

**LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Monday 13th November 2023**

Present:

Julie Gingell (Head), Vanessa Newman (VN), Kara Arduş (KA), Katherine Fisher (KF), Krista Sharp (KS), Lesley Bennett (LB), Julie-Ann Mulcahy (JM), Sara Rodwell (SR)

In attendance: Catherine Hula (Clerk)

17:30 Commence

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. Apologies - Helen Maloney
2. No Declarations of Interest noted

ITEM 2 – MINUTES OF PREVIOUS MEETING

3. The minutes of the meeting held on 25th September 2023 were accepted as a true record by the chair (KF).

ITEM 3 – MATTERS ARISING FROM PREVIOUS MEETING

4. Item 30 - The pub doesn't get a breakdown of the age of pupils having dinners. KS - happy to look at the menus and speak to Head and Nicki about it - **KS - still to be done**
5. Item 40 - Deep-dive time-table needs updating (now to be called subject monitoring meetings). Jane did science for HM, and Pupil Premium was done - tied in with SIA meeting, and RE done with Sharon by KA - **to talk about in Head's report**
6. Item 42 - major update is that everyone needs to read KCSiEI 2023 and the form which lists the main changes (App F on page 176). Send out google form for governors to complete to say they've done this. **Clerk to chase up any outstanding safeguarding replies.**
7. Item 47 - To check if HM has done the NSPCC safer recruitment course **Clerk**
8. Item 58 - we need to update the skills audit - **carry forward**

ITEM 4 – HEADTEACHER'S REPORT/UPDATE (Standing agenda item)

9. Error with the unauthorised and authorised absences percentages in the last report. It was 12% unauthorised absences and it's now 7% unauthorised.
10. Had a meeting with the Education Welfare Service - happy with the monitoring, and had a school supportive review.

11. Wording changed in the SDP (School Development Plan) to include all pupils, and not just pupils with SEND.
12. School Inspection Data Summary Report (IDSR) - this is now available and was published in October.
13. Year 6 - Head to write individual stories
14. SDP - 3 objectives - **1.** To ensure subject leaders have a clear understanding of how the curriculum is being implemented in their subject and are able to evaluate impact related to pupil outcomes. **2.** To ensure that all groups of children become proficient and fluent readers and writers through the implementation of Unlocking Letters and Sounds in KS1, developing whole class guided reading in KS2 and specific teaching of spelling, punctuation and grammar in KS2 writing lessons. **3.** To ensure that all children are taught effectively through Quality First Teaching and inclusive practice, ensuring active engagement in lessons that includes developing the use of technology to support and inspire learning in the classroom
15. Self Evaluation Form (SEF) is in the meeting documents folder for term 2
16. School have a patch of woodland in a corner of a field which can be used for forest school - will do a risk assessment.
17. JM noted that the way impacts are described in the SDP, it looks like actions rather than impacts.
18. KA and SR are doing policies and are to email the Head once they've read them, with any comments.
19. Class 1 - ipads
20. Purple Mash - will continue to use this but want to be able to use computers.
21. Filtering and monitoring - meeting to discuss this didn't happen today - Phil will look at this.
22. Phonics implementation is going well, and there is same day intervention for some children.
23. Maths - rolling out mastering numbers to years 4 and 5, and have decided to deliver the year 4 programme to both of these year groups as the language is new to the year 5's.
24. Head is teaching year 3 while year 4 is having their mastering number session, but continues to teach years 3 and 4 maths.
25. Subject breakdown - Ofsted pick subjects that we are doing well then one subject we are progressing - do we keep monitoring as we are now for Ofsted, or change? **ACTION KS to check with HM if she's doing art as it needs to be done soon. Ask HM which subjects she wants to keep.**
 Everyone needs to have at least 2 subjects.
 Assessment and data - was PC's subject - maybe copy over FGB meeting minutes? Head to do
 Computing - do later until it's part of the curriculum Feb/March
 KS - to do music and SEND
 SR - to do maths
 JM - to do EYFS and healthy schools
 LB - to do PSHE/RSE and French

- HM - currently down for art, computing, science and humanities
KA - to do RE, PE and Pupil Premium
KF - Health & Safety, Safeguarding and English
26. School has given 6 tours to date for potential new pupils and has been named 4 times on applications.
 27. Hobbes Alliance - Heads meet each term. Talked about policies and creating a front sheet and divvy up and use ones from county.
 28. Not considering a more formal federation until after Ofsted.
 29. Don't need the 'schools future options project' as a standing agenda item anymore due to being in Hobbes. Will come back to this after Ofsted.
 30. Schools in Hobbes Alliance are Crudwell, Oaksey, Lea & Garsdon, Minety and Brinkworth and us.

ITEM 5 - SAFEGUARDING (Standing agenda item)

31. KF attended a meeting and was told that governors should not monitor SCR anymore - it should be done by members of staff. KF will still meet with Nicki informally.
32. Slight changes to MASH - now known as IFD (Integrated Front Door), and consists of the Multi Agency safeguarding Hub (MASH), Early Support Hub (ESH) and the Out of Hours Service (EDS). The Head is going on a tour in a couple of weeks regarding this.
33. IDF feel they are now more collaborative. They want filtering and monitoring more integrated into policies. We are the only school with a separate filtering and monitoring governor - other schools integrate this with safeguarding.
34. We should be able to say and demonstrate we understand where Filtering and Monitoring sits within school and safeguarding.
35. An IT person needs to advise what gets accessed on school laptops, and do reports.
36. On the back of the course KF suggested doing a questionnaire for parents, staff, governors, and children about how safe you feel in school, and for staff how well they've been inducted. This will demonstrate to Ofsted that we take safeguarding seriously.
37. KA noted there are still ongoing issues with the gate.

ITEM 6 – CHAIRS UPDATE (Standing agenda item)

38. Still getting an overview of things.
39. Needs to speak to the Clerk regarding monitoring and the agenda e.g. checklists for each term, so can plan ahead and be organised.
40. What do the governors want from the Chair? **ACTION all governors to email KF independently regarding what is effective and helpful**
41. Aware we are in a small village and wearing a lot of different hats i.e. friend/parent/governor/FOLS, so to be mindful of what hat you are wearing

when talking to people - make the conversation clear where it is coming from, and check whether it is appropriate to be part of the conversation.

ITEM 9 - SEN (came to this item next as KS had to leave the meeting early)

- 42. KS - last SEND review was in June and she saw the SENCO today. **ACTION**
KS to type up notes from the review
- 43. 4 pupils are now under the SENCO - 2 for cognitive learning, 1 for autism assessment. 5 pupils are under monitoring but they aren't SEN.
- 44. Individual Education Plans are going well.
- 45. Updated statutory documents, one with SEND information reports
ACTION upload to website - KS to liaise with Nicki
- 46. Written case studies on the 4 children and asked questions to them.
- 47. Focus this term - further information on the website for parents, will do some booklets, SEND learning walk, reviewing.
- 48. Had dyslexia training today and learning memory - will meet again in January.

18:40 - LB and KS left the meeting

ITEM 7 - GOVERNOR MONITORING (Standing agenda item)

- 49. KA queried whether Pupil Premium (PP) should be a standing agenda item.
- 50. PP Network meetings once a term (over the old 3 terms). Met with the Head a few times. Have a 3 year rolling strategy and in the final year, so next year the Head will review.
- 51. PP to raise attainment. PP falls under disadvantaged learners which covers lots of different circumstances, not just PP.
- 52. Meetings highlight what needs to be done - the last meeting was about strategies and ties in with the SDP. By December we need to update the strategy and put it on the website.
- 53. Affordable schools - be mindful about children living in poverty e.g. uniforms etc . Look at policies and make sure no-one living in poverty is disadvantaged.
- 54. Other key topics were absenteeism - how do we continue to push and challenge attendance, enrichment opportunities - e.g. after school clubs.
- 55. All children get access to festivals, teaching, interventions and enrichments.
- 56. Year 6 transitions to year 7 - how are conversations done as smooth transitions are needed? As governors we need to not be afraid to challenge and ask questions.
- 57. Q. KF - when you did your link visit report, and questioned how well do PP children do, what was the reply? A. KA felt she hasn't had a robust enough answer - it's difficult in some subjects, and asked how do we assess progression of PP children. KF said in the past teachers haven't

always been clear on how to respond to that question and haven't demonstrated what is done, and that we need to be more mindful of how we ask that question

- 58. The Head needs to revisit some subjects.
- 59. VN - when you do the next reviews think about how it's done.
- 60. KF - put on agenda for next meeting the Link Governor Form and questions on PP, how do we develop the conversations
- 61. JM - Wants to shadow a visit as she hasn't done one before.
- 62. Head - perhaps think about where do we want our children to be at the end of certain years, rather than at the end of each year ?
- 63. KA - during a meeting looking at data for reading, writing, and maths, some PP children are not doing as well as they had been and are not where we want them to be. Interventions are in place and will need to be reviewed around Christmas to see if they are working. KA - To do termly reports on PP children to say how they are getting on so everyone will know the situation (no individual details or year group details to be in the report to keep anonymity)
- 64. KF - we need a level of feedback so we know what's being challenged.

ITEM 8 – POLICIES

- 65. Ratified all policies in batch 1 (agreed at start of the meeting):
 - Admissions & Arrangements
 - Charging Policy
 - Complaints Procedure
 - Accessibility Plan
 - Health & Safety
 - Data Protection
 - PHSE & RSE Policy
 - SEND

ACTION to put these on the website
- 66. JM - In the complaints policy, paragraph 9 didn't link to what came next
ACTION Head to amend. Also if the whole board was being complained about then we should appoint an independent investigator. **ACTION** Head to look into this
- 67. Batch 2 policies are being looked at:
 - English
 - Behaviour & Exclusion
 - Feedback
 - Teaching & Learning
 - Phonics
- 68. JM - not all policies need annual reviews, only do this where necessary.

ITEM 10 - SCHOOL FUTURE OPTIONS PROJECT (Standing agenda item)

- 69. Not discussed as per point 29 under item 4

ITEM 11 - IT PROJECT (Standing agenda item)

- 70. The first big phase - hardware all here and software in progress, all going well.
- 71. KF questioned if this needs to be a standing agenda item and it was decided to look at this 3 times per year.
- 72. Head - how are we going to use the hardware educationally?

ITEM 12 – FINANCE COMMITTEE/BUDGET UPDATE

- 73. The Head didn't go to the meeting as she wasn't invited - she thinks something went wrong with the minutes as it was not on the 1st October, and SR confirmed it was on 4/10/23.
- 74. The next finance meeting is due on 15/1 which SR will do with Nicki. The Head is invited but HM may not be there. Will do monthly check-ins.
- 75. Head - grounds maintenance - going with new people as we didn't get good service from the old provider.
- 76. KA - regarding the fire officer , if Nicki is off then school is vulnerable. SR advised the procedures manual needs to be done.

ITEM 13 - AOB

- 77. Head Teacher performance review - KF couldn't be there - agreed to ratify.
- 78. Head - SIA is in school on Wednesday and will check if a new date has been set for the next review.

ITEM 14 - NEXT MEETING

- Term 3 Monday 22nd January 2024 17:30

Meeting concluded at 19:10