

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

**Executive Head Teacher: Mrs Karen Winterburn**

**Thursday 26<sup>th</sup> May 2022**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Richard Priest (**RP**), Adrian Cole (**AC**), Huw Solly (**HS**) and Tom Stables (**TS**)

**In Attendance:** Sarah Matthews (**SM**), James Osler (**JO**) and Michelle Hocking (**Clerk**)

**Apologies:** Luke Matthews (**LM**), Johanna Nathanson (**JN**), John Dawson (**JD**), Gemma Hector (**GH**), Fiona Farquhar (**FF**) and Wendy Goodswen (**WG**),

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

**AGENDA**

	<b>Item</b>	<b>Action</b>
	<b>Opening Prayer</b> Led by RP.	
<b>1.</b>	<b>Attendance and Apologies</b> Apologies: Noted and accepted from LM, JN, JD, GH, FF and WG. Quorum present. <sup>1</sup>	
<b>2.</b>	<b>Declaration of Pecuniary Interests</b> All confirmed Register of Interests declarations. No interests declared in this evening’s agenda.	
<b>3.</b>	<p><b>Approval of last minutes (24<sup>th</sup> March) and matters arising (not covered elsewhere)</b> The minutes had been circulated and it was presumed that all present had reviewed them. <b>The minutes of 24<sup>th</sup> March were unanimously approved as a true and accurate record of that meeting.</b> ES signed the minutes accordingly. <b><u>ACTION: Clerk to publish/file the last minutes as appropriate.</u></b></p> <p><b><i>Matters Arising</i></b> <b>Item 12 (23.09.21) and item 3 (27.01.22):</b> Attend New Governors’ Induction training as soon as possible and commit to attending Governor Briefing Sessions on a rota. <b><u>ACTIONS: (i) JD and TS to complete New Governors Induction training as soon as feasible (ii) TS to watch recording of Governors’ Briefing session Term 5: 11 May 2022 16:00 - 17:30 and circulate update to all and (iii) Clerk to book/HS to attend Term 6: 22 Jun 2022 16:00 - 17:30</u></b></p>	<p><b>Clerk</b></p> <p><b>JD/TS</b></p> <p><b>TS</b></p> <p><b>Clerk/HS</b></p>

<sup>1</sup> Total 12 governors, 6 present (including AC virtually) = 50%

	<p><b>Item 9 (13.12.21):</b> <u>Log on and confirm feedback/approval of policies via schoolaspect – ongoing.</u></p> <p><b>Item 15 (13.12.21) and item 3 (27.01.22):</b></p> <ul style="list-style-type: none"> <li>It was reported flyer documents were being translated into Nepalese over the summer and a welcome coffee morning for Nepalese is being planned. <b>ACTIONS:</b> KW to (i) <u>chase the barracks to ensure flyer is included in welcome pack</u> and (ii) <u>ask school's Support Worker to translate the flyer into Nepalese.</u></li> <li>ES reported that JD was overseas and non-contactable, but it was hoped arrangements were being made as necessary – meeting would revert to SSQ if not <b>ACTION:</b> <u>Arrange for July FGB to take place at the barracks.</u></li> </ul> <p><b>Item 4 (27.01.22):</b></p> <ul style="list-style-type: none"> <li>It was noted that most had completed PREVENT training. <b>ACTION:</b> <u>JD and LM to complete PREVENT Training: <a href="#">INTRODUCTION TO PREVENT E-LEARNING PACKAGE</a></u></li> <li><u>Clerk to send PREVENT completion certificate to SM and JO upon receipt.</u></li> </ul> <p><b>Item 4 (24.03.22):</b> Wellbeing gesture - KW reported that half day resource to allow staff a proper break was – within the confines of sports premium spending criteria and practicalities – being sought. <b>ACTION:</b> <u>Seek wellbeing afternoon cover for staff.</u></p> <p><b>Item 6 (24.03.22):</b>  Schools Financial Value Standard (<b>SFVS</b>) – <b>The email approval previously given by the majority of governors was unanimously approved.</b>  Business Continuity Plan – the following comments were made:</p> <ul style="list-style-type: none"> <li>P.9: Village Services contacts have changed</li> <li>P.34 and 35: SSQ evacuation plan to LF Hall – gas supply for SSQ listed as Cherry Hall</li> </ul> <p><b>Subject to the above comments, the Business Continuity Plan was unanimously approved. ACTIONS:</b> <u>Clerk to update the Business Continuity Plan in accordance with comments made and KW/Clerk to file as approved.</u></p>	<p>All</p> <p>KW</p> <p>JD</p> <p>JD/LM</p> <p>Clerk</p> <p>KW</p> <p>Clerk/KW</p>
<p>4.</p>	<p><b>Headteacher Update</b></p> <p>It was noted that KW's Headteacher report had been circulated just prior to the meeting.</p> <p>KW highlighted:</p> <ul style="list-style-type: none"> <li>Short term (only 5 weeks) but incredibly busy – including assessments (statutory assessments Key Stage (<b>KS</b>) 1 and KS2</li> <li>Early Years Foundation Stage (<b>EYFS</b>) and KS1 phonics next term and also non-statutory assessments in term 6 (although may defer non-statutory assessments to term 1 to provide a baseline)</li> <li>Various events: school trips, visitors in, special Jubilee events, dance festival, visit to Semmington Victorian school</li> <li>Statutory Assessments: <ul style="list-style-type: none"> <li>Thanks to RP for providing independent oversight of SATs administration at SSQ and GH for the same at LF</li> <li>As anticipated, KS2 moderation taking place – SM is working to gather independent evidence – for the LA to validate her teacher assessments – given that this is a small</li> </ul> </li> </ul>	

	<p>cohort, all children's work will be reviewed</p> <ul style="list-style-type: none"> <li>○ Child accessing alternative provision took SATS Maths and Reading offsite – independent Writing to follow</li> <li>● Personal Responsibility is focus of development – particularly for younger children – this is being more specifically built into Yr1/2 curriculum</li> <li>● Generally, attitudes and behaviours are good across both schools – with lots of positive feedback (including from secondary schools visited) – no fixed term exclusions</li> <li>● Number on Roll (<b>NOR</b>): <ul style="list-style-type: none"> <li>○ SSQ = 82 (including in year places)</li> <li>○ LF = 95 (+ 2 x Yr1 and 1 x Yr2 joining shortly)</li> </ul> </li> <li>● Relationship and Sex Education: continuing use of SCARF – parents have been invited to view resources used</li> <li>● Curriculum enrichment includes team building/multi-skills events (including in different setting) – cricket tournament, taster days and dance festival (as well as other events mentioned above/in the detail of the report circulated)</li> <li>● Personal &amp; Social Development: <ul style="list-style-type: none"> <li>○ Reception induction for both schools scheduled for term 6</li> <li>○ SSQ School Council, buddy systems, etc are well embedded</li> <li>○ LF School Council and Worship Council are also well embedded</li> </ul> </li> <li>● Leadership &amp; Management: <ul style="list-style-type: none"> <li>○ Staffing &amp; budget setting taking place</li> <li>○ Census data collected and submitted</li> <li>○ New phone system installed – after initial 'teething issues' this is improving</li> <li>○ Review of IT support and catering provision scheduled</li> <li>○ Administrative role at LF advertised – 3 applicants with interviews scheduled for first week after half term</li> <li>○ School Improvement Adviser: Has provided subject leader deep dives and follow up</li> <li>○ Staff absence remains low although pressure continues to be relentless (staff meetings are fewer/more targeted as part of workload balance initiatives)</li> </ul> </li> <li>● SSQ Staffing: <ul style="list-style-type: none"> <li>○ Staff changes due to maternity leave</li> <li>○ 3+ class structure proposed as slightly too many children for straight 3 classes</li> <li>○ Military grant funding bid – following discussions at F&amp;R Committee, JD is completing sponsorship form tomorrow and c.2 weeks' turnaround anticipated (although there are contingency arrangements if the money is not granted)</li> </ul> </li> <li>● SSQ Premises - Library: Thanks to staff and parents for constructing furniture (saving £1,000!) – Friends of SSQ grand opening scheduled for Tuesday 7<sup>th</sup> June (it is hoped there will be local newspaper coverage)</li> <li>● LF Staffing: <ul style="list-style-type: none"> <li>○ 4 class structure</li> <li>○ Some staffing changes</li> <li>○ SIAMS is expected early next year – 16<sup>th</sup> June Diocese representative is conducting after school session for staff and governors</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• LF Premises: Repainted foyer/hall, values tree etc planned</li> <li>• KS2 theatre trip booked for September as well as various multi-skills events for Yr3/4 at both schools</li> <li>• Insights demographics included for governors to peruse at leisure</li> </ul> <p><u>Questions:</u></p> <p>Q1: Are there concerns that the persistent absences at SSQ are nearly double the national average?</p> <p>A: These are predominantly military children – one family was away for over a month – plan is in place. Some recurring illness and serious accident. Not really a significant concern and improving now – discussed at TLD committee and explanation document is being drawn up to provide to external bodies who may query this level.</p> <p>Q2: Have the extra costs associated with maternity leave mentioned above been factored into the budget (as they were not specifically discussed at F&amp;R Committee)?</p> <p>A: Yes, they are factored into the budget.</p>	
5.	<p><b>Teaching, Learning &amp; Development Committee Report – summary of items discussed</b></p> <p>It was noted that the minutes had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>AC highlighted:</p> <ul style="list-style-type: none"> <li>• Majority of discussed focused on term 4 teacher assessment data detail for both schools via: <ul style="list-style-type: none"> <li>○ Progress (over time)</li> <li>○ Attainment (snapshot)</li> <li>○ Staff know children’s strengths and weaknesses well</li> <li>○ Ongoing impact of pandemic home learning on Writing in particular – interventions in place and being monitored on ongoing basis</li> </ul> </li> <li>• LF: <ul style="list-style-type: none"> <li>○ Similar picture</li> <li>○ Progress is good although attainment not at level we would like</li> <li>○ JO/rest of staff are doing the rights things and things are moving in the right direction</li> <li>○ Supply teacher cover is predominantly being sourced from within the school to provide continuity for the children</li> <li>○ Some of more able/greater depth children are not progressing as well as expected</li> <li>○ Maths No Problem and Sounds Write have been positively adopted at LF (with initial training done) and will be embedded over time</li> <li>○ Quality First teaching remains key</li> </ul> </li> <li>• SSQ: <ul style="list-style-type: none"> <li>○ Nursery: <ul style="list-style-type: none"> <li>▪ qualitative feedback that all are settling well</li> <li>▪ Ongoing challenges with wide range of abilities between ages of 3 and 5</li> <li>▪ Monitoring over time whether commencing nursery at the school gives children a measurable head start</li> </ul> </li> </ul> </li> </ul>	

	<p>over time</p> <ul style="list-style-type: none"> <li>○ Whole school: <ul style="list-style-type: none"> <li>▪ Reading: buddies' system and whole class reading going well</li> <li>▪ Writing is improving</li> <li>▪ Question on persistent absence – it is acknowledged that this data will stand out, but staff are well-prepared to justify</li> </ul> </li> <li>● Both schools: <ul style="list-style-type: none"> <li>○ Data skewed by small cohorts at both schools</li> <li>○ Maths, EYFS and RE visits conducted by governors</li> </ul> </li> </ul>	
6.	<p><b>Finance &amp; Resources Committee Report – Summary of items discussed and approval of relevant items (including final Schools Financial Value Standard (SFVS), Consistent Financial Reporting (CFR) form, 2022/23 Budget Proposals and Financial Procedures Manual)</b></p> <p>It was noted that both SFVS and (subject to amendments mentioned) Business Continuity Plan were approved and ratified above. Following lots of discussion at Monday's meeting – see minutes circulated – those present at the (inquorate) meeting informally recommended the Consistent Financial Reporting (CFR) figures. <b>The CFR was unanimously approved for signature and submission.</b> ES and KW signed, and KW confirmed this would be submitted as required.</p> <p>HS highlighted:</p> <ul style="list-style-type: none"> <li>● Many congratulations to the Bursar for all her hard work in synchronising the budgets of the two schools. As noted in the F&amp;R minutes it was suggested that, subject to receipt of updated quotations, the sum of c.£700 be authorised to provide hosted SIMS to LF to enable the Bursar's flexible working <b>Subject to receipt of updated quotations, reviewed and accepted by F&amp;R (by email prior to the committee's next meeting) the implementation of hosted SIMS at LF was unanimously approved.</b></li> <li>● Review of exact costs of IT licences/support provision was being undertaken</li> <li>● Budget headlines: <ul style="list-style-type: none"> <li>○ SSQ: in-year deficit of c.£4K, £25K uncommitted funds and 10K ringfenced PE Premium</li> <li>○ LF: In year deficit £861, £100K uncommitted funds (being lined up for school project) and £10K ringfenced PE Premium</li> <li>○ Balancing shared staff costs and surplus will be focused on 4 class structure – increasing NOR</li> </ul> </li> </ul> <p><b>The budgets circulated were unanimously approved. The Financial Procedures Manual circulated was unanimously approved.</b></p> <p>With regard to the catering contract KW reported that:</p> <ul style="list-style-type: none"> <li>● New contract entered into November 2021 – lower management fee than previous provider</li> <li>● Costs based on paying chefs £9.50 p/hr</li> <li>● Contractor has been unable to secure chefs at either school at that price and so has been forced to use agency staff at a costs of £28</li> </ul>	

	<p>p/hr</p> <ul style="list-style-type: none"> <li>This has resulted in contractor losses of c.£25K per school this year – which is not sustainable</li> <li>Accordingly, contractor has requested renegotiation of costs and said they will exit the contract early if the federation will not pay more</li> </ul> <p><b><u>ACTION:</u></b> KW to schedule special F&amp;R meeting w/c 6<sup>th</sup> June to discuss catering contract in detail with governors.</p>	KW
7.	<p><b>Christian Distinctiveness Committee Update</b></p> <p>RP noted that:</p> <ul style="list-style-type: none"> <li>SIAMS was covered in KW's Headteacher Report</li> <li>He had circulated a document summarising LF's vision</li> <li>Plans to improve website accessibility would include improving SIAMS elements</li> <li>An additional dimension session with staff and the local vicar is planned to help really bring the vision to life</li> </ul>	
8.	<p><b>Policies and Published Documents:</b> <a href="http://schoolaspect.com">Log On (schoolaspect.com)</a></p> <p>Automatic reminders will continue. <b><u>ACTION:</u></b> All to log on and confirm feedback/approval via schoolaspect.</p> <p><b>The Health &amp; Safety Policy was specifically unanimously approved in the form circulated.</b></p>	All
9.	<p><b>Governor Participation/Monitoring</b></p> <p><b>18 May Governor Briefing Update</b></p> <p>As noted above, TS will watch recording and revert.</p> <p><b>Visit Reports</b></p> <p>As noted above, visits conducted, discussed at TLD and reports circulated:</p> <ul style="list-style-type: none"> <li>EYFS (GH)</li> <li>Maths (AC)</li> </ul> <p><b>Health &amp; Safety:</b></p> <p><b>Briefing</b></p> <p>HS reported that he was booked on Health &amp; Safety Briefing and would circulate the papers shortly <b><u>ACTION:</u></b> HS to circulate Health &amp; Safety Briefing papers.</p> <p><b>Reports</b></p> <p>HS confirmed that Health &amp; Safety walks had been conducted at both schools: HS at SSQ and JN at LF <b><u>ACTIONS:</u></b> Clerk to (i) circulate visit reports produced by HS and JN and (ii) add Health &amp; safety Report to the next agenda.</p>	HS  Clerk
10.	<p><b>Update from the Friends of Stanton School and the Langley Fitzurse Parent Teacher Association</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>Both PTA groups had kindly provided brief reports (at short notice) detailing their recent fundraising activities</li> <li>These proved very useful in helping to raise the profile of the</li> </ul>	

	<p>fundraising activities and thanks were extended to both PTA leads</p> <p><b>ACTIONS:</b> (i) ES to formally thank the PTA leads on behalf of the governing body (ii) ES to request that such summary reports are provided annually (just before the term 3 FGB meeting each year) and (iii) Clerk to add Friends' Update to the January FGB agenda in each year.</p>	<p>ES Clerk</p>
<p>11.</p>	<p><b>Update on Federation Strategic Plan</b></p> <p>ES confirmed that, following discussions immediately prior to the last FGB, he had circulated an updated version of the Strategic Plan which identified which goals had been achieved and, following that review, adjusted the goals going forward as necessary to reflect significant changes in external factors, e.g., Barracks remaining open, local housing developments and Local Authority (LA) decision not to open school on Bird's Marsh development.</p> <p>KW mentioned that:</p> <ul style="list-style-type: none"> <li>Local developers, building seventeen houses in Stanton St Quintin, had requested SSQ's support for their planning application – whilst it is acknowledged that the houses are broadly in keeping with the local environment and could bring additional children onto the school's roll, given the strength of local community's objections to this development – KW had declined to support</li> <li>The positive RAG-rating of the Strategic Plan had been shared with the School Improvement Adviser (SIA) – who was supportive of progress made</li> </ul> <p><b>ACTION:</b> For ease of reference, ES to recirculate the updated Federation Strategic Plan after the meeting.</p>	<p>ES</p>
<p>12.</p>	<p><b>Governor Training – schedule of LA courses on Teams particularly skills audit areas for development:</b></p> <ul style="list-style-type: none"> <li>Evaluation of the Board and School's Performance 29 June 2022 18:00 – 19:30</li> <li>Vision and Strategy of the Board 14 Jun 2022 13:00 - 14:30</li> <li>Operational and Strategic, the Governors' role 15 Jun 2022 18:00 - 19:00</li> <li>Asking Challenging Strategic Questions 16 Jun 2022 09:30 - 10:30</li> <li>Stronger Governance, Refresher - a couple of years on 29 June 2022 09:30 - 11:00</li> </ul> <p>RP reported that he was booked on the Vision &amp; Strategy course on 14<sup>th</sup> June and ES said he would consider his availability for Stronger Governance session on 29 June.</p> <p><b>ACTIONS:</b> (i) All to book courses via the Clerk and (ii) Clerk to add Vision &amp; Strategy and Stronger Governance course updates to the next agenda.</p>	<p>All/ Clerk</p>
<p>13.</p>	<p><b>Standing Items by Exception:</b></p> <p><b>(a) Marketing Activities</b></p> <p>KW reported that:</p> <ul style="list-style-type: none"> <li>show rounds for September 2023 were commencing at both schools</li> <li>SSQ open day booked for SSQ in September</li> <li>LF open day for September being planned</li> </ul>	

	<p><b>(b) Safeguarding Update</b> KW confirmed that she had completed Designated Safeguarding Lead (DSL) update training and work towards Backdrop system being introduced at LF was underway.</p> <p><b>(c) Health and Safety</b> As noted above, walk arounds conducted at both schools. HS reported that minor points were identified (e.g., loose tiles at SSQ and trees' work required at LF) and extended an open invitation to any governor who is available and wishes to join term 6 Health &amp; Safety walk to let him know. <u><b>ACTION:</b> All to consider availability to conduct Health &amp; Safety walk alongside HS in term 6.</u></p> <p><b>(d) Single Central Record (SCR) Update</b> KW confirmed SCR up to date.</p> <p><b>(e) Equalities and Accessibility</b> As reported above – accessibility audit completed, implementation of action points arising commenced and the report would be reviewed in detail at the next F&amp;R Committee meeting.</p> <p><b>(e) Projects Update:</b> <b><i>New Classroom Project Team</i></b> ES reported:  <ul style="list-style-type: none"> <li>• Feasibility discussions being conducted</li> <li>• Funding streams investigations underway (including Area Board and Diocese)</li> </ul> </p> <p><b><i>LF Parking Project Update from Parish Council</i></b> ES reported that he had given formal support on behalf of the governing body just prior to the Annual Parish Council session and would send updates upon receipt <u><b>ACTION:</b> ES to update on parking project progress in due course.</u></p> <p><b><i>AOB Items</i></b> Governors enquired the current position of staff wellbeing. KW reported that less absence has resulted in fewer gaps to fill but staff are very tired with all working tirelessly to support the children – who always come first. ES queried appetite for WhatsApp governors' group to share brief updates/reminders – there was varied appetite expressed. <u><b>ACTION:</b> Clerk to bring contact details update to the next meeting and specifically obtain each governor's consent/objection (as relevant) to use of WhatsApp as part of this.</u></p>	<p>JO/GH</p> <p>All</p> <p>ES</p> <p>Clerk</p>
14.	<p><b>How have we added value to/contributed to the vision of the federated schools for the benefit of the children at Langley Fitzurse and Stanton St Quintin?</b></p> <ul style="list-style-type: none"> <li>• <b>Finances/budget – prudent management by staff/oversight by governors</b></li> <li>• <b>SIA Visits conducted, reported on and written reports reviewed by ES</b></li> </ul>	



	<ul style="list-style-type: none"> <li>• <b>Strategic Development considered in detail</b></li> <li>• <b>Vision and SIAMS considered</b></li> <li>• <b>Strengthening of links with and celebration of activities of Friends' groups</b></li> <li>• <b>Lots of signing off of mandatory business items</b></li> </ul>	
15.	<b>Date of next meeting (6.00pm start): 14<sup>th</sup> July 2022 (at Buckley Barracks or SSQ)</b>	<b>All note</b>

The meeting closed at 7.58pm.

Signed:.....(Chair)

Date:.....