

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD REMOTELY ON
Monday 13th July 2020

Present

Ben Russell (BR) (Chair); David Cook (DC); Jenny Hodges (JHod); Jane Henshall (JHen); Vanessa Newman (VN); Katherine Fisher (KF);
Apologies: Susan McCraith (SM); Helen Maloney (HM)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. Apologises as above.
2. No declarations of interests were declared.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING MATTERS ARISING

3. Minutes of FGB meeting 26th May 2020 were accepted as an accurate record.

ITEM 3 – MATTER ARISING (ACTIONS) FROM 26th May 2020

4. Single central record - Indicated that it needed to be signed three times a year. Governor needs to review with DC. This is likely to involve KF. Carried forward to T3, carried forward to the safeguarding review at T4. Meeting due to take place but cancelled due to virus planning, however, DC met with Celia and items reviewed. – Carried Forward to T5 – SM indicated that it should be recorded when it is checked. DC suggested it is checked as part of the process of SMs meeting with DC – carried forward to T1
5. HM to complete skills audit – **carried forward to T1**
6. Link subject visits - DC will look at dates for key aspects of link subjects and create a timetable for visits and provide to Governors. – Suspended until appropriate – carried forward. There was some discussion around how the link governor process will be managed and the expectations around visits in September depending on the social distancing or other risk assessment process embedded in to the School. DC indicated that the guidance around these types of processes will be clearer in September. **Carried forward to T1**

7. CFR to be looked at by SM, then to be signed virtually on behalf of SM by DC. - **Closed**
8. Chairs Actions discussed. The FGB removed Chairs Actions, on the basis that plans are in place for September, Chairs Actions were a temporary power given to the Chair for urgent non-consultative decision making. At 19:10 all governors confirm they are content to remove Chairs Actions - **Closed**

ITEM 4 – HEAD TEACHER'S REPORT

9. There has been regular contact with SEND registered children who are not in school full time. Parents spoken too.
10. Curriculum – TD organised for September to launch the new curriculum within school. There will be a parents evening to ensure effective understanding.
11. Celia Hicks has been in constant contact with the School as part of the school improvement processes. There is a visit booked for September.
12. DC stated that there is a Schools Covid 19 Risk Assessment for September which is in a SharePoint folder for governors to view.
13. In summary, the Government expect all schools to open in September, they have issued guidance but this is constantly evolving and changing. There are a number of social distancing type measures that will remain in place in the new school year. There is a balance of risks to be understood both externally and internally and how that impacts upon School life. The Schools task is to understand what it can do as part of the contribution to reduce risks within the School and the external environment. School is likely to be quite a controlled place, in order to protect staff or families of pupils.
14. DC highlighted that if a member of staff becomes ill with the virus this may mean closure of the school, or half closure at least. So the School seeks to reduce points of contacts. Groups of children will need some social distancing. There will be Class 1 and Class 2 but they will need to be separated at playtimes, lunch times etc.
15. School will be open five days a week. Adults will be able to move across groups of children which is difficult at the moment. There will be no deep clean on the Friday but cleaning will still take place every evening. Teaching staff will have their responsibilities to clean.
16. There will be some staggering of start times and end times.
17. Emphasis within School will be on not touching each other and maintaining personal space.
18. Music and drama teachers will be back in to School.
19. The school will ensure that 'blended learning' is available at short notice should there be a need – google classroom i.e. local lockdown scenario.
20. DC suggested that there needed to be a conversation around the government expectation that parents will be fined for non-attendance of their children – DC reminded the group that some parents will still be shielding, or children may have medical conditions / illness.
21. No unnecessary people will be allowed on School grounds.
22. Large gatherings are still to be avoided.

23. The September risk assessment is a working document and will be updated as new information / changes to practice revealed.
24. **OFSTED** - Inspections resuming in January. Visits are likely to focus on the Schools response to COVID-19 and what plans are in place to help children catch up. If Luckington is visited in the autumn term, no traditional 'judgement', but a letter will be sent to the School and parents to explain the inspectors findings.
25. The Governors asked DC how the School would assess the gap when the children returned to School and how the gap would be filled. DC explained that there are a number of assessment processes that will be used in School such as, Maths test, looking at children writing.
26. DC suspects that there will be some need to catch up but considered that one of the most important aspects will be the behaviour, social side of interactions as the children embed themselves back in to school life.
27. DC explained that within the school improvement plan there will be a section on the assessments of children along with the plans to close any gaps in expected knowledge.
28. **Reception 2020** – There are 8 children starting in September. There are 13 Year 6s leaving and one other child who is moving away. As it stands, the School will have 50 pupils on roll next year.
29. **CPD** has been ongoing; VN has completed two online courses in inference and phonics for reading; all staff have done an online bereavement course; DC attended a Head's Briefing Webinar. JK has completed online training for the teaching of music.
30. **Staffing** - Mrs Lara Farahar employed for PPA, one year fixed term contract, letter to be sent out later this week. Re the MDSA, no one applied for the vacancy so no appointment.
31. Delay in sports clubs at the beginning of next year to understand the lie of the land but there will be before and after school club activity next year. The later club will run until 6pm. Both clubs will be activity based and the children will have a snack and drink in both. Miss Schrader will run most of the after school activities and various members of staff will run the breakfast ones.
32. DC explained that the clubs can be used to help children with their homework.
33. TD was discussed – DC planning for people being able to attend but will make people aware closer to the time. The governors discussed their attendance. There was some discussion around a preferred date for governors either the 1st or 2nd September. **Action** - DC will send out a poll with governors to ascertain best date of attendance

ITEM 5 – SEND

34. As discussed in Head's report.

ITEM 6 – SAFEGUARDING REVIEW

35. The School has seen and heard from all the children, particularly those that are deemed to be more vulnerable.

ITEM 7 – FINANCE COMIITE / BUDGET UPDATE.

36. BR reminded all that the budget was 'walked' through at the last meeting. This was sent to County but was 'bounced', this was because the third year the School was starting to show a deficit which is not permitted. This has been resolved by removing some training commitments and the removal of the fixed term for the PPA teacher and the MDSA role.

37. BR explained that sports funding grant, worth over 16k annually had been extended. This is good news as the submitted budget didn't take account of this given that it was expected to be withdrawn.

38. **Pre-school merger** was discussed. Update given a couple of weeks ago. Actions around merger continue. BR stated Jane has done some outstanding work around the HR issues. Interviews on Friday for a pre-school manager. BR indicated that the two finances of Pre-school and School will be separate. KF has examined systems and indicated better to keep separate. There is likely to be separate bank accounts. Money from pre-school is being transferred to FOWLS. BR will then request funds to get the pre-school through next term and Christmas.

39. JHen will be having a conversation with county around the finance processes this week

40. DC expressed his gratitude to SM for her work around the pre-School merger and the clarity of the process that she has created.

ITEM 8 – Governors

41. Governors were reminded that SM's term as Chair will end at the end of the next year (a year away) as it was a two-year appointment. The importance of succession planning was discussed.

ITEM 10 – POLICIES

- Teaching and Learning Policy
- Feedback Policy
- Curriculum Policy
- Assessment Policy
- Homework Policy in draft form not for ratification

42. DC updates a small subset of policy for every meeting.
43. DC provided a brief summary of each policy on the list. DC explained that the majority of the policies were new policies.
44. DC explained that Curriculum is the 'big' policy with the others effectively feeding into curriculum. Curriculum policy is for September and will be talked about more / presented on the TD day. DC explained it is important to understand what the Luckington curriculum is about. How it is implement and how the School measures the impact. The policy needs to be seen working, in action within the School. DC explained it is based upon 'our School, our community'. Underpinned by the school values. Building on prior learning.
45. Teaching and learning is about how the School implements what the School is trying to achieve.
46. DC explained that there is lots of detail in each policy. DC considered best way was for the governors to be briefed, see it in action from the September TD day.
47. Governors expressed a view that perhaps too early to ratify policies today but that they should wait for briefing in September. Governors need to have a full understanding. DC agreed as this gives a greater opportunity for individuals to understand and see it in action.
48. JHen asked in assessment policy who is the assessment co-ordinator. DC explained it is DC.
49. Within assessment policy there was some discussion around meeting with parents.
50. Luckington has signed up for the 'new process' of reception baseline assessment for children. These children won't be assessed at Key stage 1 SATs but their next official measure point is end of Year 6. Then this becomes the progress indicator that people will look at for success of the School. This may have a big impact upon the assessment processes within the School.

ITEM 10 – AOB

- 51. VN passed on thanks to Governors for the Hamper present.
- 52. DC thanked Governors for their support over the year.
- 53. Some discussion around a potential press release for Bath and Wiltshire parent – particularly around merger. Provides opportunity for people to become aware of school and increase pupil numbers?
- 54. BR raised the year 6 assembly which is being relayed via Zoom. Some discussion around microphone availability for event. Year six parent will be given a time to log in but event will be recorded should there be issues.

Meeting ends at 20:30 hours

Date of next meeting – TBA – suggested dates to be put in diary.