

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

**Executive Head Teacher: Mrs Karen Winterburn**

**Thursday 25<sup>th</sup> March 2021**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Adrian Cole (**AC**), Huw Solly (**HS**), Wendy Goodswen (**WG**), Luke Matthews (**LM**), Sarah Matthews (**SM**), Fiona Farquhar (**FF**) and (from 6.13pm) Johanna Nathanson (**JN**)

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

**Apologies:** Harriet Wilkinson (**HW**), David Bloomer (**DB**) and Daniel Cornwell (**DC**)

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

**AGENDA**

	<b>Item</b>	<b>Action</b>
	<b>Opening Prayer</b> Led by HS.	
1.	<b>Attendance and Apologies</b> Apologies: Noted and accepted from HW, DB and DC.	
2.	<b>Declaration of Pecuniary Interests</b> None.	
3.	<p><b>Approval of last minutes (28<sup>th</sup> January):</b> The minutes had been circulated and it was presumed that all present had reviewed them.</p> <p><b>Last Minutes</b> It was noted that in agenda item 4 (Finance &amp; Resources Committee Report) and item 12 (Standing Items: Health &amp; Safety) there was a repeat of the same typographical error: reference to ‘HW’ rather than ‘HS’. <b>Subject to correction of this typographical error, the minutes of 28<sup>th</sup> January were unanimously approved as a true and accurate record of that meeting.</b> <b><u>ACTION:</u></b> Clerk to correct typographical error and ES to sign the last minutes and return them to the Clerk for filing.</p> <p><b>Matters Arising</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 Matters arising as per noted at the end of this evening’s agenda – all complete, superceded, covered by this evening’s agenda or being covered by committees save for:</p> <p><b>Item 3:</b> It was noted that some governors had yet to provide photographs and/or profile wording for the schools’ website. <b><u>ACTION:</u></b> All to provide personal profile for the schools’ website via the Clerk.</p> <p><b>Item 12:</b></p>	<p><b>Clerk/ES</b></p> <p><b>All</b></p>

	<p>To ensure a clear audit trail for acknowledging Keeping Children Safe in Education (<b>KCSiE</b>), KW reported that she had added this to the school's electronic policies monitoring and storage platform, School Aspect. <b>ACTION:</b> All to confirm that they have read and understood KCSiE 2020 Part 1 and Appendix A.</p> <p>JN reported that her review of the Health &amp; Safety Risk Assessments was underway but not yet complete, <b>ACTION:</b> JN to complete H&amp;S Risk Assessments at both schools.</p> <p>It was reported that, as Governor of the Term (<b>GOTT</b>), HS and FF had reviewed the Single Central Record (<b>SCR</b>) (in December and March respectively) – FF emphasised that they had both raised the same issues. <b>ACTION:</b> KW, HS, and FF to pursue completion of SCR amendments in line with points raised by GOTT.</p> <p>KW reported that the LF Risk Assessment had been completed and signed off and the Stanton St Quintin (<b>SSQ</b>) Risk Assessment was in progress. <b>ACTION:</b> KW to arrange completion of SSQ Risk Assessment.</p> <p><b>Appointment of Foundation Governor</b>  HS reported that he spoke with a prospective candidate today – meetings would be arrangement to commence the formal process of nomination by the PCC followed by diocesan approval process. ES noted that he too had met with another prospective candidate. <b>ACTION:</b> HS to monitor and report back on progression of recruitment processes.</p> <p><b>JN joined the meeting at 6.13pm</b></p> <p><b>Governor Profiles for Websites</b>  As noted above.</p> <p><b>Community Engagement Governor - Discussion</b>  The committee briefly discussed what this role should ideally encompass, noting that:</p> <ul style="list-style-type: none"> <li>• Social media/marketing were broad areas</li> <li>• The role was significant for village schools – to promote positive community engagement</li> <li>• Skills required need to be carefully considered</li> <li>• Role must be strategic rather than operational – holder to steer/co-ordinate initiatives and source resource where feasible rather than 'do' themselves (any crossover to operational from time to time to be entirely at the discretion of the role holder)</li> <li>• Role would include galvanising direct engagement for specific fundraising/projects.</li> </ul>	<p>All</p> <p>JN</p> <p>KW/HS/FF</p> <p>KW</p> <p>HS</p>
<p>4.</p>	<p><b>Finance &amp; Resources (F&amp;R) Committee Report</b></p> <p><b>Ratification of SFVS</b>  HS extended thanks to LM and the finance teams at both schools for their work on both Schools' Financial Value Statements (<b>SFVS</b>) and noted that the final versions had been circulated prior to the meeting.</p> <p>LM highlighted:</p> <ul style="list-style-type: none"> <li>• LF recommendation to move from 4 to 6 times per annum reporting</li> <li>• SSQ Business Continuity Plan is being aligned with LF</li> </ul>	

	<ul style="list-style-type: none"> <li>• High staff to pupil ratio has been flagged</li> <li>• Senior Leadership Team costs has been flagged red on the budget (see below)</li> <li>• The team is reassured that on many of the measures the schools' processes and procedures are in line with guidance</li> </ul> <p><b>The SFVS for each school was unanimously approved for signature and submission in the form circulated prior to the meeting.</b></p> <p><b><i>Ratification of Financial Procedures Manual</i></b>  HS reported that, as all could see from the current version circulated prior to the meeting, the Financial Procedures Manual was coming together well but not yet complete. <b><u>ACTION: Clerk to add ratification of Financial Procedures Manual to the next agenda.</u></b></p> <p><b><i>Parish Council Parking Update</i></b>  ES reported:</p> <ul style="list-style-type: none"> <li>• Approximately 3 years ago Kington Langley Parish Council commenced an initiative to reduce traffic/parking congestion in the village by constructing a car park on one of the access roads to the school</li> <li>• The planning permission for this original car park expired in February 2021</li> <li>• LF was keen to rejuvenate the project but is prohibited from directly funding it – fundraising is the only option</li> <li>• Unfortunately, following some reassessment visits and discussions, the council has just cancelled the project</li> <li>• Both the council and LF are committed to solving the traffic/parking issues – the council is keen to work with the school as the focal point of the village</li> <li>• Alternatives are being considered – e.g., approaching the Local Authority (LA) via a travel plan, although this would be a medium to long term strategy rather than an immediate solution to congestion</li> </ul> <p>HS mentioned that he had recently engaged with the parish council on a personal level and a traffic management survey (after the current utilities work has been completed) has been suggested.</p> <p><b><i>LF playground proposals</i></b>  JN reported that different designs have been considered with different contractors – with an experienced local company the preferred contractor: the majority of the monies to be covered by Sports Grant.</p> <p>The committee were very supportive of the playground project.</p>	<b>Clerk</b>
5.	<p><b>Teaching, Learning &amp; Development (TLD) Committee Report</b>  AC reported:</p> <ul style="list-style-type: none"> <li>• The committee received detailed feedback on blended learning during the pandemic</li> <li>• It was clear how adaptable both children and staff had been to the challenges of lockdown</li> </ul>	

	<ul style="list-style-type: none"> <li>• Lots of details were shared – including technical issues and difficulties of uncertainties and it was evident that staff had done an amazing job</li> <li>• It was clear there had been drops in standards despite staff doing all they could</li> <li>• A detailed set of data is expected at the next meeting – including widest gaps identified and strategies for how to close them</li> </ul> <p>KW added:</p> <ul style="list-style-type: none"> <li>• The School Improvement Adviser (<b>SIA</b>) visited today and, pending complete assessment and analysis, an indicative picture was discussed</li> <li>• Some quite significant gaps are expected – likely to require additional staff support/interventions</li> <li>• Many children have been engaged and supported at home and continued to do well</li> <li>• Lots of Key Worker and wider ‘vulnerable’ children have been in school during lockdown 3</li> </ul> <p>It was noted that the committee received a summary of what went well with technology/remote learning – one of the key positives being the new skills staff acquired which will stand in good stead moving forwards, particularly if blended learning is necessitated by students isolating, etc.</p> <p>JN cautioned that the impact of the pandemic restrictions on children’s emotional and social wellbeing was becoming evident – many having lost their stamina and resilience for learning and exhibiting signs of emotional fragility.</p> <p>It was noted that qualitative feedback would be given at the next TLD committee and consideration given to how best to support.</p>	
6.	<p><b>Christian Distinctiveness Committee Update</b></p> <p>In HW’s absence, HS extended a big thank you to Rev. Marc for excellent virtual services and reported:</p> <ul style="list-style-type: none"> <li>• School Council met this week to discuss recruitment of a new priest</li> <li>• Committee due to meet next month</li> <li>• HS attended a ‘Transforming Church’ workshop which discussed Bishop Viv’s return to post-Covid plan – analysing what the church does and what improvements might be made – with the PCC and HS/KW feeding in from a school perspective</li> <li>• In a rebalance of priorities as a result of leaving Foundation Governors, HS will focus more on Christian Distinctiveness over the next couple of terms</li> </ul>	
7.	<p><b>Nursery Presentation &amp; Discussion</b></p> <p>It was noted that KW had circulated a summary paper prior to the meeting, and it was presumed that all present had reviewed it. KW highlighted financial projections and the committee noted as recorded in a confidential appendix to these minutes.</p> <p>Recommend:</p> <p>(1) SSQ three class structure: (i) Nursery/EYFS (ii) Yr2/3 and (iii) Yr4/5/6</p>	

	<p>(2) Reduction in Teaching Assistant (<b>TA</b>) hours by 10  (3) Natural reduction – non-replacement of student staff of After School Club</p> <p><b>The recommendations were unanimously approved in order to give the nursery a further year of operations to prove viability – position to be reassessed in one year’s time. <u>ACTION: Nursery provision sustainability to be reconsidered in March 2022.</u></b></p>	<p><b>All</b></p>
<p><b>8.</b></p>	<p><b>Headteacher Update</b>  Headteacher Report circulated immediately prior to the meeting and in recognition of limited review time, KW highlighted in detail:</p> <ul style="list-style-type: none"> <li>• SIA visit today focused on phonics, priorities in light of lockdown, update on federation and pupil premium</li> <li>• Attendance c.96% (which SIA confirmed is really good) – continually monitoring - All children have returned and no families who have refused to send their children back to school.</li> <li>• Statutory assessments have been suspended for this academic year but, as mentioned under TLD above, internally data is being collected and analysed and provision planned from it (a priority for both schools in the next two weeks).</li> <li>• Summer term activities – sports days, summer fetes, and productions are all uncertain but as the government road map unfolds it is hoped there will be opportunities to resume summer term activities</li> <li>• SSQ: <ul style="list-style-type: none"> <li>○ SM has started the DSL Safeguarding training this week, splitting into 6 modules across until the end of this academic year.</li> <li>○ House Captains have virtually presented to their teams and House points are being rolled out across the school now all children have returned (house points awards system discussed at recent staff meeting to ensure consistency across the school).</li> </ul> </li> <li>• LF: <ul style="list-style-type: none"> <li>○ is beginning to trial an electronic safeguarding reporting system – which allows staff to log concerns and contact with parents - JO confirmed that it will be a significant step forward to have an electronic safeguarding monitoring system – planned to roll out to SSQ once finalised at LF</li> <li>○ School Council are reviewing Houses in the coming weeks (including names).</li> <li>○ Worship Council are keen to meet with Mrs Bloomer virtually and a date is being arranged.</li> <li>○ Comic relief – Non-Uniform and selling of Red Noses. Children have been asked to keep noses at home to mitigate the risk of transmission</li> </ul> </li> <li>• Subject Leaders/class teachers are considering priorities that will feed into budget planning for 21-22.</li> <li>• Finance team are translating budget certificate into the school operations that fulfil the schools’ priorities and meet the needs of each school community.</li> <li>• Indicative admission numbers for September 21:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ 1st choice numbers are lower than last year for LF</li> <li>○ both schools have higher second and third choice applications</li> <li>○ anticipating a flurry of late applications</li> <li>○ clearer picture anticipated by April (transition processes commence).</li> </ul> <ul style="list-style-type: none"> <li>● Based on numbers and budget, anticipated next year: <ul style="list-style-type: none"> <li>○ SSQ will operate with a 3-class structure</li> <li>○ LF with a 4-class structure.</li> </ul> </li> <li>● The combination of year groups is yet to be finalised but will be based on cohort numbers and the children’s needs.</li> <li>● Collaborative work has continued across the Federation throughout</li> <li>● SENCo at LF retired – internally appointed replacement starting from Term 5 (KW will initially mentor) - there is an expectation that by the third year in post the new SENCo will begin the SEN Award (and this will need to be factored into budget planning).</li> <li>● Limited opportunities for community engagement since the last FGB: Virtual Christingle and Mothers’ Day Services, planned PTA virtual meeting, Bags2 Schools, Red Nose Day, Easter Service and Easter Egg Hunt, Bikeability - there will of course be more in the summer term</li> <li>● School organisation information detailed in the last two pages of the report is for governors to review at their leisure</li> <li>● Children are adjusting to return to school and following the Easter break a further period of reintegration is expected: <ul style="list-style-type: none"> <li>○ Staff are considering different approaches/delivery – focus on resilience and engagement – particularly for the younger children who have not learnt as much through lockdown</li> <li>○ Support children through the recovery curriculum and focusing on hope/moving forwards</li> </ul> </li> </ul> <p>SM added that SSQ participated in the national day of remembrance but is also focusing on hope for the future – sports coaches coming in and staff being flexible with learning/expectations</p> <p>KW continued:</p> <ul style="list-style-type: none"> <li>● Children in school during lockdown liked being in school in small groups – wider re-opening has required some readjustment</li> <li>● Transition back worked really well – impact good</li> </ul> <p>JO explained that at LF there is a re-focus on growth mindset – encouraging children to talk to each other, set high goals – mindful of finding some things trickier but still supporting each other to their best.</p>	
<p><b>9.</b></p>	<p><b>Federation Strategic Plan Strategy Document update and approval</b></p> <p>It was noted that the current draft strategic plan had been circulated prior to the meeting and comments were invited.</p> <p>ES highlighted that the document intended to encapsulate strategic drives/goals for the federation as a whole and the individual schools based on 1, 3, and 5-year timescales e.g., LF priority is new classroom (a significant F&amp;R project which, due to authorisation limits, would be brought to FGB in due course for ratification).</p>	

	<p>Feedback was invited and it was noted:</p> <ul style="list-style-type: none"> <li>• The document is wonderful, sets/evidences the right vision and includes mission and goals, but does not include measurables/specific plans to achieve goals</li> <li>• The strategic plan sets out aspirational direction not detail – School Improvement Plan (<b>SIP</b>)/School Development Plan (<b>SDP</b>), etc will address specific stages</li> <li>• The ‘so what?’ impact element needs to be clarified</li> <li>• The intention is to make this document accessible – publishing on the schools’ websites alongside appropriate context</li> </ul> <p><b>ACTIONS:</b> (i) All to provide detailed feedback to ES/KW via the Clerk and (ii) KW to add date at which NOR figures included were taken.</p>	All
10.	<p><b>Policies and Published Documents:</b> <a href="http://schoolaspect.com">Log On (schoolaspect.com)</a></p> <p>(a) Policies recommended by F&amp;R Committee: Health &amp; Safety Policy (this is on Teams)</p> <p>(b) Policies recommended by TLD Committee: None</p> <p>(c) Policies straight to FGB (as part of updates to mandatory policies upon transfer to new electronic system):</p> <p>(i) Allegations of Abuse Against Staff – LA model flowchart: LF</p> <p>(ii) Allegations of Abuse Against Staff – LA model flowchart: SSQ</p> <p>(iii) Behaviour Policy: SSQ</p> <p>(iv) Behaviour Principles Written Statement</p> <p>(v) Bodily Hygiene Fluids</p> <p>(vi) Exclusion</p> <p>(vii) Looked After Children</p> <p>(viii) Pupils With Health Needs Attendance</p> <p>(ix) Safeguarding &amp; Child Protection</p> <p>(x) Special Educational Needs &amp; Disability</p> <p>(xi) Supporting Children With Medical Needs</p> <p>(xii) Federation Visits Policy</p> <p>It was noted that each of the above documents were on School Aspect for review/comment/approval. <b>ACTIONS:</b> (i) all to review and comment on/confirm approval of the policies via School Aspect (ii) KW, JO, and SM to revise use of ‘Headteacher’ to ‘Executive Headteacher’ or ‘Head of School’ as appropriate and (iii) KW to add school specific annexes to the Health &amp; Safety Policy.</p>	All KW/JO/SM KW
11.	<p><b>Governor Participation/Monitoring</b></p> <p>FF: Conducted safeguarding audit visit – FF confirmed that everything was in good order and she had checked the SCR at both schools – she commented that it was particularly lovely to visit LF</p> <p>JN: Met with LF Finance to commence Health &amp; Safety audit and was hoping to repeat at SSQ after Easter (when budget processes – which are currently being prioritised – are complete).</p>	KW Clerk
12.	<p><b>Governor Training – schedule of LA courses on Teams</b></p> <p>Noted. It was suggested that training might be included on governance calendar once migration of governors’ IT is completed. <b>ACTION:</b> Clerk to 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.</p>	Clerk

13.	<p><b>Standing Items:</b></p> <p><b>(a) Marketing Activities</b> Noted above.</p> <p><b>(b) Safeguarding Update</b> As noted above, FF conducted safeguarding audit visit including review of SCR. Some General Data Protection Regulations (<b>GDPR</b>) issues were identified – although the movement to an electronic system will address most of these. FF cautioned that these issues needed to be robustly addressed as the implications for any breaches ate huge – although everything is generally in pretty good order. <b><u>ACTION: FF to circulate checklist and report via the Clerk.</u></b></p> <p><b>(c) Health and Safety</b> As noted above.</p> <p><b>(d) H &amp; S Compliance/Audit</b> As noted above.</p> <p><b>(e) Single Central Record (SCR) Update</b> As noted above, latest two GOTT have reviewed. <b><u>ACTION: Next GOTT to also check and complete register to confirm checked.</u></b></p>	<p><b>FF</b></p> <p><b>GOTT</b></p>
14.	<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>• <b>Progression of written strategy</b></li> <li>• <b>Robust review of budgets/consideration of sustainability</b></li> <li>• <b>Approving ongoing investment: to improve facilities at LF and continue nursery at SSQ</b></li> <li>• <b>Adoption of high-quality policies</b></li> </ul>	
15.	<p><b>Date of next meetings (all 6.00pm start):</b>  <b>Thursday 27 May 2021</b>  <b>Thursday 15 July 2021</b></p>	<b>All note</b>

ES observed that the governing body was working well as a unit and thanked all for their hard work and commitment to the federation.

The meeting closed at 8.01pm.

Signed:.....(Chair)

Date:.....

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Date: ..... 12/06/21