

LUCKINGTON COMMUNITY SCHOOL  
MINUTES OF GOVERNORS' MEETING HELD ON  
Tuesday 15<sup>th</sup> June 2021

**Present**

**Jane Henshall (JHen); Jenny Hodges (JHod); David Cook (DC); Venessa Newman (VN); Susan McCraith (SM); Kara Ardu (KA), Helen Maloney (HM);**  
Leanne Brown (LB); Paul Cook (PC).

**Apologies** received and accepted: **Michael Wood (MW);** Katherine Fisher (KF)  
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 continues to work as a member of school staff 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 29 March 2021 were accepted as a true record. To be signed by the Chair

**ITEM 3 – MATTERS ARISING**

5. DC to put a safeguarding question in the next Headteachers report for discussion – Completed and **closed**.
6. DC to forward online credit for the NSPCC safeguarding course to KA. There is a need to buy new credits for new governors - **Closed**.
7. DC is in the process of creating the Ofsted 'go to document' – a folder has been shared which contains various key documents. This will be a living folder. At the various meetings, if governors identify anything that should be added or that they would like more information about - let DC know – **Closed**.
8. **Decision** – On Wednesday 14<sup>th</sup> April @ 20:40 - a vote in principle was taken to close the pre-school at the end of the summer term in its current format. This was unanimously carried. It was confirmed by all at this meeting that the decision taken on 14/04/2021 stands.

**ITEM 4 – CHAIRS ACTIONS**

9. There was some discussion around the need to retain or remove Chairs Actions from any future agenda. The **decision** from the group was to remove Chairs Actions from the agenda.

### **ITEM 5 – Confirm the check of the SCR (Standing agenda item)**

10. The SCR has been checked with the support of KF. It is accurate and up to date. There are still some DBSs to arrange for some governors.
11. Within school there are a few new people added. There is a parent helper who is running a club, a new music teacher, a new French teacher who is running a school club. All checks completed and relevant information in the appropriate staff file.
12. Nikki Neilson is a new member of staff as Catherine is leaving – the intention at some point is for her to have greater ownership of the SCR process, maintain / photocopy the right documents, ensure the SCR is up to date / accurate.
13. There was discussion around how often the SCR needed to be checked – by Governors before every FGB, DC checks it regularly as part of his work process.

### **ITEM 6 – School Development plan and school evaluation form.**

14. It was agreed that these topics were discussed in detail within the previous meeting. DC highlighted that anything that needed to be mentioned was in the Head Teachers report.

### **ITEM 7 - HEADTEACHER'S REPORT**

15. DC shared the Head Teachers report on the screen.
16. Number enrolled remains 50. It is believed that the numbers will be 50 again next year.
17. Attendance fallen slightly but still above national average – since pupils have returned to school attendance has been really good.
18. DC discussed the four main objectives within the school improvement plan. DC has sought to summarise some of the actions that have taken place in order to achieve the set objectives. DC has re-worked the School Self-evaluation form and the School Improvement plan to reflect the fact that it has been a very disrupted year due to Covid / lockdowns.
19. DC stated the school has not been able to make as much progress as it intended on some areas such as curriculum development. But there have been lots of progression on a wide range of other areas. Teachers have worked very hard across the difficult and disrupted year.
20. DC discussed the catch-up strategy which was developed from the summer onwards. This strategy was updated over the various school closures. From September children were baselined to understand their start and progress points. Baselined again in March after the closures. New assessments system introduced. The school is at the point where the children's progress will be formally measured to understand how effective the 'catch-up' process has been.
21. Two catch up teachers employed on fixed term contracts – this has been effective and efficient.

22. DC highlighted that some lessons have been 're-planned and restructured' – topics moved about, prioritised topics when areas of struggle or need are identified. Changes have been made to the way that the school teaches – as an example, 15 to 20 minutes Maths everyday as an area where the need to catch up on prior learning identified.
23. DC stated he was confident that by the next FGB the school would have an excellent understanding of the intervention strategies within the school and the outcomes.
24. DC discussed the intended outcome of ensuring that all children make at least expected progress based on their starting points in reading, writing and maths. New skill and knowledge progression is in place for each of the subjects which will be built upon year by year.
25. The assessment systems are being developed in school to constantly assess across the curriculum. Pupil progress meetings are carried out termly. Teachers identify children that they feel may be falling behind their individual starting points. Teachers then devise bespoke interventions where needed.
26. DC explained that they try and make staff meetings 'doing' or CPD meetings, for example a recent examination of the English books to identify areas of potential improvement. This then feeds back into the SDP.
27. There is a significant focus on Maths teaching within the school this year with the maths mastery approach which has been with the school for a number of years. The school undertakes detailed monthly meetings with the Maths mastery hub – action research is then undertaken by staff. This feeds into staff action plans and what they teach.
28. There is a focus on building on prior learning within the Ofsted framework to ensure solid foundations are built and maintained. Homework strategy is a big part of this focus.
29. Raising the profile of reading and writing, rainbow readers developed. School has high expectations of children. There is a writer of the week, to make children proud and give them something to aim for.
30. Wider curriculum – overall wider curriculum intent is in place across the school – each subject has its intent. Purposefully written to link into school values. (Reflection, compassion).
31. School has bought various new curriculum materials i.e., Relationship and sex education curriculum which the school is following. To ensure school is up to date.
32. The school has been working on assessment tasks for measuring progress within the wider curriculum.
33. Disadvantaged learners and pupil premium – DC provided a summary of the information held within the Headteachers report. He outlined the budget and spending in this area. School seeks to achieve a high adult to child ratio. ELSA and Parent support advisor funded through the monies available. DC summarised various processes that were being undertaken to support particular families. DC explained that when progress across the school is examined, disadvantaged learner and PP children are looked in

isolation as well as across the school. DC mentioned that it would be good to have a meeting with the link governor to discuss progress and issues.

34. Safeguarding – SCR updated – DC went through two safeguarding questions. ‘How does our curriculum contribute to the safety and well-being of Luckington school children?’ and ‘How are safeguarding and child protection issues monitored?’ Governors discussed the two questions.
35. SM stated it was a good discussion and raised awareness and assisted with Governors understanding safeguarding processes. SM suggested it would be good to have a copy of the bullet point answers within the Ofsted folder. DC will **action** this – open a new document and put in the bullet point answers every time questions asked at FGB.
36. **Action** - DC stated that it would be very helpful if the link governors could contact their teachers before the end of term for English, Maths and computing. DC stated that they can look at template for the last visit and use this.
37. SIA visited and conducted a deep dive into reading – SIA was positive about reading within the school and stated that school had an ambitious program. SIA identified a couple of things for the school to consider and work on – i.e., different reading books for a certain group of children. The full SIA report is in the governor’s folder.
38. Health and Safety - Staff have undertaken Fire Awareness training. DC taken part in Asbestos Awareness Training. There has been a kitchen cleanliness/hygiene inspection by Wiltshire Council.
39. A reading den is being designed by the children (Staff) – outside in the garden. Website being redesigned. Fire doors being installed in relevant areas.
40. SEND – Jhod and DC looked at a case study of a child and the evidence of how and what progress they have made; they looked at the whole school provision map, all the different things the school does to support SEND children. JHod highlighted that the school is constantly looking at the impact of any spend (money). As part of a review JHod and DC looked at a personal support plan for an individual child. DC explained that for most children they will make strong progress if they have quality first teaching within a school. DC explained the Wiltshire graduated response to SEND which has a checklist within it. JHod highlighted that school will bring in professional expertise to support children when necessary.
41. **Action** - JHod asked that it be minuted that there is a need for DC to maintain skills and go on a suitable SEND/SENCO refresher course at some time in the future. – DC is considering joining the SENCO cluster meetings.
42. Reception 2021 - 5 children confirmed for next year, with a further three possibilities. There was a meeting for new parents last week and have initial visits planned for the new children.
43. DC explained that Changes are being made to the EYFS framework for September 2021. The aim of the changes is to improve outcomes in early language and literacy.

## ITEM 8 – PUPIL PREMIUM (standing item)

44. Covered within Head Teachers Report.

## ITEM 9 – Finance

45. SM highlighted the finance meeting which was completed last week. SM asked from the minutes if there were any questions or comments. There were none.
46. Budget – DC explained that the budget has been agreed with County. DC explained that there have been a handful of staff changes. Changes are in part to support DCs capacity. Ofsted visit anticipated at some time. This year through Covid the school has lost a lot of time in terms of developing educationally due to the pandemic.
47. All the listed suggestions are for a fixed year – as school always needs to be flexible and respond to finances around number of children – Adverts going out soon – might be able to combine the below listed roles.
48. The school are aiming to employ a SENCO for two hours a week. Seeking to employ an individual to do an hour a day of Maths for year five and six. DC will then seek to support pupils, get them ready for SATS. School hoping to employ another teacher to allow leadership time for VN, for her to develop English and other aspects of her role. Also, it will give VN more ability to lead the school if DC training or concentrating on other issues.
49. DC stated that they have added an extra 5 hours of office time to the role – Catherine (zero hours, flexible contract) is back in school supporting Nikki. DC highlighted that the admin /office role has grown and may need an increase in hours anyway.
50. Two members of staff are on fixed term contracts which are coming to an end. School does need similar roles again, readvertise with some changes. Staff likely to reapply.
51. Finances of the school are good now – DC very positive about the pre-school and how it will support school numbers in the future.
52. Jhod raised whether to ring fence money for projects, money which could be pulled out again if needed for some other reasons across the school. This is to protect the money as it could be shown it was being spent on children's need. GM indicated that some other schools are creating a prioritisation list of spend as they are concerned that the money may be called back. **Action** - Other schools are stating what money is to be spent on, prioritising the spend list against need, values of school, how it fits with any SDP or improvement plan, how it fits with what the money was initially intended for. There was agreement that this 'spreadsheet' should be discussed / raised in Finance meeting.
53. List of spending need is Fire doors upstairs, new website, site security upgrade, Luckington world map, hall needs painting.
54. PC suggests approaching Wiltshire re the fence concerns, as safeguarding issue.
55. Agreement that SM sign the current budget – to be sent to County.

## **ITEM 10 – Pre-School update.**

56. On Shared drive there is a pre-school folder that governors have access to.
57. DC outlined from Pumpkins that they are intending to offer wrap around care. From 0730 to 1800. 51 weeks a year. For children 0 to 4. Plan is to transfer over two members of current staff along with three / four other members of staff from Pumpkins to bolster. Current pre-school building to be used. Agreement to be set up. School will receive some money from Pumpkins on a monthly basis. Considerations around the before and after school club.
58. JHen gave an overview of the TUPE process and pension including the advice received from Wiltshire council. Staff moving to Wiltshire pension rather than NEST – there is a meeting this Friday involving Wiltshire, owner, unions to finalise issues and progress.
59. There was a discussion around the opportunity to recover some monies that had previously been spent and a dispute process within Wiltshire council.
60. SM wanted recorded a thank you to JHen with the support from KA, LB and CF. Big team effort. DC thanked SM and Jhen for all their hard work.
61. There is a need for the pre-school committee to meet, one or two meetings to line things up, then pre-school committee will close.

## **ITEM 11 – Governors**

62. Vote for PC to be a co-opted governor. SM suggests LA role for PC. This is agreed. Vote takes place – PC is unanimously voted into the role. With a view for PC to become Chair. SM will leave in the first couple of weeks of September.
63. LB to become a co-opted governor rather than an associated governor. Discussion around LB joining the finance committee and the role of Chair.
64. JHen and KF currently vice-Chairs. To be discussed with new Chair in September.
65. Skills audit spreadsheet – DC to set PC up with a school email address, with access to various drives – MW, LB and PC to fill in detail of skills audit.

## **ITEM 11 – Policies**

66. None to discuss this time.

## **ITEM 11 – AOB**

67. PC discussed the handover process – PC will come into the school and bring relevant paperwork for DBS etc.
68. Term for the children starts on the 02/09/2021
69. SM suggests that possibly best to meet in first three weeks of September to at least draw a line under the pre-school.

Meeting concludes at 20:45

Date of next meeting – TBC.