

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

**Monday 13<sup>th</sup> December 2021**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Luke Matthews (**LM**), Johanna Nathanson (**JN**), John Dawson (**JD**), Richard Priest(**RP**), Wendy Goodswen (**WG**), Adrian Cole (**AC**) and Gemma Hector (**GH**)

**In Attendance:** Huw Solly (former and prospective re-appointed Foundation Governor)(**HS**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**) and Michelle Hocking (**Clerk**)

**Apologies:** Fiona Farquhar (**FF**) and prospective Foundation Governor, Tom Stables (**TS**)

**Apologies (usual attendees):** Sarah Matthews (**SM**),

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

**AGENDA**

	<b>Item</b>	<b>Action</b>
	<b>Opening Prayer</b> Led by RP.	
1.	<p><b>Attendance and Apologies</b> <b>New Governors introductions &amp; welcome – TS and GH</b> <b>Attendance &amp; Apologies:</b> Apologies: Noted and accepted from FF and TS. Quorum present.<sup>1</sup></p> <p><b>Welcome – Tom Stables</b> ES reported that TS’s Foundation Governor application was complete – although unfortunately he had been unable to attend this evening’s rescheduled meeting.</p> <p><b>Welcome – Gemma Hector</b> ES confirmed that GH’s appointment formalities – including the taking up of references – were complete. <b>It was unanimously agreed that GH be co-opted as a governor with immediate effect. ACTION:</b> <u>Clerk to update the records accordingly.</u> GH briefly introduced herself as a parent of a child who has started in Reception at LF and a qualified primary school teacher (Early Years Foundation Stage (<b>EYFS</b>) specialist with experience of teaching all primary school year groups) – who currently runs her own education recruitment company.</p>	<b>Clerk</b>

<sup>1</sup> Total 9 governors, 6 present at beginning is more than 50%

	<p>ES also welcomed HS to the meeting – explaining that HS had previously been a valued member of the team and he was pleased to confirm that HS’s application for re-appointment as a Foundation Governor was currently being processed by the Diocese. <b><u>ACTION:</u></b> Clerk to update the records with HS’s appointment following completion of Diocesan appointment processes and DBS checks.</p>	Clerk
2.	<p><b>Declaration of Pecuniary Interests – annual forms completion</b>  GH formally declared her interest as an education recruiter although noting that she had no intention of formally assisting with recruitment via her company she would be happy to lend impartial support in drafting advertisements, job profiles, etc at any time for either school should this be requested. No interests declared in this evening’s agenda.</p>	
3.	<p><b>Approval of last minutes (23<sup>rd</sup> September) and matters arising (not covered elsewhere)</b>  The minutes had been circulated and it was presumed that all present had reviewed them. <b>The minutes of 23<sup>rd</sup> September were unanimously approved as a true and accurate record of that meeting. <u>ACTIONS:</u> (i) ES to sign the last minutes and return them to the Clerk for filing and (ii) Clerk to publish/file the last minutes as appropriate.</b></p> <p><b><i>Matters Arising</i></b>  See AOB below.</p>	ES Clerk
4.	<p><b>Ratification of the Pay Panel Recommendations for Staff Pay</b>  It was noted that the Pay Panel recommendations had been approved by the majority of governors by email and implemented on the basis of that provisional approval – to be ratified this evening.  <b>The Pay Panel recommendations for staff pay were unanimously ratified and implementation of them unanimously retrospectively approved.</b></p>	
5.	<p><b>Headteacher Report – including</b></p> <ul style="list-style-type: none"> <li>- <b>Data Update, School Development Plan (SDP)</b></li> <li>- <b>Subcommittee Actions from SDP</b></li> </ul> <p>It was noted that KW’s comprehensive Headteacher Report had been circulated prior to the meeting and it was presumed all present had reviewed it.  KW highlighted:</p> <ul style="list-style-type: none"> <li>• Really busy – combination of teaching &amp; learning and Covid challenges</li> <li>• Stanton St Quintin (<b>SSQ</b>) remote learning today following Covid spike</li> <li>• Continued focus on teaching &amp; learning – maintenance of high quality teaching, lots of exciting special events and admissions for next year</li> <li>• Huge achievements made by the federation both last year and this autumn term</li> <li>• Cleaning challenges: No cleaners at LF for a time – staff worked above and beyond to cover – coming in early and at weekends to</li> </ul>	

	<p>clean (particularly focused on more stringent cleaning requirements of the pandemic)</p> <p>The board queried whether cleaning arrangements had now reached a point of stability. KW confirmed that, as detailed at Finance &amp; Resource Committee (<b>F&amp;R</b>), cleaning was now settled – early expiry of contract without penalty and, following an interim period, the new provider’s formal contract commences from January with them recruiting specific cover.</p> <p>KW continued:</p> <ul style="list-style-type: none"> <li>• Catering: Early expiry of contract without penalty – including cessation of unsustainably high management fee. Both schools have moved to the new provider (SSQ via brought in service) which is more competitively priced and with good quality food (the standard of which is being closely monitored) – stable position now and both schools have Christmas dinners scheduled.</li> </ul> <p>The board:</p> <ul style="list-style-type: none"> <li>• Noted that, in light of these recent experiences, the Business Continuity Plan was being updated to specifically include provisions relating to cleaning and catering and would be reviewed by governors in March <b><u>ACTION: Clerk to add Business Continuity Plan to the March agenda.</u></b> KW assured governors that the Business Continuity Plan remained fit for purpose, noting that the recent audit had been very positive about the general comprehensiveness of the plan.</li> <li>• Commended staff for their dedication and queried how everyone is. KW explained that staff are completely fatigued although everyone at both schools have been great and supported each other really well. JO reiterated that it was good to see how well all staff have teamed together – often at short notice – and JN echoed these positive comments.</li> <li>• <b>Unanimously agreed that, upon formal re-appointment of HS, HS to join F&amp;R and JD to move to Teaching, Learning &amp; Development Committee (TLD) <u>ACTION: Clerk to update the records accordingly, following completion of HS’s Foundation Governor appointment formalities.</u></b></li> </ul> <p>KW continued:</p> <ul style="list-style-type: none"> <li>• Covid 19 testing regime continues, following rise in cases (and on Public Health advice) staff have moved from twice weekly to daily testing – threshold is 10% of class (5 cases): <ul style="list-style-type: none"> <li>○ LF is on amber alert – with enhanced cleaning, retention of class bubbles and zoned playtimes until the end of term</li> <li>○ SSQ will tip threshold tomorrow if a PCR result which is currently awaited comes back positive</li> </ul> </li> <li>• Each school has a remote learning policy: <ul style="list-style-type: none"> <li>○ SSQ uses ‘SeeSaw’ (electronic platform), via which children can digitally receive and upload their work for teachers to mark</li> <li>○ LF uses ‘Tapestry’ (a similar electronic system) and is making checks to ensure fully set up by the end of term by way of contingency</li> </ul> </li> </ul>	<p>Clerk</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> <li>○ Broad resources for remote learning – including Maths No Problem and phonic – focused on computer-based or practical activities (to minimise families’ need to print anything)</li> </ul> <p>The board noted that governors were focused on linking their work to SDP priorities, with committees’ chairs meeting to consider best ways to do this and the last TLD meeting including lots of actions for individual governors.</p>	
<p><b>6.</b></p>	<p><b>Teaching, Learning &amp; Development Committee Report – ratification of EYFS Governor</b></p> <p>It was noted that the minutes had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>AC highlighted:</p> <ul style="list-style-type: none"> <li>● Annual cycle of key agenda items agreed – aligned to data drops to increase efficiency (this will be initially run for a 12 months’ trial period)</li> <li>● Term 6 data was reviewed – particularly for the benefit of new governors – to recap and consider the nature of progress and attainment data available</li> <li>● SDP areas requiring focus for the next year were considered</li> <li>● The very positive engagement of LF staff with the introduction of Maths No Problem scheme and the significant changes to working practices this brings were specifically discussed</li> <li>● Detailed discussion and approval of policies were undertaken</li> <li>● Link governors’ roles were allocated, actions set and very positive Maths visit report noted (the subject leader confirming that Maths has been invested in well)</li> <li>● The impact of Covid has been significant – particularly for EYFS and Key Stage 1 children’s social and emotional resilience and independence – it is likely to take a long time to move past the impact of the pandemic</li> </ul> <p>Questions were invited. There were none.</p> <p><b>GH’s appointment as EYFS Governor was unanimously approved.</b></p> <p>AC added that the committee looked forward to welcoming JD.</p>	
<p><b>7.</b></p>	<p><b>Finance &amp; Resources Committee Report</b></p> <ul style="list-style-type: none"> <li>- <b>Summary of items discussed</b></li> <li>- <b>Approval of relevant items (including Income &amp; Expenditure Report (I&amp;E))</b></li> </ul> <p>It was noted that the minutes had been circulated and it was presumed that all present had reviewed them.</p> <p>LM highlighted:</p> <ul style="list-style-type: none"> <li>● SWAP Audit: came through amazingly with just two recommendations</li> <li>● The committee approved staffing requests for 3 Teaching Assistants</li> <li>● The telephone network/infrastructure upgrade processes are ongoing</li> <li>● Catering and cleaning mentioned above were briefly discussed</li> </ul>	

	<p>The board queried how the new finance and administration staffing structure was working in practice. KW emphasised that the huge changes, necessarily instigated on short notice and with very little handover, were incredibly challenging for staff initially. KW noted that, whilst it is still early days, the structure is much more cohesive and as further consistency of processes is implemented, capacity/staff workloads should become more manageable. KW stressed that completing the telephone network upgrade is a significant priority to reduce daily pressures on the finance and admin team.</p> <p><b>The I&amp;E and School Fund Audit Certificates were unanimously approved in the form circulated prior to the meeting and ES /KW authorised to sign them as necessary.</b> It was acknowledged that, technically, such routine financial monitoring can be fully delegated to F&amp;R provided that FGB always retain financial oversight (including the opportunity to review and approve annual budgets in some detail).</p>	
<p><b>8.</b></p>	<p><b>Christian Distinctiveness Committee Update</b></p> <p>It was noted that the minutes had been circulated and it was presumed that all present had reviewed them.</p> <p>RP highlighted:</p> <ul style="list-style-type: none"> <li>• At a recent Bristol Diocese Foundation Governor Induction session he attended – he was one of only four (out of a total of 24 attendees) whose school’s had a separate Christian Distinctiveness or Ethos Committee!</li> <li>• Lots of special services this term: Back to School (September), Harvest (October), Remembrance (November) and Christmas (December) and high-quality collective worship is regularly supported</li> <li>• There are clear indicators that the school is prioritising Christian Distinctiveness – e.g., the table with worship cloth in cherry hall – in which the children obviously take pride - laid out in school and stars project (woodwork/carvings displays)</li> <li>• Whilst the school’s ethos and values are great, the committee are considering some further activities highlighting ‘courageous advocacy’ – e.g., the church toilet is twinned with one in another country – encouraging steps to improve sanitation in needy countries, similar arrangements for bin twinning (which also encourages children to reflect)</li> </ul> <p>KW explained that both Ofsted and SIAMS inspections have recommenced following the initial hiatus of the Covid pandemic, but the federation schools are unlikely to be inspected imminently and so leadership and staff are currently focusing more on implementation and impact of measures than on producing inspection evidence documentation (such as Self Evaluation Form (<b>SEF</b>)).</p>	
<p><b>9.</b></p>	<p><b>Policies and Published Documents:</b> <a href="https://schoolaspect.com">Log On (schoolaspect.com)</a></p> <p>Automatic reminders will continue. <b>ACTION:</b> <u>All to log on and confirm feedback/approval via schoolaspect.</u></p> <p>KW highlighted:</p> <ul style="list-style-type: none"> <li>• Teaching &amp; Learning, Special Educational Needs &amp; Disabilities (<b>SEND</b>) and Governor Visits policies had been separately circulated prior to upload to schoolaspect to elicit specific focus and comments</li> </ul>	<p><b>All</b></p>

	<p>from governors – it was noted that there were none <b>ACTIONS:</b> (i) <u>KW to upload to schoolaspect the Teaching &amp; Learning, SEND and Governor Visits policies in the form circulated prior to the meeting and (ii) all to approve these policies electronically via schoolaspect.</u></p> <ul style="list-style-type: none"> <li>SEND and Pupil Premium are statutory reports which must be published on the schools’ websites – <b>each of the SEND and Pupil Premium policies and reports were unanimously approved for publication on the schools’ websites.</b> <b>ACTION:</b> <u>KW to upload SEND and Pupil Premium documents to the school website before the end of December.</u></li> </ul> <p>The board noted:</p> <ul style="list-style-type: none"> <li>Governor Visits policy is very clear and underlines the strategic role of governors (and need to avoid operational matters) and need to ensure meaningful monitoring</li> <li>Visit Notes are important to: <ul style="list-style-type: none"> <li>Provide a full record and evidence for inspections</li> <li>Encourages governor reflection – clarity of purpose and objectives of the visit</li> <li>Show governor participation – raising the profile of governors by visiting the schools and sharing immersion in the schools with the schools’ community</li> </ul> </li> <li>Recent Ofsted inspections in the southwest have shown a key trend identified – particularly during pandemic restrictions – is lack of governor oversight</li> </ul>	<p>KW All</p> <p>KW</p>
<p>10.</p>	<p><b>Governance Update:</b></p> <p><b>(a) Reminder of the role of governors</b></p> <p><b>(b) Difference between Operational and Strategic involvement</b></p> <p><b>(c) Test through monitoring</b></p> <p><b>(d) Next Update Governors’ Briefing Term 3 (On-line broadcast) – 19 January 2022 16:00-17:30</b></p> <p>ES reported that he had attended a Governance Update, which broadly included:</p> <ul style="list-style-type: none"> <li>Public Health guidance on Covid</li> <li>Emphasis on governors’ monitoring role – importance of verifying what is reported into governors’ meetings and evidencing this</li> <li>Stressing importance of external validation</li> <li>Reminder of huge list of upcoming training available – ES is keen that governors’ target their attendance to maximise impact on their specific roles and areas of interest</li> <li>Details of funding arrangements and need to keep on top them – particular relating to Education Health Care Plans (<b>EHCPs</b>)</li> <li>Details of various digital resources available to schools including remote learning resources, free holiday camp and Pupil Premium Strategy Statements frameworks</li> </ul> <p>AC volunteered to attend the next Governors’ Briefing – on 19<sup>th</sup> January and others to volunteer (after the meeting) to attend the remaining Governor Briefing sessions for this academic year on a rota basis</p> <p><b>ACTIONS:</b> (i) <u>Clerk to book AC onto the January session (ii) AC to attend and report back on the January session at the January FGB (iii) Clerk to circulate remaining dates to all and request volunteers (iv) all to volunteer to attend a session if feasible and (v) Clerk to add Governor Briefing Update as a standing agenda item (attributed to the governor(s))</u></p>	<p>Clerk AC Clerk All</p>

	who attend the immediately preceding session).	Clerk
11.	<p><b>Governor Participation/Monitoring</b>  ES confirmed the <u>minimum</u> monitoring expectation was that one governor from each committee visits each school each term and completes a Visit Form (template at the back of the Governor Visits Policy) which is fed into TLD or FGB (depending upon timing of visit and meeting) <b><u>ACTION: Clerk to add Visit Reports as standing agenda item to both TLD and FGB agendas going forwards.</u></b></p> <p>Training attended since last meeting:</p> <ul style="list-style-type: none"> <li>• RP: Core Curriculum (English &amp; Maths) Overview for Governors</li> <li>• ES: Governor Briefing</li> <li>• KW: Headteacher Briefing</li> </ul>	Clerk
12.	<p><b>Website Audit</b>  WG explained that she was synchronising various website audit tools and would report back to the next meeting. <b><u>ACTION: Clerk to add website audit to the next agenda.</u></b></p>	Clerk
13.	<p><b>Governor Skills Audit Analysis</b>  It was noted that, whilst there were some anomalies in the matrix circulated due to a change in the form completed (some completing 2020/21 NGA form and others completing 2021/22 NGA form), overall, the skills are strong:</p> <ul style="list-style-type: none"> <li>• all Essential skills criteria (except 'Awareness of the key aspects of national education policy and education locally') graded 4 or 5 ('5' being extensive skills in this area)</li> <li>• all Desirable criteria graded at least 3</li> <li>• the lower graded areas could easily be strengthened through increased practical experience (e.g., guest chairs to gain experience of and increase confidence in chairing meetings) and/or targeted training (e.g., 'Understand elements that make up a broad and balanced school curriculum').</li> </ul> <p>It was specifically acknowledged that, with the ever-changing national landscape, it was challenging to remain confidently on top of national and local education policy.</p>	
14.	<p><b>Governor Training – schedule of LA courses on Teams + skills audit analysis</b>  As discussed above, specific items highlighted and sessions relevant to specialist roles sent to individual governors as appropriate.</p>	
15.	<p><b>Standing Items by Exception:</b>  <b>(a) Marketing Activities</b>  <b><u>ACTION: Moving forwards this agenda item to be attributed to GH (to provide summary of marketing activities underway and planned foci).</u></b></p> <p>KW reported that:</p> <ul style="list-style-type: none"> <li>• marketing for intake into Reception in September 2022 had effectively ended – this had included individual tours (out of school hours) and open events</li> <li>• there is a new admissions portal for schools to check applications</li> </ul>	GH

	<p>received – this currently shows 23 for LF and 10 for SSQ - although it is not clear which proportion of these are first, second and third choices and also 8 of the nursery children at SSQ have not applied</p> <ul style="list-style-type: none"> <li>• the September class structure remains a significant challenge – both schools are continuing their flexible approach to structure and curriculum planning</li> <li>• Both schools are using social media (Facebook) and their websites to promote – and also local community platforms (such as ‘Next Door’) – with teachers being encouraged to do class blogs which are uploaded</li> <li>• Planned Admission Number (<b>PAN</b>) at LF is 16 – whilst LF is currently limited by its physical space, additional learning space is planned within c.18 months and the school is committed to accommodating all applicants, if at all possible, meanwhile</li> <li>• LF has a mix of large (Yr12 and Yr5) and very small cohorts and so there is a strong rationale for and increasing experience of mixed classes – parents appear to be increasingly confident in decisions taken and are raising fewer queries and concerns about this</li> </ul> <p><b>(b) Safeguarding Update</b> In FF’s absence, KW reported:</p> <ul style="list-style-type: none"> <li>• The last School Improvement Adviser (<b>SIA</b>) visit was focused on safeguarding – visited both schools and saw same procedures (and named governor overseeing) in both schools</li> <li>• FF (as Safeguarding Governor) and KW conducted a RAG-rated internal audit, which was shared with and positively received by the SIA</li> <li>• FF checked the Single Central record (<b>SCR</b>), and the SIA conducted an independent check of the SCR</li> <li>• The Local Authority (<b>LA</b>) Audit is scheduled for completion in January <b>ACTION: FF and KW to complete LA Audit and report back</b></li> <li>• Electronic system at LF is being rolled out to SSQ in the New Year – thanks to JO for agreeing to support with this</li> </ul> <p><b>(c) Health and Safety</b> <b>Covid Update</b> KW reported:</p> <ul style="list-style-type: none"> <li>• Nativities: continuing as outside events – JN explained that practices have taken place outside – including today’s dress rehearsal until it was rained off, class performances scheduled for tomorrow and Wednesday (tomorrow’s will be recorded in case weather conditions result in cancellation of Thursday’s)</li> <li>• Christmas Fun Day events include virtual church service, outside nativities and Christmas dinners at both schools</li> </ul> <p><b>Winter Preparedness</b> KW reported that the Contingency Plan has been updated with Public Health and Headteachers’ Briefings guidance and CO2 monitors installed (which include thermometers so LA working temperature of 18 degrees can be monitored and maintained).</p> <p>It was specifically noted that the Covid ventilation requirements was resulting in high energy bills which were having a significant impact on finances.</p>	<p>FF/KW</p>
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<p><b>Business Continuity Plan</b> Discussed above.</p> <p><b>(d) Single Central Record (SCR) Update</b> As noted above, externally validated as up to date by both the Safeguarding Governor and SIA.</p> <p><b>(e) Equalities and Accessibility</b> KW reported that the Equalities Statement had been updated as appropriate and there were key proposals to improve accessibility through creating more learning space at LF.</p> <p><b>(e) Projects Update:</b> <b>Car Parking – update</b> ES reported that:</p> <ul style="list-style-type: none"> <li>• Planning consent for the proposed plan expired in February</li> <li>• LF is unable to assign school budget to development outside the school's boundary</li> <li>• A parents' group is working with the council</li> <li>• A fund of £7.5k (£6K carried forward from previous project + £1.5K Tesco) must be committed by the end of the financial year or it will be withdrawn – accordingly design work is starting as soon as possible</li> <li>• It is anticipated that the project will be large (costing c.£50-60K overall), and, via F&amp;R and Parent Teacher Association, the school would assist with fundraising as much as possible)</li> </ul> <p><b>Parish Council School Boundary</b> ES reported that the land outside the school is common land and potential for the school to take over some of it has not been discounted with good creative discussions taking place in a sensitive manner (to avoid adversely impacting community ties).</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 7 (23.03.21):</b> <u>Clerk to add Nursery Provision Sustainability to the March 2022 agenda.</u></p> <p><b>Item 11 (23.03.21):</b> Whilst an ongoing action to add meetings, key deadlines, in-school/cascaded training sessions, etc</p> <p><b>Item 3 (23.09.21):</b> <b>ACTION:</b> <u>Clerk to publish current minutes on schools' websites and create archive minutes section on schools' websites.</u></p> <p>As noted above, new governors' references taking up and induction largely complete, although ES suggested a more formal mentoring system be put in place – committee chair to mentor/select mentor for new governors in their committee. <b>ACTIONS:</b> <u>AC and LM to appoint mentors for GH and TS.</u></p> <p><b>Buckley Barracks Update</b></p>	<p>Clerk</p> <p>Clerk</p> <p>AC/LM</p>
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	<p>JD reported that decision to close has been reversed and the barracks will remain for the foreseeable future with £50m infrastructure refurbishment planned over the next two years and the regiment staying and increasing slightly.</p> <p><b>ACTIONS:</b> (i) KW to draft SSQ flyer for Barracks Welcome Pack and arrange for its translation into Nepalese and (ii) JD to arrange for July FGB to take place at the Barracks.</p>	<p>KW JD</p>
16.	<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>• Increased presence/contact with teachers (Subject Link Governor visits (Maths and Science), Named Governor visits (Safeguarding and SEND) and Christian Distinctiveness input</li> <li>• Committing to specific individual actions arising from meetings and planned activities via committees</li> <li>• Checking in on staff wellbeing during these particularly challenging times</li> <li>• New governors' positive conversations and dedication to getting up to speed</li> <li>• Building a structured approach to governance to maximise governors' impact (e.g., TLD Annual Plan and Projects Planning) – working together as a cohesive team towards developments which always put the children's best interests at the forefront</li> </ul>	
17.	<p><b>Date of next meeting (6.00pm start):</b>  <b>Thursday 27<sup>th</sup> January 2022 – IN SSQ SCHOOL HALL – JD gave apologies in advance</b> <b>ACTION:</b> Clerk to note JD's apologies for the <u>January meeting.</u></p> <p><b>Other meetings of the academic year (all 6.00pm start):</b>  <b>24<sup>th</sup> March 2022 (at LF)</b>  <b>26<sup>th</sup> May 2022 (at SSQ)</b>  <b>14<sup>th</sup> July 2022 (at Buckley Barracks)</b></p>	<p>All note Clerk</p>

The meeting closed at 8.02pm.

Signed:.....(Chair)

Date:.....