

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 12th February 2026

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Nick Webb (**NW**), Wendy Bowring (**WB**), Andrea Grafton (**AG**) and (from 6.10pm) Fiona Farquhar (**FF**),

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

Apologies: James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**)¹, Edward Buchan (**EB**), and Despoina Chatzikyriazi (**DC**)²

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

	Item	Action
OPEN		
	Opening Prayer Led by RP.	
1.	Attendance and Apologies Apologies: Noted and accepted from JO, SM, EB, and DC. FF assumed to be running late. Quorum present.³ AB welcomed all to the meeting – particularly AG, attending her first meeting as a new Foundation Governor. All present briefly introduced themselves to AG. AG briefly introduced herself: • Spent forty years in teaching (retired in 2019), during which: ○ Was Designated Safeguarding Lead (DSL) for years ○ Worked in North Avon/South Glos, Swindon, and Bath • Governor for approximately twenty years (until c. fifteen years ago) Given her extensive experience, it was noted that AG represented an excellent succession plan to take on statutory safeguarding link from FF when she steps down at the end of this academic year <i>FF joined the meeting at 6.10pm</i>	

¹ JO not due to attend as meeting held at SSQ

² Noted that, although DC was unable to attend meetings, her associate status remained as she continues to offer a valuable contribution to financial regulatory monitoring

³ Total 11 governors, 8 in attendance = more than 50%

	include SCR check.	
5.	Policies and Published Documents All reminded to review/comment on/approve documents assigned to them via schoolaspect. It was noted that some governors had not reviewed all key policies ACTIONS: (i) Clerk to check policies review reports and specifically prompt individual governors and (ii) all governors to review policies assigned to them as soon as feasible.	Clerk All
STANDING SCHOOL AND COMMITTEE REPORTS		
6.	Headteacher Report Report documents circulated KW highlighted: - Headteacher report new format: - Reflects new Ofsted toolkit - Self-assessment of Ofsted areas conducted – which has been externally validated by School Improvement Adviser (SIA), etc - GDPR: No breaches to report - School Development Plans (SDPs): Following SIA visits, RAG-rated versions of the SDPs shared – everything is on track and the SIA is pleased with progress ACTION: KW to add to lead responsible column of SDPs relevant link governor as supporting the in-school lead - Headteacher Briefing: Slides circulated – key points: - Areas covered include finance, safeguarding and school effectiveness - This year is the Wiltshire ‘Year of Reading’ – the federation are participating in classroom, school-wide and community activities and events including World Book Day in March and the children’s confidence is noticeably blossoming Q1: would you please give further information about the Shepton Mallet Prison visit mentioned? A; This prison is a museum now and this trip has been operating for a few years now. The children tour around the prison to find out about what used to happen there and also participate in a mini escape room. This is an engaging trip to enrich the children’s understanding of crime & punishment – now and then. Q2: what is the current status of the Playground Revolution training? A: It is imminent – staff sickness has resulted in its postponement, but this does mean that new Teaching Assistants (TAs) can now join this training at the same time. The LF play pods have been closed for a while, but we are trying to reopen them. KW further highlighted: - Special Educational Needs & Disabilities (SEND): - Academy of Counselling Education (ACE) and trauma informed training is being conducted on a rolling programme and is driven by needs due to the challenges of release time	KW

	○ There is an interim SENDCo at LF ○ SSQ inclusion and SEND work: ▪ involves an enormous amount of time and energy ▪ two Education Health Care Plans (EHCPs) recently applied for have been granted ▪ two further EHCPs funding levels are being challenged: • 1 x Yr2 and 1 x Yr4 • Bespoke funding has been secured for one from March • Awaiting decision on other challenge • Third application (Early Years Foundation Stage (EYFS)) did not meet threshold although we believe it now does and Educational Psychologist is due to assess this week AB confirmed (as both Chair of Governors and SEND Link Governor) that the schools are working hard to be inclusive and in line with policies (irrespective of some dissenting opinions expressed by members of the parent community), including a huge amount of work on EHCP applications and enhanced provision-mapping. • Curriculum & Teaching: ○ Nominated governors' visits focused on School Inspection Data Summary reports (ISDRs) strengths and areas for development ○ Various tests/tests preparation ongoing: multiplication checks, EYFS, phonics and Yr6 standard assessment tests (SATs) ○ Focus on writing at LF – book looks and pupil voice conducted at both schools ○ SM met with RP and JO met with WB and went through ISDRs with them (see reports circulated – NB: references to numbers of children rather than percentages considered more helpful due to small size of cohorts) The board observed the INSIGHTS information circulated is very accessible and useful. • Celebrations – Attainment and learning: ○ Parents evenings: This week at LF and first week after half term at SSQ ○ Focus on handwriting, Spelling Punctuation & Grammar (SPAG), phonics, and independent writing • Personal Development: ○ Lots of opportunities provided at both schools ○ Playground Revolution (as discussed above) ○ Diocesan grant – application made specifically to fund development of grass area at the front of LF – additional information requested from us and no further contact yet • Admissions: ○ SSQ: First choice 17 + 2 x late military (for which happy to	
--	--	--

	exceed Published Admission Number (PAN)) Q3: How many second choice? A: Twelve. We know some are moving out due to military redeployment but three are starting in different year groups after half term and three more potential new joiners later in the term. Whilst we haven't specifically analysed the reasons for this welcome increase, SM has been conducting excellent individual tours and word-of-mouth recommendations/positive news items, etc appear to be having a positive impact. Q4: Have you conducted any follow up as to why any who visited decided not to apply to SSQ? A: It is too soon to do that level of analysis at this stage as we do not find out the names of applicants until April. ○ LF: This is the second year in a row that applications have been down – although last year was a known low birth-rate year • Leadership and Governance: Lots has happened: ○ Governors have been conducting visits and making connections with staff, which is how it should be – thanks to all for taking the time and effort. Whilst the new governance structure represents a different way of working and involves quite a bit of reading, it seems to be working well at present ○ Staff have been collaborating with hub colleagues and across the federation ○ Staffing changes include: ▪ New staff ▪ SSQ Emotional Literacy Support Assistant (ELSA) retiring (replacement has already started ELSA training) ▪ J is continuing teaching one day a week at SSQ and running a computing club at LF ▪ Other points to be picked up below under after school club, finance & premises, and stakeholder discussions • Risk Management: The board reviewed and discussed the risk register circulated, noting: ○ It remains a live document – subject to continuous review/change ○ The fact that high risk items include staff pressures on workload, etc is concerning ○ L11 and L13 are erroneously red – they will be corrected to amber <i>KH briefly left the meeting 7.15pm – 7.17pm</i>	
7.	Curriculum Working Party Report – including Term 2 data, curriculum link discussions, and visits WB reported that the working party discussed division of monitoring and visits schedule:	

	• WB: ○ Term 4: Maths ○ Term 5/6: EYFS • RP: ○ Term 4: RE – initial visit to understand whole new curriculum area at each school before Easter ○ English – pupil voice/book look Observations on data: • Helpful, consistent format • Staff know exactly where there are gaps in the children's attainment and knowledge • EYFS: ○ Secure attainment in all areas except literacy ○ Progress assessment taking place at Easter • Key Stages 1 and 2: ○ Most children are at Age Related expectation (ARE) ○ Schools are on top of dips/filling in gaps ○ Next results will show the impact of interventions • Review sessions with heads of school were in-depth and rewarding • Challenges: ○ Link between SEND and lower results ○ Small cohorts skewing the percentages data ○ The fact that the data is very early in the year – will monitor how much the position moves in the second data drop • SSQ specific: ○ No big surprises in the detail ○ EYFS fine motor skills gap identified and being tackled ○ Largest cohort of children is nine – so percentages do not give clear picture • LF specific: ○ Improvement is massive ○ Yr5 (as identified when they were at Yr2) have significant weakness but the gap is being closed Full data review will be repeated early in Term 5 (after Easter) EYFS Link Visit – WB highlighted: • Trees challenges – although funding for other outside areas has been discussed, it is important to have an enabling environment for EYFS free flow access to indoor and outdoor spaces • Challenges of mixed class with large Yr1 cohort (maths scheme at SSQ for Yr1) • Will focus on outdoor provision as well as maths – in line with SDPs priorities	
8.	Finance & Resources Working Party Report Schools Financial Value Statement (SFVS) Discussion deferred until the next meeting ACTIONS: (i) Clerk to add SFVS to the next agenda and (ii) KH to present SFVS to the next meeting. Agree Year End Position Minutes and financial overview circulated. Key challenges include: • Mismatch between academic year (September to August) and financial year (April to March):	Clerk KH

• High staffing costs (c.80% of budget) – which restricts where meaningful costs savings can be made LF • September figures artificially inflated • Staff costs being well controlled • Minus numbers for school clubs are actually a profit (accounting conventions – recognising a negative expenditure) • Capital is low (possibly because it is based on pupil numbers) SSQ • Staff costs are in line with budget • After school club is lacking demand • Reserves have been depleted by c.£10K (down from predicted £14K) • Reserves are low (approximately five year 'runway') but (as discussed above) pupil numbers are up so funding will increase (although, due to lagged funding, this increase will only kick in Easter 2027) It was noted that KH participated in Local Authority training focused on school budgets – how to make efficiencies and ensure priorities are costed. Signature and submission of year end returns unanimously delegated to KW and AB. Health & Safety EB's reports circulated. No questions NW reported that he has raised the issue of road signs in Stanton with Wiltshire Council and been advised that the Parish Council has ringfenced money for signage. Wraparound Care Summary: • LF: Popular and well-used – clubs activities and wraparound care • SSQ: ○ Numbers have been falling over the last 2-3 years ○ Not permitted to run at a deficit or use school funds to subsidise ○ Letter to parents sent with questionnaire: ▪ Five responses (out of approximately 45-50 parents) ▪ Responses were predominantly negative/threatening ▪ Numbers have not improved in term 3 and we are on cusp of deficit ▪ Breakfast club could possibly continue as its running costs remain low ▪ After School Club: • 3.15pm – 4.15pm: costs are covered • 4.15pm – 5.15pm: this session is poorly/sporadically attended (the questionnaire responders have not used) – as we have to pay two members of staff to run, this element is currently running at a loss The board discussed various options considered:	
--	--

	(1) Clubs continue until 4.15pm + onsite external childcare provider 4.15pm – 5.15pm: KW has contacted/reviewed profiles of childcare providers within 10-15 miles radius of the school – none are willing to provide at the school or pick up from the school (2) Trial model provision of wraparound care 3.15pm – 5.00pm for all (including club, free play, and snack) – bookable on ad hoc basis (3) Trial block bookings for a term 3.15pm – 5.00pm – full term payable on booking After significant discussion, it was provisionally agreed (subject to AB circulating figures to be agreed by email): • Terminate 4.15pm – 5.15pm provision for the rest of the academic year (as not affordable based on current demand/costings) • Review each academic year based on changing cohorts' demands ACTIONS: (i) AB to circulate wraparound care figures for agreement by email and (ii) Clerk to add ratification of wraparound care email decision to the next agenda.	
9.	Christian Distinctiveness Working Party Update No meeting since the last FGB. RP reported: • RE visit to SSQ being scheduled for after half term • No update to the Church/School Partnership to report	
10.	Stakeholder Engagement Updates (if any) NW reported that: LF The Parish Council has: • Officially closed the parking issue • Invited LF to host their May meeting (KW confirmed the school was happy to host – although would not be able to provide cheese and wine!) SSQ • Travel plan has been submitted • There are ringfenced funds for the pedestrian crossing • Solar power speed indicator is awaiting poles before it can be installed • Road signs are dirty and school signs require replacement • Traffic order for speed restrictions is likely to be a longer-term strategic aim • Increasing whole school diversity through discussions with the SENDCo is planned – AB and NW will meet with SENDCo and revert	
11.	Strategy Working Party 4th March 6pm – 8pm All to attend if feasible.	

STANDING GENERAL ITEMS		
12.	Governor Participation/Monitoring: (a) Governing body vacancies and succession planning (particularly safeguarding) As noted above, AG is willing and able to take on safeguarding when FF leaves. Maths link governor required/another curriculum working party member required. (b) Website Update – pen profiles for each governor ACTION: All to provide pen profiles for the website to the Clerk as soon as possible. (c) Training - Safeguarding: EB and AG to complete - PREVENT: KH, NW, WB, EB and AG to complete - Cyber Security: AB, WB, EB and AG to complete ACTION: All to complete mandatory training as soon as feasible. (d) Governors’ Briefings AB advised governors to review slides circulated, no key relevant points to highlight at this stage. (e) Personal Development Deferred ACTION: Clerk to add Personal development to the next agenda.	All All
13.	AOB None.	
CLOSE		
14.	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? • Focused on inclusivity • Conducted data deep dive • Discussed monitoring of EYFS • Scrutinised the SDPs – noted they are on track • Welcomed very experienced new Foundation Governor • Considered recent very positive and proactive stakeholder engagement – particularly parking • Focused on strategic oversight and understanding of finances and the schools’ financial sustainability	
15.	Date of next meeting (6.00pm start): 23rd April 2026 at LF Meetings for the year: 23rd April 2026 4th June 2026 9th July 2026	All note

The meeting closed at 8.33pm.

Signed:.....(Chair)

Date:.....

APPENDIX

THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION

Agenda

Full Governing Board

Thursday 12th February 2026 at 6.00pm

QUESTIONS ON AGENDA ITEMS

Item	Agenda Item	
1.	Attendance & Apologies	N/A
2.	Pecuniary Interests	N/A
3.	Previous minutes and matters arising	N/A
4.	Safeguarding	N/A
5.	Policies and published documents	N/A
6.	EHT Report	
No.	Question Under inclusion at SSQ, you mention training for staff in relation to trauma informed, ACEs, ASD, PDA. Is this all completed now, incl new staff? time frame on completion? Is this something that will be an annual review in staff training now? Amber	Answer PDA for all teachers. ACE for myself and Sarah currently, Trauma informed appropriate staff working with specific children. ACE would be something useful for all staff but as rolling CPD. We are directing time for specific CPD for new staff and updating SCR as training is completed.
7.	Curriculum Working Party Report	
8.	Finance & Resources Working Party Report	
9.	Christian Distinctiveness Panel Update	
10.	Stakeholder Engagement Updates	
11.	Strategy Working Party	
12.	Governor Participation/Monitoring	
13.	AOB	