

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> January 2023

**Present:**

Karen Winterburn (Executive Headteacher) (KW), Ed Shire (ES), Huw Solly (HS), Adrian Cole (AC), Fiona Farquhar (FF), Tom Stables (TS), Richard Priest (RP), Kyle Hutchings (KH) and Amber Batson (AB)

**In Attendance:** Michelle Hocking (Clerk)

**Apologies:** Gemma Hector (GH), John Dawson (JD) and (and also usual attendees Sarah Matthews (SM), James Osler (JO)) and Despoina Chatzikyriazi (DC)

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

AGENDA

Item	Action
Opening Prayer Led by RP.	
1. <b>Attendance and Apologies</b> Apologies: Noted and accepted from GH and JD. Quorum present. <sup>1</sup>	
2. <b>Declaration of Pecuniary Interests</b> It was noted that the annual declarations of interest forms had been completed by all present save for TS. TS confirmed no interests to declare and all others present confirmed no changes to their Register of Interests declarations. No interests declared in this evening's agenda. <u>ACTIONS: TS to complete online declaration of Interest form previously sent.</u>	TS
3. <b>Approval of last minutes (24<sup>th</sup> November) 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> November were unanimously approved as a true and accurate record of that meeting.</b> ES signed the minutes accordingly. <u>ACTION: Clerk to publish/file the last minutes as appropriate.</u> <b>Matters Arising</b> Item 3, 14.07.22 (carried forward since September 2021): JD and TS to attend New Governors' Induction training as soon as possible — carry forward (also new governors KH, AB and DC). <u>ACTIONS: JD, TS, KH, AB and DC to complete New Governors Induction training as soon</u>	Clerk  JD/TS/KH/AB/ DC

<sup>1</sup> Total 11 governors, 7 in attendance = more than 50%

	<p>as feasible.</p> <p><b>Item 3, 24.11.22 (carried forward since March 2022): ACTION:</b> JD to complete PREVENT Training: <a href="#">INTRODUCTION TO PREVENT E-LEARNING PACKAGE</a> and Clerk to send PREVENT completion certificate to SM and JO upon receipt.</p> <p>KW confirmed that the school support worker was still working on the translation of marketing materials into Nepalese.</p> <p><b>Item 4, 22.09.22: ACTION:</b> TS to complete Keeping Children Safe in Education acknowledgement.</p> <p><b>Item 3, 24.11.22:</b></p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> KH to complete PREVENT Training <a href="#">INTRODUCTION TO PREVENT E-LEARNING PACKAGE</a> and Clerk to send PREVENT completion certificate to SM and JO upon receipt</li> <li>• <b>ACTION:</b> All to complete Local Authority (LA) safeguarding training (via RightChoice booked upon request to the Clerk) for all governors as soon as feasible</li> </ul> <p>All other actions complete or superseded.</p>	<p>JD/Clerk</p> <p>TS</p> <p>KH/Clerk</p> <p>All</p>
<p>4.</p>	<p><b>Scheme of Delegation</b></p> <p>Following the last meeting the Scheme of Delegation (SoD) had been updated to reflect that the Pay and performance Management panel's minutes remained confidential and were circulated to the Full Governing Body (FGB) as a matter of course.</p> <p><b>The email approval of the change in SoD was unanimously ratified.</b></p> <p><b>ACTION:</b> Clerk to file the revised SoD as an approved document.</p>	<p>Clerk</p>
<p>5.</p>	<p><b>Headteacher Report</b></p> <p>Report circulated.</p> <p>KW highlighted:</p> <p><i>Quality of Education</i></p> <ul style="list-style-type: none"> <li>• Two staff were off sick at Langley Fitzurse (LF) on Monday</li> <li>• Curriculum maps are on the websites and links shared with parents</li> <li>• School Improvement Adviser (SIA) visits to both schools – good</li> <li>• School Led Tutoring (SLT) and Pupil Premium Grant (PPG) both continue to be used to accelerate children's progress towards Age Related Expectations (ARE) and close the gap between disadvantaged and non-disadvantaged</li> <li>• Stanton St Quintin (SSQ): Continuing focus to promote reading for pleasure – various activities and initiatives</li> <li>• LF: <ul style="list-style-type: none"> <li>○ Continuing focus on early reading and phonics (including use of Ramsbury Hub)<sup>2</sup> – visit reports have been received and shared and the next visit is scheduled for next week</li> <li><b>ACTION:</b> KW to share next Ramsbury Hub visit report</li> <li>○ External validation of improvements continues (SIA and Ramsbury Hub)</li> <li>○ Targeted approach to closing gap (as reported to Teaching Learning &amp; Development (TLD) committee) starting this week</li> <li>○ SLT focus for those who are vulnerable to under-</li> </ul> </li> </ul>	<p>KW</p>

<sup>2</sup> Our English Hub – Ramsbury English Hub ([ramsburyschool.org](http://ramsburyschool.org))

<p>achievement e.g., (as reported to TLD) English as an Additional Language (EAL) after school targeted phonics and numbers session</p> <p><b>Q1: What is First Access?</b></p> <p>A: Initiative for Yr3/4 to learn an instrument (LF violins at present, previously SSQ ukelele)<sup>3</sup></p> <p><i>Behaviour &amp; Attitudes</i></p> <ul style="list-style-type: none"> <li>• Both schools met with the Local Authority (LA) to review attendance (part of LA standard review) – rigorous monitoring and intervention (attendance meetings, phone calls home, etc) continues: <ul style="list-style-type: none"> <li>○ SSQ = 93.86%</li> <li>○ LF = 94.07%</li> </ul> </li> <li>• Number on Roll (NOR): <ul style="list-style-type: none"> <li>○ SSQ: Nursery numbers continue to grow with staffing forward planning and fluidity to support/maintain ratios</li> <li>○ LF: Pupil mobility, 5 children in-year intake</li> </ul> </li> <li>• Education Health Care Plan (EHCP) child at LF: <ul style="list-style-type: none"> <li>○ Teaching Assistant (TA) support in progress (Apple A Day (GH's company) is helping with the recruitment process for TA (fee = £140 for temporary and 15% of salary for permanent)</li> <li>○ Alternative provision is being sought (forest school session on Tuesdays and swimming on Thursdays)</li> <li>○ Staff know the children and plan all provision carefully</li> </ul> </li> </ul> <p><i>Personal Development</i></p> <ul style="list-style-type: none"> <li>• Pupil Premium Audit: circulated</li> <li>• Safeguarding Audit: in progress <b>ACTION:</b> KW/FF to report on <u>safeguarding audit at the next meeting.</u></li> <li>• Various initiatives continue, including: mentor sessions, Chippenham Sports Partnership events, Online Safety continues to be integral + specific sessions for Internet Safety Day (07/02/23), World Religion Day, Advent, Wiltshire Air Ambulance</li> </ul> <p>KW specifically reminded governors that there are now 3 children with EHCPs (each with £6K of notional funding + top up funding from the LA based on the level of need/specific provision required). She explained that she had been challenging the level of funding proposed, including providing a costed provision map to illustrate how much more money would be required to properly meet the needs of the EHCP children and cautioned that such challenge involves labour-intensive evidence collation and is difficult, but she firmly believes that, with the right level of funded support, these children can thrive within mainstream. <b>ACTION:</b> HS to assist with wording of EHCP funding challenge letter to the LA.</p> <p><i>Leadership &amp; management</i></p> <ul style="list-style-type: none"> <li>• New catering service in</li> <li>• Strike action (see below)</li> <li>• Lots of Continuing Professional Development (CPD) going on</li> <li>• Specific maintenance, repairs and improvements: <ul style="list-style-type: none"> <li>○ SSQ: Damage to frozen pipes over Christmas (not insured) and hall painted</li> <li>○ LF: Painting of break out area, requesting action in respect of frozen/muddy drive and parking project complete</li> </ul> </li> <li>• Various staff leavers and joiners</li> <li>• Collaborative working opportunities being embraced (as detailed in</li> </ul>	<p>KW/FF</p> <p>HS</p>
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<sup>3</sup> <https://wiltshiremusicconnect.org.uk/schools/first-access/>

	<p>the report)  <b>Industrial Action</b>  Risk assessment matrix circulated. KW highlighted:</p> <ul style="list-style-type: none"> <li>• SSQ: <ul style="list-style-type: none"> <li>○ 1 x class closing: Teacher <u>not</u> striking but because childcare is impacted by other schools' closure – will work from home for the day (setting remote learning and will be paid)</li> <li>○ 1 x class: Teacher <u>not</u> striking but again, because childcare is impacted, has been given option to plan and work from home whilst 2 x TAs cover class for the day</li> <li>○ 1 x class open as usual</li> </ul> </li> <li>• LF: <ul style="list-style-type: none"> <li>○ 1 x class – remote learning</li> <li>○ Other classes open as usual</li> </ul> </li> <li>• No picket line expected (as very few staff striking)</li> </ul> <p>The industrial action risk assessment was unanimously approved.</p>	
6.	<p><b>Teaching, Learning &amp; Development (TLD) Committee Report</b>  TLD minutes circulated.</p> <p><b>Summary of items discussed</b>  AC reported that he has also uploaded the LF attainment chart by way of illustration of nature of reports given to TLD and challenges faced by the school. AC highlighted that:</p> <ul style="list-style-type: none"> <li>• Report gives clear, visual view of challenges in reading and need for Ramsbury hub/external agency support</li> <li>• Significant proportion below Age Related Expectations (ARE) – indicated in red</li> <li>• Red pattern repeats for reading and writing (with 50% below ARE in writing – higher for boys)</li> <li>• Staff are aware and interventions are used to try to address</li> <li>• Maths is a better picture, although there are still areas to target</li> <li>• Great data is provided from both schools which is clearly set out and focuses governors' attention</li> <li>• High level summary: <ul style="list-style-type: none"> <li>○ LF: JO reported learning behaviours are improving with school rules ('Ready, Respectful &amp; Safe') having a good impact</li> <li>○ SSQ: Better picture across all areas – pretty strong academically – although persistent absenteeism focus (Nepalese families visiting home for long periods and some accruing days here and there)</li> </ul> </li> <li>• PTA fundraising brilliantly</li> <li>• Governor Visits: <ul style="list-style-type: none"> <li>○ RP's English Visit report circulated and discussed – RP confirmed that he had spent a whole morning at SSQ, visited all classes and found the session very informative – he was able to see everything reported in governors in action</li> <li>○ AC conducted maths visit to SSQ – will be reported at next TLD</li> </ul> </li> <li>• SIAMS (The Statutory Inspection of Anglican and Methodist Schools):</li> </ul>	

	<ul style="list-style-type: none"> <li>o Very thorough SIAMS Self-Evaluation Form (SEF) circulated (minor comments fed back via schoolaspect)</li> <li>o Inspection could be any time – but likely to be term 5 or 6</li> <li>o Governors must know <u>and</u> be able to talk about Christian Distinctiveness, including why we use bible verses and how these filters through</li> <li>o RP confirmed that, from his visits, it is clear that the SEF and daily activities in school demonstrate that the school 'walks the walk' as well as 'talks the talk' – and all governors must be as up to speed as possible</li> <li>o The school website is the window for the world on all aspects – including Christian Distinctiveness – and must be regularly reviewed with this in mind <b>ACTION: KW to circulate new draft website link via the Clerk.</b></li> </ul>	KW/Clerk
7.	<p><b>Finance &amp; Resources Committee (F&amp;R) Report</b> F&amp;R minutes circulated.</p> <ul style="list-style-type: none"> <li>• <b>Summary of items discussed including Catering</b> HS highlighted:</li> <li>• <b>School Financial Value Statement (SFVS):</b> <ul style="list-style-type: none"> <li>o benchmarking (which now forms part of SFVS submission) reviewed – this looks at spend in different areas against similar schools (by size, demographics, etc)</li> <li>o the committee focused on items rated red or amber:</li> <li>o <b>SSQ:</b> <ul style="list-style-type: none"> <li>▪ <b>Average teacher cost (in highest 10% of similar schools):</b> Skewed by KW and the school bursar's (GP's) salaries being included in full (although re-charge to LF via 'payments to other schools', this cannot be assigned to salaries in the relevant calculations and so artificially inflates SSQ and deflates LF) – no other changes required or desirable</li> <li>▪ <b>Pupil to teacher ratio (in highest 10% of similar schools)/Pupil to adult ratio:</b> Skewed by nursery provision</li> </ul> </li> <li>o <b>LF:</b> <ul style="list-style-type: none"> <li>▪ <b>Teaching staff (lowest 10% of similar schools):</b> Artificially deflated by re-charge of proportion of shared staff's salaries (KW and GP) not being appearing in salaries due to re-charge arrangements</li> <li>▪ <b>Average teacher cost (lowest 10% of similar schools):</b> Lack of headteacher salary skews average as noted above</li> <li>▪ <b>Pupil to adult ratio (highest 20% of similar schools):</b> Skewed by two Named Pupil Teaching Assistants (NPTA)</li> </ul> </li> </ul> </li> </ul> <p>Thanks were extended to GP for all her work on the SFVS and the SFVS for each school was unanimously approved.</p> <p>The Income &amp; Expenditure (I&amp;E) reports for each school were also unanimously approved. KW and ES were authorised to sign the SFVS and I&amp;E on behalf of the federation schools and governing</p>	

	<p>body as appropriate.</p> <p>HS continued to highlight:</p> <ul style="list-style-type: none"> <li>• Governors' premises working party – comprising HS, ES, GH and KH proposed to conduct feasibility studies for LF premises expansion being commissioned</li> <li>• The committee discussed energy efficiency measures (LED and solar lighting, etc) which are likely to exceed committee's spend limits so would be referred to FGB for approval in due course</li> </ul> <p><b>KW briefly left the meeting at 7.18pm</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety reviews to be conducted on a rota basis (ES will extend request later in this meeting)</li> </ul>	
8.	<p><b>Christian Distinctiveness Committee Update</b>  <b>ACTION: November minutes to be circulated after the meeting.</b></p> <p>RP highlighted key discussion points:</p> <ul style="list-style-type: none"> <li>• Blessing of outdoor area</li> <li>• Website updated</li> <li>• Storytelling activities with youngest children continue (including Early Years Foundation Stage (EYFS) values storytelling)</li> <li>• Church/school activities continue: <ul style="list-style-type: none"> <li>○ Advent</li> <li>○ Christingle (02/02/23)</li> <li>○ Lent</li> <li>○ Easter Service (30/03/23)</li> <li>○ Assemblies/collective worship (going well)</li> <li>○ Spirituality Day (definition/policy being produced to share with governors)</li> <li>○ Values tree in school hall</li> </ul> </li> </ul>	RP
9.	<p><b>Policies and Published Documents:</b>  All circulated for approval via schoolaspect:  <a href="https://online.schoolaspect.com">https://online.schoolaspect.com</a> and Pupil Premium Statements for both schools also specifically circulated with this meeting's papers. <b>The Pupil Premium Statements for each school were unanimously approved in the form circulated.</b>  <b>ACTION: All to comment on/approve policies via schoolaspect.</b></p>	All
10.	<p><b>Governor Participation/Monitoring – Governors' Briefings</b>  <b>Governor responsibility matrix – discuss and agree</b>  Draft matrix circulated – comments invited <b>ACTION: All to comment on draft governor responsibility matrix</b></p> <p><b>KW re-joined the meeting at 7.26pm</b></p> <p><b>Governor Wellbeing Role – discuss</b>  KW reported significant challenges and pressures on staff – including incredibly high expectations of parents and tendency to contact staff at all hours – governors considered any measures which might be taken to</p>	All

<p>support/alleviate. The committee discussed staff wellbeing and the most effective method of providing governor support, including:</p> <ul style="list-style-type: none"> <li>• Benefits of having a specifically nominated wellbeing governor and/or retaining staff wellbeing as a standing agenda item/standing question area for governor visits</li> <li>• Governor awareness of minimising additional workload associated with governor monitoring</li> <li>• Maximising governors' presence/approachability – ensuring staff feel heard (e.g., staff meetings' attendance by governors as suggested by F&amp;R)</li> <li>• HS referenced DfE managing workloads toolkits: <a href="http://www.gov.uk">School workload reduction toolkit - GOV.UK (www.gov.uk)</a></li> </ul> <p>It was acknowledged that governors, whilst mindful of pressures on staff, were conscious that they could do little tangible to assist but are happy to do what they can to help (including being both a listening ear and also taking on the burden of some extra elements such as the LF premises working party initiative referenced above).</p> <p><b>Governors' Briefings:</b> Term 3 (19.01.23, 16.00 – 17.30) – AC attended Term 4 (09.03.23, 16.00 – 17.30) – KH volunteered Term 5 (26.04.23, 16.00 – 17.30) – volunteer sought Term 6 (21.06.23, 16.00 – 17.30) – volunteer sought</p> <p><b>ACTION:</b> All to consider volunteering to attend Terms 5 and 6 Governor Briefing sessions.</p> <p><b>RP English Visit Report</b> As noted above and in TLD meeting.</p>	All
<p>11. Governor Training – schedule of LA courses on Teams + skills audit analysis:</p> <ul style="list-style-type: none"> <li>- E-learning Quality First Teaching module will be available to book at start of Term 2 26 Jan 2023 18:30 - 20:00 11 May 2023 18:30 - 20:00</li> <li>- Vision And Strategy Of The Board 21 Feb 2023 09:30 - 11:00 OR 25 May 2023 13:30 - 15:00</li> <li>- Asking Challenging Strategic Questions 22 Mar 2023 13:30 - 14:30 OR 02 May 2023 19:00 - 20:00</li> </ul> <p><b>Cascaded Training:</b> <b>Term 3 Briefing</b> AC summarised:</p> <ul style="list-style-type: none"> <li>• Academisation White Paper – on ice</li> <li>• LA referring to Wiltshire 'school families' – encouraging informal collaborative working</li> <li>• Special Educational Needs and Disabilities (<b>SEND</b>) the subject of detailed newsletter</li> <li>• Reiteration of new system requiring letter of assurance being delivered in advance of all LA visits – KW confirmed that this had been implemented and staff were recording these letters on the Single Central Record (<b>SCR</b>)</li> <li>• LA quality mark initiative launched for Learning Outside the</li> </ul>	

	<p>Classroom</p> <ul style="list-style-type: none"> <li>• Wiltshire Governors Virtual Conference scheduled of 14-16 March</li> <li>• LA is being inspected by Ofsted – this may involve contact with individual school leaders to provide SEND-focused case studies</li> <li>• 88% of schools in Wiltshire are rated Good</li> <li>• Energy efficiency funding (as mentioned under F&amp;R update above)</li> </ul> <p>RP summarised key points arising from the training he had participated in:</p> <ul style="list-style-type: none"> <li>• Focus on Pupil Attendance: There is some very poor attendance in some schools (far worse than in the federation)</li> <li>• Reviewing &amp; Monitoring: Including hints, tips and templates for governor monitoring and visit reports – all of which the federation also uses to good effect.</li> </ul>	
12.	<p><b>Standing Items by Exception:</b></p> <p><b>(a) Marketing Activities</b></p> <p><b>Website Update</b> As noted above, draft website link will be circulated for all to review/comment on.</p> <p><b>Kington Langley Magazine</b> It was noted that JO had submitted an article on forest school to Kington Langley magazine for January edition and HS was currently working on a magazine piece.</p> <p><b>Social Media</b> KW reported that the two heads of school – JO and SM – continued to update.</p> <p><b>(b) Safeguarding Update</b> FF (as Safeguarding Governor) reported:</p> <ul style="list-style-type: none"> <li>• Audit completed for both schools – indicated working within higher level of expectations</li> <li>• CPOMS<sup>4</sup> fully in place and working well for both schools</li> <li>• Checklist being completed for 10.02.23 submission deadline – provides a quick reference point</li> <li>• SCR: SSQ checked and will follow up to check concerns previously fed back to LF have been rectified (KW assured that they had) – governors assured that staff are working hard to update SCR</li> </ul> <p><b>(c) Health and Safety</b> As noted above/in F&amp;R minutes – capital works ongoing.</p> <p><b>(d) Single Central Record (SCR) Update</b> As noted above, up to date.</p> <p><b>(e) Equalities and Accessibility</b> As reported above – plans being progressed with both schools (feasibility study, etc).</p> <p><b>(a) SIAMS Update</b> As noted above.</p> <p><b>(b) Projects Update:</b></p> <p><b>New Classroom Project Team</b> As noted above, working party commencing feasibility studies work.</p> <p><b>LF Parking Project Update from Parish Council</b> Completed save for snagging items (which will be rectified when</p>	

<sup>4</sup> CPOMS – Safeguarding Software for Schools



<p>weather permits).</p> <p><b>AOB Items</b></p> <p>Discussion of best method to improve governor visibility/understanding of governance role among parent community – general termly update proposed (to be on a rota basis) and AC volunteered to complete the first of these. <b>ACTION:</b> AC to produce general governors' update for the AC term.</p>	
<p><b>13. 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>• Obtained strong oversight on finances</li> <li>• Raised the importance of staff wellbeing – increased profile of wellbeing, importance of listening and setting parent expectations</li> <li>• Focus on LF learning objectives</li> </ul>	
<p><b>14. Date of next meeting (6.00pm start): 23 March 2023 at Buckley Barracks</b></p>	<p>All note</p>

The meeting closed at 8.15pm.

Signed:  (Chair)

Date: 27.3.23