

**LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Monday 25th September 2023**

Present:

Julie Gingell (Head), Vanessa Newman (VN), Kara Ardus (KA), Helen Maloney (HM), Katherine Fisher (KF), Krista Sharp (KS)

In attendance: Catherine Hula (Clerk), Lesley Bennett (LB) - guest, Julie-Ann Mulcahy (JM) - guest

17:35 Commence

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. Apologies - Sara Rodwell
2. No Declarations of Interest noted

ITEM 2 – NEW CHAIR TO BE VOTED IN

3. Katherine Fisher voted in as new Chair and Kara Ardus voted in as Vice Chair.

ITEM 3 – MINUTES OF PREVIOUS MEETING

4. Point 5 from the minutes - Head will ask for any emails sent to Paul Cooke to be forwarded onto Katherine Fisher.
5. Check governor reports for English, Humanities, and science have all been uploaded to the Governors drive **ACTION Clerk**
6. Point 24 from the minutes - Head advised that St Joseph's Primary were going to join Hobbs Alliance but they might not do this now due to their current situation.
7. The minutes of the meeting held on 12th June 2023 were then accepted as a true record by the chair (KF).

ITEM 4 – MATTERS ARISING FROM PREVIOUS MEETING

8. Ref 34. Head to put something together to see what might work from September and to put on the agenda **(in reference to line 32)** Head is wondering that as we have so few governors and lots of subjects, whether to do SDP targets/objectives instead. This isn't for discussion now, and might make things more specific) **To look at after the Supportive Review which is on Thurs this week**

9. Ref 39. JHen - put an agenda item for the next meeting regarding policies questions **Actioned by Clerk**

ITEM 5 - HEADTEACHER'S REPORT/UPDATE (Standing agenda item)

10. 45 pupils on roll and a positive start to the term.
11. Have 2 Swiss trainee teachers for 3 weeks
12. Have a support review meeting this Thursday with the local authority which is on how to work within the Ofsted framework. Head hopes this will help with preparation and coaching.
13. Head has also booked a Safeguarding Effectiveness review.
14. Breakdown on trends: **Q: KA - there are 3 children under 91% - what actions are being taken to address this? A: Head would hold an attendance meeting with the parents and look at the patterns of absence, and identify barriers and how to support them. Could look at amending the attendance policy.**
Q: KA - should we action changing the policy now? A: It's early in the year so will continue to monitor. Have a joined up approach when there are siblings in other schools, and will contact the schools to compare attendance/absences.
Q: JM - should we be having conversations about holidays in school term-time? A: Should be through all the holiday requests now that Covid is over ie. those that have been delayed/rebooked.
Q: KS - Can we see the trend of holidays? A: will look at pre-covid holiday analysis and at intervals since then. Will consider the use of Penalty Notices for holiday requests.
15. Head is aware of the 3 children with under 91% attendance and is toughening up the approach on low attendance.
16. Impact of the School Development Plan (SDP) - the previous Head started this before he left and it is work in progress still in terms of the foundation curriculum. Head wants to wait until the supportive review before doing more on the SDP.
17. Everyone is doing standardized spelling tests - 3 per year. Year 6 impacted on not being able to spell.
18. Homework club wouldn't sort out problems as it's only 1 day pw. There are concerns for SEN children. Interventions include daily reading for most of them. **KF - identify early help for SEN and vulnerable groups and take a little but often approach. KS - invited parents in regarding the importance of reading, and for maths.**
19. Invite parents in more when their child isn't progressing and offer help.
20. KF - some parents don't want to come into school due to their own experiences. KA - the advantage of a small school is that there can be good relationships with parents.
21. Bug club lacks an independent spelling strategy. VN and Head questioned this when it was picked up in a phonics review. Now doing unlocking letters and sounds.

22. Assembly is now in the afternoon so children get spellings to do in the morning. Class 2 get this everyday now. **KF - it is important to recognise weakness and how it is being looked at.**
23. **Q: JM - do you do phonics lessons for parents? A: VN we have 1 for parents of new reception children next week.**
24. Spellings - year 1, only 1 got a standardised score, and year 2 only had 2 with standardised scores, (1 of 5 year 1's from last year got a standardised score) but there is improvement and progress.
25. Can track progress more frequently with Unlocking letters and sounds. Will monitor the success of this. Vernon - assesses spellings and Unlocking letters and sounds assesses phonics.
26. SATS test for reading was really tricky and disappointed with 4 out of 8 at the standard.
27. Everyone else is moving in the right direction and we know the reasons for those with weaker reading and they are now having interventions.
28. Objective 3 - maths curriculum to be personalised to meet the needs of our children - mixed results. Overall strand weakness is the 4 operations and prioritising with mastering numbers. **KF - make sure we understand maths is cohort specific when it comes to the results.**
29. Objective 4 - 'school values to be embedded within the curriculum, ethos and school community'. Food waste - gets put in the bucket and then weighed. Maybe we need to look at portion sizes - perhaps less on the plate and can ask for seconds if still hungry. **Q. HM - what's the split between packed lunches and dinners? A: varies between menus**
Q: KA - are we working towards silver healthy schools? A: KF - a governor would need to take this on.
30. The pub doesn't get a breakdown of the age of pupils having dinners. KS - happy to look at the menus and speak to Head and Nicki about it -
ACTION KS
31. Head - should we be more ambitious than 96% attendance? The Attendance Policy to be revisited at a later point.
32. **Q KF - Is our justification for our results enough to say about the pandemic and that online lessons are not good for some children that need a hands-on approach? A: 3 low attenders' progress hindered by lockdown. Key point - timely as going into class 2 and they missed this transition. VN - a lot of gaps despite extra tutoring and interventions.**
33. **Q HM - did the younger children not get the extra tutoring? KF - Covid recovery money used for the year 6's - should the covid recovery be more based on individual need rather than year group - was it pushed to be used in a certain way? A: Head - no not pushed to use in a certain way. VN - it would have been better spent on an individual basis.**

18:34 - KS left the meeting

34. **Q JM - Is the point of this to see what we have learnt? A: KF - yes, and if we can now show how we've learnt from this for a more child centred and different approach.**

35. 8 year 6's have now just gone to secondary school
36. Writing was looking vulnerable across each cohort. Taken writing and separated it out again in a different book, and this is a change in strategy. Foundation are doing 2 week blocks of different genres in writing e.g. diary, reports, stories
37. VN - need to relook at year 5 with interventions
38. Anyone underachieving in year 2 now has a strategy. The year 2's who didn't achieve with their phonics are with year 1, but this doesn't affect their self-esteem as they're the experts and oldest in the group.
39. SEF (Self Evaluation Form) - in shared governors drive. Will decide on 3 or 4 main objectives after the supportive review.
40. Deep-dive time-table needs updating. Jane did science for HM, and Pupil Premium was done - tied in with SIA meeting, and RE done with Sharon by KA - **ACTION Clerk**
41. Health & Safety needs to be done 3x pa - it can be done with Nicki but it needs another person. HM offered to do this, and JM has some knowledge on this and can be considered at a future date.

ITEM 6 – SAFEGUARDING (Standing agenda item)

42. KF - major update is that everyone needs to read KCSiEI 2023 and the form which lists the main changes (App F on page 176) **ACTION Clerk to send out google form for governors to complete to say they've done this**
43. Governors need to understand filtering and monitoring of online risks
44. Absence from education should be a signpost for a possible risk
45. If school is interviewing then they need to tell the candidate that an online search will be done on them . Head advised that this information is on the application form.
46. KF - doesn't think the SCR needs to be checked before every FGB meeting, and may do it bi-annually.
47. Safer Recruitment - The Head and VN can recruit but KF thinks someone on the board should do a safer recruitment course. **ACTION Clerk to find out if there's a course from Right Choice**
48. Head will send out Hobbs Alliance Safeguarding powerpoint to everyone - if they can sign a form to say they've watched it, or alternatively the Head is doing a Safeguarding talk on Wednesday 11am with Mrs Bleaken and anyone can come along to this.

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

49. No update as new chair only voted in today

ITEM 8 – GOVERNOR MONITORING (Standing agenda item)

50. HM happy to be the link governor for Online Safety.
51. Julie-Ann happy to be the link governor for Whistleblowing if she's taken on as a governor.
52. Head - we don't need a policy yet for filtering and monitoring, but we need a link governor. HM agreed to do this as well.
53. KF said she will be the link for Health and Safety.
54. KF said she would like to propose to make the governing board bigger. It was agreed to enlarge the board by 1 co-opted governor at a point when ready to do so.
55. HM - changed from parent to co-opted from September 2022.
56. KF - can change from co-opted to parent
57. Julie-Ann and Lesley both voted in to be governors. Julie-Ann to be a LA governor and Lesley to be a co-opted governor. Need all paperwork to be received by Nicki Neilson before they can start. **ACTION KF to speak to Nicki Neilson regarding the forms to be completed for new governors and then send out the paperwork. Clerk to follow up when the paperwork has been received.**
58. KA - we need to update the skills audit. **ACTION Clerk to send this out**
59. GIAS to be updated **ACTION Clerk**

ITEM 9 - POLICIES

60. Policies ratified at today's meeting:
 - Safeguarding and Child Protection policy
 - Staff Behaviour policy
 - Whistle Blowing policy
61. Head - there are policies in the Batch 1 2023 folder which need to be looked at and ratified. KF happy to look at these policies **ACTION KF**
62. A general discussion to place as to where the policies are held in the drive - the Policies folder is currently in the **'Shared with me'** Governors drive, not the 'Shared' Governors drive. **ACTION any governor who is having difficulty accessing the documents to inform the clerk**

ITEM 10 - SCHOOL FUTURE OPTIONS PROJECT (Standing agenda item)

63. This item was not discussed as no developments

ITEM 11 - IT PROJECT (Standing agenda item)

64. This item was not discussed - carry over to the next meeting

ITEM 12 – FINANCE COMMITTEE/BUDGET UPDATE

65. This item was not discussed. HM to meet with Nicki Neilson to arrange the next meeting **ACTION HM**

ITEM 13 - AOB

66. Clerk to send to Head the policies which have come up for review this September **ACTION Clerk**

67. When batch 2 policies are ready to be looked at then maybe SR would be happy to do this as she has offered previously to look at the policies.

ITEM 14 - NEXT MEETING

- Term 2 Monday 13th November 2023 17:30

Meeting concluded at 19:35