

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

**Executive Head Teacher: Mrs Karen Winterburn**

**Thursday 14<sup>th</sup> July 2022**

**Present:**

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Huw Solly (**HS**), Johanna Nathanson (**JN**), Gemma Hector (**GH**), Fiona Farquhar (**FF**) and Wendy Goodswen (**WG**)

**In Attendance:** Sarah Matthews (**SM**) and Michelle Hocking (**Clerk**)

**Apologies:** Richard Priest (**RP**), Adrian Cole (**AC**), Tom Stables (**TS**) and John Dawson (**JD**) (and also usual attendee James Osler (**JO**))

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

**AGENDA**

	<b>Item</b>	<b>Action</b>
	<b>Opening Prayer</b> Led by HS.	
<b>1.</b>	<b>Attendance and Apologies</b> Apologies: Noted and accepted from RP, AC, TS and JD. ES reported that Luke Matthews ( <b>LM</b> ) had resigned with immediate effect <b><u>ACTION:</u></b> <b><u>New Chair of Finance &amp; resources (F&amp;R) committee to be appointed at the next meeting.</u></b> Quorum present. <sup>1</sup>	<b>F&amp;R/Clerk</b>
<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>	<b>Approval of last minutes (26<sup>th</sup> May) 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 26<sup>th</sup> May were unanimously approved as a true and accurate record of that meeting.</b> ES signed the minutes accordingly. <b><u>ACTION:</u></b> Clerk to publish/file the last minutes as appropriate. <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 – the Clerk reported that she had uploaded this year’s New Governors’ Induction Training slides for review by all by way of refresher but two newest governors have not yet completed this training - carry forward. <b><u>ACTIONS:</u></b> JD and TS to	<b>Clerk</b>

<sup>1</sup> Total 11 governors, 7 = 50%

	<p>complete New Governors Induction training as soon as feasible Governors' Briefing session Terms 5 and 6: materials also circulated by way of upload.</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 community is being planned. <b>ACTIONS:</b> KW to (i) chase the barracks to ensure flyer is included in welcome pack and (ii) the school's Support Worker to translate the flyer into Nepalese when workloads permit.</li> <li>ES reported that JD had pledged to arrange for the September meeting to take place at the barracks. <b>ACTION:</b> Arrange for September FGB to take place at the barracks.</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> JD to complete PREVENT Training: <a href="#">INTRODUCTION TO PREVENT E-LEARNING PACKAGE</a></li> <li>Clerk to send PREVENT completion certificate to SM and JO upon receipt.</li> </ul> <p><b>Item 4 (24.03.22):</b> Wellbeing gesture - KW reported that half day resource to allow staff a proper break had been investigated and was not, unfortunately, feasible.</p> <p><b>Item 12 (24.03.22):</b> GH reported that website work was ongoing – redesign almost complete and adding content over the summer <b>ACTION:</b> GH to report on website update at the September meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>HS wished to re-book Health &amp; Safety course <b>ACTION:</b> Clerk to book HS on convenient H&amp;S course</li> <li>SSQ Friends have won National PTA Award for fundraising – congratulations and thanks extended</li> <li>HS invited any willing governor to accompany him on next Health &amp; Safety (H&amp;S) walk in the autumn <b>ACTION:</b> All to consider accompanying HS on H&amp;S walk in the autumn.</li> <li>ES had no substantive update on the parking project – the Parish Council had provided no formal update and he understood they awaited confirmation of loan</li> </ul>	<p>JD/TS</p> <p>KW</p> <p>JD</p> <p>JD</p> <p>Clerk</p> <p>GH</p> <p>Clerk</p> <p>All</p>
<p>4.</p>	<p><b>Headteacher Report</b> It was noted that KW's Headteacher report had been circulated just prior to the meeting.</p> <p>KW highlighted:</p> <p><b>Context</b></p> <ul style="list-style-type: none"> <li>Super busy!</li> <li>Currently 8 staff Covid absences – 4 at each school</li> </ul> <p><b>Quality of Education</b></p> <ul style="list-style-type: none"> <li>Comparative data was shared with School Improvement Adviser (SIA) during her visit</li> <li>Colour-coded data circulated is SIA's colour-coding, pink = significantly above national</li> <li>Early Years Foundation Stage (EYFS) those achieving Good Level of Development (GLD) = 86.7% (SSQ) and 77.8% (LF) against 67.3% (Wilts) and 65.3% (Nat)</li> </ul>	

<ul style="list-style-type: none"> <li>• Key Stage (<b>KS</b>) 2 Writing – 88% (SSQ) and 76% (LF) reached expected standard against 69% (Nat)</li> <li>• KS1: <ul style="list-style-type: none"> <li>○ Reasons to celebrate and some areas for development</li> <li>○ Using Sounds Write to focus on closing gaps is particular focus for JO and his partner teacher</li> <li>○ Move towards developing continuous provision into KS1 is also being implemented from September (support children in transition for the new school year + developing their social and emotional skills + fostering the learning to learn skills – all adversely impacted by pandemic disruption) - work on the outdoor area has already started (thanks extended to GH and team)</li> <li>○ The impact of this new approach will be closely monitored and will be a priority of the SDP 22-23</li> </ul> </li> </ul> <p><b>Behaviour and Attitudes</b></p> <ul style="list-style-type: none"> <li>• Attendance tracking at 95.6% at both schools</li> <li>• Good behaviour continues at both schools</li> <li>• September intake: <ul style="list-style-type: none"> <li>○ SSQ = 11 EYFS + 6-8 Nursery</li> <li>○ LF = 18 Reception</li> </ul> </li> </ul> <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Lots of transition preparation activities and events this term</li> <li>• Fantastic productions and sports days</li> <li>• Relationships &amp; Sex Education (<b>RSE</b>) elements of Personal, Social &amp; Health Education (<b>PSHE</b>) lessons took place during the summer term</li> <li>• A number of collaborative opportunities (particularly for older children)</li> </ul> <p><b>Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Government White Paper shared – aspiration for all schools to be part of a Multi-Academy Trust (<b>MAT</b>) by 2030 <u><b>ACTION: All to review the White Paper</b></u></li> <li>• Diocese and Local Authority (<b>LA</b>) invited the school to attend sessions on their MAT plans – KW and HS and KW and ES respectively attended these</li> <li>• Sports: <ul style="list-style-type: none"> <li>○ Next year class teachers will be teaching PE (currently been taught by external provider)</li> <li>○ PE passport – scheme of work, will support delivery</li> <li>○ External specialists and opportunities will continue to be accessed as appropriate</li> <li>○ Both schools continue to be part of the Chippenham Sports Partnership</li> </ul> </li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• SSQ: <ul style="list-style-type: none"> <li>○ New teacher joining</li> <li>○ Readvertising for Teaching Assistant (<b>TA</b>)/Named Pupil Assistant (<b>NPA</b>)</li> <li>○ Library fantastic</li> </ul> </li> <li>• LF <ul style="list-style-type: none"> <li>○ 2 retirees</li> <li>○ 1 new admin assistant joining</li> <li>○ 2 teachers joining (1 x class job share and 1 x Planning</li> </ul> </li> </ul>	<p>All</p>
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	<p>Preparation and Assessment (<b>PPA</b>)/class cover)  <b>Collaborative and Community Opportunities including Parental/Community Engagement</b>  Lots of activities/events in the traditionally busy Term 6  It was noted that priorities for next year had been circulated <b>ACTION:</b>  <u>KW to add staff wellbeing as a Federation as well as individual school priority.</u></p>	KW
5.	<p><b>Teaching, Learning &amp; Development (TLD) Committee Report – summary of items discussed</b>  No committee meeting had taken place as data was awaited and the data had been considered in this meeting (see above).   KW assured governors that the September TLD meeting will review more detailed analysis of data by year group.  <b>ACTIONS:</b> (i) <u>KW to ensure Sports Funding Report published on the schools’ websites by 31<sup>st</sup> July deadline and (ii) GH to check funding criteria for minibus.</u></p>	KW/GH
6.	<p><b>Finance &amp; Resources Committee Report – Summary of items discussed including:</b>  - <b>Catering contract</b>  - <b>Pupil Premium Report</b>  - <b>Sports Funding Report (see above)</b>  HS reported:  <ul style="list-style-type: none"> <li>• Annual agenda plan approved</li> <li>• Equalities and Accessibility audits reviewed and will help inform H&amp;S work (NB: Diocese has communicated its carbon neutral pledge but no funding to support this has yet been forthcoming)</li> <li>• A number of options for more classroom/general space are being explored – feasibility study being commissioned</li> <li>• Risk Register was considered</li> <li>• Nursery fees are increasing to £8/hr (KW is sending letter to parents explaining this)</li> </ul> <b>Catering Contract</b>  It was summarised:  <ul style="list-style-type: none"> <li>• Current provider losing money so stated that they need to increase fees considerably or terminate the contract</li> <li>• Universal Infant Free School Meal (<b>UIFSM</b>) funding is increasing from £2.34 to £2.41 – but this does little to offset the increases.</li> <li>• Meals costs will need to rise to £2.60 from £2.40 each and further reductions in costs will need to be found.</li> <li>• The federation has a legal duty to provide meals</li> <li>• Alternative options considered: <ul style="list-style-type: none"> <li>○ Move in-house (not practical)</li> <li>○ Close LF kitchen and keep SSQ open with delivered service to LF (subject to affordable transport – just about manageable)</li> </ul> </li> </ul> It was noted that:  <ul style="list-style-type: none"> <li>• Current provider quoting a high price for delivery service transport costs</li> <li>• Contacts have been pursued to provide alternative transport options – so far unsuccessful so advert being posted</li> </ul> </p>	

	<p><b>ACTIONS:</b> (i) KW to check cancellation provisions applicable on current provider transporting and (ii) all to review and consider decision on transport in id-August/as close as feasible to current provider's deadline.</p>	KW/All
7.	<p><b>Christian Distinctiveness Committee Update</b> HS noted that:</p> <ul style="list-style-type: none"> <li>• SIAMS preparation is underway – due to be inspected next academic year</li> <li>• Measures to raise capacity/understanding in EYFS discussed</li> <li>• New vicar for benefice</li> <li>• Discussion of reflection area</li> <li>• Various events: <ul style="list-style-type: none"> <li>○ Rural Schools' Festival was a great success</li> <li>○ Leavers Service (outside due to Covid/heat)</li> <li>○ Back to School Service 04/09/22</li> <li>○ Harvest going ahead</li> <li>○ RP is conducting Remembrance Service</li> </ul> </li> <li>• Spirituality is a key area for development and focus theme for the autumn</li> <li>• All governors to focus on school values and a greater understanding of what is done at LF</li> </ul> <p><b>ACTIONS:</b> (i) All to familiarise themselves with the School Self Evaluation Form (<b>SSEF</b>) for SIAMS (ii) Clerk to re-circulate Governors Preparation for SIAMS document and (iii) Clerk to add SIAMS as standing agenda item for all meetings.</p>	All/Clerk
8.	<p><b>Shaping the Future</b> It was noted that Shaping the Future presentation slides had been circulated prior to the meeting and all had reviewed them. ES summarised:</p> <ul style="list-style-type: none"> <li>• As noted above – government White Paper aspires to all schools being part of (or at least be in the process of joining) a MAT by 2030</li> <li>• Becoming an academy means that funding is received direct rather than via the LA</li> <li>• Various options are available, joining: <ul style="list-style-type: none"> <li>○ DoBAT (the Bristol Diocese Academy Trust)</li> <li>○ a soon to be formed LA MAT</li> <li>○ an existing local MAT</li> <li>○ a national MAT</li> <li>○ (possibly) with other local schools (with whom the federation already collaborates) to form a MAT</li> </ul> </li> <li>• Key values of the federation need to be articulated and agreed and then options can be considered on the basis of the 'best fit' for these key criteria</li> </ul> <p>It was noted:</p> <ul style="list-style-type: none"> <li>• Proactively pursuing options is preferable to procrastination potentially leading to being 'forced' into a MAT arrangement</li> <li>• Communication is key to ensure that the schools' communities come on the journey positively</li> </ul> <p>GH declared a potential conflict of interest given her day job</p>	

	connections with various local MATs. <b>SM left the meeting at 7.30pm</b>	
9.	<b>Policies and Published Documents:</b> <a href="https://schoolaspect.com">Log On (schoolaspect.com)</a> Automatic reminders will continue. <b><u>ACTION:</u></b> All to log on and confirm feedback/approval via schoolaspect.	All
10.	<p><b>Governor Participation/Monitoring</b></p> <p><b>18 May Governor Briefing Update</b> As noted above, slides circulated.</p> <p><b>22 June Governor Briefing Update</b> As noted above, slides circulated (HS had been unable to attend as planned)</p> <p><b>Visit Reports: Health &amp; Safety (HS/JN)</b> Term 6 visit not conducted as planned <b><u>ACTION:</u></b> HS to arrange H&amp;S visit as soon as possible in the autumn.</p> <p><b>Governor Participation</b> FF reported that she had attended the Cricket Tournament and was very impressed with the SSQ team cohesion and determination resulting in second place. HS attended LF sports day and noted this was a particularly good opportunity for the school community to come together as one and welcome the wider community (Grassroots and Abbeyfields' Young Leaders) – including an excellent dance performance and a good collegiate atmosphere.</p> <p><b>Vision &amp; Strategy and Stronger Governance course updates</b> Deferred in RP's absence. <b><u>ACTION:</u></b> Clerk to add Vision &amp; Strategy and Stronger Governance course updates to the next agenda.</p>	<p>HS</p> <p>Clerk</p>
11.	<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>- <b>Evaluation of the Board and School's Performance 29 June 2022 18.00 – 19.30</b></li> <li>- <b>Vision and Strategy of the Board 14 Jun 2022 13:00 - 14:30</b></li> <li>- <b>Operational and Strategic, the Governors' role 15 Jun 2022 18:00 - 19:00</b></li> <li>- <b>Asking Challenging Strategic Questions 16 Jun 2022 09:30 - 10:30</b></li> <li>- <b>Stronger Governance, Refresher - a couple of years on 29 Jun 2022 09:30 - 11:00</b></li> </ul> <p>GH volunteered to attend and report back on Term 1 Governors' Briefing <b><u>ACTIONS:</u></b> (i) Clerk to book GH on Term 1 Governors' Briefing and add update to the next agenda (ii) all to consider booking Governor Briefings for terms 2 – 6 and (iii) All to book courses via the Clerk</p>	All/ Clerk
12.	<p><b>Standing Items by Exception:</b></p> <p><b>(a) Marketing Activities</b></p> <ul style="list-style-type: none"> <li>• Lots of interest in PTA and new parent governors (2 new parent governor vacancies following LM's resignation)</li> <li>• Colour Run – FF and HS volunteered to attend</li> <li>• LF welcome event – HS volunteered to attend</li> <li>• Facebook page administration being transferred from retiree to new admin assistant from September</li> </ul>	

	<ul style="list-style-type: none"> <li>• KW is arranging open days for September</li> </ul> <p><b>ACTION:</b> ES to check publication dates for Kington Langley Magazine and seek volunteers to contribute to it at the next meeting (and, following feedback, ensure communications extend to parents outside the village)</p> <p><b>(b) Safeguarding Update</b> All invited to attend staff update training <b>ACTION:</b> All to endeavour to attend whole school update training on Wednesday 21<sup>st</sup> September and check for updated Child Protection and Staff Behaviour Policies on school aspect.</p> <p><b>(c) Health and Safety</b> As noted above.</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.</p> <p><b>(f) Projects Update:</b> <b>New Classroom Project Team</b> HS noted the three key options set out in the F&amp;R minutes:</p> <ul style="list-style-type: none"> <li>• Gazebo area (by Cherry Hall)</li> <li>• Two storey (4 room) space replacing current temporary classrooms (which are nearing the end of their useful life and so will form part of the LA rolling programme of updating)</li> <li>• Garden/roundhouse/older parts of the school</li> </ul> <p>HS confirmed that the two-storey extension was currently the preferred option.</p> <p><b>LF Parking Project Update from Parish Council</b> As reported above – no substantive update.</p> <p><b>AOB Items</b> Contact details – including WhatsApp consents circulated. <b>It was unanimously agreed that WhatsApp be used for informal catch ups, reminders, etc only NOT decision-making ACTIONS:</b> Clerk to (i) obtain details/consents from absentees and (ii) send to ES</p> <p>On behalf of the board, ES extended thanks to LM in absentia and also to WG for all her help around school and as a parent governor over the years. WG said she would remain happy to be called upon from time to time if needed and wished all well.</p>	<p>ES</p> <p>All</p> <p>Clerk</p>
13.	<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>• Futureproofing</li> <li>• Reflecting on the year – considering how to raise the profile of governors and growing the school community interaction with governors/PTAs on welcome events</li> </ul>	
14.	<p><b>Date of next meeting (6.00pm start):</b> <b>22<sup>nd</sup> September 2022 (at Buckley Barracks or SSQ)</b></p>	All note

The meeting closed at 8.10pm.

Signed:.....(Chair)

Date:.....