

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 22nd September 2022

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Huw Solly (**HS**), Gemma Hector (**GH**), Richard Priest (**RP**), Adrian Cole (**AC**) and John Dawson (**JD**)

In Attendance: Kyle Hutchings (Observer and prospective Parent Governor) (**KH**), James Osler (**JO**) and Michelle Hocking (**Clerk**)

Apologies: Fiona Farquhar (**FF**) and Tom Stables (**TS**) and (and also usual attendee Sarah Matthews (**SM**))

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

AGENDA

	Item	Action
	Opening Prayer Led by RP.	
1.	<p>Attendance and Apologies Apologies: Noted and accepted from FF and TS. Quorum present.¹ KH was welcomed as an observer (having signed confidentiality undertakings) and it was noted that he was a prospective Parent Governor. Following the resignation of both Parent Governors at the end of the summer, parent governor recruitment processes would be required at both schools. ACTION: Clerk/ES to draft and arrange for parent governor self-nomination/election processes as soon as possible.</p> <p>Appointment of Chair and Vice Chair: Process acknowledged, all: (i) aware of the need to elect chair and vice-chair in the first meeting of the academic year, each for a term of office of one year. (ii) given the opportunity to nominate themselves for either of these roles. (iii) able to request nominees leave to facilitate secret ballot if wish. The Clerk asked if anyone wished to nominate themselves for either of these roles. ES confirmed that he would re-stand as chair and AC confirmed that he was prepared to stand as vice-chair for one more year. No other nominees. Noone wished ES or AC to leave the room for confidential discussions to take place about their proposed re-appointments. It was</p>	Clerk/ES

¹ Total 11 governors, 7 = 50%

	<p>unanimously agreed that ES is elected Chair and AC Vice Chair both with immediate effect and for a term of one year. ACTION: Clerk to collate records accordingly.</p> <p>Appointment of Finance & Resources Committee (F&R) Chair It was noted that HS had chaired the first meeting of F&R this academic year (see below) and F&R had proposed HS be appointed chair of F&R with immediate effect until the first meeting of the academic year 2023/24. HS's appointment as chair of F&R for the academic year 2022/23 (i.e., until the first meeting of the academic year 2023/24) was unanimously approved.</p> <p>Appointment of Teaching, Learning & Development Committee (TLD) Chair It was noted that AC had chaired the first meeting of TLD this academic year (see below) and TLD had proposed AC be appointed chair of TLD with immediate effect until the first meeting of the academic year 2023/24. AC's appointment as chair of TLD for the academic year 2022/23 (i.e., until the first meeting of the academic year 2023/24) was unanimously approved.</p>	Clerk
2.	<p>Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been circulated via online forms and all were requested to complete their online Declarations of Interests forms. ACTION: All to complete online <u>declarations of Interest forms.</u> All confirmed no changes to their Register of Interests declarations. No interests declared in this evening's agenda.</p>	All
3.	<p>Approval of last minutes (14th July) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 14th July were unanimously approved as a true and accurate record of that meeting. ES signed the minutes accordingly. ACTION: Clerk to publish/file the last minutes <u>as appropriate.</u></p> <p>Matters Arising It was acknowledged that adding meetings, key deadlines and in-school events to the governance calendar remained an ongoing action but not one which needed to be constantly carried forward.</p> <p>Item 3, 14.07.22 (carried forward since September 2021): JD and TS to attend New Governors' Induction training as soon as possible -- carry forward. ACTIONS: JD and TS to complete New Governors <u>Induction training as soon as feasible.</u></p> <p>Item 3, 14.07.22 (carried forward since March 2022):</p> <ul style="list-style-type: none"> It was reported flyer documents were being translated into Nepalese but there are very few invitation acceptances for the welcome coffee morning for Nepalese community. ACTION: (i) KW to arrange for the school's Support Worker to <u>translate the flyer into Nepalese when workloads permit and (ii) JD to liaise with colleagues to maximise attendance at the Nepalese coffee morning.</u> It was noted that nearly all had completed PREVENT training. 	<p>Clerk</p> <p>JD/TS</p> <p>KW/JD</p>

	<p>ACTION: JD to complete PREVENT Training: INTRODUCTION TO PREVENT E-LEARNING PACKAGE and Clerk to send PREVENT completion certificate to SM and JO upon receipt.</p> <ul style="list-style-type: none"> It was noted that TS had agreed to conduct the next Health & Safety walk around ACTION: TS to report on Health & Safety walk around to the next meeting. <p>Item 4, 14.07.22: It was noted that all had reviewed the White Paper which, in very brief summary, required schools to consider academisation opportunities with a view to joining/forming a Multi-Academy Trust (MAT) by 2030 but assuring that schools would not be obliged to join a MAT unless they had received two 'Requires Improvement' Ofsted judgments.</p> <p>It was further noted that, with the appointment of the new Secretary of State for Education, there were likely to be some changes to the strategies outlined in the White Paper.</p> <p>Item 12, 14.07.22: ES confirmed that the deadline for submission of articles for the next edition of the Kington Langley magazine was Monday and he had asked TS to complete this over the weekend (noting that he would complete himself if TS was unable to do so).</p> <p>All other actions complete or covered by this meeting's agenda.</p>	<p>JD/Clerk</p> <p>TS</p>
<p>4.</p>	<p>Safeguarding</p> <p>(a) Keeping Children Safe in Education 2022 (KCSiE) Acknowledgement (link to Microsoft forms sent 14.09.22) Link circulated prior to the meeting, those who have not completed already reminded to do so please ACTION: All to complete online forms <u>acknowledgement of KCSiE.</u></p> <p>(b) Safeguarding & Child Protection Policy One governor requested that clarificatory wording be added to p.8 re liaison with partner organisations "for example alternative provision, Wiltshire Council, to ensure any safeguarding records for learners are shared on transition" as he understood that schools deal directly with each other rather than via Wiltshire Council. KW explained that the policy wording was the Wiltshire model policy, but she would carefully consider any clarificatory amendment necessary. Subject to KW considering any minor amendment to page 8, the Safeguarding & Child Protection Policy was unanimously approved in the form circulated prior to the meeting. ACTION: KW/Clerk to file as an approved policy and arrange for publication on the schools' websites.</p> <p>(c) Staff Behaviour Policy The Staff Behaviour Policy was unanimously approved in the form circulated prior to the meeting. ACTION: KW/Clerk to file as an approved policy and arrange for publication on the schools' websites.</p> <p>(d) Whistleblowing Policy The board discussed guidance around child-friendly whistleblowing policies and concurred that, rather than multiple policy documents, an open culture which encourages children to speak out is the key. KW and JO explained that the Federation has a specific child-friendly anti-bullying policy ('Tell, Tell, Tell') and building trusting relationships is part of the safeguarding culture, with Personal Social & Health Education</p>	<p>All</p> <p>KW/Clerk</p> <p>KW/Clerk</p> <p>KW/Clerk</p>

	<p>(PSHE) lessons encouraging discussions around what is and what is not acceptable and reiterating how and with whom to share any concerns. The Whistleblowing Policy was unanimously approved in its current form (no changes). <u>ACTION: KW/Clerk to file as an approved policy and arrange for publication on the schools' websites.</u></p> <p>KW highlighted that all new starters receive safeguarding training including volunteers' safeguarding sessions. Particularly as governors were unable to attend the whole school training yesterday, all were requested to update their training as soon as possible <u>ACTIONS: (i) All to complete Local Authority (LA) safeguarding training (via RightChoice booked upon request to the Clerk) for all governors as soon as feasible (ii) All to review safeguarding training materials circulated by KW after the meeting and (iii) All to endeavour to attend Online Safety Training (date and time to be confirmed by KW after the meeting)</u></p>	<p>AII/KW</p>
<p>5.</p>	<p>Structure of Governing Body 2022/23:</p> <p>(a) Federation Strategic Plan The Strategic Plan was unanimously ratified in its current form pending any changes to the government's White Paper (as discussed above).</p> <p>(b) Scheme of Delegation (SoD)/Terms of Reference (ToRs) It was noted that the committees had suggested the following clarificatory adjustments to their ToRs:</p> <ul style="list-style-type: none"> • quorum three governors (rather than three governors who are members of the specific committee) and • that F&R reviews the budget figures in detail and recommends them to the FGB for the sake of transparency rather than repetition of detailed scrutiny <p>The above changes were unanimously approved, subject to email confirmation of the precise wording of them. ACTION: HS to circulate revised wording for email confirmation as soon as feasible.</p> <p>(c) Instrument of Government (IoG) It was noted that:</p> <ul style="list-style-type: none"> • last year two additional co-opted governor positions were created and independent governors were temporarily recruited to them in order to form a panel (with full approval from the board, the Diocese and the LA) • the IoG proposed removes these two additional positions and reverts back to a total of 10 governors (including 2 Parent Governors - 1 Langley Fitzurse (LF) and 1 Stanton St Quintin (SSQ)) – the Clerk confirmed that two separate Parent Governor recruitment processes would therefore need to be run – one for each school • once approved, the IoG would be submitted to the LA in the usual manner and the LA would formally date the document <p>The IoG was unanimously approved in the form circulated prior to the meeting. ACTION: Clerk to file the IoG with the LA and retain for the records.</p> <p>(d) Committees and Working Parties The Committees were unanimously agreed as follows:</p>	<p>HS</p> <p>Clerk</p>

<p>TLD: AC (Chair), KW, GH, RP, FF and JD F&R: HS (Chair), ES and TS It was noted that:</p> <ul style="list-style-type: none"> • GH was happy to attend F&R when required to report on projects with which she is heavily involved and/or to ensure quorum – thanks were extended to GH for this offer • Recruitment to F&R was urgently required and it was hoped that suitable candidates would arise from the Parent Governors' recruitment drive. <p>(e) Named and Nominated Governors The following was unanimously agreed (pending recruitment/discussion with absentees whereupon it was hoped roles and responsibilities might be distributed to others): Health & Safety Governor: HS SEND Governor: GH Safeguarding & Child Protection Governor: FF Pupil Premium Governor: AC Whistleblowing Governor: JD Equality & Diversity Governor: RP (LF) and JD (SSQ) Relationships, Sex & Health Education (RSHE) Governor: <u>ACTION:</u> <u>RSHE Governor to be recruited as soon as possible</u> Maths Governor: AC English Governor: RP Science Governor: <u>ACTION:</u> Science Governor to be recruited as soon as possible RE Governor: RP Early Years Foundation Stage (EYFS) Governor: GH</p> <p>(f) Panels The following was unanimously agreed: Pay Panel: To be constituted as and when required (based on availability) Pay Appeals Panel: To be constituted if required Staffing Panel: To be constituted if required (based on availability) Staffing Appeals Panel: To be constituted if required Headteacher review Panel: ES, AC, HS and the School Improvement Adviser (SIA)</p> <p>(g) Governor Monitoring – visits and expectations All were asked to book school visits as soon as practicable.</p> <p>(h) Calendar of Meetings (Board and Committees) <u>ACTIONS:</u> All to note and Clerk to add to Governance Calendar on Teams: FGB 24th November 26th January 23rd March 18th May 19th July</p> <p>F&R 14th November 9th January</p>	<p>ES/Clerk</p> <p>ES/Clerk</p> <p>All/Clerk</p>
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	<p>13th March 22nd May 10th July</p> <p>TLD 10th November 11th January 8th March 3rd May 12th July</p>	
<p>6.</p>	<p>Headteacher Report It was noted that KW's Headteacher report had been circulated just prior to the meeting and questions were invited on it.</p> <p><u>Questions:</u> Q1: How are new starters (teachers and support staff) settling in? A: Very well:</p> <ul style="list-style-type: none"> • New teacher at SSQ is fantastic; • A TA who has been redeployed from Early Years Foundation Stage (EYFS) to support a child with an Education Health Care Plan (EHCP) is amazing – we are really lucky to have her; • Arrangements for a teacher who is shortly due to leave on maternity leave are working well • New TA in Phoenix Class is excellent with a really lovely manner and clear expectations with the children and communicating well with parents • Planning, Preparation and Assessment (PPA) and Part-time cover teacher is excellent • New Pegasus job share is evolving • New driver is very good (further details will be covered in catering update below) <p>The board noted additional support for services families to cover wraparound care through the childcare vouchers system and it was acknowledged that this would facilitate access to more wraparound care. JD explained that the Ministry of Defence (MoD) had issued a PowerPoint explaining the eligibility criteria which may be useful to share via the schools too. <u>ACTION: JD to send the MoD PowerPoint on childcare vouchers to KW</u></p> <p>Q2: Does the Bursar require additional support with her workload? A: She is coping well although there is a raised workload at present as she trains the new administrator at LF.</p> <p>KW reported:</p> <ul style="list-style-type: none"> • Staff are really busy with quality of learning assessments (with Phonics and Early Reading foci) • Staff are generally exhausted with the general start of new academic year mania but are grateful for governors' concern • There was a sudden an unexpected bereavement in the SSQ community – the school is poised to work with bereavement charities to support the family as soon as they are ready to engage with such structured support but meanwhile SSQ's administrative 	<p>JD</p>

	<p>assistant has been exceedingly helpful to the family with practical school administrative matters</p> <p>Priorities KW handed round paper copies of the priorities presented at committees</p> <p>KW highlighted:</p> <ul style="list-style-type: none"> • Costings reflected in Easter budget planning • LF obtained funding as part of Early Reading programme (which has been invested in Sounds Write and other relevant resources) • LF current requires more input – hence longer list of priorities <p><u>ACTIONS:</u> Clerk to set up online form approval process for priorities and all to complete online forms approval.</p>	<p>Clerk All</p>
<p>7.</p>	<p>Teaching, Learning & Development (TLD) Committee Report – summary of items discussed</p> <p><u>ACTION:</u> Clerk to circulate the TLD minutes once approved by AC and KW.</p> <p>AC reported:</p> <ul style="list-style-type: none"> • The committee received detailed reports from both schools • Strengths and weaknesses are very similar to last year: <ul style="list-style-type: none"> ○ LF: Generally good progress but from a low starting point so attainment is not as high as would wish ○ SSQ: Generally good progress and attainment • Focus areas are Phonics and Reading • Governors are reassured that staff clearly know where the children are and are confident about next steps • Governors’ roles and planned visits were discussed and agreed • It was noted that The Statutory Inspection of Anglican and Methodist Schools (SIAMS) was due this year and the inspectors will wish to meet with governors (particularly the Chair of Governors and Christian Distinctiveness Committee members, but could be any governor and all governors must, similarly to an Ofsted Inspection, be prepared to take responsibility) <p>KW summarised that governors needed to understand what is done, why it is done and that Christian ethos is consistently applied in school.</p>	<p>Clerk</p>
<p>8.</p>	<p>Finance & Resources Committee Report</p> <p>(a) Summary of items discussed including Catering</p> <p>(b) Approval of relevant items</p> <p>Minutes circulated and presumed read by all.</p> <p>HS highlighted:</p> <ul style="list-style-type: none"> • Schools Financial Value Statement (SFVS) completion commenced – he and the Bursar were considering efficacy of integrated curriculum financial planning tool as part of efforts to more clearly cross-reference F&R and TLD • He has set up termly meetings with the Busar • LF wraparound care is currently running at a deficit – although governors have been reassured by staff that this is simply early in the term fluctuations in take up which (based on previous years’ 	

<p>experience) are likely to settle</p> <ul style="list-style-type: none"> • Unfunded pay awards (likely to be c.5%) have yet to be budgeted • Energy costs are contained at present (as buying energy on a fixed package deal via the LA) – energy efficiencies are also being encouraged including planned participation in November Switch Off event • ToRs are in hand • SIAMS was discussed – governors urged to familiarise themselves with the materials • Health & Safety: repairs and maintenance required to playground equipment will be one of the foci of TS’s Health & Safety walk • Parking Project: Works being conducted over half term but the area cannot be used for three weeks - discussed as per the minutes <p>KW reiterated her concerns for Health of Safety of staff parking in the Village Hall carpark and the board considered potential alternatives:</p> <ul style="list-style-type: none"> • Asking immediate neighbours whether they would allow parking on their land for temporary period (chapel and farm) <u>ACTION: KW/JO to request consent to park from neighbours.</u> • Asking the Parish Council to reconsider temporary staff parking on the common <u>ACTION: ES/KW to repeat this request if/to the extent that neighbours do not consent.</u> <p>Catering</p> <p>KW updated on developments since the F&R meeting:</p> <ul style="list-style-type: none"> • Met with catering provider on Friday of last week – they have persuaded their agency chef to return and provide a reduced menu • Current menu includes hot food: pasta, jacket potato and sandwiches options only • Continuing to use agency staff remains financially unsustainable and the caterers have given verbal confirmation that they wish to exit the contract or offered the Federation the option to exit without penalties (NB: not confirmed in writing) • Alternatives currently being pursued/considered: <ul style="list-style-type: none"> ○ Marlborough company: delivered service of hot meals – would require Federation to source 2 servers (1 for each school) to temperature check, set up/serve and clean up) ○ Local secondary school: expressed interest in helping – obviously much closer – would require Federation to source 2 servers + continue with delivery driver ○ Local café: Currently recruiting but then have offered to assist – would require Federation to source 2 servers + continue with delivery driver ○ Parent-owned business supplying exclusively vegan meals – would require survey to establish demand first <p>KW explained that she wished to thoroughly explore each of these options – including understanding employment contracts and costs implications – but would circulate preferred/recommended options for approval by email as soon as feasible. All were requested to monitor emails and prepare for electronic approval being required at pace.</p> <p>It was acknowledged that a great deal of work ‘behind the scenes’ was being done to minimise the impact on children and thanks were</p>	<p>KW/JO</p> <p>ES/KW</p>
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	extended to KW and all staff involved. <u>ACTION:</u> KW to continue regular updates to school community as soon as feasible.	KW
9.	Christian Distinctiveness Committee Update RP confirmed that there had not been a Christian Distinctiveness meeting since the last FGB but a new Priest in Charge had been appointed and she appeared, on first meeting, to be a positive addition. It was acknowledged that the committee would be key in preparing for and responding to SIAMS.	
10.	Policies and Published Documents: (a) Supporting Children With Medical Needs (b) Positive Handling & Physical Restraint (c) Bodily Hygiene (d) First Aid (e) School Lone Working (f) Complaints (g) Sun Safety & High Temperature (h) Special Educational Needs & Disabilities (SEND) It was noted that: <ul style="list-style-type: none"> the Behaviour Policy was not a Federation-wide fully combined policy because each school operated slightly different policies (plus SSQ had specific element of Nursery) in error, the School Lone Working Policy had not been circulated Each of the policies listed in (a)-(d) and (f)-(h) inclusive were unanimously approved in the form circulated. <u>ACTIONS:</u> (i) Clerk/KW to circulate School Lone Working Policy for approval by email after the meeting (ii) all to confirm comments on/approval of the School Lone Working Policy by email (iii) Clerk to add ratification of the School Lone Working Policy to the next agenda and (iv) KW to file the above policies as approved policies.	Clerk/KW All KW
11.	Governor Participation/Monitoring – Governors’ Briefings Term 1: GH booked Term 2: HS volunteered Term 3 (19.01.23, 16.00 – 17.30) – volunteer sought Term 4 (09.03.23, 16.00 – 17.30) – volunteer sought Term 5 (26.04.23, 16.00 – 17.30) – volunteer sought Term 6 (21.06.23, 16.00 – 17.30) – volunteer sought <u>ACTIONS:</u> (i) Clerk to book HS on Term 2 session (ii) Clerk to add Terms 1 and 2 Governors’ Briefings Update to the next agenda and (iii) All to consider volunteering to attend Governors’ Briefings in Terms 3, 4, 5 and/or 6.	Clerk All
12.	Governor Training – schedule of LA courses on Teams particularly skills audit areas for development: <ul style="list-style-type: none"> Self-Evaluation Of The Governing Board 04 Oct 2022 09:30 - 11:00 Ambitious Outcomes For All - Governance By Design: 06 Oct 2022 18:30 - 20:00 E-learning Quality First Teaching module will be available to book at start of Term 2	

	<p>26 Jan 2023 18:30 - 20:00 11 May 2023 18:30 - 20:00</p> <ul style="list-style-type: none"> - Vision And Strategy Of The Board 01 Nov 2022 18:30 - 20:00 OR 21 Feb 2023 09:30 - 11:00 OR 25 May 2023 13:30 - 15:00 - Asking Challenging Strategic Questions 08 Nov 2022 09:30 - 10:30 OR 22 Mar 2023 13:30 - 14:30 OR 02 May 2023 19:00 - 20:00 <p>ACTION: All to consider booking onto at least one of the above courses via the Clerk</p> <p>Vision & Strategy and Stronger Governance course update RP explained that this course had been cancelled but he was booked to attend the rescheduled session. ACTION: Clerk to add 'Vision & Strategy and Stronger Governance course update' to the agenda next following RP's attendance on this course.</p>	<p>All</p> <p>Clerk</p>
<p>13.</p>	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities</p> <p>Website Update JO reported that:</p> <ul style="list-style-type: none"> • he and GH had met at the end of last year and over the summer to work on making the LF website more accessible • he met with the IT provider and was advised that the whole website would need significant 'revamp' in the medium term based on impending obsolescence of its coding – JO and KW were discussing options and costings for review at F&R <p>Kington Langley Magazine Deadline 26.09.22 As noted above, TS or ES dealing.</p> <p>(b) Safeguarding Update KW confirmed that staff training had been conducted. Safer Recruitment Training: KW (Dec 2021 – due for renewal Dec 2024) and GH (Sept 2022 – due for renewal Sept 2026) ACTIONS: (i) Clerk to book HS onto convenient online safer recruitment training and (ii) HS to send his completion certificate to the Clerk in due course.</p> <p>(c) Health and Safety As noted above.</p> <p>(d) Single Central Record (SCR) Update KW confirmed SCR up to date.</p> <p>(e) Equalities and Accessibility As reported above – plans being progressed with both schools (feasibility study, etc).</p> <p>(e) SIAMS Update As noted above.</p> <p>(f) Projects Update:</p> <p>New Classroom Project Team As previously reported, there are three key options:</p> <ul style="list-style-type: none"> • Gazebo area (by Cherry Hall) • Two storey (4 room) space replacing current temporary classrooms (which are nearing the end of their useful life and so will form part of the LA rolling programme of updating) • Garden/roundhouse/older parts of the school <p>The two-storey extension was currently the preferred option but feasibility study is awaited.</p> <p>LF Parking Project Update from Parish Council</p>	<p>Clerk HS</p>

	As reported above under F&R Update – no substantive update. AOB Items JD offered troops to conduct manual labour and agreed to ask appropriate colleagues to liaise with school staff regarding assistance with priority items including the SSA pond and LF sandpit ACTION: JD to liaise to obtain troops' support for prioritised manual jobs.	JD
14.	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? <ul style="list-style-type: none"> • Stabilisation of catering (lots of background work although solution not yet confirmed) • Oversight of fiscal management/strategy and standards • Focus on SIAMS preparation (with specific support from Christian Distinctiveness Committee) • Visionary approach to improving systems and processes • Working towards both schools achieving balanced budgets this year (acknowledging specific challenges of catering, salaries and energy costs) 	
15.	Date of next meeting (6.00pm start): 24th November 2022 at Buckley Barracks	All note

The meeting closed at 8.06pm.

Signed:.....(Chair)

Date:.....