

**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 April 2026

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Edward Buchan (**EB**), Nick Webb (**NW**), Wendy Bowring (**WB**), Andrea Grafton (**AG**) and (from 6.10pm) Fiona Farquhar (**FF**),

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

Apologies: Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**)/¹, 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 SM, and DC. FF confirmed to be running late. Quorum present. ³ AB welcomed all to the meeting – particularly AG, attending her first meeting as a new Foundation Governor.	
2.	Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed. No interests declared in this evening’s agenda – although it was noted that NW had a family connection to Oakford (LF’s IT provider). ⁴	
STANDING ADMINISTRATIVE/COMPLIANCE ITEMS		

¹ SM not due to attend as meeting held at LF

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, 10 in attendance = more than 50%

⁴ When FF arrived she formally confirmed that she had no new or specific interests to declare

3.	Approval of last minutes (12th February) and matters arising (not covered elsewhere) The minutes had been circulated, and it was presumed that all present had reviewed them. The minutes of 12th February were unanimously approved as a true and accurate record of that meeting. ACTIONS: Clerk to affix AB's electronic signature and publish/file the last minutes as appropriate. Matters Arising LFSSQ FGB ACTIONS LOG 2025 2026.docx AB noted that these would be covered under agenda items below.	Clerk
4.	Safeguarding Deferred until FF's arrival	
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/KW to check policies review reports and specifically ensure that AG is assigned all relevant policies and NW is assigned Concerns & Complaints and (ii) all governors to review policies assigned to them as soon as feasible. FF joined the meeting at 6.10pm	Clerk All
	Safeguarding FF's link governor visit form noted: LF & SSQ Safeguarding Governor Monitoring April 2026.docx FF highlighted: • Spoke to teachers – all were able to give clear accounts of how honest children are about the way they feel • LF's cohesion and energy has increased – the general atmosphere and structure is very good with both staff and children presenting very positively – staff and leadership should be commended on this • She reviewed how the school is using CPOMS for recording concerns – it is utilised very well – with escalation and filtering implemented as second nature • Policies are in place and staff understand them well • Liaison with outside agencies continues to be very good at both schools • No concerns were flagged from discussions with the Designated Safeguarding Lead (DSL) or Deputy DS:L (DDSL) • She checked the Single Central Record (SCR) noting that very few updates were required and the administrative staff at both schools are working very hard to keep the SCR up-to-date ACTION: FF to conduct another safeguarding visit before the end of the academic year. The board briefly discussed the fact that KW and the team are planning to book an age-appropriate 'county lines' workshop for Yr6, advising them of real-world risks prior to transition to secondary school. KW reported that she and the safeguarding team conduct regular	FF

	checks on the SCR and these, as well as governors' SCR monitoring, are recorded in the monitoring log which forms part of the current SCR. The board noted that the SCR is comprehensive and represents a significant administrative burden – particularly as the Local Authority (LA) fairly regularly updates the template. Kw confirmed that both she (as DSL) and DDSLs have recently completed additional training which has been logged on the SCR and evidenced with copy certificates. ACTIONS: SCR checks to be conducted by (i) WB in May and (ii) FF in June The board noted that succession planning with transition of the Named Governor role transferring from FF to AG at the end of this academic year is ongoing – with both planning a joint visit and AG attending the safeguarding compliance visit on 8th May.	
STANDING SCHOOL AND COMMITTEE REPORTS		
6.	Headteacher Report Report documents circulated KW invited questions. Q1: Has the Playground Revolution training started? A; A staff member has been allocated in principle, but staffing challenges (involving some redeployment) have postponed her starting. With regard to the Special Educational Needs & Disabilities (SEND) white paper it was noted that: • AB attended some SEND-specific LA finance training • the LA's Director of Education had advised headteachers that there would be further consultation • Initial funding will be paid in July – a spending report (similar to Pupil and Sports premiums) will be required: ○ KW and other headteachers are querying the costs/benefits of this – which is a national issue ○ Funding is currently anticipated to be approximately £3K per school + deprivation indicators (likely to be less than at present for both LF and SSQ) KW highlighted: • Funding good news is that staff pension employers' contributions are going down • Overworked staff: ○ Significant challenges of meeting the needs of the children in context of lack of funding and personnel ○ Retention concerns – despite budgetary constraints, cannot work with one adult in a class given the needs – mixed year groups, level of SEND, etc • Staffing costs: Early Careers Teachers (ECTs) and Initial Teacher Trained (ITTs) command lower salaries, but there are more children with higher needs than ever who require the support of more experienced teachers – e.g. there are three children with medical needs joining SSQ reception class in September 2026 • Staffing capacity: Current staff (including the person returning from maternity leave) have declined to take on the LF SEND Coordinator	

	(SENDCo) role – so, of necessity, KW has personally taken this on as an interim measure – although this can only operate temporarily and recruitment will be required in September The LF budget is not as critical as SSQ, but will be adversely impacted next year by the low intake into reception in September 2026 (lower overall Number of Roll (NOR)) Q2: Will there be similar NOR in both schools next year? A: Yes – although there is more mobility/fluctuation at SSQ due to military. However, there are new houses being built close LF too.	
7.	Curriculum Working Party Report WB's SSQ maths visit report noted SSQ Monitoring Visit 230326 (2).docx WB highlighted: - SM is strong lead - Resources are well-embedded – including interactive scheme with regular assessments - Two key objectives – both underway: - Raise achievement of disadvantaged children - Raise attainment in multiplication checks - Small cohorts skew data e.g. Yr6 comprises six children – one of whom has SEND - WB planned visits: - Maths LF - Early Years Foundation Stage (EYFS) KH left the meeting at 6.56pm - Forest School – which is part of the School Improvement Plan (SIP) for next year – current focus on maximising promotional opportunities and stakeholder engagement KH returned to the meeting 6.58pm The board briefly discussed the desire to maintain an appropriate balance between constructive monitoring and staff workload/wellbeing. KW assured governors that, whilst staff are very busy they are always proud and happy to explain their work to link governors and appreciate governors' investment in these interactions with staff. - RP: - English – pupil voice/book look – scheduled for Monday - RE is scheduled for a few weeks' time To ensure parity of monitoring, the curriculum working party will arrange a data visit with JO (for LF) as well as SM (for SSQ). KW noted that senior leaders and the School Improvement Adviser (SIA) have analysed the term 4 data, so such monitoring visits will not add to staff workloads. ACTIONS: (i) WB to complete and circulate (via the Clerk) visit reports for her planned visits, (ii) RP to complete and circulate (via the Clerk)	WB RP Clerk

	visit reports for his planned visits and (iii) Clerk to add LF Maths, EYFS, Forest School, English, RE and Data Visits' Reports to the next agenda. Observations on visits to date: • Lots of thought has gone into measures to improve outcomes – but these take time to come through in data • The rise in number of challenging behaviours is increasingly apparent AB referred to LA mandatory monitoring requirements and queried whether British Values should be the subject of a focused link visit. KW reported that: • The SIA conducted a nominated visit focused on British Values at both schools • As a 'nominated visit' the agenda was set by the LA • The SIA went through the Ofsted toolkit and RAG-rated the schools It was acknowledged that external validation of provision was valuable, and governors would simply note evidence of British Values in action (displays, in-class discussions, etc) as part of other visits this year Other visits conducted (this week) by the SIA: • SSQ: EYFS and Science (outdoor focus) • LF: Scrutinising gaps in data (Yr2 and Yr5 in particular) and quality of education (particularly impact of Continuing Professional Development (CPD)) Q3: Where are the details of British Values set out? A: On both schools' websites: LF: British Values - Welcome To Langley Fitzurse SSQ: Stanton St Quintin - Our Ethos and Values	
8.	Finance & Resources Working Party Report (a) Schools Financial Value Statement (SFVS) Circulated and approved by email. Email approval of the SFVS was unanimously ratified and its signature and submission retrospectively approved. (b) Budget Outturn – both schools Minutes and financial overview circulated. KH highlighted: • Formal close down next week • Provisional figures discussed at Finance & Resources Working Party meeting on Friday (see minutes) Provisional closing figures: LF • Income slightly down • Expenditure is under control (particularly staff costs – which are c.80% of total expenditure) • C.£20K surplus • Carried forward reserves c.£113K Q4: Is 80% of total expenditure the norm for staff costs? A: Whilst it varies slightly (and will continue to do so e.g. with	

incremental annual salary increases), this is broadly in line with average. SSQ - Income more than expected by the budget (Named Pupil Allowance skewed this – although this is costs neutral as the expenditure matches the additional income) - Expenditure is slightly above budget - staff and premises Q5: Expenditure on learning resources is quite below budget – why is this? A: This is due to movement across cost centres and will not affect overall budget figures e.g. part of free school meals income is being moved to offset associated staffing costs – actual spend is c.£2K more. - In-year deficit is much lower than forecast: c.£1K (against originally budgeted £14K) - Carry forward – much of this will have to fund the move to four classes (higher intake in September 2026 requires immediate increase in provision although, due to lagged funding, there will be no additional funding for this until 2027/28) (c) Budget Allocation 26/27 – both schools Deferred. ACTION: Clerk to add 2026/27 budget to the next agenda as a focused discussion item. (d) Recommendations for Approval PE Budget spend As noted in the Finance & Resources minutes circulated, KH explained that it was proposed just under £7K of PE budget be spent on EYFS gazebo roof and shed. The proposed PE budget spend was unanimously approved. Summer Letting Transfer of Control Provisions As noted in the Finance & Resources minutes circulated, KH explained that, subject to an additional day, specific details of lock-up and provision of Health & Safety documentation as recorded in the minutes, it was proposed that the summer letting transfer of control provisions be approved. Q6: Will the EYFS works just approved have any adverse impact on the planned summer letting? A: No, a risk assessment will be conducted, and the hirer will simply avoid the works area and use the other playground. The summer letting transfer of control provisions were unanimously approved on the bases summarised above. West Mercia Contract Renewal As noted in the Finance & Resources minutes circulated, KH explained that the school is nearing the end of its current energy contract with West Mercia (which is arranged via the LA) – whilst there is a slight increase in costs, it has the benefit of a fixed price and is being recommended for renewal by the LA and the federation's school	Clerk
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	business manager. Renewal of the West Mercia energy contract was unanimously approved on the bases summarised above and in the minutes of the Finance & Resources Working Party. KH reported that the working party also discussed the fact that the broadband speed at LF fell below minimum levels and so this will be improved in May at a slightly higher cost. Q7: Have the LF roof works been completed and who bore the costs? A: Yes they have (although the scaffolding is still here) and the LA funded these works. KH added that the working party also discussed other funding opportunities, noting: • At LF the forest school area outside the staff room (total costs £2K) is being funded by Diocese grant (£1K) + PTA /Learning Through :Landscapes funding (£1K) • At SSQ Holly (administrator) successfully secured kit and training donations Thanks, extended to all involved in these funding initiatives. KH also explained that there is potentially a good opportunity to secure funding from the Diocesan Education Foundation Fund (this is focused on furthering Christian distinctiveness, inclusiveness, sustainability and social action) – deadline for submission of applications is 12.06.26. All governors invited to assist – WB and KH committed to assist senior leaders to collate an application for this funding. <u>ACTIONS: (i) KH to circulate details of Diocesan Education Foundation Fund to all governors (ii) WB, KH and any other volunteer governors to draft and submit funding application in consultation with senior leaders (for practical input where required).</u> Health & Safety It was noted that: • EB has conducted one H&S visit so far this academic year (LA guidance suggests three visits over the course of a year) • Due to changes in personnel/governors, the first visit was conducted slightly later than would be the norm, so only one further visit is likely to be feasible/required this academic year <u>ACTION: EB to conduct H&S visit before the end of the academic year.</u> KW reported (as she had at the Finance & Resources meeting – see minutes) that: • There are currently two children in school with nut allergies • One has a hazelnut allergy: ○ The child had a reaction this week – KW administered EpiPen and protocols were followed (all worked as it should) ○ As there were some hazel saplings in hedging , KW has removed these from the school site by way of risk mitigation ○ There are some established hazel trees remaining on site – tree surgeon advice is being taken, and it is proposed that their advice is followed It was unanimously agreed that works to the remaining hazel trees (including removal) advised by the tree surgeon be conducted without	KH WB/KH EB
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	further reference to the board provided the costs do not exceed £220 • A second child has recently been confirmed as having a peanut allergy • EpiPens cost £200 each – at least two are required to provide for different children – and they expire after 12 months. • Regardless of whether parents supply EpiPens for their children with known allergies, the school must still carry supplies and, if used, replace these at its own cost • From September it will be a requirement that every school has staff who are trained in Anaphylaxis awareness and holds EpiPens. Q8: Are there regular communications regarding nut awareness? A: Yes, communications are sent to new incoming families as well as reminders to existing families. Holly (administrator at SSQ) also monitors lunchboxes and raises any concerns, and all staff are alert to monitoring the children with known allergies. RP left the meeting at 7.43pm KW shared some anecdotal evidence of community support for nut awareness/the schools' sensitive responses to allergies and the board thanked her and the team for their thorough approach. EB reported that he had attended the recent Lime Down consultation meeting and, as a private individual had expressed his personal concerns about construction traffic and its affect on the school and wider community. The board also noted that the Stanton Village community had expressed similar concerns. RP returned to the meeting at 7.45pm AB highlighted that LA guidance suggests that a data protection visit should be conducted by governors and requested that, between them, EB and KH satisfy this requirement as soon as feasible. ACTION: <u>EB/KH to conduct a data protection visit and report back to FGB.</u>	EB/KH
9.	Christian Distinctiveness Working Party Update Minutes circulated. RP highlighted that he had passed comments on the Spirituality Policy which were being implemented by senior leaders.	
10.	Stakeholder Engagement Updates (if any) Update circulated.: NW and KW reported: • NW is filling in the Taking Action on School Journeys (TAOSJ) (travel plan) ACTION: <u>NW to complete TAOSJ</u> Q9: Has the SSQ travel plan been published on the school website? A: Both schools' travel plans should be published on the respective school's website ACTION: <u>JO/SM to check/ensure travel plans are</u>	NW JO/SM

	published on the schools' websites. - LF is hosting the next Parish Council meeting on 19.05.26 – governors requested to attend if feasible (for networking/recruitment opportunities) ACTION: All to attend LF-hosted Parish Council meeting on 19th May if feasible - After School Club (SSQ): - Holly (administrator) send AB the data from term 4 - Whilst use increased slightly in term 4, this does not offset the increased costs, and the current provision remains unaffordable - An email was circulated last week cancelling some of the 4.15pm – 5.15pm sessions before the end of the year (staffing challenges) ACTION: AB to draft a letter to parents explaining the financial unsustainability of after school club at SSQ after 4.15pm by the end of term 5. Q10: Is the big intake in September likely to facilitate a change in this position? A: Any increase in uptake is unknown, so at present it is necessary to confirm the new finish time of 4.15pm for sustainability reasons (the school is not permitted to subsidise).	All AB
11.	Strategy Working Party – feedback and action plan AB highlighted that, following excellent presentations from JO and SM the board has reflected and refreshed strategy with some action points arising from a strong plan ACTIONS: (i) AB/KW to circulate strategic action points via email and (ii) AB to circulate strategic training materials. AB emphasised that, due to lack of staff operational capacity and in readiness for the new intake from September, governors have been assisting in some matters which overlap into operational as of necessity.	AB/KW AB
STANDING GENERAL ITEMS		
12.	Governor Participation/Monitoring: (a) Governing body vacancies and succession planning (particularly safeguarding) As noted above, AG is taking on safeguarding when FF leaves. Another curriculum working party member required. AB confirmed that a recruitment poster is ready to go and all advertising and networking opportunities (such as the parish council meeting mentioned) should be maximized, noting that replacements are required for: 1 x military co-opted, 1 x LA and 1 x co-opted ACTION: AB to circulate governor recruitment poster to all. (b) Website Update – pen profiles for each governor ACTION: All to provide pen profiles (including photos) for the website to AB as soon as possible. (c) Training Training Records 25 26.xlsx ACTION: All to complete mandatory training as soon as feasible.	AB All All

	(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. (f) Plan for Circle model reflection discussions FGB 6 Noted ACTION: Clerk to add Circle Model Reflection to the next agenda.	Clerk Clerk
13.	AOB Trees Noted above. Upcoming Events Noted: • LF: Summer Fete: Friday 12th June after school • SSQ: Summer Fair: 20th June Governors requested to attend these events if feasible. Ofsted Preparation Whilst acknowledging that neither school is currently in the inspection window, AB suggested that an Ofsted session for governors should perhaps be scheduled for next academic year. KW concurred, noting that senior leaders are drafting School Self-Evaluation Forms (which will remain 'live' documents subject to periodic updates) which could be considered as such a session ACTION: AB/KW to propose scheduling of governors' Ofsted session in 2026/27.	AB/KW
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? • Supported executive headteacher and demonstrated empathy and understanding for KW, JO and all staff • Received and reviewed in-depth safeguarding • Noted involvement of governors across all aspects of both schools (and how points are being addressed as per Ofsted toolkit priorities)	
15.	Date of next meeting (6.00pm start): 23rd April 2026 at LF Meetings for the year: 4th June 2026 9th July 2026	All note

The meeting closed at 8.17pm.

Signed:.....(Chair)

Date:.....

THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION

Agenda

Full Governing Board

Thursday 23rd April 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	
No.	Question/comment	Answer
4.	Safeguarding	
No.	Question	Answer
5.	Policies and published documents	
No.	Question	Answer

	Spirituality Policy P 'As a Staff Team' bullet 4: What does this mean <i>"You may like to outline here how they do this."</i>	
6.	EHT Report	
No.	Question	Answer
7.	Curriculum Working Party Report	
No.	Question	Answer
8.	Finance & Resources Working Party Report	
No.	Question	Answer
9.	Christian Distinctiveness Panel Update	

No.	Question	Answer
10.	Stakeholder Engagement Updates	
No.	Question	Answer
11.	Strategy Working Party	
No.	Question	Answer
12.	Governor Participation	
No.	Question	Answer

13.	AOB	
No.	Question	Answer