

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

Executive Head Teacher: Mrs Karen Winterburn

Thursday 4th June 2026

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Amber Batson (**AB**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**), Richard Priest (**RP**), Kyle Hutchings (**KH**), Nick Webb (**NW**), Andrea Grafton (**AG**), and (from 6.07pm) Fiona Farquhar (**FF**)

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

Apologies: Edward Buchan (**EB**) and Wendy Bowring (**WB**)

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 EB and WB. FF confirmed to be running late. Ab reported that Despoina Chatzikyriazi (DC) had resigned as an associate governor and Ab had sent formal thanks on behalf of the governing body. Quorum present. ¹ AB welcomed all to the meeting.	
2.	Declaration of Pecuniary Interests No updates to the register of interests or specific interests in agenda items were declared.	
STANDING ADMINISTRATIVE/COMPLIANCE ITEMS		
3.	Approval of last minutes (23rd April) and matters arising (not covered elsewhere) The minutes had been circulated, and it was presumed that all present had reviewed them. The minutes of 23rd April were unanimously approved as a true	

¹ Total 11 governors, 10 in attendance = more than 50%

	and accurate record of that meeting. ACTIONS: Clerk to affix AB's electronic signature and publish/file the <u>last minutes as appropriate.</u> Matters Arising LFSSQ FGB ACTIONS LOG 2025 2026.docx AB noted that these would be covered under agenda items below.	Clerk
4.	Safeguarding (a) Compliance Compliance report circulated. KW and AG reported: • Invacuation plan identified as requiring review – updating in progress • Online safety documents being uploaded to websites FF joined the meeting at 6.07pm AG noted that the visit was very positive and informative and the next visit (currently being scheduled) will be a join visit between her and FF. (b) Policies Online safety policies circulated and KW reported information had been sent out to parents. (c) Single Central Record (SCR) checks Next safeguarding visits scheduled to include SCR check.	
5.	Policies and Published Documents All reminded to review/comment on/approve documents assigned to them via schoolaspect. ACTION: KW to repost the Complaints Policy as a completely new document. Behaviour Policy Noted that this will be updated and brought to the next meeting ACTIONS: (i) KW /SM/JO to update the Behaviour Policy and (ii) Clerk to add Behaviour Policy to the next agenda. Special Educational Needs & Disabilities (SEND) Policy Noted that the SEND policies for both schools will be updated in term 6 and ready for approval in term 1 of the next academic year ACTIONS: (i) KW/SM/JO to update SEND policies and (ii) Clerk to add SEND policies (both schools) to the first agenda of the academic year 2026/27. Data Protection Policy The Data Protection Policy was unanimously approved in the form circulated. ACTIONS: Clerk to file and arrange for publication of the revised Data Protection Policy.	KW KW/SM/JO Clerk KW/SM/JO Clerk Clerk
STANDING SCHOOL AND COMMITTEE REPORTS		
6.	Headteacher Report Report documents circulated KW highlighted: • Safeguarding compliance check conducted:	

	○ No surprises ○ Addressing invacuation update ○ Children at both schools remain safe • Inclusion induction is underway: ○ Two children with anaphylaxis and one egg allergy – staff are working with the school community to keep all children as safe as possible (including KW working with parents on risk assessments) ○ Annual Reviews: ▪ SSQ completed earlier this term ▪ Yr5 child (chronologically Yr6) is moving to a specialist provision to better meet needs ▪ One child continuing with top-up funding next year ▪ Two reviews scheduled at LF over the next few weeks • Suspensions and exclusions: None • Safeguarding data: ○ Children Looked After (CLA) continues ○ One family at SSQ has stepped down from Child in Need (CIN) status ○ One family at LF has stepped up to CIN status • Curriculum & Teaching: ○ Lots going on in context of change of class structure and new curriculum ○ Trips continuing • Wider demographics data circulated • PE: ○ Both schools have achieved silver School Games accreditation² ○ PE/Sports Funding: ▪ Reports will be brought to the next meeting for approval prior to 31st July publication deadline <u>ACTIONS: (i) KW to arrange for production of draft PE/Sports Funding Reports for both schools and (ii) Clerk to add PE/Sports Funding Reports (both schools) to the next agenda.</u> ▪ This funding is being discontinued as direct funding to schools: • 4/12th of what had been paid in previous years will be paid to bring schools up to the end of the financial year • From April 2027 it is intended that funding will be made to sporting hubs – further details are awaited, including any provisions to facilitate access to sporting hubs for small rural schools such as LF and SSQ • Statutory Assessments: ○ SSQ was moderated in Key Stage 2 writing ○ Multiplication and phonics checks are scheduled for next week ○ Thanks extended to governors for their recent visits to both schools	KW Clerk
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² [Your School Games - School Games Mark](#)

	• Personal Development: Lots! • Attendance and punctuality: Work continues to support higher attendance and punctuality • Number on Roll (NOR): ○ SSQ: 17 coming into Reception in September (concerns have been raised that the Local Authority (LA) permitted another local school to exceed Published Admission Number (PAN) and accept three additional children but did not allow SSQ to do this) ○ LF: 8 coming in Reception (not the original 10 – again, one appealed to the other local school and has been offered a place there) • Leadership: ○ Staffing is key consideration – not quite finalised for September (Teaching Assistant (TA) challenges) ○ Long-term teacher retires at the end of this academic year ACTION: AB to arrange thank you gift on behalf of <u>governors</u> ○ Teacher has returned from long-term sickness absence – great to see her back • Stakeholder Engagement: ○ LF hosted Kington Langley AGM – thanks to AB, RP and AG for attending (although, despite their excellent promotion, there did not appear to be a great deal of appetite to join the governing body) ○ NW did questionnaire (thank you!) and the LA Travel Plan team came out to SSQ this week – 20mph with flashing lights during the school day is being implemented ○ SSQ survey regarding crossing at BP Garage is being considered although implementation likely to be delayed due to limited funds ○ Scarecrows trail for LF in a couple of weeks – forest school display boards are being done by passionate forest school lead • Sustainability: ○ The team continue to operate in the context of budgetary constraints to maintain the schools' sustainability ○ Subject leadership continues to be a staffing capacity strain (an issue for all small schools) – particularly as we will have two junior teaching staff next year who cannot take on subject leadership (one Initial teacher Training and one Early Career Teacher (ECT)) ACTIONS: (i) KW to update School Development Plans (SDPs) for the next meeting (ii) Clerk to add SDPs to the next agenda and (iii) Clerk to add Headteachers' and Governors' Briefings updates to the next agenda. No questions were raised on the Executive Headteacher's Report.	AB KW Clerk Clerk
7.	Curriculum Working Party Report Reports circulated. RP highlighted: • Visits emphasised to governors that schools have varied cohorts and work well to support all children	

• SSQ Data: ○ Some gaps identified – plans in place to address/close ○ Number of in-year transfers into school impact of coming in with gaps the closing of which is being worked on SM added that the Yr4 multiplication check, which was previously on track for amazing results, likely to be borderline due to challenges of incoming children (the children who are not on track are those who have recently joined from other schools) Q1: Is this likely to be a continuing trend? A: Possibly....we have the intension of 17 intake and four class structure – so we have space and the school is attractive. RP and KW continued to highlight: • RE: ○ Brilliant afternoon – level of engagement of the children really stood out ○ Level of recall and building on their learning was really impressive ○ Three different teachers all equally passionate and dynamic • Data at LF: ○ Detailed report circulated ○ Focus cohorts: ▪ Yr5: High proportion of need – additional maths ▪ Yr2: Also, additional help with maths required – morning maths clubs at 8.45am four times per week AB reported re SEND: • Met with SENDCo at SSQ (report circulated) • Challenging year with new children coming in – emotional and cognitive needs being met • Current Emotional Literacy Support Assistant (ELSA) is retiring at the end of the year, and new ELSA is in training (ELSA provision set to continue at both schools) • Yoga is positively received although current funding stream for this will end in July so any continuation of this will be dependent upon internal capacity moving forward • Mainstream Inclusion School Advisory (MISA) LA team conducted lengthy visit and provided positive external validation • As noted above, review of: ○ Behaviour Policy is underway and will be considered at the next meeting ○ SEND Policy will take place over the summer and will be considered at the first meeting of the next academic year • Lots of opportunities for SEND children to be celebrated – newsletters, website updates, etc • Different categorisations and descriptions continue, at the moment all on track – which is great credit to all involved ACTIONS: (i) AB to conduct SEND visit at LF before the next meeting and (ii) Clerk to add LF SEND Visit report to the next agenda. Relationships & Sex Education (RSE) – KW reported that upcoming changes are being reviewed and will be presented to the first meeting of 2026/27 academic year ACTIONS: (i) KW to arrange review of RSE and (ii) Clerk to add RSE Update to the first agenda of 2026/27.	AB Clerk KW Clerk
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	Other reports – LF maths, Early Years Foundation Stage (EYFS) and Forest School all deferred to the next meeting ACTIONS: (i) Curriculum Working Party to conduct LF maths, EYFS and Forest School visits before the next meeting and (ii) Clerk to add LF maths, EYFS and Forest School visit reports to the next agenda. It was acknowledged that sustainability of level of visits and need to recruit more members to the Curriculum Working Party were key discussion points to be considered at the next meeting as part of reflections on the circle model of governance. AB reminded the board that the governing body was currently carrying two vacancies – confirmation of a military link was awaited and the LA post. She also noted that FF would be leaving at the end of the academic year – although a parent had come forward to volunteer to take on this co-opted role.	WB/RP Clerk
8.	Finance & Resources Working Party Report Minutes circulated. Consistent Financial Reporting (CFR) Noted standard, mandatory form (showing opening and closing balances) completed. KH highlighted: • LF: ○ C.£27K net surplus ○ Predominantly attributable to wraparound care, donations and grants • SSQ: ○ C.£4.5K net deficit ○ Income up – high needs top up funding – although did not have the anticipated level of wraparound care income (so not budgeting profit for wraparound provision next year) ○ Staffing costs up The board unanimously approved and ratified the CFR and its signature and submission. Budget 26/27 KH summarised: • LF: ○ NOR: Currently 105 – reducing to 96 next year (may drop further due to two moving out) ○ Still four classes (based on October 2025 census) – slightly smaller classes further enhances offer ○ C.£4K in-year surplus forecast (26/27) – deficit thereafter (c.£20 - £39K for a couple of years before position forecast to improve) ○ Quite secure on staffing: ▪ No teacher resignations ▪ TAs are on one month's notice, so potential changes there but anticipated to be manageable ▪ Retirement being covered internally (new SENDCo also spending one day per week in class) • SSQ: ○ NOR: 76	

	○ Increasing deficit forecast for the first two years – although expecting significant intake of siblings so anticipate ability to ride the storm ○ Forecast position unlikely to improve unless ways to generate more income are found KW added that there was a need to invest to bring four classes back into operation – including converting the food tech room into a resource room. KH emphasised the positive effect of the team engaging with the LA in advance – which has heightened confidence in the figures and secured pre-approval of the budgets by the LA. The 2026/27 budgets for both schools were unanimously approved. The cessation of PE/Sports Funding and associated implementation uncertainties were reiterated and KW thanked NW for his input with other grants opportunities. SM left the meeting at 7.02pm JO confirmed that he and other staff were working on plans to support grant applications and governors were asked to lend their support to the application paperwork ACTIONS: (i) <u>AB to write a grant application support letter on behalf of the governing body</u> (ii) <u>AG to write a grant application support letter as a foundation governor/church representative and grandmother of children at the school</u> and (iii) <u>NW to write to local developers to request funding.</u> The board discussed other potential sources of grants and donations ACTION: <u>JO/KH/NW and AG to collate and distribute personalised communications to the local community to request support/donations.</u> Benchmarking Report circulated – discussion deferred in EB’s absence ACTION: <u>Clerk to add Benchmarking Report to the next agenda.</u> Health & Safety Visits in May – reports circulated. Expenditure of £1,800 on the gazebo (as detailed and approved by KW and KH in the F&R working party minutes) was unanimously ratified. Noted: • Review of invacuation processes (as noted above) • LF fob system – quotation still awaited • SSQ shed and carpets works – quotations awaited Q2: Will fobs access be implemented on all external doors? A: Not on the old staff room or front doors and are outward facing, but there will be a fob access point on the gate through to the back of the school (which will improve safety for forest school, etc)	AB AG NW JO/KH/NW + AG Clerk
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	Data Protection Walkarounds KH confirmed that data protection walkarounds would be scheduled prior to the next meeting ACTIONS: (i) KH/EB to conduct data protection walkarounds before the next FGB and (ii) Clerk to add data protection visit reports to the next agenda. Q3: Have the reviewed/updated accessibility plans been shared with parents? A: Yes, they are up-to-date and published on the schools' websites.	KH/EB Clerk
9.	Christian Distinctiveness Working Party Update Minutes circulated. RP highlighted: - The very healthy relationship between church and school continues with lots of good stuff going on and subject to constant revaluation to avoid staleness - How nice it is to have a full complement of foundation governors - Two key church works updates: - Significant (aiming to last 20 years') tree pruning scheduled for the autumn ACTION: RP/AG to request spare wood chippings for forest school - Installation of replacement public address system – future proofing as much as possible Q4: Is the school on track to achieve the WIRE Award? A; Yes – the most recent events being attendance at RE network meetings, Phoenix Class visiting a non-Christian place of worship and the spirited arts competition.	RP/AG
10.	Stakeholder Engagement Updates Update circulated. Travel Plan progress NW and KW reported that road signs issues were logged with Highways - apparently do not meet the criteria for replacement but this is superseded due to installation of 20mph illuminated signs Parish Council/outdoor learning community engagement Outdoor space and AGM discussed above Wraparound Care letter to SSQ community feedback Thanks to WB for proof-reading wraparound care letter – no responses to this received to date ACTION: NW to consider stakeholder engagement SDP elements.	NW
11.	Strategic Action Plan AB highlighted that there had been some governor-involvement in operational matters – following an 'all hands on deck' approach to address capacity challenges.	

STANDING GENERAL ITEMS		
12.	Governor Participation/Monitoring: (a) Governing body vacancies and succession planning As noted above (Vacancies are 1 x military, 1 x LA and, when FF leaves, 1 x Co-opted). Initiatives to: - Refresh websites - Refresh digital prospectus (meanwhile SM is updating paper prospectus to provide to families during show arounds) ACTIONS: (i) KH and EB to provide photos to accompany their pen portraits on the websites, (ii) Clerk to arrange for pen profiles and photos to be added to the websites and (ii) KW to contact WB to arrange photographer dates for prospectus (b) Training Training Records 25 26.xlsx ACTIONS: (i) EB to complete induction training as soon as feasible and (ii) Clerk to arrange for safer recruitment training to be added to AG's TES watchlist. (c) Governors' Briefings No key relevant points to highlight at this stage – AG attending final roundup of the year and to report at the next meeting. ACTIONS: (i) AG to attend next governors' briefing and (ii) Clerk to add Governors' Briefing update to the next agenda. (d) Personal Development Noted that Ofsted planning would be discussed in the first meeting of the academic year 2026/27 – including review of School Self-Evaluation Forms (SEF) – which KW reported senior leaders would be commencing work on shortly. ACTIONS: (i) Senior leaders to update SEF for both schools and (ii) Clerk to add Self Evaluation and Ofsted Planning to the first agenda of 2026/27. (e) Plan for Circle model reflection discussions FGB 6 Noted ACTION: Clerk to add Circle Model Reflection to the next agenda.	KH and EB Clerk KW EB Clerk AG Clerk SLT Clerk Clerk
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? - Supported grant applications - Conducted safeguarding checks – including obtaining external validation - Finance team's work on budgets – particular thanks to Gwen	

	and also KW and KH Engaging in implementation of sustainability and future proofing strategies ACTION: All to consider attending/assisting with SSQ Festival on 20th June 1pm – 5pm.	All
15.	Date of next meeting (6.00pm start): 9th July 2026 at LF Meetings for the next academic year: TBC ACTION: KW and the Clerk to propose meeting dates for 2026/27.	All note KW/Clerk

The meeting closed at 8.00pm.

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