

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 28TH January 2020

Present

Susan McCraith (SM)(Chair); David Cook (DC); Jenny Hodges (JHod); Jane Henshall (JHen); Vanessa Newman (NW); Ben Russell (BR); Katherine Fisher (KF)

Guest: Helen Maloney (HM)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. SM welcomed all. HM guest within the meeting.
2. No declarations of interests were declared.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 21st October 2019 were agreed as accurate.

ITEM 3 – MATTERS ARISING

4. Single Central Record - Indicated that it needs 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.**
5. SM and DC to review scheme of delegation (BR and DC Finance section) and propose any changes for FGB.– current version to be placed on public facing website - **Action closed.**
6. DC has obtained a copy of relevant skills framework form for governing body and will circulate. SM will start the process to understand skill sets – On meeting agenda – **Action closed**
7. Pre-school options paper to be raised – delayed as circumstance changed – discuss in the future when relevant – **Action closed.**
8. Place breakfast club within new prospectus – **Action complete, closed**
9. Policies within folder need to be read prior to relevant FGB. On agenda – **Action closed**
10. DC is to place item in newsletter to ascertain if any interest from potential new parent governors. Complete, **Action closed.**

ITEM 4 - GOVERNANCE ADMINISTRATION

11. KCSE 'signed for form' was signed by Governors – retained by GM.
12. The Single Central Record was discussed within the matters arising – Carried forward to be part of T4

13. JHen tenure as parent governor was raised, no other parents have put themselves forward. JHen indicated that she can serve for two years. Nominated by SM, seconded by BR, unanimous vote. Parent Governor, two-year term from 28/01/2019 to 27/01/2021 **Action** – GM update spreadsheet, Right Choice and GIAS.
14. SM produced a hard copy of the Skills Framework and handed a copy to each Governor. She explained that there is a current Parent Governor vacancy.
15. SM explained that the skills audit included date of tenure, type of Governor. SM explained that it is related to people's area of skill. **Action** – Governors to review skills audit and ascertain accuracy and inform SM.
16. SM stated that there is a traffic light system for individuals to rate, understand abilities and gaps across the Governor skills. SM highlighted a skills gap in relation to finance and accounting. SM indicated that it would be useful to fill maybe through a co-opted role in future.
17. SM mentioned training. BR and JHen are going on a Finance course. SM highlighted the on-line modules with the NGA website. **Action** – Any courses / training undertaken, send certificates to GM who will file with training log and SharePoint.
18. Brief conversation around Safeguarding training. Wiltshire have temporarily suspended course as the trainer has retired.
19. SM highlighted that the skills audit indicated a fund-raising role / gap, but SM stated that this is filled in many ways through FOLS.
20. DC explained the subject link process following questions from Governors. Governors wished to know how many and the expectations re subject visit requirements. DC indicated that to support the visits he has created a proforma for Governors to complete / review when they conduct a visit. DC indicated that questions from Governors at the end or during process can be recorded on the form. Conversation ensued that the process will need to be sequenced appropriately, BR highlighted that this should come from DC. **Action** - DC will look at dates for key aspects of link subjects and create a timetable for visits and provide this timetable to Governors.
21. SM asked by Easter how many visits should have been completed? DC indicated that he is seeking to ensure an effective process in place by end of T5 with to a view for it to be truly embedded by the new Y6 curriculum. DC highlighted the subject link visit proforma is a work in progress. Governors identified that they will comment and change as necessary.
22. DC highlighted that Celia's (School Improvement Advisor) visit had provided a list of questions that Ofsted anticipate that Governors should be able to answer. The list is within SharePoint. Ofsted expect Governors to understand the words of common language and expected activity. What the school vision is, what is the curriculum intent and how that is linked to intended outcomes delivered through teaching.
23. 19:30 KF arrived.
24. SM **Action** – requested vision and values to be placed as a heading within the agenda as part of Governance admin processes.

25. BR asked when Ofsted are likely to visit the school? DC indicated that it would likely be at the start of 21/22.
26. SM indicated the importance of Governors to be able to demonstrate independence of evidence of school performance and outcomes for the Ofsted conversation, i.e. not rely on information produced by school leaders. The need to demonstrate how governors check outcomes, through conversation with the children as an example.

ITEM 5 – HEAD TEACHER’S REPORT - PAN AND SEND

27. PAN numbers remain consistent
28. DC asked the Governors to note the increase in percentage of children on the SEND register. Children are added to the register if the support they receive is likely to be ongoing, rather than short term, for example a 6-week handwriting intervention

HEAD TEACHER’S REPORT - SUBJECT MONITORING AND DEVELOPMENT

29. School Improvement – Celia visit – this visit discussed subject leadership with teachers and consolidated the school's thinking around the development of the curriculum. There was conversation across Governors around the process of how the curriculum reflects the vision and values of the school, designed around the Luckington pupil need. The role of the Governor is in part to be able to communicate this strategy and challenge progress, to ensure that the devised curriculum reflects the intent and vision of the outcomes sought. DC articulated the significance of prior learning being built upon, to ensure skills are being developed and information retained and relevant. Governors recognised that this is a big part of the school learning process. DC indicated that the new curriculum will be ready to go by the summer term at the latest, ready to share with stakeholders / parents.
30. DC indicated that a maths book scrutiny has taken place – from this the school has pulled out relevant development points and placed them in the relevant actions plans to ensure progress.
31. A Consultation workshop with parents on the new relationship and sex education had taken place. DC stated it was interesting and had thrown up a few things and had given the SLT food for thought – a positive engagement process – well worth the effort.

HEADTEACHERS REPORT – SCHOOL IMPROVEMENT VISIT REPORT

32. Governors confirmed they had seen the report within the SharePoint folder. The report is positive, recognising that Luckington is a small school with small cohorts. Progress scores not as hoped from KS2 last year, but the school improvement visit report doesn't see this as a trend.

HEADTEACHERS REPORT - SAFEGUARDING

33. As part of the Safeguarding process Governors outlined the key documents and policies that are applicable to safeguarding and child protection.
34. SM wanted to know if the worry box for children had been used. DC indicated yes it had been used by children, to let us know if things are worrying children, mostly dealt with by conversations within circle time.

HEADTEACHERS REPORT - STAFFING

35. DC discussed that Gwen has accepted a job elsewhere, and is leaving the school. The Governors wanted to know contingency plans in place, given Gwen's central role to all things administrative and finance.
36. DC indicated that there has been a decent amount of interest locally thus far, which is encouraging. When a replacement is found there may be a delay in positioning them given DBS checks etc. DC indicated that he has also started planning just in case they can't recruit in a short window. Gwen will do a hand over in half term, for which DC will be available.
37. SM asked if Gwen had developed a handover package? DC indicated that she hasn't started it yet, but yes, she is considering a handover document. DC indicated that as a team / school perhaps a lesson to learn is not to be too reliant on a single person.
38. KF made the point that it is also an opportunity to redefine processes and expectations. Remind parents to read the notes, letters sent home, and book things early or on time rather than being reliant on Gwen sorting it out as they have missed deadlines etc. BR supported the view that often the school admin processes could be diverted by questions when the information had been sent. There was some conversation around the balance of expectations. As part of this process DC indicated that he was looking a school 'buddy app' as a communication process with parents.
39. DC and Gwen will be looking the budget over the next couple of weeks as well as staff structures. Governors ask if the replacement for Gwen is cost neutral? DC confirmed that is the intention. Although there may be a need to buy in some support if recruitment doesn't go as planned.
40. DC indicated that the budget is out on the 14th February, so the school will know how much money it has. DC stated that Grant Davies has been spoken to re budgets, and if necessary can provide training around budgets re Gwen departure.
41. DC indicated that Gwen farewell is part of the assembly on the 14th Feb. DC may be interviewing on 13th February. Governors asked if DC needs anyone from County to be there. DC indicated that he doesn't think there is a need for that.

HEADTEACHER'S REPORT – PREMISES, HEALTH AND SAFETY

42. To improve perimeter safeguarding there is a wooden fence installed around tepee zone and gaps in the fencing. All part of DC's drive to counter gaps in fence and improve external safeguard audits.
43. Snow guards on roof, in part to prevent tiles from falling off.

HEADTEACHERS REPORT – MARKETING / WEBSITE

- 44. Action has been taken to improve the website. Governors agreed that it is the initial shop window for prospective parents.
- 45. There is in place a skeleton framework with the website company which outlines the school's needs and wants. SM asked if the intention was to build up a spec., structure framework, then get the relevant quotes. DC indicated that this the plan. DC indicated trying to do it before the summer. Governors asked when it will be discussed again, DC indicated that the next FGB may be appropriate.

HEADTEACHERS REPORT – SCHOOL IMPROVEMENT PRIORITIES FOR 2019-20

- 46. Progress in writing includes - Writing moderation with cluster schools, in school moderation of writing carried out; consequent actions added to English action plan. Non-negotiables cards introduced. Feedback policy introduced, used to encourage self-correction and independence.
- 47. Progress in Maths includes - In school moderation of maths carried out; consequent actions added to English action plan, White Rose premium resources purchased and now being used consistently, 'Flash Back 4s' used in every lesson to help build on previous knowledge, Feedback policy introduced, used to encourage self-correction and independence, QLA Gap Analysis shows that statistics was a relative weakness for the school last year - this is being 'drip fed' more regularly.
- 48. Progress in wider curriculum - Written skills and knowledge progressions for DT, Art, RSE and PHSE.
- 49. Comprehensive curriculum for RSE – as highlighted consulted with parents as part of the process which has been beneficial.

HEADTEACHER'S REPORT – EVENTS, BREAKFAST CLUB

- 50. Comprehensive curriculum for RSE – as highlighted consulted with parents as part of the process which has been beneficial.
- 51. Young Voices - a brilliant day, the children really enjoyed it - Year 5% enjoyed a brilliant trip to the Life Skills Centre in Bristol. Year 6 had a fantastic (wet) week at Stackpole - netball, (and won!) gymnastics and football cluster tournaments; running: SATS Club, Choir, Football Club, Circus Skills Club, Running Club and Cooking Club. Anti-bullying week was marked with activities and a visit from the Education and Life Skills team who did a virtual reality workshop with our KS2 class. Wiltshire Air Ambulance did an emergency awareness workshop with children in Class2. Visitor from Guide Dogs UK.
- 52. Breakfast club – now not open every day but open to need. Breakfast club is breaking even.

ITEM 6 – OFSTED QUESTIONS FOR GOVERNORS

53. DC outlined a set of questions from the School Improvement visit which may be helpful for Governors with regards to a future Ofsted visit. There is discussion around the priorities for the School Development Plan such as writing, maths, building on progress and building on prior knowledge.
54. JHen stated that from the question set it may be useful to catch up and review the SEND oversight, progression. SM asked for the SEND to be placed on the next agenda as an item. **Action** – Add SEND as an agenda item for March.

ITEM 7 RECRUITMENT OF FINANCE AND ADMIN OFFICER

55. Previously discussed Headteacher's report.

ITEM 8 - FINANCE COMMITTEE / BUDGET UPDATE

56. Within the I&E the total carried forward is £3,151 as a surplus.
57. Within the monthly budget monitoring report to Jan 2020, the uncommitted YE (without PE grant) is -£2953.
58. BR indicated that he didn't compare the last I&E with this one, which he intends to do in the future. SM asked why was the forecast was different from last time? BR indicated that he has set himself an **Action** – to sit down with Gwen prior to her leaving and go through all the financial returns that take place over the year, so he has an effective understanding of timelines and process.
59. BR indicated that running a surplus seems to be a rarity across Wiltshire schools so in that respect the Luckington is in a reasonable financial position.
60. The grant (PE), the school moves forward with the budget assuming that this grant will be payable to the school in the normal manner. Otherwise it would be accepted, that like many other schools, there would be financial difficulties.
61. Funds in FOLS are discussed. Estimated that over the year £11K donated to school. SM highlighted that writing a thank you in the minutes doesn't seem enough for their efforts and commitment. DC highlighted the ability to raise money shows the expertise of the FOLS group, with the wide variety of activities they undertake. **Action** – DC – to write a letter of thanks to FOLS from Head Teacher.
62. Pupil premium is raised by the Governors. DC highlighted that parents have a responsibility to sign up for monies, i.e. 3 children signed up in April but too late to get the monies straight away for the school. JHod asked if the school need to demonstrate how the Pupil premium is spent.
63. DC mentioned that it is on the school website, outlining how it is spent, against the set objectives and targets set centrally. JHod asked if families can specifically ask what it is being spent on in relation to their child. DC, 'good question' and answered by providing examples of where money

has been spent to support individual family needs, through residential course or interventions in the classroom.

64. Governors highlight the context for some PP children, who historically make less progress than peers. DC highlights the importance of tracking attainment and progress to increase life outcomes. DC, the school has to be careful not to be obvious within performance / public facing what child / children the school is specifically talking about.
65. At 20:35 hours the I&E IS signed by SM and DC.
66. BR wondered if there is a need to talk about budget processes for next year.
67. DC indicated that teaching provision is based upon the PAN for this year which is 56. Governors suggest there is a need to add budget scenarios to the next meeting agenda. The budget finance will be known by 14th February. BR indicated that there is a budget meeting on the 9th March, so proposed conversation at next FGB fits in well as a process.
68. BR indicated that the SVFS is more demanding to do this year. It is now a set of questions which the school needs to grade itself against. SVFS has to be signed off before the 31st March 2020.
69. JHen is curious to know when the PAN numbers reducing would impact the budget. DC indicated the following year is the impact.
70. DC raised his thoughts about the 150-year anniversary raised by SM at a previous FGB. He wondered if there is an opportunity to involve the wider community and seek to replace Classroom One, as a big celebration project. JHod supported but felt it would need to be a separate project from FOLS work, balance needed.
71. JHod highlights that she has looked at accessibility, and it is interesting to understand the school layout, access for all.
72. SM asked when the Health and Safety audit is to be complete. DC indicated that it will be done by the end of next week.
73. BR wondered if there is an opportunity to give Gwen more hours before she goes to ensure work completion and an effective handover. DC will see if needed.

ITEM 9 – PRE-SCHOOL

74. Pre-school conversation will be discussed at some future FGB if required.
75. There was conversation with regards to the lease. SM indicated she would like a summary of what has happened, this was agreed and is to go through the Finance Committee.
76. DC indicated that the hours of pre-school changed, covering afternoons, price of pre-school increased as a consequence.
77. JHen asked if DC can give pre-school notice if required, DC indicated not anymore. DC indicated that lease is between pre-school and County rather than the school. DC indicated that there is cross over in playground, heating etc which necessitates friendly conversation.

ITEM 10 - POLICIES

78. At 20:55 policies listed on agenda are ratified.

AOB

79. SM and DC met Nick Burridge in relation to the Luckington History project.
There is a weekend exhibition in June this year which has wall panels about the school and photos.

80. SM wonders about the possibility of a farm visit, given rural location, mentions free farm visit in Badminton which is free and local.

Meeting ends at 20:58 hours

Date of next meeting – 1900hrs on Monday 23rd March 2020