

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

Thursday 23rd March 2023

Present:

Karen Winterburn (Executive Headteacher) (KW), Ed Shire (ES), Huw Solly (HS), Adrian Cole (AC), John Dawson (JD), Richard Priest (RP), Kyle Hutchings (KH), Amber Batson (AB) and (from 6.18pm) Fiona Farquhar (FF)

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

Apologies: Gemma Hector (GH), Tom Stables (TS) and Despoina Chatzikyriazi (DC)

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

AGENDA

	Item	Action
	Opening Prayer Led by RP.	
1.	Attendance and Apologies Apologies: Noted and accepted from GH, TS and DC ¹ . Quorum present. ²	
2.	Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed by all present save for TS. All 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.	Approval of last minutes (26th January) and matters arising (not covered elsewhere) The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 26th January were unanimously approved as a true and accurate record of that meeting. ES signed the minutes accordingly. <u>ACTION: Clerk to publish/file the last minutes as appropriate.</u> Matters Arising 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

¹ Received after the meeting?

² Total 11 governors, 9 in attendance = more than 50%

<p>as feasible.</p> <p>Item 3, 24.11.22 (carried forward since March 2022): ACTION: JD to complete PREVENT Training: INTRODUCTION TO PREVENT E-LEARNING PACKAGE and Clerk to send PREVENT completion certificate to SM and JO upon receipt.</p> <p>Item 4, 22.09.22: ACTION: TS to complete Keeping Children Safe in Education acknowledgement.</p> <p>Item 3, 24.11.22:</p> <ul style="list-style-type: none"> • ACTION: KH to complete PREVENT Training INTRODUCTION TO PREVENT E-LEARNING PACKAGE and Clerk to send PREVENT completion certificate to SM and JO upon receipt • ACTION: All to complete Local Authority (LA) safeguarding training (via RightChoice booked upon request to the Clerk) for all governors and upload certificates to safeguarding folder on Teams: Safeguarding <p>Item 8, 24.11.22: ACTION: AC, DC and JD to read/comment on SIAMS SEF</p> <p>Item 10, 26.01.23: ACTION: All to comment on draft governor responsibility matrix: 26.01.23 AGENDA 10 LFSSQ Governor Responsibility Matrix v01.xlsx – ES confirmed he would update this to include H&S rota, etc ACTION: ES to update governor responsibility matrix</p> <p>It was unanimously agreed that:</p> <p>(a) The Clerk would upload governor briefings slides: Governor Briefing Slides</p> <p>(b) AC's blog update would be used for 20th April Kington Langley Magazine piece ACTION: AC to provide blog for Kington Langley Magazine.</p> <p>All other actions complete or superseded.</p>	<p>JD/Clerk</p> <p>TS</p> <p>KH/Clerk</p> <p>FF, AC, KH, DC, TS and JD</p> <p>AC, DC and JD</p> <p>All</p> <p>ES</p> <p>AC</p>
<p>4. Headteacher Report</p> <p>Report circulated.</p> <p>KW highlighted:</p> <p><i>Context</i></p> <p>NEU industrial action has impacted some classes within the schools (SSQ due to teacher's childcare and LF Chameleon Class for 4 days and Pegasus and Phoenix for one day) and remote learning has been set for classes that have been impacted</p> <p><i>Quality of Education</i></p> <ul style="list-style-type: none"> • School Improvement Adviser (SIA) visits to both schools, focused on: <ul style="list-style-type: none"> ○ Early Years Foundation Stage (EYFS) and forest school (SSQ) ○ RE (LF) <p>FF joined the meeting at 6.18pm</p> <ul style="list-style-type: none"> • SSQ: Focus on development of unit plans – which include end of unit assessment opportunities and ROLOS (Remember Our Learning and Our Skills) together with key vocabulary and the progressive journey within that unit • LF: Focus on Ramsbury Hub work: <ul style="list-style-type: none"> ○ Positive visit on 20th March ○ Writing remains key priority 	

<ul style="list-style-type: none"> ○ Coaching model including more rigour and challenge <p>September 2023 intake:</p> <ul style="list-style-type: none"> ● SSQ: 15 first choices (probably will only be 14 as one family is moving) ● LF: 20 first choices (school applying to increase Published Admission Number (PAN) to 18 (currently 16)) – this shows clear evidence of demand (whilst there are a number of younger siblings in this cohort, 20 is still a strong number compared to previous years of 18 and 9) <p><i>Behaviour and Attitudes</i></p> <ul style="list-style-type: none"> ● No exclusions ● Attendance continues to be closely monitored <p><i>Personal Development (and welfare)</i></p> <ul style="list-style-type: none"> ● CPOMS³ is a powerful tool to bring together records on behaviour, safeguarding concerns, parental contact, etc and maintain a holistic, big picture <p>ACTION: All governors to complete: The National Grid for Learning - KCSIE quizzes (igff.net)</p> <ul style="list-style-type: none"> ● Safeguarding audits: completed and submitted for both schools – with actions identified in the report circulated for each school ● Schools trips have been taking place to support learning ● Development of curriculum: SSQ have produced a document demonstrating the wider opportunities which enrich children's personal development <p><i>Leadership & management</i></p> <ul style="list-style-type: none"> ● SSQ: <ul style="list-style-type: none"> ○ Continuing to work with Local Authority (LA) and Pickwick to support teacher training ○ Has conducted Maths No Problem (MNP) open morning ○ (As noted above) medium term and unit plans are in progress ● LF: <ul style="list-style-type: none"> ○ Hercules now fully staffed – team have been fantastically flexible to ensure stability, consistency and continuity for the children ○ Dedicated English subject leader time has enabled monitoring and coaching opportunities for teachers and TAs ○ There has been a focus on RE and Christian distinctiveness during the spring term and being SIAMs ready (collation of documentation rather than any practical changes) ○ Library project is near completion - the learning pod, reading tree and new books shelves have been installed and being used to the fullest. <p><i>Collaborative and Community Opportunities including Parental/Community Engagement</i></p> <ul style="list-style-type: none"> ● Both the FOSS and PTA are currently struggling for volunteers (distinct chance that unless volunteers step forwards, events will be cancelled) ● Thanks to the existing committees for their energy and work ● Critical that we find ways to engage the parental communities at 	All
--	-----

³ CPOMS – Safeguarding Software for Schools

	<p>both schools to support PTA/FOSS events that help with the development of school priorities such as libraries which would be difficult to do with existing school budgets</p> <p>Governors observed that many parents are unable to offer their time but are willing to make donations (cash or items on a 'wish list') and observed that different approaches may therefore work better.</p> <p>KW noted that demographics information is included on the last few pages of her report.</p>	
5.	<p>Teaching, Learning & Development (TLD) Committee Report TLD minutes circulated.</p> <p><i>Summary of items discussed</i> AC reported that:</p> <ul style="list-style-type: none"> • The committee conducted mid-year progress review against targets set at the beginning of the year in both schools' School Development Plans (SDPs) • Governor visits were considered • Data updates will be provided at the next meeting to see the impact of initiatives <p>KW explained that, in accordance with the Department for Education (DfE) white paper, the school day must be at least 32.5 hours per week. Whilst no changes are required for SSQ, to comply with this requirement LF's day must be extended slightly. She proposed that LF's school day be changed to 8.45am – 3.15pm, noting that this would have a small impact on budget (as LF Teaching Assistants (TAs) would be required to start 15 minutes earlier) and she would need to inform parents and Wiltshire transport services. The changes to the LF school day (to start at 8.45am and finish at 3.15pm) were unanimously approved.</p>	
6.	<p>Finance & Resources Committee (F&R) Report F&R minutes circulated.</p> <p><i>Summary of items discussed</i> HS highlighted:</p> <ul style="list-style-type: none"> • HS and KH together conducted a Health & Safety visit at LF: <ul style="list-style-type: none"> ○ KH completed a comprehensive report and staff are progressing actions arising ○ Points of note: <ul style="list-style-type: none"> ▪ Water ingress in Cherry Hall/damaged roof tiles – rectification of which will require scaffolding at a cost of c.£7K ▪ Severely bowing leaded window in first floor of old part of the school – immediate safety measures in place pending repair (the costs of which are being discussed with the LA) ○ SSQ H&S visit TBC • LF expansion project <ul style="list-style-type: none"> ○ Two architects' quotations obtained (c.£5K) – third being sought and recommendations will be circulated for email approval ○ Local hotel's links with the church include proposed financial 	

	<p>support to local ventures – from which the school hopes to benefit</p> <ul style="list-style-type: none"> ○ Feasibility study underway and then will discuss next steps (NB: focus on more learning and intervention space) ○ Condition survey is really important for LA funding <ul style="list-style-type: none"> ● Wellbeing: <ul style="list-style-type: none"> ○ Celebrated what both schools create for the children ○ Considered staff – staff wellbeing charter commenced and governors committed to working with staff to produce a meaningful draft wellbeing policy with impactful measures and support ● Catering: Numbers down at both schools – ordering system is unhelpful – the provider is aware and working on ● Energy Sparks: Audit being arranged prior to end of free contract period ● Curriculum Planning Tool: review had been deferred pending LA implementation ● School Funds: auditor sought ● Telephones: Team are trying to resolve issues ● Education Health Care Plan (EHCP) letter mentioned last time is in play ● Summer Lettings: Dependent upon timing of roof works but if goes ahead will be at slightly increased fees of £5K ● Risk Register: Key items acknowledged and discussed: telephones, strike action and concrete (potential issues with reinforced autoclaved aerated concrete (RAAC) in many schools – surveys will be undertaken to properly assess risk <p>KW took the board through the folder of quotations she had uploaded relating to:</p> <ul style="list-style-type: none"> ● EYFS play area at LF (staff preferred provider = middle quotation) ● Trim Trail development at SSQ (staff to choose preferred provider) <p><u>ACTION: KW to circulate final recommendations for email ratification (to be formally ratified at the next meeting and Clerk to add to next agenda accordingly).</u></p>	<p>KW All Clerk</p>
<p>7.</p>	<p>Christian Distinctiveness Committee Update Minutes circulated. RP highlighted:</p> <ul style="list-style-type: none"> ● Lots going on with good co-ordination ● PCC minutes demonstrate that the church discusses the school and there is a strong bond between the two <p>KW reported that, as part of SIAMS preparations:</p> <ul style="list-style-type: none"> ● Bristol Diocese have been contacted and indicated that the inspection is likely to take place in terms 5 or 6 ● KW is collating documents by strand <u>ACTION: KW to circulate SIAMS documents to governors for ease of reference</u> <p>It was noted that an up-to-date website was vital and the board took the opportunity to discuss observations on the draft website (all of which JO noted to take away and update as necessary):</p>	<p>KW</p>

	<ul style="list-style-type: none"> • Up-to-date policies to be uploaded • Further clarification of which class is which required – year groups to be included with names of classes • School uniform section to include current description of core required uniform items, confirmation that non-logo items are acceptable and also note of second hand school uniform sale dates <p>ACTION: JO to ensure website goes live immediately after Easter</p>	JO
8.	<p>Policies and Published Documents: All circulated for approval via schoolaspect: https://online.schoolaspect.com and Pupil Premium Statements for both schools also specifically circulated with this meeting's papers. The Length of school day 8.45 – 3.15 recommendation by TLD Agreed above</p>	
9.	<p>Governor Participation/Monitoring Academisation LA Training ES reported:</p> <ul style="list-style-type: none"> • White Paper: slower pace now for academisation and LAs no longer permitted to form their own multi-academy trusts (MATs) • KW received a telephone call from one of the Chippenham secondary schools – who would like to discuss MAT opportunities (equal schools with local choice) • The federation needs to consider strategy and priorities – including autonomy/identity points and hub/strategic model considerations <p>Link Governor Reports to Committees Thanks were extended for the following reports:</p> <p>(a) Social Development – LF (GH): 08.03.23 AGENDA 05c LF Governor Monitoring social dev.doc</p> <p>(b) EYFS – SSQ (GH): 08.03.23 AGENDA 05c SSQ Governor Monitoring Template Nov 22.doc</p> <p>(c) Science – LF (AB): 08.03.23 AGENDA 05c LF Governor Science Link visit Feb 2023.docx</p> <p>(d) RE – LF (RP): 08.03.23 AGENDA 05c RE Link Governor Visit SSQ 281122.doc</p> <p>(e) Health & Safety (KH/HS)</p>	
10.	<p>Governor Training – schedule of LA courses on Teams: 23.03.23 AGENDA 10 Training Brochure (25).pdf</p> <ul style="list-style-type: none"> - Vision And Strategy Of The Board 25 May 2023 13:30 - 15:00 - Asking Challenging Strategic Questions 22 Mar 2023 13:30 - 14:30 OR 02 May 2023 19:00 - 20:00 <p>Cascaded Training:</p> <p>(a) Governors' Briefing Term 3 update PPT - Term 3 Briefing, 19 Jan 2023 (1).pdf</p> <p>(b) Governors' Briefing Term 4 update PPT - Term 4 Briefing, 09 Mar 2023.pdf</p> <p>KH highlighted:</p>	

	<ul style="list-style-type: none"> • Attendance: 98% of schools in Wiltshire (including the federation's schools) have attendance levels of below 95% • Safeguarding: Section 175 audit – federation schools have completed • Ofsted Inspection Themes: include overseas checks and reports • Standing Advisory Council on Religious Education (SACRE): Query whether this award is worth working towards? • Keeping Children Safe in Education (KCSIE): Focus on harmful sexual behaviours – it is noted that annual safeguarding training (undertaken by all staff and governors) covers the different safeguarding concerns) https://stantonschool.sharepoint.com/:b:/s/Federation/ESDPizHNAllHm7hBBeT-Ib0BfZWsd3ng3G04wRMdEOBUxw?e=D0rtul <p>(c) Vision & Strategic Planning PPT - Vision and Strategic Planning 22-23 Feb 23 with notes (21-02-2023 1322).ppt</p> <p>RP highlighted course focus on how to be strategic/link with vision and values:</p> <ul style="list-style-type: none"> • Work on stakeholder engagement and building stronger relationships • Query when the schools' vision and values were last updated and level of governors' knowledge of current vision and values for both schools • Philosophy of education – in curriculum statements <p>(d) Staff Wellbeing WB-RC-Managing-Staff-WB (03-03-2023 1502).pdf</p> <p>RP highlighted the course focus appeared to be more on stress management/wellbeing strategy from an operational point of view. He noted that it included discussion of mental health's impact on productivity and provided some handy hints for good wellbeing and signposting for this.</p>	
11.	<p>Standing Items by Exception:</p> <p>(a) Marketing Activities</p> <p>Website Update As noted above.</p> <p>Kington Langley Magazine As noted above, AC's blog piece to be submitted for April edition.</p> <p>Social Media Active presence and sharing continues.</p> <p>(b) Safeguarding Update FF (as Safeguarding Governor) reported:</p> <ul style="list-style-type: none"> • Issues raised about the impact of a child's behaviours on others in the class (this child has Special Educational Needs (SEN)) • Complaint raised and investigated – processes strengths and areas for further development identified and improvements implemented – including Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) conducting regular (weekly) analysis of CPOMS to ensure concerns logged are being consistently followed up • Associated complaint has been made to external agencies: <ul style="list-style-type: none"> ○ LA has investigated and reported to Ofsted and the Diocese ○ Whilst areas of improvement have been identified and lessons learnt, the LA confirmed that the school had acted 	

	<p>appropriately to balance the welfare and interests of all the children</p> <ul style="list-style-type: none"> o Reassurance that the school has followed the right processes and staff have done their utmost – dealing with this external challenge has created significant additional workload and stress for staff • All governors to remain clear on their role in the complaints process – if anyone is approached by parents they must be signposted to the appropriate policies and no informal conversations should take place • Complaint which was communicated to the school was dealt with in accordance with policy (including signposting to policy escalation processes and timetables) and ES and KW met with the complainant yesterday (KW minuted this meeting) <p>It was noted that, whilst parents were entitled to complain (via the agreed processes) there had been much negative communication (via social media platforms) which had been extremely damaging to staff wellbeing and was not in line with the federation's values.</p> <p><u>ACTIONS: (i) All to ratify the updated LA Complaints Policy via school aspect and (ii) communication highlighting links to key policies on the schools' websites to be sent out</u></p> <p>(c) Health and Safety As noted above/in F&R minutes.</p> <p>(d) Equalities and Accessibility As reported above – plans being progressed with both schools (feasibility study, etc).</p>	All FF/HS
12.	<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"> • Obtained good oversight of SDP progress • Maintained clear oversight of finances • Provided tangible support for premises development • Focused on the importance of staff wellbeing • Continued to support vision, values and Christian Distinctiveness 	
13.	<p>Date of next meeting (6.00pm start): 18th May at SSQ</p>	All note

The meeting closed at 8.20pm.

Signed:  (Chair)
Date: 18/4/13