

**LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Tuesday 20th September 2022**

Present:

Jane Henshall (JHen); Vanessa Newman (VN); Kara Ardus (KA), Helen Maloney (HM); Paul Cook (PC); Nicki Neilson (NN)

Apologies : Katherine Fisher (KF), Jen Hodges (JH)

In attendance: Catherine Hula (Clerk)

17:30 Commence

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. Apologies from Katherine Fisher and Jen Hodges.
2. No Declarations of Interest noted.

ITEM 2 – CONFIRMATION OF ELIGIBILITY TO CONTINUE AS GOVERNOR (FORM)

3. Clerk not sure what this form was and PC advised there was a list of reasons why a governor may become ineligible and governors to confirm still eligible . Clerk to look into this and send out form (**Action** Clerk)

ITEM 3 – GOVERNOR CODE OF CONDUCT (TO BE SIGNED)

4. Clerk to send out form based on last year's template (**Action** Clerk)

ITEM 4 – REVIEW OF BUSINESS INTERESTS (FORM)

5. Clerk to send out form based on last year's template (**Action** Clerk)

ITEM 5 – ELECTION OF CHAIR AND VICE CHAIRS

6. PC voted in as Chair. JHen happy to continue as Vice Chair until the end of her term. KF indicated to JHen that she is happy to remain Vice Chair as long as someone can replace JHen when she leaves.

ITEM 6 – CONFIRM STATUTORY GOVERNOR ROLES

7. Safeguarding - PC thinks KF will remain as Safeguarding governor as he's not heard anything to the contrary.
8. Whistleblowing - PC advised this isn't usually the Chair. KA volunteered to do this role.
9. SEND - JHen
10. Health & Safety - Chair (PC)

ITEM 7 - CONFIRM GOVERNOR PANEL MEMBERS

11. Headteacher's Performance Management - PC advised VN won't get the full year's performance management as she is in a temporary role, and then Julie will need to take it on. Specific targets won't be set for the 3 months, but will see how VN gets on and will feed this into the general performance.
12. NN - said that a personal development plan can be incorporated into it.
13. PC advised that it's difficult to set targets for Julie if she's not been part of the strategy settings, and that setting Head's targets for 3 months is difficult as it should be spread over the whole year. Unless part of the school development plan is for 3 months then it is tricky, and that we need to be flexible for this year.
14. JHen - need to report on VN on management and teacher assessments.
15. HM - thinks that to be fair to VN that something should be put in that she can be measured on, even if it's keeping to 'hold steady'.
16. PC & JHen to do VN review at end of term 1, and PC & Celia to do Julie's at the end of term 3.
17. Staff Pay Panel - PC advised county will send out the package which has been agreed. The assessments will be on staff performance from the previous year, and the Chair of Finance gets to chair this.

ITEM 8 – MINUTES OF THE PREVIOUS MEETING

18. The minutes of the meeting held on 13 June 2022 were accepted as a true record by the chair (PC).

ITEM 9 – MATTERS ARISING FROM PREVIOUS MEETING

19. DC needs to do the final SEN report and budget for SEN. **Done - on website**

20. DC to speak to pre-school regarding boundaries - the wooden gate at the back is showing signs of wear and tear but works well. **In hand - NN advised we can't change the gate because of the wall. She will follow up with county regarding planning permission**

21. DC said that attendance is the main thing and the SATS results are not shared due to low pupil numbers - there has to be a minimum of 5 children. He will respond and put something in the governors folder with some explanation. **Done**

22. PC - happy to sign off budget as everyone else is happy with it, and then the Head needs to sign. **Done**

23. Clerk needs to speak to NN regarding electronic signatures. **Clerk advised to use copy of signature to paste into documents but NN wants something more professional looking. HM to give information on 'DocuSign' equivalent options (Action HM)**

24. This applies to all pupils. JenH asked DC when the register is taken and this will be sorted in the next few weeks ready for September. This will also be discussed with the pre-school. **Done**

25. Resignation of **Leanne Brown** - PC asked if anyone is interested in the Chair of Finance position as LB hasn't got the time to do it all, along with managing homelife. It's PC preference not to Chair both the finance and FBG meetings. HM said she doesn't feel strong enough on finance to Chair unless someone who has a stronger finance background can support her. HM doesn't mind chairing on a temporary basis. PC said we can look to recruit a new governor. **Done HM chairing finance sub-committee**

ITEM 10 – CONFIRM CHECK OF SCR (Standing agenda item)

26. Not done yet. NN to speak to KF. NN going on SCR training.

ITEM 11 – SAFEGUARDING (Standing agenda item)

27. KF not here so no update.

28. KCSiE part 1 - need to set up a folder to record confirmation they have read this (**Action Clerk**)

29. Safeguarding training - PC advised Right Choice have a pre-recorded course which is good and lasts approx 1hr 15mins. 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 (**Action Clerk**)

30. NN to speak to Clerk regarding gaps in learning on SCR (**Action NN**)

31. Governors to let Clerk know of any courses they have been on, and that they have read KCSiE part 1 (**Action** all governors)

ITEM 12 – HEADTEACHER’S REPORT

32. Not discussed but PC said it was a good report.

ITEM 13 – GOVERNOR MONITORING

33. To arrange subject visits with VN. VN will redo the schedule and give dates(**Action** VN).

34. JHen will replace LB to do EYFS whilst she is still here

35. Governors monitoring form to be sent to Clerk (**Action** VN)

ITEM 14 - POLICIES TO BE RATIFIED

36. Wiltshire model policies used for the Safeguarding and Child Protection policy and Staff Behaviour Policy, and have been adapted for Luckington School. Everyone is happy with these so they have been signed off.

ITEM 15 - FINANCE COMMITTEE/BUDGET UPDATE

37. End of year surplus forecast of £48k which includes £34.5k contingency.

38. Don't know energy costs yet and there could be a deficit of £2.5k.

39. Looked at hot water and heating and need to be mindful of lighting and closing doors.

40. School are getting children involved in Energy Sparks, which is an online energy analysis tool and education programme, to look at ways in which to reduce their carbon footprint.

41. Pay awards - PC said that 3% was proposed but it may go up to 8%

42. County may want a revised budget due to energy costs.

43. Roof repairs - a man came out today to do some quotes, looking into whether county can give funding for this (under H&S reasons)

44. IT & Telephony strategy - Sub group with expertise in this area to be set up. NN has spoken to a parent (Tim Coles) with knowledge in this area and he is happy to come out and create a working group. PC is happy to help out with the strategy

45. Have held off leasing new laptops until a review is done of what school has already got.

- 46. Suggestion that Tim Coles could become a Co-opt governor on a temporary basis.
- 47. Waiting for the new Head to see how she wants the technology to go in the future.
- 48. Liaising with FOLS around strategic funding, rather than being reactionary.
- 49. The Early Years funding has been used to cover the TA's for early years.

ITEM 16 - FUTURE MEETINGS

- 50. Everyone present agreed that 5:30pm on a Monday is a good day and time for the FGB meetings.

ITEM 17 - AOB

- 51. Communication of new Head - PC thought he had emailed governors as soon as Julie had confirmed acceptance of the post. HM said she heard as a parent first before as a governor, even though the communication had been sent on the same day.
- 52. HM would have liked feedback on why Julie had been selected and PC explained that you wouldn't normally tell everyone else the reasons for selection as this is normally confidential, but could give a bit of background information.
- 53. Recruiting new governors - NN to write an advert for recruiting new governors and it was suggested it goes out in the local community newsletter (**Action** NN)
- 54. PC - advised Wiltshire county may set up a MAT as an alternative to a private MAT. There is a government drive to push conversion to academies again. Will talk about this on strategy day but there's nothing that needs to be done immediately.

ITEM 18 - NEXT MEETINGS

Term 2 - Mon 16th January 2023 5:30pm

Term 3 - Mon 8th May 2023 5:30pm

Meeting concludes at 19:20