

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

Thursday 27th January 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**), Fiona Farquhar (**FF**) and (from 6.39pm) Luke Matthews (**LM**)

In Attendance: Huw Solly (former and prospective re-appointed Foundation Governor)(**HS**), and Michelle Hocking (**Clerk**)

Apologies: Johanna Nathanson (**JN**) and John Dawson (**JD**)

Apologies (usual attendees): Sarah Matthews (**SM**) and James Osler (**JO**)

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

AGENDA

	Item	Action
	Opening Prayer Led by RP.	
1.	<p>Attendance and Apologies New Governors introductions & welcome – TS and GH Attendance & Apologies: Apologies: Noted and accepted from JN and JD and usual attendees SM and JO. Quorum present.¹</p> <p>Welcome – Tom Stables ES welcomed TS to his first meeting. TS briefly introduced himself as a parent at Langley Fitzurse (LF) with his youngest child currently in year 6.</p> <p>ES also welcomed HS to the meeting – explaining that HS’s re-appointment as a Foundation Governor was in the final stages of being processed by the Diocese. ACTION: Clerk to update the records with HS’s appointment following completion of Diocesan appointment processes and DBS checks.</p>	Clerk
2.	<p>Declaration of Pecuniary Interests – annual forms completion All confirmed Register of Interests declarations. No interests declared in this evening’s agenda.</p>	

¹ Total 11 governors, 8 present at beginning is more than 50%

<p>3.</p>	<p>Approval of last minutes (13th December 2021) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 13th December were unanimously approved as a true and accurate record of that meeting. <u>ACTIONS: (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><i>Matters Arising</i></p> <p>Item 7 (23.03.21): <u>Add Nursery provision sustainability to March 2022 agenda</u> – carry forward. Item 11 (23.03.21): <u>Add meetings, key deadlines, in-school events, in-school/cascaded training sessions and any other sessions requested by KW to the new governance calendar</u> – ongoing Item 12 (23.09.21): 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 had completed Induction Training, GH had completed 2 of 3 sessions and JD and TS had yet to complete. <u>ACTIONS: (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 5 (13.12.21): <u>Add Business Continuity Plan to the March agenda</u> – carry forward. Item 9 (13.12.21): <u>Log on and confirm feedback/approval of policies via schoolaspect</u> – ongoing. Item 15 (13.12.21):</p> <ul style="list-style-type: none"> • It was agreed that AC will mentor GH and LM/ES will mentor TS. <u>ACTIONS: (i) AC to set up mentoring meeting(s) with GH and (ii) LM/ES to set up mentoring meeting(s) with TS.</u> • It was reported that an electronic version of the SSQ flyer had been sent to the barracks for inclusion in their welcome pack but there was uncertainty that this had been actioned by the barracks and this also still needed to be translated into Nepalese. <u>ACTIONS: 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>ES Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>JD TS All</p> <p>Clerk</p> <p>All</p> <p>AC/GH LM/ES/TS</p> <p>KW</p> <p>JD</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>KW highlighted:</p> <ul style="list-style-type: none"> • Really busy – only 5 school weeks since last met • Covid: <ul style="list-style-type: none"> ○ spike since back from Christmas – met threshold quite quickly at the beginning of term ○ currently 7 cases at LF and 5 cases at Stanton St Quintin (SSQ) ○ at Headteachers’ Briefing it was noted that Wiltshire schools’ 	

	<p>Covid cases are still high despite relaxation of restrictions</p> <ul style="list-style-type: none"> • Teaching & Learning: <ul style="list-style-type: none"> ○ Ofsted inspections are taking place locally ○ Local Authority (LA) monitoring is relentless – including two Pupil Premium reviews by the School Improvement Adviser (SIA) (one at each school) this week – teachers remain focused on children’s wellbeing and outcomes but there are currently uncomfortable levels of paperwork arising from external reviews <p><u>Questions</u></p> <p>Q1: If the level of external scrutiny is detracting from the school’s ability to deliver its primary service, how can governors help reduce this detraction?</p> <p>A: It is very difficult. Pressure from central government is cascading down via the LA – SIA visits have, as standard, increased to six per annum (from previous three) and each one involves significant preparation time/documentation production/collation as well as meeting time.</p> <p>It was suggested that the governing body could write a letter to the Regional Schools Commissioner (RSC) raising concerns – although it may be preferable that such a letter is written jointly with or accompanied by similar letters from other cluster schools ACTIONS: (i) <u>KW to raise at the February cluster meeting whether other governing bodies would have the appetite to provide support in this way and (ii) FF to liaise with KW and, if deemed necessary, write a letter to the RSC on behalf of the governing body/ies.</u></p> <p>KW continued to highlight:</p> <ul style="list-style-type: none"> • Quality of Education: Particular focus on Subject Leadership: <ul style="list-style-type: none"> ○ Pickwick School Improvement group are emphasising subject leaders’ responsibilities and accountability ○ Maths Mobius Hub and Forest Schools training are being implemented ○ Staff are being encouraged to use their time wisely to address current demands • Disadvantaged Learners: Thorough Teaching, Learning & Development (TLD) Committee meeting received detailed reports on Progress and Attainment – including data specific to vulnerable groups – these reports were also shared with the SIA today • Admissions: According to LA’s ‘Liquid Logic’ applications website: <ul style="list-style-type: none"> ○ SSQ has been mentioned in 23 applications ○ LF has been mentioned in c.40 applications <p>Breakdown of numbers of first, second and third choice applicants are not yet known – which feeds into staffing and budget planning</p> • Attitudes to Learning: Continue to be good – no further permanent or fixed term exclusions since the last FGB • Personal Development: <ul style="list-style-type: none"> ○ LF residential scheduled for 14th February – risk assessment is being completed ○ Both schools do PREVENT Training: Governors also requested to complete ACTION: KW to circulate PREVENT training link to all governors INTRODUCTION TO PREVENT E- 	<p>KW</p> <p>FF</p> <p>KW</p>
--	--	-------------------------------

	<p style="text-align: center;"><u>LEARNING PACKAGE</u></p> <ul style="list-style-type: none"> • Leadership & Management (including staff wellbeing): The site lead is getting the measure of actions required. RACI (Responsible, Accountable, Consulted, or Informed) document (previously discussed) is being completed for premises in progress actions – including obtaining quotations for LF foyer painting <u>ACTION: KW to upload Premises RACI to Teams.</u> • Collaborative and Community Opportunities including Parental/Community Engagement: <ul style="list-style-type: none"> ○ KW and SM will represent SSQ at the previous Stanton St Quintin’s reverend’s funeral next week ○ Various (virtual or outdoor) events have been taking place: Christmas Services, sports activities and ethnic travellers’ and services’ groups ○ LF has commenced a new collaboration with the Rise Trust volunteer mentoring service: The Rise Trust - Children's Centres in Chippenham and North Wiltshire <p>Governors acknowledged their awareness of how much staff are eating into their own time and expressed concern that they must take much needed down time. Governors asked KW to extend to all staff a request to please not suffer alone but to speak to governors and emphasised that this included Heads of School and KW herself.</p>	KW
5.	<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 and it was presumed that all present had reviewed them.</p> <p>AC highlighted:</p> <ul style="list-style-type: none"> • Detailed discussion of recent teaching assessment data • It is clear that both Heads of Schools know the children very well and where the challenges lie (at a level which would be unlikely to be feasible in a much large setting) • LF Overview: Progress acceptable, attainment is not but JO and the team are aware and are implementing various support measures – including two new schemes of work (Maths and Phonics) • Writing: Greatest concern at both schools • Nursery: <ul style="list-style-type: none"> ○ May have a success problem – interviewing on Monday for a new part-time nursery assistant ○ Focus on how to measure progress (expecting children there to have a flying start, with this beginning to show in the coming years’ data) • SSQ Overview: Progress and attainment both good – although concerns in writing <p><u>Questions</u> Q2: Is the phonics scheme on the Department of Education verified list of phonics programmes? A: Yes.</p>	
6.	<p>Finance & Resources Committee Report</p>	

<p>9.</p>	<p>Governor Participation/Monitoring It was acknowledged that there was lots of focus and planning and recording of participation and monitoring needed to be more effectively captured. ACTIONS: (i) Clerk to upload separate proforma visit report forms to Teams (ii) all to add planned visits to LFSSQGovs Calendar² and (iii) all to complete visit forms after school visit and send copy (approved by staff) to the Clerk for filing.</p> <p>Governor Briefing 19.01.22 AC reported that this was a thorough update – comprising 62 slides! ACTION: AC to upload Governor Briefing slides to Teams.</p> <p>AC highlighted points raised:</p> <ul style="list-style-type: none"> • Impact of Covid on the local area • New schools funding arrangements for this year (KW confirmed that the federation’s schools would receive sparsity funding – available for schools with fewer than 100 on roll – SSQ c. £43.8K and LF c. £24K) – supplementary funding was being provided to help cover National Insurance contributions and staff pay reviews (amounts due to published on 14th February) • Governance focus on policy management (for which school aspects is invaluable for the federation) • SATs, Multiplication Tests and Phonics Tests are taking place this year <p>All reminded to book onto (via the Clerk) May and June sessions (as noted above).</p> <p>Visit Notes: Special Educational Needs & Disabilities (SEND) & Pupil Premium (PP) Science PE/Extra Curriculum events</p> <p>It was noted that WG’s visit updates on the above had been circulated prior to the meeting.</p> <p>It was acknowledged:</p> <ul style="list-style-type: none"> • The LA Hearing Impairment team are making weekly visits to school • There are currently no face-to-face Speech & Language Therapy (SaLT) sessions • Educational Psychologists (Eps) are overwhelmed by Education Health Care Plans (EHCP) applications and so are not coming out for new ones • Every service is overwhelmed by the pandemic increase in demand (particularly for social and emotional needs) and staff shortages <p>ACTION: Concern about pressure on LA services provided to schools to be added to any letter to the RSC.</p>	<p>Clerk</p> <p>All</p> <p>AC</p> <p>FF/KW</p>
	<p>Finance & Resources Committee Report</p> <ul style="list-style-type: none"> - Summary of items discussed - Approval of relevant items (including Income & Expenditure Report (I&E)) 	

² All have edit rights to this Calendar

	<p>- Update of Terms of Reference (ToRs) to reflect new delegation</p> <p>Summary LM reported:</p> <ul style="list-style-type: none"> • New Classroom Project: required a team to review next steps/actions and, whilst all were welcome to volunteer, F&R provisionally suggested LM, KW, ES and GH form this group • Accessibility Audit: Being conducted 11th February – help provide justification for extra learning space to support funding applications to Diocese and LA <p>I&E Non-F&R governors queried the brought-forward balance of £90K for LF – noting that, whilst prudent financial management required retention of some reserves, the majority of funds should be spent for the benefit of the children at the school rather than held in reserves. It was clarified that, for accounting purposes, the brought forward amount was shown as at the date of the I&E but this included £49K which was subsequently paid out for the rural Gigabit work and ringfenced Sports Premium, so the tangible free in-year surplus was only c.£4K. It was specifically noted:</p> <ul style="list-style-type: none"> • Benchmarking: on last benchmarking exercise undertaken, SSQ compared well against similar schools, LF slightly less so (although baseline is uncertain due to changes – view will be taken based on number on roll next year with further spending on staff perhaps being possible at that stage) • In year position is balanced • Ringfenced Sports Premium funding is creatively used to maximise the benefit to the children • There is a deliberate policy to spend reserves effectively – whilst the budget remains tight, there is some provision for further support costs to be incurred if necessary (with caution – given in year deficit position) • There is a plan to increase transparency by assigning budgets to specific School Development Plan (SDP) items moving forwards <p>The I&E was unanimously approved and signature of it authorised in the form recommended by F&R Committee and circulated prior to the meeting. <u>ACTIONS: KW and ES to arrange for signature and submission of the I&E.</u></p> <p>ToRs The ToRs were unanimously approved in the form circulated prior to the meeting – it was acknowledged that F&R reviews the figures in detail and recommend them to the FGB for the sake of transparency rather than repetition of detailed scrutiny.</p>	KW/ES
10.	<p>Website Audit It was noted that three separate audits had been conducted, each with a slightly different focus, by: WG, GH and the SIA.</p> <p>WG explained that she had RAG-rated against the DfE checklist and identified:</p> <ul style="list-style-type: none"> • Some out-of-date policies • Challenges finding core curriculum details – content for each 	

	<p>subject (including RE)</p> <ul style="list-style-type: none"> • Broken Ofsted Report link (although PDF copy published) • SSQ search function is very useful – LF does not have a search function <p>GH explained that she had reviewed from a marketing perspective – focusing on presentation as well as content – and identified:</p> <ul style="list-style-type: none"> • Lots and lots of information on LF website – requiring some streamlining • Very different website format of each school – query whether this is desirable or a federation-wide common platform (with everything identical apart from content) approach preferable? • SSQ has more detail in some areas • The sites are not android compatible <p><u>ACTION:</u> KW/Clerk to remove defunct LF governor portal documents.</p>	KW/ Clerk
11.	<p>Update of the Federation Strategic Plan – review of current plan and make recommendations for change in strategic drivers for the schools</p> <p>ES highlighted that the current plan:</p> <ul style="list-style-type: none"> • had been circulated and reminded governors that this was intended to be updated on at least an annual basis • required some evolutionary changes (e.g., to reflect change in context of the barracks – no longer being decommissioned) • could be developed further to incorporate more specific significant projects, general themes, etc <p><u>ACTIONS:</u> (i) All to feed into ES suggestions for big projects, general themes, etc to input (ii) ES to circulate updated plan and (iii) Clerk to add Review of Updated Federation Strategic Plan to the next agenda.</p>	All ES Clerk
12.	<p>Governor Training – schedule of LA courses on Teams</p> <p>AC and GH: Governors' Briefing 19.01.22 RP: English & Maths 30.11.21</p> <p><u>ACTIONS:</u> (i) All to book training via the Clerk and (ii) Clerk to open Teams folder for Ofsted Preparedness documents.</p>	All Clerk
13.	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities</p> <p>ES reported that the Kington Langley magazine offer (written by him) had been circulated. It was acknowledged that this magazine reaches almost every house in the village and the school had been invited to contribute an update piece every three months. There was a similar marketing opportunity for SSQ via parish Life magazine. Volunteers to contribute the next magazine piece(s) were requested. <u>ACTION:</u> All to consider volunteering to write the next magazine update piece.</p> <p>(b) Safeguarding Update</p> <p>KW and FF reported:</p> <ul style="list-style-type: none"> • Internal Audit: KW and FF conducted detailed internal audit against an external checklist to confirm robust procedures in place. SIA 	All

	<p>provided alternative checklist – which was also worked through, and FF confirmed compliance.</p> <ul style="list-style-type: none"> • LA Audit: Due 18th February – internal audit information will be used to input <p>(c) Health and Safety <i>Covid Update</i> Discussed above.</p> <p><i>RACI being conducted for Premises Lead role</i> Discussed above.</p> <p>(d) Single Central Record (SCR) Update Single Central Record (SCR):</p> <ul style="list-style-type: none"> • SSQ checked pre-Christmas: a few comments picked up • LF: Number of administrative gaps – FF attending school 14th February to check updates made • Reference checks for governors to be logged going forwards <p><u>ACTION:</u> KW/Clerk to collate safeguarding training details for the SCR</p> <p>(e)Equalities and Accessibility As reported above – accessibility audit scheduled.</p> <p>(e) Projects Update: <i>Establishing LF new classroom project team</i> As noted above, volunteers welcomed.</p> <p><i>LF Hall/foyer</i> KW explained three quotes (all over £4K) had been obtained:</p> <ol style="list-style-type: none"> (1) £4,600 (2) £4,500 (3) £4,380 – recommended contractor (used before and can complete works at Easter) – priority works as hope to let LF for the summer (£4,400 previously charged for this letting – which would offset the cost) <p><u>ACTIONS:</u> (i) KW to circulate foyer quotes for email approval and (ii) Clerk to add ratification of foyer costs approval to the next agenda.</p> <p><i>Parking Project</i> ES reminded governors that a small parent group were reviewing options (slide 6 of document circulated being current preferred design) – ES is part of that group and will report back, although others are welcome to get involved if they wish. ES reiterated that spending must commence by the end of the financial year, or the funding would be forfeited.</p>	<p>KW/Clerk</p> <p>KW Clerk</p>
<p>14.</p>	<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"> • Detailed prioritised safeguarding work (FF) • Website audit work (WG/GH) • Science week support • Link Governor visits SEND, Pupil Premium and English to 	

	triangulate monitoring evidence	
15.	Date of next meeting (6.00pm start): Thursday 24th March 2022 – IN LF SCHOOL HALL Other meetings of the academic year (all 6.00pm start): 26th May 2022 (at SSQ) 14th July 2022 (at Buckley Barracks)	All note

The meeting closed at 7.57pm.

Signed:.....(Chair)

Date:.....

APPENDIX 1

Points from the Christian Distinctiveness Meeting at Langley Fitzurse School on 25th January 2022

1. The Panel were pleased to note that there is a full complement of foundation governors.
2. Congratulations to the school on completing their Stars Project. It is splendid to see the school's motto and Bible Verse carved in wood and emblazoned on the shelter by the front gate.
3. Collective Worship occurs daily for each class, due to covid precautions. There is a longing all round to return to whole school gatherings, also singing. Katherine Bloomer assists with resourcing this.
4. The Panel are keen to progress the outdoor reflection area (project). The Parochial Church Council (PCC) is being asked to consider supporting this project in terms of labour and/or finance.
5. There is an aspiration to refresh the Foyer and Cherry Hall by redecorating and reviewing the displays. A "Values Tree" will be displayed in the foyer, where children can hang images of the school's core Christian values.
6. The school's Worship Council are encouraged to explore the development of lunch-time graces (said or sung).
7. 04 Feb 22: Christingle Service (in the playground). Katherine Bloomer leading, with local Children's Society rep Fiona Priest speaking.
8. 04 Apr 22: Easter Service for school at St. Peter's.
9. 23 May 22: Malmesbury Abbey hosting "I Sing Pop" event, inviting local (whole) schools. See <https://www.isingpop.org/>. Whilst the event attracts no charge, the cost of transport remains. The PCC is being requested to consider supporting this.
10. June 22 (date TBC): "Lifepath" event in Malmesbury Abbey, inviting Year 5 children from local schools to attend.
11. A "book look" concluded the meeting, allowing Katherine and Richard to see some of the R.E. work completed by children over the last few months.
12. The post of Priest in Charge of the Draycot Benefice has been re-advertised, with an enhanced offer. It is hoped to fill the vacancy by the end of the summer holidays. Revd Mark Siddall leaves us on Easter Sunday and his post as curate will then cease.
13. All governors are encouraged to consider attending the (free) Bristol Diocese' governor induction training, which will enhance their understanding of Christian Distinctiveness in Church Schools and also the SIAMS requirements. Richard found this event informative and helpful.