Trauma Informed School – supporting staffing in being more aware of and using trauma informed practices - Behaviour Support Funding will fund this twilight training and invitations are extended to Governor and SSQ staff</li> </ul> </li> <li>• SSQ Housepoints – children and staff have worked hard this year to embed the new system (transitional year phasing out individual star badges and personal cups)</li> <li>• SSQ Designated Safeguarding Lead (<b>DSL</b>): SM has nearly completed DSL training and will assume role of Deputy DSL from September (replacing a staff leaver)</li> </ul> <p><b>Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Changes to staffing due to leavers at SSQ – backfilling and seeking cover for Breakfast Club 2 mornings per week and After School Club 3 afternoons per week</li> <li>• LF Staff: <ul style="list-style-type: none"> <li>○ 2 long-term leave: one has now returned and the other due back in September</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>2 TA advertisements placed: 1 x Named Pupil TA and 1 x Class TA</li> <li>Everyone has worked brilliantly but 2 LF staff singled out in the report for being extremely flexible</li> <li>Finance team member leaving at the end of the year – handover/phased start provisions being considered</li> </ul> <p><b>Collaborative and Community Opportunities</b> Lots of things taking place since the last FGB – detailed in the report circulated.</p> <p>The committee discussed the departure of the finance team member as an opportunity to reconsider the structure of the administrative team/create roles appropriate to support both schools in the federation where operationally feasible. <b>ACTIONS:</b> (i) KW, ES, and in-school team members to meet to discuss strategic plan and (ii) KW to place advertisement with the LA as soon as feasible.</p> <p>LM observed that, from a parent perspective, Sports Day was fantastic.</p> <p>JN commented that staff retention should be a key focus as colleagues had huge and worrying workloads. KW acknowledged that staff are tired and the long-term impact of the pandemic on those at small schools is particularly significant as each staff member fulfils a number of different roles – senior leaders are focusing on ways to share the load (e.g., shared marking) and other methods of collaboration/support. JO observed that remote learning provision has been excellent for the children but stressful and time-consuming for teachers as staffing has been spread very thinly.</p> <p>KW reported that in September self isolation will not be required for double-vaccinated adults or children/young people under the age of 18</p>	KW/ES KW
9.	<b>Policies and Published Documents:</b> <a href="#">Log On (schoolaspect.com)</a> Automatic reminders will continue. <b>ACTION:</b> All to log on and confirm feedback/approval via schoolaspect.	All
10.	<b>Governor Participation/Monitoring</b> LM: Scheduled to visit LF finance team shortly ES: Will visit SSQ over the summer to discuss telephones and backup systems AC: Visit with Maths Subject Lead scheduled WG: Discussed Science with JO and scheduled SEND Visit with KW  Joint governors and staff social event proposed for early next academic year – all enthusiastic to join <b>ACTIONS:</b> AC to organise staff/governor social event and KW to share with staff.	AC/KW
11.	<b>Governor Training – schedule of LA courses on Teams + skills audit</b> <b>ACTION:</b> All to book training via the Clerk.  The board's attention was drawn to the NGA Skills Audit circulated prior to the meeting – this has only been completed by some governors.	All



	<p><b>ACTIONS:</b> (i) all to complete and return Skills Audit form to the Clerk by the end of July and (iii) Clerk to add Skills Audit Analysis to the September agenda.</p> <p>RP noted that he had booked to attend the Church of England School Governors National Conference: <a href="https://www.eventbrite.co.uk/e/national-church-of-england-school-governors-conference-tickets-158737027723">https://www.eventbrite.co.uk/e/national-church-of-england-school-governors-conference-tickets-158737027723</a></p> <p>School Improvement Action Plan (SIAP): Governor roles within the SIAP priorities will be delegated at the beginning of next year.</p>	All/Clerk
12.	<p><b>Standing Items by Exception:</b></p> <p><b>(a) Marketing Activities</b> KW reported that flyers advertising the Nursery had been circulated at the barracks.</p> <p><b>(b) Safeguarding Update</b> KW reported that the new electronic document storage/management system would be rolled out in September – staff having been trained. As noted above, Single Central Record (SCR) was being double-checked for accuracy and the new Keeping Children Safe in Education (KCSiE) had been published. <b>ACTIONS:</b> (i) Clerk to send new KCSiE and summary of changes to FF (ii) FF (as Safeguarding Governor) to circulate her report and update via the Clerk and (iii) FF and KW to schedule completion of the LA Safeguarding Audit for October.</p> <p><b>(c) Health and Safety</b> KW reported no significant incidents to report – some near misses only.</p> <p><b>(d) Single Central Record (SCR) Update</b> As noted above.</p>	Clerk FF FF/KW
13.	<p><b>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?</b></p> <ul style="list-style-type: none"> <li>• Acknowledged staff wellbeing/pressures on staff and their impact of the quality of education for children – noted mitigation measures proposed</li> <li>• JN's Health &amp; Safety collaborative work</li> <li>• Scrutiny and approvals of documents and proposals</li> <li>• Support to children and staff</li> <li>• Recruitment of RP (who noted that he was very impressed by the positivity of staff and congratulated all)</li> </ul> <p>ES thanked all for their contributions over the last year and wished everyone a good break over the summer to return refreshed in September – with the first meeting scheduled to be in person at LF (with appropriate Covid security measures) if feasible.</p>	

	DC was thanked for his contribution over his term of office – he responded that being a governor has been a great and very humbling experience and he wishes all at and involved in the federation schools the very best for the future.	
14.	<p><b>Date of next meeting (6.00pm start):</b>  <b>Thursday 23 September 2021 – IN LF SCHOOL HALL</b></p> <p><b>Other meetings of the academic year (all 6.00pm start, venue TBC):</b>  <b>9<sup>th</sup> December 2021</b>  <b>27<sup>th</sup> January 2022</b>  <b>24<sup>th</sup> March 2022</b>  <b>26<sup>th</sup> May 2022</b>  <b>14<sup>th</sup> July 2022</b></p>	All note

The meeting closed at 8.15pm.

Signed:  (Chair)  
Date: 23.9.21

#### AGENDA

Item	Action
1. Opening Prayer In PG's presence, led by PG	
2. Attendance and Apologies Apologies: none and a verbal Apology from PG and PG's partner PG's partner present	
3. Declaration of Secondary Interest None	
4. Approval of last minutes (27 <sup>th</sup> Sept) The minutes had been circulated and it was presumed that all present had received them. Last Minutes The minutes of 27 <sup>th</sup> Sept were unanimously approved as a true and accurate record of that meeting. PG and PG's partner to sign the last minutes and return them to the Chair for filing.	
5. Matters Arising Matters arising as per noted at the end of the evening's agenda - all completed, superseded, covered by, that evening's agenda or being covered by committees cover for. Item 3 (23.09.21) PG has contributed PG's report and report has been discussed in Terms.	