

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 24th March 2022

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Richard Priest (**RP**), Wendy Goodswen (**WG**), Adrian Cole (**AC**), Gemma Hector (**GH**), Tom Stables (**TS**) and (from 5.55pm) Fiona Farquhar (**FF**)

In Attendance: Gwen Pennington ((Bursar and Finance Officer for the Federation)(**GP**), Sarah Matthews (**SM**), James Osler (**JO**) and Michelle Hocking (**Clerk**)

Apologies: Luke Matthews (**LM**), Johanna Nathanson (**JN**), John Dawson (**JD**) and Huw Solly (**HS**)

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

AGENDA

Item	Action
<p>Budget Report Session in lieu of Finance & Resource Meeting GP highlighted:</p> <p><i>SSQ Budget Monitoring</i></p> <ul style="list-style-type: none"> • Line 1001 (Full/Part Time Teachers): Staff Changes one left, others increased hours (on higher MPS) Additional staffing Increment not budgeted for. • Line 1004 (Admin & Clerical): Bursar(inc) + Clerk(inc) + Caretaker (exp) – changed structure 50:50 with LF (considering weighting to reflect respective sizes of school) • Line 1006 (MDSA): Additional MDSA - HE needed for Darling Class (separation of classes during Covid) • Line 1014 (Supply): Apply to Supply pool for SM illness before Christmas + Jan – well over with supply using Covid Catch Up funding to increase cover • Line 510 (UIFSM): Underspent due to lockdown • Line 4034 (EHCP – Education Health Care Plan): Extra TA hours but money in to cover this • Line 501 (PE Grant): PE Grant allocation Commitments £3300 Chip Partnership + £8384 MDSA – carry forward remainder at present (NB Uncertain whether this funding will continue) • Line 507 (ASC Inc - After School Club): Actual income less than forecast • Line 509 (EYFS Income): Spent more on nursery staff (extra TA) but more income too • Rollover: <ul style="list-style-type: none"> ○ £24K (of which £10K is ringfenced PE Grant) 	

	<ul style="list-style-type: none"> ○ Close to contingency of £27K – spent c.£3K of reserves i.e., expenditure c.£3K more than income ○ Excellent that coming in close to projections <p>FF joined the meeting at 5.55pm</p> <p>LF Budget Monitoring</p> <ul style="list-style-type: none"> ● CC23001 (LA Income): Named Pupil Allowance (NPA) might get some back – at summer annual review there was a temporary uplift for a year, when went back to panel it was uplifted again. TA was employed but did not get all the money expected in so higher ● CC1001 (Full/Part Time Teachers): One teacher left and was replaced by someone on a different salary grade ● CC5002 (Planned Improvements): Foyer and Hall will go into next year ● CC6001 (Cleaning Contract): Awaiting refund of Nov+Dec from previous supplier ● CC6003 (Energy – Gas & Electric): Estimated – significant increases expected ● Rollover = £76K (against contingency of £50K so actually spent less than anticipated) ● 50:50 staffing to be spread according to Number on Roll (NOR)/income going forwards <p>GP requested governors' consent to the banking limit being raised from £16K every three days to £50K (in line with SSQ). The increase in LF's banking limit to £50K was unanimously agreed in line with GP's request and SSQ's current limit.</p> <p>SFVS <u>ACTION:</u> ES to circulate SSQ and LF SFVS's to F&R Committee for approval.</p> <p><i>Langley Fitzurse Summer Letting</i></p> <ul style="list-style-type: none"> ● Amended invoice to include two extra days requested for summer letting - adjusted the cost to Siemens ● Two parties will be on site during this period - LA contractors for flat roof works and Siemens. Transfer of Control document needs to be amended to reflect this. Gwen is working with LA to amend this agreement. Not yet completed due to change of personnel at County Hall and annual leave. <p>GP left the meeting at 6.18pm</p>	ES
	<p>Opening Prayer Led by RP.</p>	
1.	<p>Attendance and Apologies Attendance & Apologies: Apologies: Noted and accepted from LM, JN, JD and HS. Quorum present.¹</p>	

¹ Total 12 governors, 7 present at beginning is more than 50%

	ES welcomed all to the meeting and thanked everyone for accommodating the change to virtual following board members suffering from COVID	
2.	Declaration of Pecuniary Interests – annual forms completion All confirmed Register of Interests declarations. No interests declared in this evening's agenda.	
3.	<p>Approval of last minutes (27th January) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 27th January were unanimously approved as a true and accurate record of that meeting. 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.</u></p> <p>Matters Arising Item 12 (23.09.21) and item 3 (27.01.22): Attend New Governors' Induction training as soon as possible and commit to attending Governor Briefing Sessions on a rota basis – it was noted that RP and GH had completed Induction Training. ACTIONS: <u>(i) JD and TS to complete New Governors Induction training as soon as feasible and (ii) all to consider attending one of the following Governors' Briefing sessions:</u></p> <ul style="list-style-type: none"> • <u>Term 5: 11 May 2022 16:00 - 17:30</u> • <u>Term 6: 22 Jun 2022 16:00 - 17:30</u> <p>Item 1 (13.12.21 and 27.01.22): Update records to include HS following completion of Diocesan appointment processes and DBS checks – it was noted that completion of formalities was expected today but written confirmation not yet received – <u>carry forward.</u></p> <p>Item 9 (13.12.21): <u>Log on and confirm feedback/approval of policies via schoolaspect – ongoing.</u></p> <p>Item 15 (13.12.21) and item 3 (27.01.22):</p> <ul style="list-style-type: none"> • It was reported that an electronic version of the SSQ flyer had been sent to the barracks for inclusion in their welcome back but there was uncertainty that this had been actioned by the barracks and this also still needed to be translated into Nepalese. ACTIONS: <u>KW to (i) chase the barracks to ensure flyer is included in welcome pack and (ii) ask school's Support Worker to translate the flyer into Nepalese.</u> • <u>Arrange for July FGB to take place at the barracks.</u> <p>Item 4 (27.01.22):</p> <ul style="list-style-type: none"> • (i) Raise pressure concerns at the February cluster meeting whether other governing bodies would have the appetite to provide support in this way and (ii) liaise with KW and, if deemed necessary, write a letter to the RSC on behalf of the governing body/ies (to include concern about pressure on LA services provided to schools). KW reported that the SSQ School Improvement Adviser (SIA) visit had been postponed until after Easter due to staffing pressures and as chair of the village cluster KW was seeking to raise concerns at the appropriate juncture – <u>carry forward</u> • <u>Complete PREVENT Training: INTRODUCTION TO PREVENT E-LEARNING PACKAGE</u> 	<p>ES Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Clerk</p> <p>All</p> <p>KW</p> <p>JD</p> <p>KW/FF</p> <p>All</p>

	<ul style="list-style-type: none"> • <u>Clerk to send PREVENT completion certificate to SM and JO upon receipt.</u> <p>Item 7 (27.01.22): ES confirmed that HS's letter of thanks to Revd Marc was in hand.</p> <p>Item 10 (27.01.22): KW confirmed that the defunct governor portal documents were being downloaded to a memory stick which would be stored in the safe.</p> <p>Item 11 (27.01.22): Strategic Plan – ES reported that, in addition to the immediately preceding strategy session, he was updating the strategic plan to acknowledge significant contextual changes (such as Buckley Barracks remaining open and new Birds Marsh school being unlikely) and would circulate updated version for review and finalisation ready for the new academic year. <u>ACTION: ES to circulate updated Strategic Plan.</u></p> <p>Item 13 (27.01.22):</p> <ul style="list-style-type: none"> • GH volunteered to write the next Kington Langley Magazine update piece. <u>ACTION: GH to write next Kington Langley Magazine update piece.</u> • Collate safeguarding training details for Single Central Record – <u>in progress</u> 	<p>Clerk</p> <p>ES</p> <p>GH</p> <p>KW/Clerk</p>
<p>4.</p>	<p>Headteacher Report – including</p> <ul style="list-style-type: none"> - Quality of teaching - Impact of deployment of TAs on pupil outcomes (closing gap) <p>It was noted that KW's Headteacher report had been circulated prior to the meeting and it was presumed that all present had reviewed it.</p> <p>KW highlighted that it continued to be really busy – emphasising that staff have been so flexible and accommodating in the context of continuing exceptional levels of sickness absence:</p> <ul style="list-style-type: none"> • e.g., at SSQ there has been no time over the past term when everyone has been in • children have not missed out at all – there have been no classes moving to virtual provision as all have stepped up to provide cover <p>Governors acknowledged the additional pressures and enquired what the governing body could do to support staff wellbeing. KW stressed that governors should be mindful of the 'extras' asked of staff outside the school day, e.g., consider meeting on Teams.</p> <p>Governors suggested a gesture to staff e.g., arrange for (appropriately high quality) PE coaches to cover classes to allow staff a wellbeing half day off (funded by Sports Funding if permissible). <u>ACTION: KW to consider feasibility of wellbeing gesture.</u></p> <p>KW also highlighted staffing updates:</p> <ul style="list-style-type: none"> • Welcome to new TA joining the Darling Team this term. • Thank you and farewell to TA who will be leaving SSQ at the end of March. • CPD still very much outward facing. 	
<p>5.</p>	<p>Teaching, Learning & Development Committee Report – ratification of EYFS Governor</p> <p>It was noted that the minutes had been circulated prior to the meeting</p>	

	<p>and it was presumed that all present had reviewed them. AC highlighted:</p> <ul style="list-style-type: none"> • ‘Deep Dive’ on English: <ul style="list-style-type: none"> ○ Subject Leader Report ○ Subject Leader Action Plan ○ School Improvement Adviser (SIA) focused visit to both schools ○ RP visit reports • Core subjects and younger children are those most adversely affected by pandemic remote learning – with lots of catch up being implemented by both schools (SM added that, at a recent county-wide Yr6 teachers’ moderation session she attended all were identifying writing as an area of particular challenge since lockdown) • Both schools are doing their best to address issues and the Action Plan includes provision of extra resources (SSQ library and LF books) • RE (RP) and Early Years Foundation Stage (EYFS)(GH) Visit Reports shared – clear that governors are being visible and adding value • AC has conducted Maths Visit at SSQ – with written report to follow ACTIONS: (i) AC to circulate Maths Visit Report and (ii) Clerk to add Maths Visit Report to the next TLD agenda. 	AC/Clerk
6.	<p>Finance & Resources Committee Report - Approval of relevant items (including Schools Financial Value Standard (SFVS), SEND Report and Business Continuity Plan) ACTIONS: All F&R Committee members to comment on/approve final versions of SFVS and Business Continuity Plan by email.</p>	F&R
7.	<p>Nursery Provision Sustainability KW summarised:</p> <ul style="list-style-type: none"> • Doing well, financially sustainable: <ul style="list-style-type: none"> ○ Income = £25K ○ Salary Costs = £17K • Numbers signed up for September indicate continuing sustainability: <ul style="list-style-type: none"> ○ Monday = 5 children ○ Tuesday = 6 children ○ Wednesday = 8 children ○ Thursday = 5 children ○ Friday = 9 children • Nursery numbers capped at 11 due to combined nursery and reception (to allow for Planned Admission Number (PAN) intake into reception with current staffing) • This means SSQ can maintain three classes: <ul style="list-style-type: none"> ○ there is a little to offset against teacher’s salary ○ feeds numbers into school <p>It was acknowledged that minor additional staffing costs (Midday Supervisory Assistants (MDSAs) and admin time) capture was being refined – and whilst the admin officer very flexible, booking logistics are also being refined and level of administration therefore anticipated to decline. SM added that she and the EYFS teacher had been conducting tours, numbers were healthy for September and the provision was</p>	

	<p>positive for the children's early experiences as well as the finances of the school.</p> <p>It was unanimously acknowledged that the nursery provision was currently sustainable.</p>	
8.	<p>Christian Distinctiveness Committee Update RP noted that:</p> <ul style="list-style-type: none"> the committee had not met since the last FGB the return of whole school collective worship was warmly welcomed Christingle had been postponed by the storm, but all were looking forward to the Easter Service St Peter's/Draycott Benefice sought new vicar <p>JO reported that the Abbey trip was scheduled for Yr5 and Yr6 (to facilitate those who had missed this during lockdown).</p>	
9.	<p>Policies and Published Documents: Log On (schoolaspect.com) Automatic reminders will continue. ACTION: <u>All to log on and confirm feedback/approval via schoolaspect.</u> The Health & Safety Policy was specifically unanimously approved in the form circulated.</p>	All
10.	<p>Governor Participation/Monitoring Governor Briefing 19.01.22 FF reported that this was another thorough update – slides circulated via upload to Teams.</p> <p>FF highlighted points raised:</p> <ul style="list-style-type: none"> Budget/funding Safeguarding/HR EYFS Governors' strategic role <p>KW confirmed that pay scales were increasing in line with the government's pledge from September 2022. There would be additional funding for sparsity factor and budget to cover if either school took on an Early Career Teacher (ECT).</p> <p>ACTION: <u>Clerk to book TS onto next Governor Briefing (18.05.22).</u></p> <p>Visit Reports As noted above, visits conducted:</p> <ul style="list-style-type: none"> English (RP) EYFS (GH) Maths (AC) – report to follow RE (RP) STEM Fair (AC/WG) – no written report Single Central Record (SCR) Review (FF) – no written report 	Clerk
11.	<p>Update on Federation Strategic Plan – Review current plan and make recommendations for changes in strategic drivers for the</p>	

	<p>schools ES reported that this had been completed in the immediately preceding strategy meeting and he would update the plan and circulate for feedback prior to and during the next meeting. ACTIONS: (i) <u>ES circulate updated Strategic Plan</u> (ii) <u>all to review/comment on Strategic Plan and (ii) Clerk to add Strategic Plan Review to the next agenda.</u></p>	<p>ES All Clerk</p>
<p>12.</p>	<p>Governor Training – schedule of LA courses on Teams particularly skills audit areas for development:</p> <ul style="list-style-type: none"> - Evaluation of the Board and School's Performance 04 May 2022 09:30 - 11:00 - Monitoring & Reviewing Impact 11 May 2022 09:30 - 11:00 - Core Curriculum: English & Maths for Governors 26 May 2022 14:00 - 15:00 OR 26 May 2022 18:30 - 19:30 - Vision and Strategy of the Board 14 Jun 2022 13:00 - 14:30 - Operational and Strategic, the Governors' role 15 Jun 2022 18:00 - 19:00 - Asking Challenging Strategic Questions 16 Jun 2022 09:30 - 10:30 - Stronger Governance, Refresher - a couple of years on 29 Jun 2022 09:30 - 11:00 <p>RP reported that he had attended the Ofsted Preparation LA course and Operational and Strategic, the Governors' Role courses and would recommend the Ofsted one. ACTION: <u>All to book courses via the Clerk.</u></p>	<p>All</p>
<p>13.</p>	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities KW reported that:</p> <ul style="list-style-type: none"> • social media posts and weekly blogs (class and forest school) were being well-utilised and were excellent quality • LF website would be upgraded for the new academic year ACTION: <u>JO and GH to work on LF website ready for September.</u> <p>(b) Safeguarding Update FF confirmed that the SCR is up to date and the safeguarding audit was completed (and she was double-checking training records). ACTION: <u>TS to sign Keeping Children Safe in Education acknowledgement.</u></p> <p>(c) Health and Safety It was noted that:</p> <ul style="list-style-type: none"> • JN continued to work on Health & Safety (including scheduled LF H&S walk tomorrow) • the fire audit had been conducted • LF accessibility audit had been conducted and JO/KW went through the associated action plan today, which raised no surprises, and the minor points are being addressed already ACTION: <u>Clerk to add detailed review of LF Accessibility Audit to the next F&R Committee agenda</u> <p>FF left the meeting at 7.40pm</p> <p>(d) Single Central Record (SCR) Update</p>	<p>JO/GH</p> <p>TS</p> <p>Clerk</p>

	<p>As noted above, SCR up to date.</p> <p>(e)Equalities and Accessibility As reported above – accessibility audit completed, implementation of action points arising commenced and the report would be reviewed in detail at the next F&R Committee meeting.</p> <p>(e) Projects Update: <i>LF New Classroom</i> ES reported:</p> <ul style="list-style-type: none"> • He met with LA representative who assured him that Birds Marsh school unlikely to be built • LA have budget for schools’ maintenance and capacity but not improvement.– Diocese is a potential source of funding for this • Best strategy would be to establish value for money options/preferred proposals and then seek funding for them – LA recommended chartered surveyor with experience on providing feasibility advice to schools and also three architect firms • Consider: <ul style="list-style-type: none"> ○ Approaching requirements as if building a new school ○ Expanding boundary <p><i>LF Hall/foyer</i> KW highlighted three quotes regarding the decoration of the Main Hall and Foyer for LF circulated by email: Contractor A = £4670.44p +VAT</p> <ul style="list-style-type: none"> • Magnolia paint and says there will be an increase to change to cream colour • Unsure at the moment if they are free at Easter • Quoted for Matt Emulsion type paint <p>Contractor B = £4525</p> <ul style="list-style-type: none"> • No previous experience of their standard of work • Awaiting response on availability for Easter • Quoted for Matt Emulsion type paint <p>Contractor C = £4380</p> <ul style="list-style-type: none"> • Quoted for Acrylic Eggshell type paint (more durable and can be washed) • Easter period is free <p>KW’s recommendation, Contractor C, was unanimously approved on the bases:</p> <ul style="list-style-type: none"> • They are available during the Easter holidays as work cannot be conducted over the Summer due to the holiday let. • The last summer let was in 2019 and was £4400 - this income to offset the cost of the re decoration. <p><i>Parking Project</i> ES shared the plans. <u>ACTION: Clerk/ES to write a letter in support of planning proposals.</u></p>	Clerk
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"> • Link Governor visits English, EYFS, Maths and RE to triangulate monitoring evidence • Focus on staff wellbeing whilst noting and celebrating management of staff to avoid/minimise children missing school due the pandemic • ES/KW progress on learning space/reporting to support • Alignment of audit/contractors • Consideration of nursery sustainability 	
15.	<p>Date of next meeting (6.00pm start): Thursday 26th May 2022 – IN LF SCHOOL HALL Other meetings of the academic year (all 6.00pm start): 26th May 2022 (at LF) 14th July 2022 (at Buckley Barracks)</p>	All note

The meeting closed at 7.54pm.

Signed:.....(Chair)

Date:.....

