

**LUCKINGTON COMMUNITY SCHOOL**  
**MINUTES OF GOVERNORS' MEETING HELD ON**  
**Monday 16th January 2023**

**Present:**

Julie Gingell (Head), Jane Henshall (JHen); Vanessa Newman (VN); Kara Ardu (KA), Paul Cook (PC); Katherine Fisher (KF)

**Apologies :** Jen Hodges (JHod), Helen Maloney (HM), Nicki Neilson (NN)

**In attendance:** Catherine Hula (Clerk)

**Guests:** Lesley, Sara, Krista

17:33 Commence

**ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST**

1. Apologies from Helen Maloney, Jen Hodges and Nicki Neilson
2. No Declarations of Interest noted

**ITEM 2 – VICKY CHRISTOPHERS - GOVERNANCE DEVELOPMENT LEAD**

3. Vicky Christopher gave a talk, via zoom, on preparing for Ofsted. See this link for the slide presentation for more in depth detail [Luckington Ofsted prep - Google Docs](#)
4. Luckington was last inspected in 2018 and the outcome was 'good'. The timeframe for the next inspection for 'good' schools is within 5 years, so Luckington is probably due one this year.
5. It will be an ungraded inspection and will determine if the school remains 'good', and will last 2 days. There will be no individual judgements - if less than 'good' it will be a declining judgement, but it can be more, or retain the 'good' status.
6. First day of inspection will be on the quality of education, and the second day will be on behaviour, personal development, and management. Inspector will meet with governors on the 2nd day, but SEN will be looked at on day 1, so the SEN governor may have to be available that day.
7. Example questions 'What are your visions and values in your school, and how is this evidenced?' Have examples ready and give context e.g. types of children, what the families are like, how it fits in with the local community.
8. Talk confidently and know the long and short term plans as a school.

9. Curriculum content - explain why?, how does it link to school vision and values?, has it evolved/progressed?, know intention as to why it's planned the way it is. What impact and progress are the children making?
10. SEND provision - how do you meet the needs, and be inclusive? How is Pupil Premium being spent, and how is it making a difference?
11. Safeguarding - do you have a robust system in school? How do you know the children are safe?
12. How are protected characteristics being taught in school, and how does this impact the children?
13. How active are governors - evidence of challenge within minutes, have visits timetable, notes of visits.
14. Need to have a Pupil Premium link governor **Action governor to be decided**
15. Good practice to have a Health & Safety link governor but it's not statutory.

*Vicky Christopher then left the meeting (ended zoom link) and the meeting diverted from the agenda with the items bulleted below:*

16. JHen - met with Celia, the School Improvement Officer, in November looking at the governor's audit. Made a list of questions for the competency audit which is a working document.
17. JHen - asked that challenge questions from the governors are highlighted in the minutes **Action Clerk**
18. Jhen happy to take on questions for FGB from papers sent to be read.
19. All governors to check they can open the governors folder **Action all**
20. Old documents on the governors drive need to be deleted or archived - old policies to be deleted and archive documents specific to school curriculum **Action Clerk for policies and governors for their link subjects**
21. Will need to have an interim meeting for policies to be ratified **Action clerk/Chair**
22. PC - there is 1 parent governor position available now. JHen will become a co-opted governor until the summer, then a Co-opted governor position will become available when she leaves. JHod will step down as a parent governor in March and then another parent governor position will become available.

### **ITEM 3 – MINUTES OF THE PREVIOUS MEETING**

23. The minutes of the meeting held on 20th September 2022 were accepted as a true record by the chair (PC).

#### **ITEM 4 – MATTERS ARISING FROM PREVIOUS MEETING**

24. Confirmation of Eligibility to continue as governor. Clerk to look into what this form is and send out to governors **Email from PC 14/11/22 confirmed not required as confirmation of eligibility is just a case of checking that appointed governors meet the eligibility criteria under schedule 1 of the school governance regulations 2012 no. 1034 (SI 2012/1034)**
25. Governor Code of Conduct form. Clerk to send out to governors **Done & a/w all replies**
26. Review of Business Interests form. Clerk to send out to governors. **Done & a/w all replies**
27. Electronic signatures. HM to give information on 'DocuSign' equivalent options **Ongoing**
28. KCSiE part 1 - need to set up a folder to record confirmation governors have read this. **Done & a/w all replies**
29. Safeguarding training - Right Choice has a pre-recorded course which lasts approx 1hr 15mins and PC wants all governors to have done this in Term 1 (by Xmas) and to send certificates to Clerk and NN. Clerk to devise and maintain governors training folder. **Done & a/w all replies**
30. NN to speak to Clerk regarding gaps in learning on SCR **Done**
31. Governors to let Clerk know of any courses they have been on, and that they have read KCSiE part 1
32. Governors to arrange subject visits with VN. VN will redo the schedule and give dates. **Given to Head. Stick to the visit form that's in the better format. Action Jhen to send me the template**
33. Governors monitoring form to be sent to clerk
34. NN to write an advert for recruiting new governors and it was suggested it goes out in the local community newsletter **Done**

#### **ITEM 5 – SAFEGUARDING (Standing agenda item)**

35. KF went on a safeguarding course, and met with the Head last Friday. There is an annual safeguarding review due. Ofsted are asking to see anonymised cases so Head will blank out the names and send them to KF so she can see how new cases are dealt with (school don't use CPOMS) **Action Head**

36. Best practice is to renew DBS checks every 3 years - it may be cheaper to subscribe to use the update service depending on how many checks are required.

#### **ITEM 6 – HEADTEACHER'S REPORT/UPDATE (Standing agenda item)**

37. PC - advised the Head won't do a written report for every meeting; sometimes it will be a verbal update if going to 6 meetings a year.
38. Head advised that she will send the report a week in advance of the FGB meeting for Governors to read.
39. VN worked on the SDP (school Development Plan) and emailed the governors regarding staff changes.

*6:30pm Krista left the meeting*

40. JHen would like Krista to shadow things e.g. a link governor visit, and JHod has a meeting with Lisa for SEND coming up soon.
41. Head - attendance is 95.7% and the benchmark is 96%. 48% of pupils have attendance below 96%
42. Need to look into the use of Penalty Notices for unauthorised absences (holiday requests). A PN can be issued after 9 sessions of unauthorised absence.
43. Don't have an individual spend on Pupil Premium but can show how pupil premium children receive the funding, and this is on the website. The Head would like to be able to track the pupil premium individually.
44. There will be pupil premium progress meetings and can break down the pupil premium spend during these meetings.

*6:45pm - Lesley left the meeting*

45. Governors need to understand how the money is well spent, and how well the Head is educating the children; they need to hold the Head to account.
46. Head is to join the Small Schools Group. As we are a small school it is hard to anonymise children in reports. When quoting % figures, put the actual numbers in brackets.
47. Head decides who gets the catch-up funding.
48. SIO advised governors need to know the national and county level priorities - national in respect of academisation and county level for pupil premium.

49. Pupil premium - Helen Butler will be trained up to be the new ELSA person and is on the waiting list for a course in March.
50. PC will be the link governor for data.
51. Governors Ofsted - documents regarding data and Pupil Premium need to go in this folder. Look to see where VN's document is kept and move it across. **Action VN**
52. Question from the governors: can we find out the story of individuals in reading who didn't make expected progress. Explain to us why that child did not make progress. **Action KF to follow up this term in the next link visit.**

#### **ITEM 7 - CHAIR'S UPDATE (Standing agenda item)**

53. MASG - Maintained Architecture Strategy Group. PC attended the 2nd meeting last Friday. People from outside the county also attended.
54. If Luckington was a church school then the diocese would get involved in any academisation, but this involvement varies with each diocese.
55. Academisation has been shelved (White paper), but the Regional Director for Wiltshire is still pushing for this to happen, and for a family of schools to work together.
56. KF said it would be helpful for the Head to speak to Celia Hicks regarding academisation.
57. Head will find out a bit more about the Hobbs Alliance - which is a group of local schools working together.
58. The Forest Hill Group has been a federation for 10 years and there are 6 schools in the group. Schools have the option to dip in and out, and at one point there were 14 schools in the group. There are shared activities and learning from the pot, and it's £1000 investment from each school. It could possibly become a Multi-Academy Trust now (primary only MAT)
59. There will be no more single academies and Luckington can carry on as it is.
60. KF queried how many local primary schools are getting new Heads, and said that Malmesbury primary is a single academy.
61. PC - Wiltshire has a high level of academisation, and we can still become an academy but must join a MAT.
62. Funding comes straight from the DfE to an academy, rather than from the LA, so the more academies there are then there is less funding to the LA, so this can affect services.

63. KF asked if we protect ourselves by joining an academy. PC replied that we have to ask to join a MAT and have to pay to central services, but those economies don't work for a small school.
64. PC - will try to do a strategy day this summer.
65. KF said we can only share with small schools that are like for like and PC replied there aren't many small village primary schools anymore, and that the biggest issue is what we can offer to a MAT.
66. VN noted that we are strong in that we have experience in teaching different key stages in classes.
67. PC asked if JHen could deputise on 3rd March for the next MASG and she said she could. **Action JHen**
68. PC - If we can join a federation then we could all join a MAT as there will then be a bigger fund to offer. PC asked if JHen could start looking at options. JHen will get some people together to start to do the project and PC is happy to come along to these meetings. Head and KA are also happy to do this. **Action JHen to organise**
69. Governors - there is 1 vacancy for a parent governor now, then from March there will be another parent governor vacancy. People can shadow governors. Tim will be coming in for a project. Can only have 3 parent governors. Lesley can join as a co-opted governor when Jhen steps down in July. JHen has changed from a parent to co-opted governor in January. **Vote taken and everyone happy with this.**
70. Governor induction - this is an informal process and new governors to do shadowing. Also need to go on a governor induction course which the LA runs, and a safeguarding and Prevent course.
71. Discussed FGB meeting frequency as most schools have 6 meetings a year. **All agreed to 6 meetings. Action Clerk to look at extra dates for meetings**
72. JHen pointed out with the sub-committees ,finance and premises, and the MASG project this can all be a lot to attend.
73. PC said there is no requirement to have any sub-committee, and it's for the FGB to decide what subcommittees to have.
74. The Ofsted folder is being updated.
75. PC proposed that any papers to be read are submitted 10 days before the FGB.

## **ITEM 8 – GOVERNOR MONITORING (Standing agenda item)**

76. Link governors reports - questions can be asked at the FGB once reports have been read, and the governor can give a quick update.

77. Head to forward link visit list **Action Head**

78. KA advised that in the Critical Incidents Plan the contact details need to be amended as it has VN's details.

*7:50pm - Kara left the meeting*

#### **ITEM 9 – FINANCE COMMITTEE/BUDGET UPDATE**

79. HM not present so PC gave the update. Said there is a 5 year plan - the first 3 years look okay and then we start to dip into reserves, but comfortable with where the budget is. Sparsity funding has made a huge difference as we've been given an extra £50k-£60k.

80. Head advised there is a leak in the oil tank and is investigating what needs to be done. It could be a big job if the firewall needs to be taken down. PC advised to approach county to see if they can fund under 'safety' measures, alongside the green fund.

81. The IT strategy will be the next big spend.

#### **ITEM 10 – POLICIES TO BE RATIFIED**

82. There are no model policies for what we need under Right Choice. Head said we could buy into 'The Key' where all model policies are held.

83. There will be another batch of 10 policies to be looked at.

84. **Following policies ratified:**

Equality & Diversity

Critical Incidents Plan (contact details to be updated)

Educational Visits

Mental Health & Emotional Wellbeing

85. The Accessibility Policy still needs to be sent out

#### **ITEM 11 – AOB**

27. None

#### **ITEM 17 - NEXT MEETINGS**

New dates to be proposed. T3 date Mon 8th May needs to be rearranged due to the coronation

Meeting concludes at 20:10