

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

Thursday 28th January 2021

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Adrian Cole (**AC**), Huw Solly (**HS**), Harriet Wilkinson (**HW**), Wendy Goodswen (**WG**), Luke Matthews (**LM**), Johanna Nathanson (**JN**), Sarah Matthews (**SM**), (from 6.16pm) David Bloomer (**DB**), (from 6.18pm) Daniel Cornwell (**DC**) and (from 6.25) Fiona Farquhar (**FF**)

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

Apologies: None

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

AGENDA

	Item	Action
	Opening Prayer Led by HS.	
1.	Attendance and Apologies Apologies : None. A couple of governors running a little late.	
2.	Declaration of Pecuniary Interests None.	
3.	<p>Approval of last minutes (26th November): The minutes had been circulated and it was presumed that all present had reviewed them.</p> <p>The minutes of 26th November were unanimously approved as true and accurate records of that meeting. Matters arising as per noted at the end of this evening’s agenda – all complete, superceded, covered by this evening’s agenda or being covered by committees. <u>ACTIONS:</u> ES to sign the last minutes and return them to the Clerk for filing.</p> <p>Approval of Safeguarding Governor and FF as co-opted governor FF had volunteered to take the role of Safeguarding Governor with effect from the previous incumbent’s resignation. To take this role, FF needed to be a full governor, rather than an associate. It was unanimously agreed that FF be and is appointed Co-opted Governor and Safeguarding Governor, both with effect from 1st January 2021. <u>ACTION:</u> Clerk to update the records accordingly.</p>	<p>ES</p> <p>Clerk</p>

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	<p>Appointment of Foundation Governor HW confirmed that the Foundation Governor application process is live:</p> <ul style="list-style-type: none"> • HW and KW have met with the PCC who have confirmed that they wish to meet any proposed candidate(s) prior to commencement of the formal process. • Discussions taking place around viability of new vicar joining as ex-officio. • DB has resigned with effect from 26th November and HW's tenure terminates in the summer – so two new Foundation Governors will be sought. He has agreed to stay a member of the board until a new federation member is recruited. <p>Federation Emails/Teams/Calendars Update It was noted that there were a few technical issues with transfer of everyone to the new domain name.</p> <p><i>DB joined the meeting at 6.16pm</i></p> <p>It was reported that status, forwarding and file permissions for those who are former LF governors were not correct. KW confirmed that she was meeting with the SSQ IT technician on Monday or Tuesday of next week and would aim to resolve these issues with him then.</p> <p><i>DC joined the meeting at 6.18pm</i> KW reported that there were extra costs associated with the transfer:</p> <ul style="list-style-type: none"> • + 2hours for SSQ IT Technician (50:50 costs split) – agreed. • £500 transfer costs quoted by LF current provider – being investigated further/negotiated. <p>Governor Profiles for Websites It was noted:</p> <ul style="list-style-type: none"> (i) FF would wish, for professional reasons, to limit her personal information on the websites. (ii) Others consented to information and photographs. <p><u>ACTIONS:</u> (i) ES to circulate, via the Clerk, a proforma profile and (ii) all to provide draft profiles for upload via the clerk.</p> <p><i>FF joined the meeting at 6.25pm</i></p>	<p>ES /All/ Clerk</p>
<p>4.</p>	<p>Finance & Resources Committee Report HS reported:</p> <ul style="list-style-type: none"> • Income & Expenditure Reports to 31 December 2020 for both schools signed off.¹ • School Financial Value Statements (SFVSSs) for both schools are available in draft and are on track for sign off in March. • Governor of the Term (GOTT) – HS conducted visit to both schools, including General Data Protection Regulation (GDPR) compliance processes – a GDPR Action Plan is in place and HS will review on next visit. 	

¹ Recommended by F&R for FGB approval – formally confirmed by email after the meeting.

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	<ul style="list-style-type: none"> • Long term financial plans to be discussed as part of later strategy item • Alignment of some policies discussed. • Gift of thanks sent to exiting LF clerk to thank her for all her excellent support. • Rural Gigabit Programme (Government connectivity programme - eligible for additional funding towards the cost of installing gigabit-capable broadband premises when part of a group project – LF’s IT provider implementing upgrades on behalf of DfE) <p>It was also reported re Quality First Teaching that the committee approved £3,800 cost to ‘buy’ KW time to spend at LF to embed quality first teaching from 1st January – KW currently based at LF full-time. CPD conducted with teachers before Christmas focused on metacognition and quality first teaching – adapting to current lockdown requirements and Term 4 will focus on Subject Leads’ consistency of approach across both schools.</p>	
5.	<p>Teaching, Learning & Development Committee Report AC reported:</p> <ul style="list-style-type: none"> • Committee met this week. • Focussed on detailed report on assessment data (teacher assessments at the end of Term 1): <ul style="list-style-type: none"> ○ As expected, deficit following lockdown ○ Lower parts of the school were more adversely affected. ○ Lots of work to do in both schools: Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) ○ SeeSaw is being used for communications at both schools: proving easier for parents and children to access, uploading of materials and teachers to give feedback. • Staff are increasing in confidence at using recorded and ‘live’ lessons and assemblies. • In school children are learning well – currently c.40% occupancy at both schools. • Remote learning: Staff are confident that no children are without appropriate access to devices. • Key Worker and vulnerable children: <ul style="list-style-type: none"> ○ families have been individually approached to encourage those eligible to be in school. ○ following request to only send in when required there has been no reduction in those accessing in school offer but: <ul style="list-style-type: none"> ▪ 2 moved to part time provision at SSQ. ▪ 1 further moving to part time provision at SSQ next week. ▪ 3 moved to part time provision at LF. ▪ 1 further moving to part time provision at LF next week. • Methods of measuring/reporting on progress and attainment in a manner which is not unduly onerous on staff are being investigated 	

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	<ul style="list-style-type: none"> • – e.g., using Schools Information Management System (SIMS) data /Wiltshire Tracker to build dashboards for committee meetings. Policies were briefly discussed. • Significant discussion on remote learning and staff wellbeing – focus on ensuring no one is burnt out (it was noted that HW is booked onto a staff wellbeing course with staff from both schools) <p>Governors queried whether, like EYFS/Yr1, there were indications of specific cohorts being more impacted by Covid lockdown(s), e.g., Pupil Premium. AC emphasised that statistical analysis is hampered by particularly small cohorts and the committee relies on quality feedback/detailed qualitative assessments reported by SM and JO. SM added that at SSQ the impact tended to be based on individual circumstances, although English as an Additional Language (EAL) children struggled noticeably more, and the remote offer has been adapted to address this.</p> <p>JO added that a reasonable proportion of the Pupil Premium children at LF were accessing in school provision and information was being gathered across the whole age range to analyse impact on Pupil Premium children.</p> <p>Joint working road map was in progress.</p> <ul style="list-style-type: none"> • Sex and Relationship Education (SRE): it was noted that, in preparation for Easter implementation of additional mandatory requirements, WG was reviewing planning and staff were attending training and collating revised schemes of work and policy documentation. 	
6.	<p>Christian Distinctiveness Committee Update</p> <p>HW reported:</p> <ul style="list-style-type: none"> • Committee met a couple of weeks ago – covered a great deal. • Statutory Inspection of Anglican and Methodist Schools (SIAMs) meeting also took place. • SIAMs focuses on “How effective is the school’s distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?” & this is explored through 7 strands: <ol style="list-style-type: none"> 1. Vision and leadership 2. Wisdom, Knowledge and Skills 3. Character Development: Hope, Aspiration and Courageous Advocacy 4. Community and Living Well Together 5. Dignity and Respect 6. The impact of collective worship 7. The effectiveness of religious education • SIAMs visit focused on collating evidence of those seven strands in preparation for SIAMs inspection. • Vision (Strand 1) commented on by the Diocese – suggested more succinct summary including Christian specific – hence HW proposed amended vision: “<i>Our vision is to ‘Amaze, Excite and Inspire’ a confident, happy and resilient school community. To be an</i> 	

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	<p><i>inclusive church school where everyone can be the best God has made them to be.</i> Approved</p> <ul style="list-style-type: none"> • HW presented a short paper to the meeting, which highlighted: <ul style="list-style-type: none"> ○ Vision ○ Bible verse ○ Partnership with the local church ○ Christian signs and symbols in school ○ Collective worship ○ Practical ways of showing love and care. ○ Opportunities to develop spirituality. ○ A Vibrant RE curriculum ○ Dos and Don'ts Table: emphasising the additional offer of LF as a church school and the non-evangelical nature of the Christian distinctiveness. <p>Governors discussed and acknowledged the varying individual views of those on the governing body whilst accepting that all have a responsibility to make LF a good church school. Those without an active faith emphasised that most primary schools adhere to the majority of items in the 'Dos' column in any event and agreed that the paper provided a useful synopsis to facilitate their proactive input and appropriate support for LF as a good church school.</p>	
7.	<p>Headteacher Update</p> <p>Headteacher Report circulated – KW highlighted this was a new format which would evolve over time in line with federation requirements.</p> <p>KW highlighted:</p> <ul style="list-style-type: none"> • Data stripped out to remove replication. • Framework of report = Ofsted headings • Context was that this was written just prior to lockdown 3 – all were working hard: key foci included staff wellbeing/work life balance. • Moving towards a more blended approach – using Microsoft Teams • Documents circulated included two Covid Catch Up Premium Statements (one for each school) – presented to Full Governing Body as these must be published on the schools' websites: <ul style="list-style-type: none"> ○ SSQ: Experienced Teacher (paid on TA rate) to give targeted Maths support (use funding for most of the year) ○ LF: Teaching teams of TAs + Teacher being used to facilitate targeted support and intervention quickly. • Behaviour and Attitudes: to include Pupils' application, admissions, attendance, and exclusions. <ul style="list-style-type: none"> ○ Applications for EYFS places closed on the 15th January 21 - no indicative number of children applying for reception places yet (Covid apprehension/uncertainty) ○ There have been no exclusions fixed or permanent. ○ SSQ mobility: 5 children joining the school 2 military and 3 in year transfer. 1 child has left and 2 will left at the end of the academic year due to military postings. ○ LF mobility: 2 children– moving to Elective Home Education (EHE). 3 children who would like to return to school from EHE (dates to be confirmed) 	

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	<ul style="list-style-type: none"> ● Personal Development: <ul style="list-style-type: none"> ○ SSQ: Planned activities such as Harvest, Remembrance, School Panto at LF and a recorded Christmas message/song were ways the school was brought together. ○ Both English leads are part of the Oracy project, The EYFS leads have meet (virtually) to moderate writing and the ○ Remote Learning Survey and feedback: children at home are missing their class peers and so moving forwards whole school/class assemblies via Teams are being explored . ○ Daily attendance returns to the Local Authority and DfE, allow the relevant authorities to monitor the numbers of children accessing school provision including those the subject of an Education Health Care Plan (EHCP) and Vulnerable children. ○ There have been no referrals to Social Services. School staff are effective in communicating any concerns with children in and out of school . ○ SSQ: House Points were introduced during Term 2. This is a move away from the star badges that has been in place for many years. The rationale for the move was to encourage more collective responsibility and reward. Earning point for a team rather for themselves. ○ LF: School Council and Worship Council have encouraged pupil voice, together with a remote RE monitoring session with some of Chameleon Class and HW. Similar planned for the Worship Council later this term. ○ Leadership & Management: KW based at LF (help avoid her being a Covid vector), Lateral flow started on Sunday – all staff conducting twice a week now. SM doing an extra day at SSQ – working well and is safest thing for both KW and children at the moment, SM and KW speak every day about SSQ and SM has enjoyed setting up remote learning. ○ No bubbles have closed, staff are very supportive and flexible – everyone had stepped up and this has been much appreciated. ○ For both schools, staff have been booked on a Staff Well Being and Resilience roadshow run by the Local Authority – lots of information is coming out and staff are taking opportunities available to participate in CPD (aligned to School Development Plan (SDP)) ○ SSQ: EYFS staff changes have occurred – person left to pursue other opportunities and the school was fortunate to find a suitably qualified replacement very rapidly over the Christmas period. ○ LF: <ul style="list-style-type: none"> ▪ English and Maths Subject Leaders have met with KW to identify priorities, update action plans identify milestones and success criteria. ▪ The SENCO at LF retired at the end of Term 2 and KW has assumed the role for both schools pending internal recruitment - KW will then work with the new SENCO over the next terms to review the practices and procedure to ensure SEND provision is the most 	

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	<ul style="list-style-type: none"> ▪ effective best it can be. Part of this will include updating the RACI so that staff have a clear understanding of roles, responsibilities, expectations. • Collaborative/Community Opportunities: <ul style="list-style-type: none"> ○ both schools now use SCARF for PSHE and PE Passport to support the delivery of PE. ○ maths lead from LF has visited SSQ to observe Maths No Problem. ○ Finance Officers have also met to review reporting procedures that will support clear lines of communication for the Governing Body. ○ Both Schools are taking part in making Christingles and the opportunity to be part of a virtual Christingle service. Katherine Bloomer and Becky Fisher have kindly provided resources for those children in school to make these. ○ Resources from the Sports Partnership are being created and shared with both children at home and school. <p>Governors approved the format based on Ofsted headings and covering both schools equally.</p> <p>The board:</p> <ul style="list-style-type: none"> • Discussed use of Sport Premium Funding – including redevelopment of part of the LF playground. • noted that a children’s wellbeing survey was being planned between May and June. • acknowledged uncertainties and limitations of numbers on roll – including unknown intake for September, some current quite small year groups, LF’s classrooms/building size restrictions and SSQ’s volatility due to military mobility. 	
8.	<p>Federation Strategic Plan – Federation Mission Vision and Goals Feedback from Board Members</p> <p>It was highlighted:</p> <ul style="list-style-type: none"> • Spending priorities to be identified and agreed. • Both LF and SSQ are village schools with similar and unique aspects • Strategy is required to inform objectives/high level priorities for both schools. <p>Current vision and mission proposed:</p> <p>VISION:</p> <p>i. To inspire children to be happy, creative, and confident, developing into curious broad-minded resilient individuals.</p> <p>MISSION</p> <p>i. Work together as friendly, inclusive village schools within the heart of our communities.</p> <p>ii. Provide a safe and nurturing environment where children can begin to develop their full potential by discovering the fun-in-learning and self-expression as well as self-discipline.</p>	

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	<p>iii. Encourage our children to be happy, confident and develop into curious broad-minded resilient individuals.</p> <p>It was further proposed that the following be added:</p> <ul style="list-style-type: none"> • 'to maintain the distinctiveness of each school' • 'Respecting each school's own distinctiveness, work together in an inclusive and supportive collaboration to meet the needs of our local communities' <p>Accordingly, a revised mission was proposed:</p> <p>REVISED MISSION</p> <p>i. Respecting each school's own distinctiveness working together as friendly, inclusive village schools within the heart of our communities.</p> <p>ii. Provide a safe and nurturing environment where children can begin to develop their full potential by discovering the fun-in-learning and self-expression as well as self-discipline.</p> <p>iii. Encourage our children to be happy, confident and develop into curious broad-minded resilient individuals.</p> <p>The VISION was unanimously approved. ACTIONS: (i) All to consider and comment on/approve the REVISED MISSION and (ii) Goals to be refined by all in a separate Strategy Session to be arranged by ES on 11th February. All to attend on 11th February if feasible (iii) Clerk to add ratification of REVISED MISSION and Goals to the next agenda.</p>	<p>All ES</p>
<p>9.</p>	<p>Policies and Published Documents: Policies Management System Review</p> <p>KW explained:</p> <ul style="list-style-type: none"> • Both schools currently using same document management system separately – LF expires end January and SSQ expires end March – functionality not what is required for joint working going forwards. • Alternative Provider: <ul style="list-style-type: none"> ○ Policy Management tool as part of subscription - £360 p.a. for both schools (i.e., each pays £180 p.a.) ○ Everything to be migrated over – proposed that a currently shielding LF staff member will conduct migration. ○ School Improvement Plans, Self Evaluation Forms and Action Plans can all also be held on this electronic platform – as could a future Federation Plan. <p>ACTION: KW to circulate the policies' schedule via the Clerk.</p>	<p>KW</p>
<p>10.</p>	<p>Governor Participation/Monitoring</p> <p>It was noted that the sub-committees are adopting differing methods of participation and monitoring. It was further noted that the schools' current Visits Policy could be adapted for federation use. ACTIONS: (i) KW to circulate Visits Policy via the Clerk and (ii) Clerk to add Federation Visits Policy to the next agenda.</p>	<p>KW Clerk</p>

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11.	<p>Governor Training – schedule of LA courses on Teams Noted. It was suggested that governors are directed to specific course via committees e.g., specific link to Finance courses.</p>	
12.	<p>Standing Items:</p> <p>(a) Marketing Activities KW reported various activities to widen the profile of the schools re places for September – virtual and out of hours open days, social media and websites’ promotions and banners (+ new sign at LF).</p> <p>(b) Safeguarding Update KW reported:</p> <ul style="list-style-type: none"> • Audits at both schools submitted. • No safeguarding referrals since the last Full Governing Body meeting • Paper recording is continuing at present but move to an electronic recording system is planned. • Keeping Children Safe in Education (KCSiE) update circulated <p><u>ACTION: All to confirm that they have read and understood KCSiE 2020 Part 1 and Appendix A.</u></p> <p>(c) Health and Safety As noted above.</p> <p>(d) H & S Compliance/Audit KW reported:</p> <ul style="list-style-type: none"> • Audit in progress • Health & Safety training is being updated. • Risk Assessments being reviewed by JN and HS <u>ACTION: HS and JN to review H&S Risk Assessments at both schools.</u> <p>(e) Single Central Record (SCR) Update GOTT to review. <u>ACTION: GOTT to complete register to confirm checked.</u></p>	<p>All</p> <p>HS/JN</p> <p>GOTT</p>
	<p>AOB ES reported that the Local Authority (LA) is offering to complete capital works to emergency lighting and fire alarms at LF (at the LA’s cost) and requires a commitment to facilitate conduct of these works on 26th July 2021. It was noted that if these works did not take place then, they would be deferred until 2022 – when it would be more likely to cause disruption to any summer bookings. ES briefly summarised the works and pledged to circulate details after the meeting. <u>ACTION: ES to circulate details of LF capital works via the Clerk. It was unanimously agreed that LF commits to capital works taking place on 26th July 2021.</u></p>	

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13.	<p>How have we added value to/contributed to the vision of the federated schools for the benefit of the children at Langley Fitzurse and Stanton St Quintin?</p> <ul style="list-style-type: none"> • Appointing a new Safeguarding Governor – to hold the schools to account (safe and compliant) • Overseeing budgets – SFVS /benchmarking and Income & Expenditure • Ensuring oversight/checks on GDPR, premises and Health & Safety • Commencing groundwork for Foundation Governors' succession planning • Considering SIAMs/Christian Distinctiveness • Supporting and scrutinising Quality First Teaching at both schools: first detailed review of data Term 1 and priorities for different groups 	
14.	<p>Date of next meetings (all 6.00pm start): Thursday 25 March 2021 Thursday 27 May 2021 Thursday 15 July 2021</p>	All note

The meeting closed at 8.15pm.

Signed:.....(Chair)

Date:.....

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