

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Monday 18 October 2021

Present:

Jane Henshall (JHen); Jenny Hodges (JHod); David Cook (DC); Vanessa Newman (VN); Susan McCraith (SM); Kara Arduş (KA), Helen Maloney (HM); Paul Cook (PC); Katherine Fisher (KF), Nicki Neilson (NN)

Apologies :

In attendance: Catherine Hula (Clerk)

17:30 Commence

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. SM welcomed all. No apologies but noted Michael Wood not in attendance.
2. No declarations of interests.

ITEM 2 – ELECTION OF CHAIR AND VICE CHAIR

3. PC voted in as Chair and KF and JHen happy to continue as Vice Chair.

ITEM 3 – MINUTES OF THE PREVIOUS MEETING

4. The minutes of the meeting held on 15 June 2021 were accepted as a true record by the chair (SM).

ITEM 4 – MATTERS ARISING FROM PREVIOUS MEETING

5. DC to open a new document within the Ofsted folder and put bullet point answers every time questions asked at FGB - *completed and **closed***
6. 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 the template for the last visit and use this - *Completed for Maths, and computing plans to be done at the start of next term, new link governor for English required. O/S items to be carried forward.*
7. 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 - *completed and closed*

8. 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 - *this was discussed and a working party is to be formed to look at long-term spending - completed and closed*

ITEM 5 – CONFIRM THE CHECK OF THE SCR (Standing agenda item)

9. New parent volunteers' DBS checks are still to be done.
10. SCR being handed over to NN in November - she has had the training.

ITEM 6 – SCHOOL DEVELOPMENT PLAN & SCHOOL EVALUATION FORM.

9. Some editing is still to be carried out but going with the plans.

ITEM 7 - PUBLISHED ADMISSION NUMBER (PAN)

10. The PAN is chosen 2 years in advance. Moving forward may need to increase numbers slightly. Suggest 2022-2023 increase the number to 10 then may need to decrease the figure in later years.
11. Based on Pumpkins we are anticipating more applications than spaces.
12. PC asked what is a sustainable number? - will discuss funding with DC.
13. Sports premium makes a difference to a school of this size.
14. **ACTION** for DC to increase PAN to 10.

ITEM 8 – HEADTEACHER'S REPORT

15. DC wants to add some amendments; the open day was successful, 11 potential new children and some more school tours still to come.
16. 52 children from next term - Yr 1 child coming on roll.
17. SCR - ownership being handed over to NN in November.
18. Evaluation form - some numbers are out of date.
19. Attendance 95.8% - target 96%.
20. Gone back to bubbles from now until 2 weeks after half-term - this may happen again in the lead up to Xmas.

21. Need 2 governors with Safer Recruitment training. **ACTION** PC stated he is happy to go on this training.
22. KF went on Pupil Premium (PP) training this week.
23. Termly PP progress meetings - looks at individual starting points, lesson observations and books. Will look at it in isolation and then against others. 1 child PP in year 1 and likely to pass SATS.
24. Strategies employed to raise attainment - use of support staff. Class 2 split into smaller groups with a high adult:child ratio.
25. Use of external professionals to overcome barriers - Parent Support Worker and buying in the Education Psychology Service.
26. Recruiting a small group of parents to have PP children to read to them, and other vulnerable groups.
27. Emotional support assistant (ELSA) - supports children personally and academically.
28. National Tutoring Scheme - looking to recruit a tutor.
29. KF stressed the importance of looking at a child's individual needs and not taking a blanket approach. DC responded that the school knows their children well - by having regular conversations they know what their expectations are and if they are slipping behind. The intervention strategy is on a wider level.
30. PC asked what the Parenting Support Advisor (PSA) does. DC advised that she is employed by Malmesbury School and is used when required to work with vulnerable children and families. She supports families with external issues that can lead to barriers within school. Also acts as a go between with school and other agencies e.g. school nurse.
31. Funding of Able, Gifted and Talented (AGT) enrichment activities for PP children - provide as many activities as possible e.g. school trips.
32. PC enquired about the new access system. DC responded that there are no safeguarding issues, but it would help to have a risk assessment. There are 3 adults in the playground and 1 in the back garden, and they carry walkie talkies and whistles. The back is quite open. The gates are locked but need something more secure in place. School requires someone to come and recommend how to increase back gate security. There are more parents on site at the moment. KA commented that it is busier since Pumpkins has started.
33. The Safeguarding Policy needs amending with the new Chair details **ACTION** for DC. Suggestions welcome for creating a flowchart on how to report concerns.
34. Still operating under Covid guidance and using X codes where appropriate. Parents are keen to get their children into school.

35. Behaviour and Whistle Blowing policies also to be updated with the new Chair details - **ACTION** for DC
36. JHod asked if Covid has affected learners - DC replied that yes some have been affected but in comparison with other areas it hasn't been as bad. Attendance was good between March and July. PP attendance was slightly lower but after support was given to the parents it came back up.
- Some pupils have struggled coming back after lockdown - to support them DC met with parents and compiled support plans, and also arranged ELSA support, especially for those with SEN.
- Staffing was rearranged around playtime and lunchtime to support children that needed it.
- Had 'solution' surgeries with Education Psychology to see how to best support children and this has gone into the support plans.
- The main curriculum area affected is writing - this is noticeable with handwriting, spelling and grammar. Progress is now picking up and this has been evidenced from assessments carried out earlier in the year.
37. JHen mentioned AGT opportunities and how they are planned into the curriculum. DC needs to look at the assessments properly but said most of the children who are on the AGT list are working above age related expectations in their areas of strength. When carrying out performance planning they look at the starting point. They do enrichment science and do activities with Explorer Dome, Life Education Bus, Luckington Lives, Choir, gardening. They are trying to do more history and geography and put this into everything they do.
38. The curriculum is ambitious and although staff have good skills and knowledge this will still be limited in certain areas e.g. computing. If necessary will buy in the relevant skills for the work to be taught.
39. JHod asked about adding a SEND agenda item to the finance budget and how specifically they had been spending for SEND. DC said that there are now 3 extra children on the register and they have to make clear how it is spent. The website has been updated, along with the SEND report for last year and the school offer for SEND.
40. Support plans have been created for SEND children and the children were asked for their input where it was age appropriate.
41. 'How to support autism' is being carried out with Year 2.
42. The SEF has an added comment about using baseline assessments this year to see if children were where they were expected to be. The Covid catch-up plan changed some of the curriculum from March to bring up last year's reception children's levels.

- 43. The TA is being trained in 'NELI' to support children with poor language skills.
- 44. **ACTION** for DC to write to parents to explain what ELSA is about and to offer drop-in sessions.
- 45. SM referred to DC's questions to governors regarding the main KCSIE 2021 updates and peer on peer abuse. She had a quick look and there was a lot about peer on peer abuse, online safety and safer recruitment. She noted that it is a challenge to take it all in, even with the annex stating the changes. DC said that there is information regarding online guidance for working at home, and further information added about child criminal exploitation (CCE) - county lines.
- 46. The Behaviour policy takes into account KCSIE.
- 47. Sex education is now taught all the way through school and PSHE lessons are held weekly - these lessons work closely with guidance from the NSPCC. Each class has its own worry box.

ITEM 9 – REVIEW THE REGISTER OF CONFLICT OF INTEREST & SIGN CODE OF CONDUCT

- 48. SM asked if we need a physical signature and PC advised it's usually a signed one that's required. **ACTION** for clerk to organise this.

ITEM 10 – SAFEGUARDING (Standing agenda item)

- 49. KCSIE updates covered in ITEM 8
- 50. Safeguarding training for all governors is up to date
- 51. KF is the nominated governor for safeguarding and reports to DC. Need to establish all training is in place. Any gaps in training will be identified following the handover of the SCR to NN.
- 52. DC to give the NSPCC link to KA.
- 53. **ACTION** for KF to establish with MW if he is still to be on the list of governors.
- 54. Question asked about what the rules are regarding governors missing meetings. PC advised if 3 meetings are missed then need to check up on the situation.

ITEM 11 – SAFER RECRUITMENT TRAINING

- 12. PC to undertake this. JHen has already completed it.

ITEM 12 – SEND (Standing agenda item)

55. Covered in Headteacher's report - ITEM 8

ITEM 13 – POLICIES

- 56. Require named people in Child Protection policy - **ACTION** for DC
- 57. Need a register of which policies are to be ratified, and a renewal timetable - **ACTION** for DC and Clerk
- 58. PC asked if we adopt council's policies and DC replied that we do unless an adaptation needs to be made.
- 59. Need to look at the Equalities policy. DC and PC to discuss this.
- 60. Need to check compliance with the 3 strands of the Public Sector Equality Duty - **ACTION** for clerk to establish what this means.

ITEM 14 - FINANCE COMMITTEE/BUDGET UPDATE

- 61. JHen advised that we are in a good position as there is a budget surplus of £21.6k, but we need to keep a reserve.
- 62. NN is getting to grips with the finance system.
- 63. LB was at the finance meeting and has agreed to stand as Chair.
- 64. PC advised that the finance committee themselves can elect a Chair.
- 65. Still have the money for the preschool pensions' back payments; to be paid as soon as possible - this is in progress.
- 66. Costings for extra support from TA for class 2 and to provide emotional support at lunchtimes to come from Covid catch-up money (will get another batch of this money). There may be a small shortfall though.
- 67. Preschool actions carried across into the finance meeting and are in their minutes.
- 68. NN will work out what charges to make for Pumpkins. DC said he has had a meeting with Amanda, manager of Pumpkins nurseries, about the changes so she is aware of them. KA asked if it included security costs and DC replied it didn't at the moment.
- 69. Regarding strategic financial planning, we are in a positive position and have Early Years money sitting in the FOLS account. Looking into setting up a working group for short/medium/long term plans, and will look at audit for IT items/equipment.
- 70. NN to review what work needs to be done on maintenance.
- 71. SM asked if there was an income expenditure to send off by the end of the month as PC will need to sign it off. NN to liaise with PC.

ITEM 15 - REVIEW SCHEME OF DELEGATION

- 72. The Scheme of Delegation comes under the Finance committee. It has been reviewed and there's no reason to change anything.
- 73. DC can spend up to £1500 if in budget.
- 74. It was suggested that the next finance meeting has an agenda item to check the spending limits are appropriate.

ITEM 16 - PREMISES MATTERS

- 75. DC to do a 'health & safety' walk through with PC.

ITEM 17 - PRESCHOOL UPDATE

- 76. JHen talked about the pre-school in the Finance committee update. Main points are the pension back payments, money reimbursed from Wiltshire council for initial incorrect advice given, and the closing down of accounts.

ITEM 18 - GOVERNORS SUCCESSION PLANNING

- 77. Leanne Brown to be Chair of the finance committee.
- 78. PC to check who is on which committee.
- 79. **ACTION** for clerk to update GIAS. SM finishes as Chair today and passes to PC.

ITEM 19 - ANNUAL STATEMENT OF GOVERNANCE

- 80. This needs uploading to the website. PC has looked at it and advised he is happy with the contents.

ITEM 20 - AOB

- 81. DC advised the SIO carried out a website audit and there are a couple of outstanding things to do; need to use DfE Pupil Premium template and add the governors attendance log.
- 82. CH advised that KF and VN are coming to the end of their term. KF said she will stay on and PC advised that it would have to be for the same term of office. As VN is a staff governor she said that the post could be opened

up to other staff to volunteer for the role. **ACTION** clerk to let PC know of any governors coming to the end of their term.

ITEM 21 - NEXT MEETINGS

T3 - Mon 17 January 2022 5:30pm

T4 - Mon 14 March 2022 5:30pm

T6 - Mon 13 June 2022 5:30pm

Acknowledgments

SM wanted to thank the committee for all their work and felt positive about the future of the school. She wished everyone luck and said she was still here to help if needed. JHen said on behalf of the governors they would like to thank SM for her contribution; she has left a great legacy and it's appreciated.

Meeting concludes at 19:05