

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
MONDAY 29th March 2021

Present

Jane Henshall (JHen); Jenny Hodges (JHod); Katherine Fisher (KF); David Cook (DC); Vanessa Newman (VN); Susan McCraith (SM); Kara Arduş (KA), Helen Maloney (HM); Liz Langley (LL) observing

Apologies received and accepted: Michael Wood (MW)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. SM welcomed all. Apologies as listed above.
2. No declarations of interests declared.
3. JHen is currently a member of staff working on a temporary basis (funding until the summer) within the 'Covid' catch up protocols.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

4. The minutes of the meeting held on 26th January 2021 were accepted as a true record. To be signed by the Chair

ITEM 3 – MATTERS ARISING

5. The skills audit – completed by KA, awaiting MW to complete.

ITEM 4 – CHAIRS ACTIONS

6. SM outlined the purpose of Chairs Actions within the pandemic. To remain in place. Review at the next meeting.

ITEM 5 – Confirm the check of the SCR

7. DC outlined the purpose of the Single Central Record. The SCR has been checked with the support of KF.

ITEM 6 – School Development plan and school evaluation form.

8. DC asked if there were any questions in relation to the documents? DC outlined the importance of the documents and highlighted why they were being brought forward at this time. They act as drivers for improvement within the school, inform who is responsible for the activity and the time lines for progression. Traditionally the school evaluation form is completed at the end of the school year, in preparation for the next. Plans often based around the Ofsted judgments and requirements. The evaluation supports the process of the School development plan. The Schools evaluated strengths and weaknesses are identified to develop and deliver improved outcomes. DC has RAG rated the elements within the School Evaluation Form (SEF).
9. DC explained normally that he looked at these topics in July. The Covid Year has thrown a lot of things off course in terms of the original 2020 School year objectives. Some objectives have been achieved but there have been a number of unexpected 'Covid' priorities that have had to be managed.
10. DC explained he has spent a considerable amount of time on the evaluation form which is in the SharePoint folder. He is working on the School Development Plan and will continue to do so over the coming weeks and months. Objectives within the SDP are likely to be in-line with evaluation form, i.e. it will be about the catch up requirements, the curriculum roll-out and progress from starting point.
11. Governors asked about the process of catch up and the information being sent back to the parents, so as parents they understand what is happening. Governors specifically asked about how parents would be informed if there is a 'catch up gap' for their individual child. DC explained that the process is supported by the parents night. Targets will be shared with the parents so that parents know what each child has to work on and what gaps, if any, were created through the lockdown process. Governors suggested that the feedback to parents, communication around each child may just need to be articulated more clearly accepting all the work that has already been undertaken in this area. It was highlighted that the Covid catch up plan / process is also on the web site, which outlines communication processes to parents. There will be targeted information through parents night. DC highlighted that the school is not waiting until the parents night but the process of communication to parents around any identified gaps and support is already being delivered.

12. Governors asked if the SIA needed to approve / sign any of the documents. DC stated that he is meeting with the SIA, and there is always a discussion around the SDP, the progress against objectives, as part of the normal course of the meeting with the SIA.
13. DC outlined the cycle of Ofsted visits. The Ofsted team would appear to be behind given the pandemic disruption. DC reminded all that there had been significant change in the School from the last visit, new Head, new Chairs, pre-school. Governors asked if there was anything specifically to be done to prepare? DC linked the preparedness around everyone understanding what are the School improvement priorities, knowing the strengths and weaknesses of the school and the areas for development.
14. DC highlighted that Luckington School pupils attain well – there is a need to understand in a greater depth in order to become an 'outstanding school' the progress from starting points which was an element of last year's objectives - children grow whilst at the school.
15. KF mentioned that the school is in the Ofsted window and that they could turn up sooner rather than later. KF stated that a question that is likely to be asked is, "How do you know that your children are safe at Luckington." Ofsted will expect an evidence based answer, policies in place, stay safe online training, safer recruitment, a detailed knowledge of what to do if an accusation. KF wondered that from the training she had been on, was there a need to interview / speak to the children and ask them if they feel safe in the school and why? Need for a constructed conversation with the pupils. DC in agreement that children were an integral part of the being safe / feeling safe, he suggested a conversation with the children at the next safeguarding visit undertaken by KF. DC indicated that it should be a thread that runs through any visit or conversation.
16. VN mentioned the safeguarding questions process, which takes place every week within the staff meetings. **Action** – DC will put in a safeguarding question in the next Head Teachers report for the group to discuss together. **Action** – DC will forward the online credit for the NSPCC safeguarding course to KA.
17. In relation to the Ofsted visit, it is felt that there should be some planning and preparation around the types of questions that are likely to be raised or to have clarity around where policies, procedures and documents could be found. Suggested a creation of a 'go to document' **Action** – DC is in the process of creating this 'go to document'

ITEM 7 - HEADTEACHER'S REPORT

18. DC highlighted that the report is available to read.
19. Number enrolled remains 50; 4 or 5 coming in, six leaving. Might get to 50 again next year.
20. Catch up plan is published on the website – very comprehensive and it has taken time to put together.
21. All children returned to school – brilliant, nice return, children shown great resilience.
22. H&S walk, fire and lockdown drills completed.
23. Five new laptops via Council to support remote learning; two new teacher laptops to support live lessons. Quotes being obtained for new website.
24. More money spent on pest control this year than anticipated. Fire alarm system updated. Various expenses connected to plumbing and heating (Class 1 and pre-school).
25. Performance management for staff to be conducted this week.
Performance linked to SDP. Some changes to reflect what has happened this year and the way forward.
26. Stay safe initiative with a local company has taken place – online safety, anti-bullying, how to look after yourself. Y5 being trained to be stay safe mentors, role models to support other children around them as they go into year 6.
27. Link governors, school has had some visits. Teachers have a subject monitoring timetable (with a staff termly review of Maths and English) for each area. DC mentioned that the school will pre-warn the link governor when they are going to examine a particular link subject.
28. SM discussed which governor covered which subject. Science and computing need governors for. HM volunteered to be link governor for science and computing.
29. KA volunteers to cover EYFS.
30. SEND needed to be covered, along with able, gifted and talented. JHen to cover with possibly some support from KA.
31. Risk assessments have been updated. Covid risk assessments, although not massive change. Parents have been asked to wear face coverings on site.
32. Support plans updated for children on the SEND list. Teachers in the process of discussing these with parents. Teachers completed a support timetable for the TAs.
33. Staff professional development has continued over the last few months.
34. No key stage one or key stage two tests, or phonics test, this year.
35. Y6 booked on a residential for three days in June.

36. Governors expressed their thanks to DC and all the staff for the hard work that has been undertaken by all.

ITEM 8 – PUPIL PREMIUM (standing item)

37. DC highlighted that the PP children are being supported very well through the catch up process and the covid catch up teachers.

38. DC mentioned that by the summer there will be more progress type data for governors to examine.

ITEM 9 – Finance (Budget Update)

39. DC highlighted finance reviewed completed last week. Roll over anticipated for end of the year so it will require some consideration of how the School can spend this money on different projects. DC mentioned a couple of projects that the School is considering.

40. Financial statement for school indicated that it will receive more money (small increase) next year, part of 'extra' pledged by Government.

41. Pre-School was discussed at the finance review.

42. DC mentioned the need to progress the staffing for next year to ensure it is budgeted for. This will be discussed at the next Finance meeting which will take place before the next FGB.

43. SM highlighted that the financial situation seems better than in previous years. Budget due at the end of May, and the SVFS due end of March.

44. SM indicated that there is a need for some decision to be made around the Pre-School – SM has emailed a decision timeline to all – there will need to be meeting involving the all Governors to discuss this topic, probably after the 12th April.

ITEM 10 – Governors

45. Skills audit previously raised.

46. Committee members – two sub committees are finance and Pre-school Committee. SM to carry on sharing Pre- School committee.

47. SM has stepped in to Chair Finance (short term) given that JHen is supporting Covid catch up process.

48. There was some discussion around seeking a co-opted governor to support with finance / take the chair role.

49. Chair succession planning – SM leaves the role in September – conversations between governors have taken place, not resolved yet.

Suggestion from the SIA to liaise with Wiltshire Services – to ascertain if anyone outside of 'area' could assist. No reply as of yet.

ITEM 10 - AOB

50. Breakfast Club doing well and breaking even.

Meeting concludes at 20:05

Date of next meeting – Monday 24th May 2021 @ 1900 postponed to 14th June.