

**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 November 2022

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Huw Solly (**HS**), Gemma Hector (**GH**), Adrian Cole (**AC**), Kyle Hutchings (new Parent Governor – Langley Fitzurse (**LF**)) (**KH**) and Amber Batson (new Parent Governor – Stanton St Quintin (**SSQ**))(**AB**)

In Attendance: Despoina Chatzikyriazi (new Associate Governor) (**DC**) and Michelle Hocking (**Clerk**)

Apologies: Fiona Farquhar (**FF**), Tom Stables (**TS**), Richard Priest (**RP**), John Dawson (**JD**) and (and also 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 HW.	
1.	Attendance and Apologies Apologies: Noted and accepted from FF, TS, RP and JD. Quorum present. ¹ All welcomed – particularly AB and KH as new parent governors and DC as new associate. The need to maintain confidentiality was reiterated. For the benefit of new governors, all present briefly introduced themselves.	
2.	Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed by all present save for AB, KH and DC. AB, KH and DC 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:</u> (i) AC, FF and TS to complete online declarations of Interest forms previously sent and (ii) AB, KH and DC to complete online declarations of interest forms upon receipt.	AC FF TS AB KH DC
3.	Approval of last minutes (22nd September) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 22nd September were	

¹ Total 11 governors, 7 = 50%

	<p>unanimously approved as a true and accurate record of that meeting. ES signed the minutes accordingly. <u>ACTION:</u> Clerk to publish/file the last minutes as appropriate.</p> <p><i>Matters Arising</i></p> <p>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. <u>ACTIONS:</u> JD and TS to complete New Governors Induction training as soon as feasible.</p> <p>Item 3, 14.07.22 (carried forward since March 2022): <u>ACTION:</u> JD to complete PREVENT Training: <u>INTRODUCTION TO PREVENT E-LEARNING PACKAGE</u> and Clerk to send PREVENT completion certificate to SM and JO upon receipt.</p> <p>New action: <u>ACTION:</u> AB, KH and DC to complete PREVENT Training <u>INTRODUCTION TO PREVENT E-LEARNING PACKAGE</u> and Clerk to send PREVENT completion certificate to SM and JO upon receipt</p> <p>KW confirmed that the school support worker was currently working on the translation of marketing materials into Nepalese.</p> <p>Item 4, 22.09.22: <u>ACTION:</u> TS to complete Keeping Children Safe in Education acknowledgement.</p> <p><u>ACTIONS:</u> (i) All to complete Local Authority (LA) safeguarding training (via RightChoice booked upon request to the Clerk) for all governors as soon as feasible (ii) All to review safeguarding training materials circulated by KW after the meeting and (iii) All to endeavour to attend Online Safety Training</p> <p>Item 5, 22.09.22: It was unanimously resolved that AB be and is appointed Relationship, Sex & Health Education (RSHE) and Science link governor with immediate effect. <u>ACTION:</u> Clerk to update the records accordingly.</p> <p>Item 13, 22.09.22: GH offered to send HS a safer recruitment training link <u>ACTION:</u> HS to complete safer recruitment training and send completion certificate to the Clerk for the records.</p> <p>All other actions complete or covered by this meeting's agenda.</p> <p><i>KW left the meeting at 6.30pm</i></p>	<p>Clerk</p> <p>JD/TS</p> <p>JD/Clerk</p> <p>AB KH DC/Clerk</p> <p>TS</p> <p>All</p> <p>Clerk</p> <p>HS</p>
<p>4.</p>	<p>Ratification of Pay Panel – Recommendations for staff pay and Pay Policy</p> <ul style="list-style-type: none"> • Pay Policy: <ul style="list-style-type: none"> ○ Under the Scheme of Delegation (SoD) the Full Governing Body (FGB) must approve, and keep under review, a school pay policy/teachers' pay policy ○ FGB had approved the Pay Policy by email. The email approval of the Pay Policy in the form circulated was unanimously ratified with effect from the date majority email approval was given. <p><u>ACTION:</u> KW/Clerk to arrange for filing and publication as appropriate of the Pay Policy as an approved policy.</p> <ul style="list-style-type: none"> • Headteacher Performance Management: <ul style="list-style-type: none"> ○ Under the SoD, the FGB appoints 2/3 governors to conduct KW's performance management ○ Delegated powers include appointment of an external adviser to assist with KW's performance management (this is the federation's School Improvement Adviser (SIA)) ○ The FGB appointed ES, AC and HW as the Headteacher 	<p>KW/Clerk</p>

	<p>Performance Management Panel for 2022/23 at its meeting on 22nd September 2022</p> <ul style="list-style-type: none"> • The People and Pay Panel: <ul style="list-style-type: none"> ○ Under the SoD this panel must comprise at least three non-staff governors and has responsibilities to annually determine salary progression for: <ul style="list-style-type: none"> ▪ eligible teaching staff, following recommendation by the Headteacher; and ▪ the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee.² ○ FGB appointed ES, AC and HW as the People and Pay Panel (and delegated the above responsibilities to them) by email. The email appointment of and delegation to the People and Pay Panel was unanimously ratified with effect from the date majority email approval was given. <p>The People and Pay Panel reported that they had met and agreed to the salary progressions for teaching staff in line with KW's recommendations, save in the case of one teacher, and were attending to sending confirmation letters to those involved.</p> <p>The Headteacher Performance Management Panel reported that they had conducted KW's performance review with the SIA and would settle their recommendations with regard to KW's salary progression immediately following this meeting and then, in their capacity as the People and Pay Panel, ES, AC and HW would confirm their decision to KW.</p> <p><u>ACTIONS:</u> The People and Pay Panel to finalise administration of salary progression for teaching staff and KW as soon as possible.</p> <p><i>KW returned to the meeting at 6.35pm</i></p>	<p>ES AC HW</p>
<p>5.</p>	<p>Headteacher Update Report circulated. KW highlighted:</p> <ul style="list-style-type: none"> • Very busy – focused on quality of education/quality first teaching • School Improvement Plan (SIP)³: <ul style="list-style-type: none"> ○ Sets detailed objectives for each school ○ Is regularly reviewed – including, by way of external quality assurance, by the SIA ○ Has key foci each term: Term 1 = Teaching & Learning and Term 2 = Curriculum ○ Is reviewed in detail at Teaching Learning & Development committee (TLD) • Ramsbury Hub⁴ membership to support age-appropriate phonics provision, promotion of a love of reading and early language development is going well and includes: 	

² Email approval sought after the meeting to update the SoD to reflect minutes are maintained as confidential rather than circulated to the whole board as a matter of course

³ Sometimes referred to as School Development Plan (**SDP**)

⁴ <https://ramsburyschool.org/englishhub/>

	<ul style="list-style-type: none"> ○ Specialist Leader of Education (SLE)⁵ coming in to support and observe ○ In-school subject leaders being allocated time to run and monitor their subject (including meeting with RP as English link governor), update social media posts specific to the subject and help run training for staff (Continuing Professional Development (CPD) for TAs and new staff phonics training) ● Class trips: By Christmas all classes will have participated in a trip ● Open sessions for September 2023 intake: Personalised tours have taken place at both schools with very positive feedback ● Behaviour: <ul style="list-style-type: none"> ○ No fixed term or permanent exclusions ○ Stanton St Quintin (SSQ) school rules have been changed, following consultation process ○ Langley Fitzurse (LF) is keen to adopt a similar approach ● Attendance: <ul style="list-style-type: none"> ○ 94.6% SSQ ○ 95.3% LF ○ Target = 95% (some significant bugs over the last few weeks is making this a real challenge) ● Curriculum: <ul style="list-style-type: none"> ○ Well-planned: KW and the Local Authority (LA) have confidence in robust provision including in the single Key Stage 2 (KS2) class at SSQ (which comprises 7 – 11-year-olds) ○ The SSQ KS2 class is split where necessary to meet need (e.g., for maths) ○ Outcomes are good <p>The board briefly discussed the rationale for/practicalities and community perceptions of the class structures, noting:</p> <ul style="list-style-type: none"> ● SSQ numbers fluctuate due to: <ul style="list-style-type: none"> ○ Movement of military families ○ Plymouth Brethren children moving to their church community school in Yr2 ● LF have variable cohort sizes – with larger groups being paired with smaller groups each year within the confines of maximum infant class sizes of 30 (for KS1) ● Greater promotion of the benefits of mixed age-groups classes and forest school provision are required <p>KW further highlighted:</p> <ul style="list-style-type: none"> ● Performance management of staff is complete and all are actively participating in collaborative opportunities and CPD ● School lunches – current position reported below ● Premises Development: <ul style="list-style-type: none"> ○ SSQ: Roofing, etc (funded by the LA) – with the LA agreeing to pay for further works next financial year (a clear outcome of Health & Safety walks making the schools safer) and hall repainted (curtains being dry-cleaned) ○ LF: Carpet replaced, timeline wrap installed, house teams in Cherry Hall, furniture + carpark project (outside federation's 	
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⁵ <https://www.gov.uk/guidance/specialist-leaders-of-education-a-guide-for-potential-applicants>

	<p>control but updating communications as much as possible – current status is that assurances have been made that the work will be completed by a week on Friday)</p> <ul style="list-style-type: none"> • Lots of collaborative and community opportunities • SDP/SIP: The senior leadership team (SLT)⁶ will RAG-rate by the end of term 2 – governors are asked to review. HW commented that at Finance & Resources Committee (F&R) (minutes circulated and reported below) specific governors have been deployed to help with specific SDP objectives and requested that TLD do similarly <u>ACTION: AC to obtain agreement for TLD committee member's deployment to give focused support for appropriate areas of the SDP – particularly regarding the White Paper.</u> 	AC
6.	<p>Teaching, Learning & Development (TLD) Committee Report TLD minutes circulated.</p> <p>(a) Summary of items discussed AC highlighted:</p> <ul style="list-style-type: none"> • Academic focus: <ul style="list-style-type: none"> ○ Early Years Foundation Stage (EYFS) English/phonics (younger children particularly adversely impacted by the pandemic) ○ Lots of external support (Ramsbury Hub) • High Expectations culture cultivated • Statutory Inspection of Anglican and Methodist Schools (SIAMS) (usually on a 3-year cycle but slightly longer due to pandemic – 4/5 years at present) is due – preparation required/being done – like Ofsted inspections, this a responsibility for all governors • Ofsted is expected at SSQ • Annual agenda constructed around data drops and subject focus • Costed SDP reviewed and confirmed as budgeted • Lots of policies agreed via schoolaspect • Both schools know exactly where the challenges are and what the areas of focus need to be <p>(b) Approval of relevant items (Terms of Reference (ToRs)) ToRs approved in the form circulated, specifically the quorum provisions: “(if at any time the Headteacher and Chair of Governors are not allocated to committees they can be counted in the quorum)”</p>	
7.	<p>Finance & Resources Committee Report F&R minutes circulated.</p> <p>(a) Summary of items discussed including Catering HS highlighted:</p> <ul style="list-style-type: none"> • F&R consider finances, Health & Safety and resourcing to meet curriculum needs • School Financial Value Statement (SFVS) benchmarking exercise due by the end of March, involving RAG-rating on a number of different metrics – the federation's bursar (GP) and HS have 	

⁶ KW, SM and JO

	<p>commenced a working draft (c.80% complete) and plan to meet to complete December/January</p> <ul style="list-style-type: none"> • Slight in-year deficit at LF but the committee is confident that the team are running the finances well in challenging circumstances • Premises improvements (as noted above by KW and in the F&R minutes) – whilst all these are within individual spend limits, for the sake of transparency highlighting to FGB: <ul style="list-style-type: none"> ○ SSQ (c.£15K total): front door, flooring, hall painting and flooring, gates and forest school ○ LF (c.£13K total): carpet, hall, foyer and furniture <p>The board unanimously supported these premises improvements.</p> <p>HS continued to highlight:</p> <ul style="list-style-type: none"> • Feasibility studies for LF premises expansion being commissioned – volunteers to join supportive governors’ working party invited <u>ACTION: All to consider and communicate whether willing to join LF premises working party (direct to HS)</u> • Energy rising costs risks – mitigated as much as possible at both schools: <ul style="list-style-type: none"> ○ SSQ has biomass – fuel pellets’ price increasing <u>ACTION: KW/GP to consider potential cheaper alternative fuels (such a woodchip if feasible)</u> ○ LF has protected contract at present ○ Both schools are operating day-to-day mitigations such as turning heating down, turning lights off, etc ○ <u>ACTION: F&R/working party to consider installation of solar panels (as part of premises expansion feasibility study for LF)</u> • Energy Sparks: Committee approved participation in one-year free trial of smart meter with bolt-ons initiative (cancel after that, as annual costs thereafter - £45 for electricity and £95 for gas – not cost-efficient) • Health & Safety: <ul style="list-style-type: none"> ○ KH proposed as Health & Safety Governor (in place of HS who stood as interim) It was unanimously agreed that KH be appointed Health & Safety Governor with immediate effect <u>ACTION: Clerk to update records accordingly.</u> ○ Roof issues identified at LF – hopefully the LA will fund rectification • Integrated Curriculum Financial Planning Tool – will be used to more transparently align financial modelling with curriculum needs (paused pending LA implementation from December) • Risk Register key risks are currently: catering, increased energy costs, increased staffing costs and ballots on strike action – mitigations in place as feasible <p>Catering</p> <p>(b) Approval of relevant items</p> <ul style="list-style-type: none"> • ToRs: Minor amendment to committees’ quorum provisions proposed: “(if at any time the Headteacher and Chair of Governors are not allocated to committees they can be counted in the quorum save that the Headteacher will not count in the quorum of F&R at 	<p>All</p> <p>KW/GP</p> <p>F&R/HS</p> <p>Clerk</p>
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	<p>any time)” This proposed committees’ quorum provision was unanimously agreed <u>ACTION: Clerk to incorporate the above ToRs into the SoD and file the agreed SoD as appropriate.</u></p> <ul style="list-style-type: none"> • HS explained that the Income & Expenditure (I&E) Reports and credit card statements (at LF) had been reviewed and he had seen strong evidence of accurate paperwork and reporting. The I&E and its signature and submission were unanimously ratified. • It was noted that each of the Special Educational Need & Disabilities (SEND), Sports Premium and Pupil Premium reports had all been circulated for approval via schoolaspect and FGB had approved continuation with Chippenham Sports Partnership at the last FGB meeting) <u>ACTION: All to review and confirm comments on/approval of the SEND, Sports Premium and Pupil Premium reports via schoolaspect.</u> <p>Catering KW updated on developments (as reported to F&R):</p> <ul style="list-style-type: none"> • Three quotations pursued: <ul style="list-style-type: none"> ○ Hardenhuish - too expensive (+ federation will need to collect and provide catering assistant) ○ Pit Stop - have not been able to provide quotation pending recruitment (federation cannot wait) ○ Sue Brady Catering - £2.60 per paid meal, £2.34 per free school meal - will deliver, provide person to serve, clear, etc for 2 hours (@cost of £17.21 per/hr) + in discussions re TUPE of existing catering assistant and driver. • Sue Brady Catering is the proposed provider – to maintain momentum: <ul style="list-style-type: none"> • Notice has been given to current caterers (28 days – i.e., by Christmas cessation – new provider to commence in January) • HR advice: <ul style="list-style-type: none"> ○ Catering assistant (current caterers’ employee) + driver (school’s employee) should transfer across to new provider pursuant to the Transfer of Undertakings (protection of Employment) Regulations (TUPE) ○ Sue Brady have confirmed they can work around – employees affected considering options ○ School is considering redeployment opportunities for its employee (cost effective if does not TUPE) • Common Transfer Forms (CTFs) information required by new provider ASAP (to facilitate setting up of online ordering arrangements in time for January start) <p>Email approval for the entering into agreement in principle with Sue Brady and CTFs information sharing in line with binding agreement had been obtained from FGB. This email approval was unanimously ratified</p> <p>Thanks were extended to KW and GP for all their work on catering solutions.</p>	<p>Clerk</p> <p>All</p>
<p>8.</p>	<p>Christian Distinctiveness Committee Update September minutes circulated.</p>	

	<p>KW highlighted that the key item discussed at the meeting on Tuesday of this week was the SIAMS self-evaluation (SIAMS SEF) form</p> <p>ACTIONS: (i) Clerk to circulate the SIAMS SEF via schoolaspect and (ii) All to confirm comments on/approval of SIAMS SEF by 9th December.</p>	<p>Clerk All</p>
9.	<p>Policies and Published Documents: All circulated for approval via schoolaspect: https://online.schoolaspect.com ACTION: All to comment on/approve policies via schoolaspect.</p>	<p>All</p>
10.	<p>Governor Participation/Monitoring – Governors’ Briefings</p> <p>Term 3 (19.01.23, 16.00 – 17.30) – AC volunteered 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>Term 2 Briefing HS summarised:</p> <ul style="list-style-type: none"> • Safeguarding session: 8th February 9.00am – 4.00pm and annual s.175 audit (25 random sample reviews will be conducted by LA on schools in Wiltshire) • Ofsted: consistency of themes: curriculum, phonics and EYFS foci – myth-busting training is very useful • School funding: government pledging £3.6bn (increased core factor funding and deprivation funding) • January 2023 – staff strike ballot • Supply Pool Insurance now covers Covid claims • White Paper (re academisation): north Wiltshire is a ‘cold spot’ re academisation, the LA has expressed an interest in setting up its own multi-academy trust (MAT) and guidance is that MATs must be a minimum of 10 schools to be viable <p>ACTIONS: (i) HS to circulate Ofsted ‘myth-busting’ training link (via the Clerk) (ii) Clerk to book AC on Term 3 session and KH on Term 4 session (iii) Clerk to add Term 3 Governors’ Briefings Update to the next agenda and (iv) All to consider volunteering to attend Governors’ Briefings in Terms 5 and/or 6.</p>	<p>HS Clerk All</p>
11.	<p>Governor Training – schedule of LA courses on Teams particularly skills audit areas for development:</p> <ul style="list-style-type: none"> - Self-Evaluation Of The Governing Board 04 Oct 2022 09:30 - 11:00 - Ambitious Outcomes For All - Governance By Design: 06 Oct 2022 18:30 - 20:00 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 - Vision And Strategy Of The Board 01 Nov 2022 18:30 - 20:00 OR 21 Feb 2023 09:30 - 11:00 OR 25 May 2023 13:30 - 15:00 	

	<p>- Asking Challenging Strategic Questions 08 Nov 2022 09:30 - 10:30 OR 22 Mar 2023 13:30 - 14:30 OR 02 May 2023 19:00 - 20:00</p> <p>ACTION: All to consider booking onto at least one of the above courses via the Clerk</p> <p>Vision & Strategy and Stronger Governance course update Course rescheduled for January. ACTION: Clerk to add 'Vision & Strategy and Stronger Governance course update' to the agenda next following RP's attendance on this course.</p>	<p>All</p> <p>Clerk</p>
<p>12.</p>	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities Website Update JO progressing with new provider – GH impressed with work to date. Kington Langley Magazine (January edition) ACTION: GH to submit article on forest school to Kington Langley magazine for January edition.</p> <p>(b) Safeguarding Update FF (as Safeguarding Governor):</p> <ul style="list-style-type: none"> • has checked SSQ Single Central Record (SCR) and is scheduled to check LF SCR ACTION: FF to update on any SCR irregularities or concerns. • Confirmed that CPOMS system is now up to date and running and training has been completed. She is liaising with KW to find a time to review the CPOMS system and will report back in time for the next FGB ACTION: Clerk to add CPOMS Report to the next agenda. • Requested all review the Ofsted training slides from 8th November session: Ofsted Presentations on SlideShare <p>(c) Health and Safety As noted above.</p> <p>(d) Single Central Record (SCR) Update KW confirmed SCR up to date.</p> <p>(e) Equalities and Accessibility As reported above – plans being progressed with both schools (feasibility study, etc).</p> <p>(a) SIAMS Update As noted above.</p> <p>(b) Projects Update: New Classroom Project Team As noted above, working party being formed. LF Parking Project Update from Parish Council As reported above. AOB Items It was unanimously agreed that AB be deployed to TLD and KH and DC be deployed to F&R. All were thanked for joining the governing body.</p>	<p>GH</p> <p>FF</p> <p>Clerk</p>
<p>13.</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"> • Supporting stabilisation of catering arrangements • Welcoming new governors • Oversight of finances – signing off of agreed investment in 	

	<p>improvements to fabric of learning environment and next steps for significant improvements at LF</p> <ul style="list-style-type: none"> • Oversight of strengths/areas for further development via SDP foci and TLD challenge/detailed oversight • Recognition of teachers' contribution through performance management and pay awards 	
14.	Date of next meeting (6.00pm start): 26th January 2023 at Buckley Barracks	All note

The meeting closed at 8.15pm.

Signed:.....(Chair)

Date:.....