

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD REMOTELY ON
Monday 26th October 2020

Present

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

Apologies: Jenny Hodges (JHod)

In attendance: Gavin McClory (Clerk)

Guests: Kara Ardus; Michael Wood;

19:07 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. Apologises as above.
2. No declarations of interests were declared.
3. Guests are attending the meeting with consideration to joining the Governing Body. The Chair outlined the vision and values of the School.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING MATTERS ARISING

4. Minutes of FGB meeting, held on 13th July 2020 were accepted as an accurate record.
5. It was discussed that BR term as a governor expired formally in June 2020. There is agreement for him to remain in position until December 2020. This agreement is formally noted for the minutes.

ITEM 3 – Chairs Actions (re-instigated 13/10/2020).

6. The FGB reinstated Chairs Actions prior to the meeting through a Governors email vote. These have been re-instigated on basis of the recent Covid resurgence which may require the Chair to make an urgent decision without reference to the wider FGB.
7. Chairs actions to remain on the agenda for discussion at every FGB.

ITEM 4 - MATTER ARISING (ACTIONS) FROM 26th May 2020

8. **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 – DC explained what is and the purpose of the SCR. Statutory record to ensure checks and documents are maintained and accurate. SM confirmed that although delayed because of Covid she and DC went through the SCR – **Closed**.
9. HM to complete **skills audit** – carried forward to T1 – **Complete and Closed**
10. **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 into the School. DC indicated that the guidance around these types of processes will be clearer in September. Carried forward to T1 – **Closed** to be discussed in Head Teachers Report.

ITEM 5 – HEAD TEACHERS REPORT.

11. DC provided a Covid update. Person who was infected was thankfully not too ill with the virus. Appears to have been no further transmission across the School or wider community following this incident.
12. Pupil numbers are stable. Number on roll 50. Pupil numbers in reception up to eight. The number of SEND pupils and those receiving pupil premium are below national average.
13. DC discussed the work towards the School Improvement Priorities and the broad objectives. DC explained that the school development plan is based upon another document called the School Evaluation Form. This form is a completed based upon teaching observations within the School - progress of children, attainment of children.
14. This forms staff opinion as to what needs to be developed to meet children's needs. Teachers address those needs on an individual and/or whole school teaching basis where and when required. These are identified as part of the ongoing assessments processes.
15. DC discussed the action plan to ensure that any gaps (academic or otherwise) caused by the COVID-19 shutdown are identified and

addressed. The school identified any gaps as the children came back from the first Covid Lockdown. This included educational, well-being, physiological issues.

16. DC explained that the children settled back very well into the School routines and School processes very on their return. Good well-being amongst most.
17. Two additional teachers are being used for small group or individual interventions. Employment will be on a supply basis. The school is to receive some funding from Government to bridge any attainment gaps
18. Funding to be spend on the staff working alongside the class teachers. Equates to about 3 hours a week. Money spent needs to be monitored closely. DC explained that there was more detail of the process in the plan which Governors could view.
19. DC discussed the priority of ensuring all children make at least expected progress based on their starting points in reading, writing and maths. DC discussed the areas that were being implemented to ensure progress is made during their time at the school. To support this the curriculum policy and other policies have been updated. Other policies include Teaching and learning and an updated assessment system to ensure accurate decisions.
20. DC highlighted that the homework policy is to be put on the website, it explains the thinking of the School. Key principle is embedding pupils' skills and building on knowledge.
21. DC highlighted the work that had been undertaken to update the curriculum. DC stated that attainment in Y2 and Y6 is promising to look quite strong. DC stated he may be able to share some forecast figures with Governors at the next meeting.
22. DC discussed the curriculum area of relationships and sex education. Consultation has taken pace with parents to ensure learning is compatible with needs. Various meetings taken place. The School policy has been formulated through the meetings and consultation process. Policy is in draft form on website for a month. It will become official School policy soon. The material, and how it will be learnt, will be shared with parents prior to use.
23. DC highlighted that for link governors it would be good to arrange the Maths and English link meetings, (zoom?). DC has created a proforma for the conversation. This outlines some question options i.e. how is subject taught, why is curriculum formed in this way.
24. DC stated a final focus this year was the pre-school. Delighted with how Stella has worked. This has ensured a smooth transition, professional and

knowledgeable. Working and setting targets to ensure future numbers at the pre-school.

25. VN has been into the pre-school to work on the development of teaching and learning. DC thanked the governors for their pre-school work.
26. DC talked more about the Covid situation in school. No obvious transmission within the School setting. Measures in School seem to be effective. Size of school enables some flexibility, but DC explained it wouldn't take much to create issues. To ensure this is minimised, VN and DC not in contact. Risk assessment in relevant folder.
27. DC discussed the business continuity plan – detailed document which is in the relevant folder – DC explained that a lot of what school does is cloud based, so the School can be kept going remotely.
28. DC stated that school lessons went on google classroom very quickly as pandemic broke which was encouraging – DC suggested the potential shut downs / bubbles may be something that the school will need to engage with for a little while – staff will continue to review online offerings to maximise benefit with minimal disruption.
29. DC and JenH yet to meet around SEN. The SEN list has been updated. Support plans are in place for children that need them. Teachers have organised a support timetable with their teaching assistants. - The Educational Psychologist held an online 'solutions surgery' for teachers. The teachers were able to talk through strategies for supporting children who struggle both with their learning and their emotional well-being.
30. Teacher Training days looked at COVID risk assessment, curriculum development and safeguarding. Governors attended an online curriculum presentation. A safeguarding event to be organised before Christmas – KCSE has changed, new updates.
31. Appraisals - All staff have had their initial performance management meetings. Staff targets tied into the whole school development; some were carried over from last year as the performance management cycle was not concluded due to Covid - Everyone has same objectives to do with teaching, learning and expectations.
32. Positive visit from School Improvement Advisor – report is in the FGB folder – visit included questions around attendance at school during Covid and start of term.
33. Reception children have settled in really well. A relatively normal transition period was organised before the summer and in the first few weeks of term – for next year, 4 families have been shown around, 3 of whom are not from Luckington. Each family had seen the Open Day video and the banner.

- 34. Numerous elements of CPD completed by staff.
- 35. SCR - All volunteers (given the time that they haven't been in school) have been removed from the SCR - Need to reapply for DBS checks for quite a few people when the normal times return.
- 36. IRT Safety carried out a Fire Risk Assessment this term. Conclusion was that as long as School compliant with fire marshals, risk assessment, no particular issues.
- 37. Morning and after school clubs have been reasonably well attended - Class 2 tennis team finished third in a local school's tournament - Bath Rugby have been working with Mrs Kirkham and Class two.
- 38. Parent consultation meetings to take place by phone.
- 39. A question was asked around the google classroom – how was DC gaging the effectiveness of the digital classroom? – DC explained that in part this was through the continuous assessment of children when back in the physical school as part of the review process – long term it is about the summative assessments, end of term tests.
- 40. DC explained that there was a 'Government' desire to get digital teaching as close as possible to the classroom experience (whether this be realistic or not). DC explained that people in homes have different technologies and access which is problematic. As a platform google classroom works well. Process needs to cater for as many families / children as possible without leaving anyone behind. General acceptance that the Covid situation seems to be for the longer haul. School can't do it by themselves, cooperation and agreement / support of parents needed. Parent Governors felt that work set by the School through the platform was appropriate.

ITEM 5 – SEND

- 41. As discussed in Head's report. – DC meeting JenH in the holiday to discuss.

ITEM 6 – SAFEGUARDING REVIEW

- 42. As discussed earlier. – Pre-school to be included in safeguarding review work.

ITEM 7 – FINANCE COMMITTEE / BUDGET UPDATE.

- 43. BR explained the finance process.

44. Finance committee meeting is to take place in a couple of weeks and an update to be sent via email in next couple of weeks, to be signed off by end of November to go to County.
45. Covid costs have been kept by the office. There have been cleaning and various sanitisation costs. DC indicated there is an email from County stating that Covid related purchases can be reclaimed again centrally. DC explained that a deep clean is due to take place at the school this week.
46. The model pay policy was discussed. SM indicated that performance appraisals have taken place for all staff including the Head Teacher.
47. **Wiltshire council pay policy** is adopted with option 1 – automatic increase in line with national increases. All were in agreement with adopting option 1 of the pay policy. This was formally recorded within the minutes.
48. **Pre-School update.** Minutes have previously been sent around of the very first committee meeting. SM provided the numbers at pre-school and the leadership within the pre-school.
49. SM explained transition gone well, with just a couple of issues, such as access of staff to the local government pension scheme. There is ongoing discussion with the council.
50. SM mentioned pre-school has been running at a loss due to insufficient numbers. Money reserves are in place. Working towards building a five-year plan pre-school to become financially sustainable. Need to double numbers of children effectively. Aim is to ensure school remains viable and pre-school becomes a natural feeder into the School.
51. The make-up of the pre-school committee was discussed and the need for a governor or pre-school parent to join at some point.
52. **Marketing discussed** – open day video has had quite a few views, some visits to school have been based on parents viewing.
53. School has a couple of open days a year which can't be done in the same way. DC to look at Covid secure parent open day visits.
54. Twitter account not quite up and running yet.
55. School website does the job, but there is still work to be done to ensure fully effective. The aim is to make the website a real positive advert for the school. HM asked if the pre-school should be brought into the School website rather than having two sites. It was agreed that one website for pre-school and school would be the preferred option. DC suggested presenting the pre-school almost like a separate class on the website pages.

ITEM 8 – Governors

- 56. New governors will be required as SM will have completed four years by next summer, and BR will have served more than 4 years. Space for 6 co-opted governors and some associated governors.
- 57. Skills audit suggest need for IT skills (as BR leaves). Some legal and HR skills always useful. Finance skills for budgets / finance committee. SM discussed the need for the balance of skills to support the strategic direction of the school.
- 58. BR to carry on until end of end of 2020 although happy to stay on as an associate governor to support individual IT needs when required until effective cover.
- 59. Discussion around the make-up of the finance committee, HM to support JHen. BR to meet finance committee prior to his leaving.

ITEM 10 – POLICIES

- 60. DC asked if every policy had to be ratified by the full governing body. The answer is that not all policies need to be signed off by the full governing body.
- 61. <https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>
- 62. DC suggests that in the FGB folder, there are some important policies for governors to look at within the folder. Such as the curriculum policy, Safeguarding and child protection policy, and behaviour policy with Covid amendments. DC requests governors look at these policies in the next week or so, to say read and agree if they do.

ITEM 10 – AOB

- 63. SM asked about Free School meals. Is there impact on the school? DC indicated email received from the council which is to be sent to parents, and the parents can contact the Wiltshire hub if they need support.
- 64. VN mentioned sport premium money and requests that the spending of this money, the how and why is discussed at the next Finance committee meeting.

Meeting ends at 20:40 hours

Date of next meeting – Tuesday 26th January 7pm.

26th October 2020 GM

Then:

Monday 29th March 7pm

Monday 24th May 7pm