

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

Thursday 23rd September 2021

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Luke Matthews (**LM**), Johanna Nathanson (**JN**), John Dawson (**JD**), Richard Priest(**RP**) and (from 7.10pm) Wendy Goodswen (**WG**)

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

Apologies: Adrian Cole (**AC**), Sarah Matthews (**SM**), Fiona Farquhar (**FF**) and prospective Foundation Governor, Tom Stables (**TS**)

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

AGENDA

	Item	Action
	<p>Opening Prayer Led by RP.</p>	
	<p>Welcome to the new Governors and Governor introductions</p> <ul style="list-style-type: none"> • Richard Priest (RP) • John Dawson(JD) • Tom Stables(TS) <p>RP briefly introduced himself noting his career as an army chaplain (with extensive experience of being confidante to commanders) and post-retirement work to officiate within the Diocese. He explained that his wife has extensive experience of charity finance and governance and provides consultancy services to charities. As a retiree he is looking to give back to the community.</p> <p>JD – proposed replacement for exiting Co-opted Governor from the barracks – explained that he had only been on barracks for four weeks in charge of large squadron. He noted that his army career has spanned 14 years, including operational tours in the Middle East and 3 years in the infantry – now in logistics.</p> <p>It was unanimously agreed that subject only to pre-appointment formalities/checks:</p> <ul style="list-style-type: none"> • JD be co-opted as Co-Opted Governor (military) • RP be acknowledged as Foundation Governor • TS be acknowledged as Foundation Governor 	

	<p>each with immediate effect <u>ACTION: Clerk and ES to conduct pre-appointment formalities, arrange checks and commence induction of these three new governors.</u></p>	Clerk
1.	<p>Attendance and Apologies – Appointment of Chair and Vice Chair Attendance & Apologies: Apologies: Noted and accepted from AC and SM – WG running a little late. Quorum present.¹</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 stand as chair and, in AC’s absence, confirmed that AC was prepared to stand as vice-chair. No other nominees. It was unanimously agreed that ES is elected Chair and AC Vice Chair both with immediate effect and for a term of one year. <u>ACTION: Clerk to collate records accordingly.</u></p>	Clerk
2.	<p>Declaration of Pecuniary Interests – annual forms completion No interests declared in this evening’s agenda².</p> <p>The annual Central Register of Business Interests forms were distributed by the Clerk, completed/signed by those present and returned to the Clerk at the end of the meeting. For the record it was noted that, in compliance with governance regulations, details declared are published on the school’s website – all acknowledged and formally consented to such publication. These to be logged and filed as appropriate. ACTIONS: (i) <u>Clerk to circulate personalised forms to absentee governors</u> (ii) <u>each absentee governor to complete/sign and their forms to the Clerk as soon as possible and</u> (iii) <u>the Clerk to update the register of interests on the schools’ websites accordingly.</u></p>	AC/SM/TS Clerk
3.	<p>Approval of last minutes (27th May): The minutes had been circulated and it was presumed that all present had reviewed them. Last Minutes The minutes of 15th July were unanimously approved as a true and accurate record of that meeting. ES signed the last minutes and passed them to the Clerk for filing. <u>ACTION: Clerk to publish/file the last minutes as appropriate.</u></p>	Clerk

¹ Total 9 governors, 6 present at beginning is more than 50%

² Also confirmed by WG upon her arrival

	<p>Matters Arising Matters arising as per noted at the end of this evening's agenda – all complete, superseded, covered by this evening's agenda or being covered by committees save for:</p> <p>Item 11 (23.03.21): Add meetings, key deadlines, in-school events, in-school/cascaded training sessions and any other sessions requested by KW to the new governance calendar once this is set up – carry forward. ACTION: Add meetings, key deadlines, in-school events, in-school/cascaded training sessions and any other sessions requested by KW to the new governance calendar</p> <p>Item 12 (23.03.21): Circulate Safeguarding Report and Checklist via the Clerk – carry forward. ACTION: Circulate Safeguarding Report and Checklist via the Clerk.</p> <p>Item 4 (15.07.21): Pursue governor vacancies proposals with SM – ES confirmed that SM had agreed to step down as Co-opted Governor to make space to facilitate recruitment of a specifically skilled community member and, like JO, to assume the role of Associate (to provide expert input to the governing body). On behalf of the governing body, ES extended thanks to SM for all her hard work and dedication to date and for agreeing to this proposed change of role. It was unanimously agreed that SM be and is appointed Associate with immediate effect. ACTION: Clerk to update the records accordingly.</p> <p>Item 6 (15.07.21): Review Sports' Funding rules and add potential spending ideas to specific Teams folder set up for these purposes – for the benefit of new governors and by way of reminder for existing governors, ES and KW explained that governors had been asked to input ideas for how the schools might maximise the benefit of the as yet unspent Sports Premium funding – noting that:</p> <ul style="list-style-type: none"> • There are strict spending criteria – some suggestions are being checked against them, e.g., possibility of paying for transport to access off-site sports facilities • Finance & Resource Committee (F&R) has delegated responsibility to implement plans, but all governors are requested to feed in ideas/proposals <p>Item 6 (15.07.21): Arrange for in school staff to liaise with the barracks re gardening jobs – whilst KW reported that some contact had been made between SSQ staff and the barracks, JD offered to help expedite any assistance required for both schools – assuring that he could rapidly deploy appropriate numbers of willing volunteers to assist. ACTION: JD to liaise with SM and JO to confirm requirements.</p> <p>Item 7 (15.07.21): Conduct website audit and revert in next meeting – WG to conduct when Clerk advises latest updates have been made. ACTION: (i) WG to conduct website audit in advance of November meeting and (ii) Clerk to add Website Audit to the November agenda.</p>	<p>Clerk</p> <p>FF</p> <p>Clerk</p> <p>JD</p> <p>WG/Clerk</p>
4.	<p>Safeguarding: (a) Keeping Children Safe in Education 2021 Acknowledgement Log On (schoolaspect.com) (b) Child Protection Policy Log On (schoolaspect.com) (c) Staff Behaviour Policy Log On (schoolaspect.com) (d) Whistleblowing Policy Log On (schoolaspect.com)</p> <p>The Clerk produced record of reviewed documents on schoolaspect and confirmed that all present – except RP and JD – had read and acknowledged each of the documents listed in (a)-(d) (inclusive) above.</p>	

	<p>ACTION: JD, RP, AC, and relevant staff to read and acknowledge all documents assigned to them on school aspect as soon as possible.</p> <p>KW confirmed that there were no safeguarding incidents to report, in these initial weeks staff were focused on getting to know children's normal behaviours and so very few (even minor) concerns have yet been raised. KW thanked governors for attending the safeguarding update training at SSQ. ACTION: All to review the safeguarding training presentation materials circulated by KW prior to the meeting.</p> <p>For the benefit of new governors and by way of reminder for existing governors, KW explained:</p> <ul style="list-style-type: none"> • that the Federation schools use an electronic recording system to log and track safeguarding concerns ('Backdrop')³ • The designated safeguarding leads are: <ul style="list-style-type: none"> ○ Designated Safeguarding Lead (DSL)(Federation wide): KW ○ Deputy Designated Safeguarding Lead (DDSL)(LF): JO ○ DDSL (SSQ): SM 	<p>RP/JD/AC and staff</p> <p>All</p>
<p>5.</p>	<p>Structure of Governing Body 2021/22:</p> <p>(a) Federation Strategic Plan It was acknowledged that the Strategic Plan had been circulated prior to the meeting and, whilst this remained a 'live' document to be adapted to the federation's School Develop Plan (SDP) priorities as they developed over time, it was unanimously agreed that the Federation Strategic Plan remained fit for purpose and was re-approved in the form circulated prior to the meeting⁴</p> <p>(b) Scheme of Delegation/Terms of Reference It was acknowledged that the Scheme of Delegation (SoD) had been circulated prior to the meeting and, subject to minor amendments only (removal of comment on p.13 re delegated responsibilities of FGB and statutory updates to the table at the back of the document) the SoD was unanimously re-approved in the form circulated prior to the meeting.</p> <p>(c) Instrument of Government It was noted that the Instrument of Government (IoG) had been circulated prior to the meeting. It was unanimously agreed:</p> <ul style="list-style-type: none"> • All governors (including staff nominees) were satisfied that JN had demonstrated one staff governor across both schools can provide an appropriate level of voice for the staff community • Notwithstanding the section in brackets referring to one Co-opted Governor being a member of staff (originally intended to provide the balance of one staff governor from each school), and given SM's willingness to step into the role of Associate (as approved above), the governing body are comfortable with maintaining the IoG as currently drafted and co-opting a non-staff governor (unless and until any objection to this is formally made) • The IoG was approved for re-adoption in the form circulated prior to the meeting <p>ACTION: Clerk to file the re-approved IoG with the LA records.</p>	<p>Clerk</p>

³ [Impero Backdrop - Impero \(imperosoftware.com\)](http://imperosoftware.com)

⁴ Will be reviewed in Term 6 going forwards

<p>(d) Committees and Working Parties It was unanimously agreed:</p> <ul style="list-style-type: none"> • F&R Committee: LM (Chair), ES, JN, JD, TS – KW and Gwen Pennington (GP) advising • Teaching Learning & Development Committee (TLD): AC (Chair), KW, WG, FF, RP – SM and JO advising • Christian Distinctiveness Committee: JP, TS, KW, and local vicar <p>(e) Named and Nominated Governors It was unanimously agreed: Health & Safety Governor: JN SEN(D) Governor: WG Safeguarding/Child Protection/LAC Governor: FF Pupil Premium Governor: WG Whistleblowing Governor: JD Equality & Diversity (Including Community Cohesion) Governor: JD and RP (jointly) RSHE Governor: WG EYFS Governor: To be confirmed</p> <p><u>ACTIONS: (i) KW to update Whistleblowing Policy to reference JD as Whistleblowing Governor (ii) Clerk to send training/guidance materials on Whistleblowing Governor role to JD (iii) Clerk to send training/guidance materials on Equality & Diversity Governor role to JD and RP (iv) Clerk to add recommendation of EYFS Governor to the next TLD agenda and (v) Clerk to add ratification of EYFS Governor appointment to the next FGB agenda.</u></p> <p>(f) Panels It was unanimously agreed: Pay Panel: As required Pay Panel Appeals: As required Staffing Panel: As required Staffing Appeals: As required EHT Review Panel: ES, AC, LM and the School Improvement Adviser (SIA)</p> <p>(g) Governor Monitoring – visits and expectations ES emphasised that, following the lifting of Covid restrictions, governors can now be welcomed into school again and encouraged all governors to be more visible in and around the schools. ES noted that, whilst the committees had elected to adopt slightly different approaches to the method of monitoring engagement (F&R via ‘Governor of the Term’ general visits and TLD via subject-specific approach to visits), a representative from each committee was expected to make at least one visit per term (i.e., 6 per academic year per committee). Governors were further encouraged to complete governor visit forms after each visit – whether a formal visit or an opportunity to comment on behaviours exhibited, etc during assemblies, collective worship, educational visits, etc ACTION: Clerk to re-circulate governor visit forms templates to all for ease of reference.</p>	<p>KW Clerk</p> <p>Clerk</p>
---	----------------------------------

	<p>(h) Calendar of Meetings (Board and Committees) It was noted that this year all committee meetings would be virtual and all FGB meetings face-to-face (rotating between each school):</p> <p><i>FGB Meetings</i> 9th December 2021 (at SSQ) 27th January 2022 (at LF) 24th March 2022(at SSQ) 26th May 2022 (at LF) 14th July 2022 (at SSQ)</p> <p><i>TLD Meetings (all virtual)</i> 2nd November 2021 19th January 2022 8th March 2022 3rd May 2022 28th June 2022</p> <p><i>F&R Meetings (all virtual)</i> 20th September 2021 15th November 2021 17th January 2022 21st March 2022 23rd May 2022 4th July 2022</p>	
<p>6.</p>	<p>Headteacher Report – including Data Update, School Development Plan (SDP) It was noted that KW’s Headteacher Report had been circulated shortly prior to the meeting via teams. KW highlighted:</p> <ul style="list-style-type: none"> • Start of term has been so busy – everyone rising to different challenges • It is lovely to be back in the hall together for worship and assemblies • LF Play Pods are being well used – with lunchtimes particularly dynamic and noisy • Training put in place has been significant already • There has been a lot going on ‘behind the scenes’ due to the impact of LF Finance Officer leaving – with GP assuming the role across both schools and SSQ requiring backfilling and recruitment – although this represents a ‘green shoots’ opportunity to grow the Federation further <p><i>Quality of Education:</i></p> <ul style="list-style-type: none"> • Early Years Foundation Stage (EYFS) baseline assessments have been conducted and sent to DfE by both schools • Informal baselines have also been conducted in other years groups to assess both academic and social and emotional position • SSQ: <ul style="list-style-type: none"> ○ Curriculum: All have been reading book ‘Who You Were Meant to Be’ (with associated filling of a real hot air balloon in a nearby field – a spectacle enjoyed by children and staff) 	

	<ul style="list-style-type: none"> ○ Enrichment: teambuilding class trips (In place of Yr5/6 Residential – as did not wish to take only half the current mixed class on residential) ○ Number on Roll (NOR): 75 <ul style="list-style-type: none"> ▪ 14 new joiners (in years other than Reception – some military and in-year transfers) – many with Special Educational Needs (SEND) – so records being retrieved from previous schools, but they are settling in well so far ▪ 14 joiners in Reception + 6 in Nursery – the team are mapping through when children are coming to ensure appropriate staffing levels – although appropriate ratios are in place more hands are required at Cirencester College has been approached to place one of its students to provide additional support ▪ 1 child with an Education Health Care Plan (EHCP) – neither SSQ or other local schools are able to fully meet his needs – KW has been exploring alternative provision options over the holidays and the school requested 5 days’ a week alternative provision, but the Local Authority (LA) has suggested 4 days’ alternative provision and 1 day in school. KW is challenging this decision which appears to be uncharted territory for all involved. ● LF <ul style="list-style-type: none"> ○ CPD: Significant amounts – including TAs to ensure consistency of understanding across the team. Maths No Problem (MNP) represents a different way of working with challenges for both children and staff, but it comes recommended as having a good impact at SSQ ○ Curriculum: Looking at Space as a topic – including erection of a Space Dome in the LF Hall and classes named after constellations ○ NOR: 9 intake into Reception ○ SEND: <ul style="list-style-type: none"> ▪ 2 EHCPs + 3 more potential EHCPs - one particularly struggling at present – school is working with external agencies to provide appropriate support ▪ Trauma Informed practice training should help staff support these and other children in school⁵ ▪ All safeguarding training completed ▪ SEND Register is being updated ▪ Play Therapist training scheduled <p>Attitudes & Behaviour: KW highlighted:</p> <ul style="list-style-type: none"> ● Open mornings and individual tours at both schools <p>WG joined the meeting at 7.10pm</p>	
--	---	--

⁵ [Trauma Informed Schools UK](#)

<ul style="list-style-type: none"> • Statutory Inspection of Anglican & Methodist Schools (SIAMS) training is being conducted this week – focused on Dignity & Respect strand <p>RP mentioned that at the recent briefing he attended it was advised that Ofsted inspections could be delayed for up to 8 years and then resume every 5 years. KW confirmed that Ofsted was unlikely to inspect within the previous anticipated timeframes, but the length of delay remained uncertain.</p> <p>KW also noted that the Christian Distinctiveness Committee would review in detail the SIAMS School Evaluation Form (SIAMS SEF) – which details actions, evidence, and impact. She also noted that evidence on the schools’ websites can eliminate the need for Ofsted to conduct some ‘deep dives’</p> <p>Leadership & Management: KW highlighted:</p> <ul style="list-style-type: none"> • SIA: <ul style="list-style-type: none"> ○ Newly appointed SIA to both schools ○ Has so far conducted familiarisation visit only ○ First Formal Visit Focus = Quality First Teaching • Open dialogue and clear communications = key for all staff • New joiners: SSQ Admin and Federation caretaker (from 1st November) • Mindful of workload and pressures on staff <p>KW also reported re premises:</p> <ul style="list-style-type: none"> • SSQ: Putting the school back together after ‘bubbles’ period, lots of work on the library and development of Mississippi as a SEND centre • LF: Staff were not permitted access to the school over the holidays (due to LA capital works) which proved really challenging and delayed other annual works such as deep cleaning – this resulted in a tricky start to the year <p>Collaborative and Community Opportunities including Parental/Community Engagement KW highlighted various events including PTA coffee morning before drop-off, Welcome Back Service, BBQ, and harvests.</p> <p>Headline School Development Plan (SDP) Priorities KW:</p> <ul style="list-style-type: none"> • Pledged to upload SDP to schoolaspect as soon as possible <u>ACTION:</u> KW to upload SDP to schoolaspect • Federation Priorities: <ul style="list-style-type: none"> ○ Further build and action capacity for collaboration across the schools: ○ To further develop the effectiveness of the newly formed Governing Body • SSQ Priorities: <ul style="list-style-type: none"> ○ Embed curriculum that meets to needs of current class organisation and supports progression and approaches all year groups 	<p style="text-align: center;">KW</p>
---	---------------------------------------

	<ul style="list-style-type: none"> ○ Quality First Teaching reflects the impact of pandemic and high in year mobility to meet the needs of the children ○ Embed new working practices in response to staffing changes, to ensure effective and efficient running of the school ○ Continue to raise the profile of school through social media and fostering strong community links – military, village, and wider associations, to ensure 3 class structure is secure (ES mentioned a potential governor who is a Reception Class parent – used to be a teacher (EYFS) and runs an educational support business – may be prepared to take on the social media governor role) ○ Sustainability and Future Proof SSQ ● LF Priorities: <ul style="list-style-type: none"> ○ Consistent high quality first teaching across the school meets the needs of all children ○ High quality CPD is identified and actioned for teaching and support staff to meet stakeholder and pupils needs ○ Embed curriculum that meets to needs of current class organisation and supports progression and approaches all year group ○ Implementation of Maths No Problem approach Y1-Y6 ○ Implementation of Sounds Write as a phonics approach across EYFS and KS1 ○ Subject leadership to reflect teaching staff changes and school priority needs – Maths, English, RE/RSHE, Computing, EYFS , SENCo ○ Embed new working practices in response to key staffing changes, to ensure effective and efficient running of the school ○ Audit effectiveness of Teaching and Learning areas and strategically plan for future developments <p><u>ACTIONS:</u> KW to assign actions on schoolaspect to relevant committees.</p> <p><u>Questions:</u> Q1: Is there anything governors can do to assist with the EHCP processes? A: Just be aware. The processes are lengthy and time-consuming – the SENDCo collates the views of the child, parents and external agencies operating as an administrator and facilitator more than child-facing role, with referral forms being completed by teachers.</p> <p>Q2: Does the SIA system provide real help, benefit, and value? A: The SIA does offer challenge and support and the links developed with the LA proved very beneficial during the Federation set-up process.</p> <p>Q3: Are the persistent absence statistics at SSQ significant? A: Not at present – only one child of focus, monitoring closely.</p>	<p>KW</p>
--	--	------------------

7.	Teaching, Learning & Development Committee Report Any urgent updates pending first meeting of this year JO explained that the tracking system adopted last year has been fine-tuned – including with regard to reporting to governors. Nothing additional to report.	
8.	Finance & Resources Committee Report - Summary of items discussed - Approval of relevant items Key items: (1) Catering Contract: Recommendation to move to Aspens, FGB ratification of entry into contract sought. It was unanimously agreed that the Aspens Contract be entered into, and KW be authorised to sign the contract with Aspens and implement the change to this provider. (2) Cleaning Contract: KW reported that the current position was not sustainable as agency cleaners are being sent in – changing by the day with higher costs eventually being passed on to the school. Progressing discussions with SSQ’s cleaning provider to potentially extend to LF. (3) LA Audit: Challenging workloads until 11 th October.	
9.	Christian Distinctiveness Committee Update RP has been on training and committee meeting scheduled for next week. No further update.	
10.	Policies and Published Documents: Log On (schoolaspect.com) Automatic reminders will continue. ACTION: All to log on and confirm feedback/approval via schoolaspect.	All
11.	Governor Participation/Monitoring Discussed above.	
12.	Governor Training – schedule of LA courses on Teams + skills audit analysis Governor Briefing Sessions (all online broadcasts) were noted as scheduled for: Term 2: 18 Nov 2021 16:00 - 17:30 Term 3: 19 Jan 2022 16:00 - 17:30 Term 4: 09 Mar 2022 16:00 - 17:30 Term 5: 11 May 2022 16:00 - 17:30 Term 6: 22 Jun 2022 16:00 - 17:30 ACTIONS: (i) Clerk to circulate induction training dates to JD and RP (ii) <u>JD and RP to attend New Governors’ Induction training as soon as possible and (iii) all to commit to attending Governor Briefing Sessions on a rota basis.</u> Skills audit deferred ACTION: Clerk to add Skills Audit Analysis to the next agenda.	Clerk JD/RP Clerk
13.	Standing Items by Exception: (a) Marketing Activities Reported in Headteacher Report and associated discussions above.	

	<p>(b) Safeguarding Update Reported in Headteacher report and associated discussions above.</p> <p>(c) Health and Safety It was reported:</p> <ul style="list-style-type: none"> • As mentioned above, JN would progress consolidation of processes with new caretaker from November • Two incidents: <ul style="list-style-type: none"> (1) Three staff members kicked by child: Trauma reformed practice implemented – staff working with parents and external agencies to support the child as best they can (2) Child injured by fall from play equipment: Reported to LA today and in hand – safe use rules are being reiterated to all children <p>(d) Single Central Record (SCR) Update New staff and governors being added.</p>	
14.	<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"> • Recruitment of three new governors • Oversight of quality of provision • Resolution of catering and cleaning arrangements • Changing structure of staffing across the Federation • Collective passion and care for the communities' children – not just adopting a tick box approach but clearly analysing the mechanics of safeguarding and improvements to education 	
15.	<p>Date of next meeting (6.00pm start): Thursday 9th December 2021 – IN SSQ SCHOOL HALL</p> <p>Other meetings of the academic year (all 6.00pm start): 27th January 2022 (at LF) 24th March 2022 (at SSQ) 26th May 2022 (at LF) 14th July 2022 (at SSQ)</p>	All note

The meeting closed at 8.11pm.

Signed:.....(Chair)

Date:.....