

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Monday 21 March 2022

Present:

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

Apologies : None

In attendance: Catherine Hula (Clerk)

17:30 Commence (meeting held online)

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. No apologies were made.
2. No declarations of interests.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 17 January 2022 were accepted as a true record by the chair (PC).

ITEM 3 – MATTERS ARISING FROM PREVIOUS MEETING

4. JH & KF - All completed for Declarations of Interest, and 2 outstanding for Code of Conduct - **completed for KF**
5. Clerk - Staff governor VN to continue - term to be renewed for another 4 years & Right Choice and Gias to be updated - **completed**
6. DC - to do time-table of subjects and will circulate it along with the list of link governors - **discussed later in this meeting**
7. Clerk - LB has taken on role as Chair of finance & Clerk to set LB up as governor - **completed**
8. PC - to circulate results which SIO and DC have seen - **completed**
9. DC - 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 - discussed later in this meeting

ITEM 4 – CONFIRM CHECK OF SCR (Standing agenda item)

10. KF has spoken to Nicki Neilson (NN) and went through what she is going to do and how she wants it to be. Training records to be centralised and DBS check to be carried out twice a year. NN is meeting with a safeguarding advisor to go through using SCR and will do a mock check. DBS has been redone for 2 auxiliary members of staff. KF is happy with this.

ITEM 5 - HEADTEACHER'S REPORT

17:45 approx - VN came online for the meeting during Head's presentation.

11. Head's report circulated with agenda - [Head's Report March 2022.docx - Google Docs](#)

12. DC did a presentation on summative and formative assessments.

Summative assessments are termly tests, Yr 2/Yr 6 SATS, phonics check in yr 1 (if not reached required mark then will redo in Yr 2 and if still not passed then will track in further years 3&4, and then rethink how to support them), multiplication check - for yr 4 this is new this year and don't know the pass mark yet. Use Bug Club. EYFS - reception - this has changed now and will report back at a later point.

Formative (Reactive) assessments are daily - Questioning children throughout lessons, give feedback in books rather than marking and this will help plan next day's lesson, doing mind maps, quizzes, pre-topic tasks (this term it was on the Victorians), ARE (Age Related Expectations) e.g. computing - intent is to ensure all children have the skills to use technology creatively and safely.

Yr 2 SATS are over a period of time and are more relaxed. They are marked internally and sent off to council and then the DfE. The final result is done on teacher assessment.

Yr 6 SATS get marked externally. The tests are on a set time and day.

One child with a lower progress score can massively affect overall scores due to the low number of pupils.

The average score for reading and maths is higher than the national average.

Maths - rely on other adults in school to help out, mastery training, formal tests 3 times a year, pupil progress meetings 3 times a year.

Writing - Staff training and regular moderation, compare with other schools, most affected in lockdown, have writer of the week to encourage children and raise the profile of writing, investment in levelling materials.

13. Questions from the board:

Q - Second objective in reviewing attainment data - what data is it from?

A - At the end of each term teachers look at day to day assessments/tests and assess where the children are.

The datatable is to be put in the Ofsted folder. DC is updating SEF and it will all be in that document.

Q - If we get an Ofsted inspection before the next set of results, what do we use?

A - Ofsted aren't allowed to ask for data. They will look at children's books etc, and speak to the children.

PC - commented that there is a webinar on Ofsted in small rural schools and will send the link around if he can.

Q - How are governors linking in with the impact on Covid? What evidence is there for progress and use of money?

A - Covid is still here but children are not far off where they need to be.

PC - commented that Ofsted are now looking more at what schools are doing to catch up from Covid. Ofsted are 18 months to 2 years behind in schedule. We need to reference where the information is kept.

KA - commented she is on a course about strategies, objectives and impact, and how they can be measured.

ITEM 6 - SAFEGUARDING (STANDING AGENDA ITEM)

14. KF - no updates. Question put to the governors 'how well are pupils safeguarded?' Spoke about up to date safeguarding training, safeguarding is a standing agenda item, policy and procedures in place and signs in school, staff need to know who the Designated safeguarding Lead is, policies reviewed and updated.

Safeguarding is a wide ranging term beyond child protection. Need to have robust policies on behaviour, SEND, whistle blowing, SCR, safer

recruitment training for some governors and staff, robust safeguarding induction for staff.

Voice of the child - how do you know children feel safe and looked after?

Spoke about anti-bullying policy, Internet safety, staying safe online, mental health officer, ELSA - TA, mental health taught in PSHE.

KF - commented on the safeguarding concerns file and Early Help. They can notice signs earlier as the file tells the whole story, and will reflect with staff before referring to Early Help.

JH - Asked about the pupil survey/evidence - DC replied that they have a weekly worry box session and this has been working well.

ITEM 7 - SKILLS AUDIT

15. PC - the skills audit has gone out and we are 3-4's in mostly everything.

Lacking a higher score in chairing of a board and this will be picked up at the strategy day along with progression and succession planning. PC pleased and thanked everyone for their input, and advised to look at the skills dashboard document on the governor drive.

[nga-skills-dashboard-single-schools-Luckington School.xlsx - Google Sheets](#)

ITEM 8 - GOVERNOR MONITORING

16. PC - Governor link visits - governors to contact the necessary staff directly for visits and there will be a time-table for monitoring. The monitoring form is a template from county, to be completed when the visits are carried out. A folder is to be set up for the completed forms. This will be discussed more on the strategy day.

ITEM 9 - POLICIES TO BE RATIFIED

17. DC - The updated SEN policy was sent out and no comments came back, therefore we can agree to it; policy has been approved.

Clerk - Policies review schedule completed and sent to DC. Some are up for review.

ITEM 10 - FINANCE COMMITTEE/BUDGET UPDATE

18. LB - met with Nicki Neilson (NN). Income and reserves - overspend against budget of 6K in respect of Covid catch up sessions and unexpected cleaning costs regarding Covid. FOLS supported with income from Early Years. There is a reserve of 18.5k, last year it was 50k but this is still a typical level of reserve and nothing to be concerned with. Budget to be signed off by 31st May. LB to meet with NN on 25 April and needs to be signed off by the board.
- New income stream on an annual basis for sparsity funding - there are now new rules that measure sparsity distance by road journeys rather than as the crow flies. Next year it is calculated that there will be an extra 55k from this.
- LB - asked where do we want to keep our reserve levels at? PC replied that part of the strategy day is to think of how to invest money to deliver best outcomes. He is not in favour of big surpluses of money being held. NN is preparing a repairs and maintenance schedule.
- JHen - need to aspire to having a plan of where the money is to be spent.
- DC - approval of reading den can be signed off today if everyone is happy - now approved as there were no objections.
- SFVS - PC and LB are happy with it. PC or LB to sign it off but will speak to NN as they are not sure who it should be.

ITEM 11 - FUTURE MEETINGS

19. Future meetings schedule is an overview of what comes up at different times of the year. PC wants to have meeting dates all set out at the beginning of the academic year.

ITEM 12 - AOB

20. DC had an email this afternoon regarding Ukrainian families being taken in and the need for their children to have school places. DC advised we are in a position to offer places and thought we should if everyone is in agreement with this. The families would need to complete application forms.
21. PC - contacted by councillor as Sherston pre-school is closing. Amanda from Pumpkins has ideas and plans in place which DC and PC feel probably is the best way forward, and that we will be okay.

ITEM 13 - NEXT MEETING

T6 - Mon 13 June 2022 5:30pm

Meeting concludes at 19:00