

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Monday 17 January 2022

Present:

Jane Henshall (JHen); Jenny Hodges (JHod); David Cook (DC); Vanessa Newman (VN); Kara Arduş (KA), Helen Maloney (HM); Paul Cooke (PC); Katherine Fisher (KF),

Apologies : Leanne Brown

In attendance: Catherine Hula (Clerk)

17:30 Commence

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. PC welcomed all and introduced himself to those he'd not yet met.
Apologies from Leanne Brown .
2. No declarations of interests.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 18 October 2021 were accepted as a true record by the chair (PC).

ITEM 3 – MATTERS ARISING FROM PREVIOUS MEETING

4. DC - carried forward from 15/6/21 FGB - link governors to contact their teachers - **discussed link governors during this meeting, item agenda no. 9**
5. DC - to increase PAN to 10 - **completed**
6. Safer recruitment training - **In hand** - PC and Clerk looking into training sources
7. DC - Safeguarding Policy to be updated with new Chair details - **completed**
8. DC - Behaviour and Whistle Blowing policies to be updated with new Chair details - **completed**
9. DC - to write to parents to explain what ELSA is about and to offer drop-in sessions - **completed**

10. Clerk - review of register of Conflict of Interest and Code of Conduct, and check if physical signature required - **completed**
11. KF - to establish if MW is still to be on the list of governors - On a sabbatical and will not attend at the moment - **completed**
12. DC - require named people in the Child Protection Policy - **completed**
13. DC & Clerk - require register of which policies are to be ratified, and a renewal timetable - **In hand**
14. Clerk - to establish what the need for compliance check with the 3 strands of the Public Sector Equality Duty means - definition sent in email to DC & PC 5/12/21 - **completed**
15. Clerk - to update GIAS with new chair details - **completed**
16. Clerk - to let Chair know of any governors coming to the end of their term - **completed**

ITEM 4 – CONFIRM CHECK OF SCR (Standing agenda)

17. KF to speak to Nicki Neilson (NN) as NN is taking it on this week. KF will still need to do the sign off though.

ITEM 5 - HEADTEACHER'S REPORT

18. Governors were asked to read the report in advance of this meeting and to send their questions to DC. JHen asked the only question:

Q: Did the Maths Mastery lead that visited Julie give any feedback that could be used as evidence to show that the Maths Mastery strategies are making an impact on progress in maths?

A: This didn't go ahead because of staff absence - we've rearranged! However, both Julie and I visited Gorse Hill School in Swindon to look at a maths lesson and have a discussion around our long term plans for maths.

We do feel that we are a good way along the journey of embedding maths mastery, but are now in a position where we are trying to personalise our maths curriculum to suit our school. For example, we have relied heavily on the White Rose scheme of work in the past, but we are now beginning to use elements of other published schemes - trying to pick the bits that work well for us. By the end of this year, we want to have long term plan for our maths curriculum that is personalised to us, taking the best bits of all the published material and the most up to date methods for teaching concepts.

Jane also carried out a link governor visit for maths last term and met with Julie, her report will be circulated for you all to read.

ITEM 6 - DECLARATIONS OF INTEREST & CODE OF CONDUCT

19. All completed for Declarations of Interest, and 2 outstanding for Code of Conduct **ACTION JH & KF to complete**

ITEM 7 - SAFEGUARDING (STANDING AGENDA ITEM)

20. KF asked what the procedures were for admitting visitors into school - DC advised that on the reception desk there is a list of questions to ask, a safeguarding book, and a guidance leaflet for visitors. There is separate guidance for contractors. Visitors need to know who the DSL is, are required to sign in and out, and wear a lanyard.

ITEM 8 - STAFF GOVERNOR NOMINEES

21. Staff governor VN to continue - term to be renewed for another 4 years
ACTION Clerk to update Right Choice and GIAS

ITEM 9 - REVIEW AND AGREE LINK GOVERNORS

22. DC to do time-table of subjects and will circulate it along with the list of link governors **ACTION DC**

Curriculum Areas		
	Teacher	Link Governor
Maths	Julie	Jane
English (inc phonics)	Vanessa	Katherine
EYFS	Vanessa	Lea
Humanities	Julie	
History		Helen
Geography		Helen

French		Kara
RE		Kara
STEM Subjects		Helen
Science	Vanessa	
Computing	David	
DT	Julie	
SEMH	Lara	Jen
PSHE		
RSE		
The Arts	Julie	Kara
Music		
Art		
PE		
Safeguarding and behaviour	David	Katherine
Health and Safety	David	Paul
Staff Well-Being and Whistleblowing	David	Paul
Assessment and Data	David	Paul
SEN, Disadvantaged, LAC, Recovery Premium,	David	Jen
Healthy Schools	Lara	Jane

ITEM 10 - POLICIES TO BE RATIFIED

23. DC & Clerk - In progress

ITEM 11 - FINANCE COMMITTEE/BUDGET UPDATE

- 24. LB has taken on role as Chair of finance **ACTION Clerk to set LB up as a governor**
- 25. JH didn't attend last finance meeting
- 26. HM - 1 update, Early Years funding from FOLS has been approved

ITEM 12 - GOVERNANCE REVIEW

- 27. PC to circulate results which SIO and DC have seen - **ACTION PC**
- 28. Questionnaire issued came from the NGA and is ideally not just for governors but also teaching staff and SIA.
- 28. Highest priority is strategy - this is the biggest risk. Strategy and vision required for the future of the school.
- 29. Training day 30.3.22 1-3pm - half day to spend time looking at vision and strategy, and how to deliver this vision. PC to facilitate.
- 30. JH commented that the strategy needs to be flexible as we are a small school, and have to be reactive.
- 31. KF commented that the way the questionnaire was worded was unclear as to its meaning in some places.
- 32. PC simplified the meaning of strategy as 'where we are now and what we are going to do to achieve our vision'.
- 33. Second priority - 'How well do we understand our roles and responsibilities'. This came out rated amber. PC advised that the county runs courses and he recommended attending them. A course on 'Being strategic' is running on a couple of dates - 15/3/22 & 15/6/22. Courses are free so it is actively encouraged to attend.
- 34. Third priority - 'How effective does our strategic planning cycle drive the governing board's activities and agenda' - this will be addressed in the planning meeting 30.3.22
- 35. 'How well do we understand the school's performance data' - need to have a session, when there is a good set of data, where DC does a presentation so governors can understand. DC explained as we are a small school, data is affected by low numbers. **ACTION DC**

18:36 KF left meeting

- 36. DC explained that the 2 cohorts can be very different.
- 37. PC - other items are on the review list but are low priority. Challenge the financial side of things and what the governing board can do to sort this

out - can we approach county to see if things can be done differently?
Finances need to be in a steady state but it is good that we do not have a deficit.

ITEM 13 - AOB

- 38. KA mentioned Ofsted and having a list of questions for governors to ask - DC has started a folder for this but still needs to send it out. **ACTION DC**
- 39. PC thinks that the inspectors will want to know if you know where to find the information to questions if you don't have it to hand, and not necessarily after specific answers.
- 40. Clerk - PC would like a whatsapp group set up for governors as another quick and easy way of communicating **ACTION Clerk**
- 41. Financial benchmarking/SFVS, premises and staff - PC has suggested to LB that this goes under the finance sub committee.

ITEM 14 - NEXT MEETINGS

T4 - Mon **21** March 2022 5:30pm (**NOTE change of date from 14th**)
T6 - Mon 13 June 2022 5:30pm

Meeting concludes at 18:45