

**LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
Monday 27th February 2023**

Present:

Julie Gingell (Head), Jane Henshall (JHen); Vanessa Newman (VN); Kara Arduş (KA), Katherine Fisher (KF), Helen Maloney (HM), Jen Hodges (JHod), [Sara Rodwell](#) (SR), Paul Cook (PC) - attended online

Apologies :

In attendance: Catherine Hula (Clerk)

Guests: Krista Sharp (KS)

17:30 Commence

ITEM 1 – APOLOGIES AND DECLARATIONS OF INTEREST

1. No Apologies
2. No Declarations of Interest noted

ITEM 2 – MINUTES OF PREVIOUS MEETING

3. Head wanted the following noted for item 43 regarding Pupil Premium - there isn't a personal budget on Pupil Premium so she won't be doing an individual report. In Pupil Premium progress meetings PP will be discussed. The DfE has said that schools don't need to spend all pupil premium on a pupil.
4. The minutes of the meeting held on 16th January 2023 were accepted as a true record by the chair (PC).

ITEM 3 – MATTERS ARISING FROM PREVIOUS MEETING

5. Need to have a Pupil Premium link governor. **Email 10.2.23 KA has agreed to take on this role**
6. JHen - asked that challenge questions from the governors are highlighted in the minutes. **Noted and ongoing**
7. All governors to check they can open the governors folder **Nobody said they couldn't access**
8. Old documents on the governors drive need to be deleted or archived - old policies to be deleted and archive documents specific to school curriculum. **Ongoing**
9. Will need to have an interim meeting for policies to be ratified - **dates to be advised when policies ready to be ratified**
10. Clerk to be given Link Governor visit template form - **done**
11. There is an annual safeguarding review due. Ofsted are asking to see anonymised cases so Head will blank out the names and send them to

- KF so she can see how new cases are dealt with (school don't use CPOMS) **Noted**
12. Governors Ofsted - documents regarding data and Pupil Premium need to go in this folder. Look to see where VN's document is kept and move it across **PP updated**
 13. **Question from the governors: can we find out the story of individuals in reading who didn't make expected progress. Explain to us why that child did not make progress. English - discussed in visit but not put in the notes in case they are put on the website.**
 14. PC asked if JHen could deputise on 3rd March for the next MASG and she said she could. **Due to be on Friday but now cancelled. Will now be meeting more regularly.**
 15. PC - If we can join a federation then we could all join a MAT as there will then be a bigger fund to offer. PC asked if JHen could start looking at options. JHen will get some people together to start to do the project and PC is happy to come along to these meetings. Head and KA are also happy to do this. **This project is now in progress**
 16. Discussed FGB meeting frequency as most schools have 6 meetings a year. All agreed to 6 meetings. Clerk to look at extra dates for meetings. **Email sent 16.1.23 with proposed dates**
 17. Head to forward link governor visit list. **PDF version in Link Governor folder**

ITEM 4 – HEADTEACHER'S REPORT/UPDATE (Standing agenda item)

18. Head wanted it noted that the money raised for the Turkey and Syria earthquake appeal totalled £400.
19. Register checks - now adding the reasons for lateness/absences on SIMS.
20. School had a visit from the Educational Welfare Officer and advice was given about issuing Penalty Notices for unauthorised holidays.
21. Single Central Record (SCR) check went well - all legal and up to date.
22. Head needs to do training for Looked after Children (LAC), and has signed up for this on Right Choice.
23. Some personnel files need tidying up and Nicki Nielson has asked for a quote on shredding.
24. Designated Safeguarding Lead (Head) needs to check safeguarding arrangements for any children attending an Alternative Learning Provision (ALP).
25. Staffing - Mrs Kirkham has reduced her hours, and can do this on a temporary and informal basis. Agreement for the reduced hours to continue until the end of August. Needs to cover class 3-4 group Thursday mornings.
26. Had first meeting with Hobbs Alliance - more about school improvements. Need to find out if we can formally mark an alliance.
27. Joined a schools' network meeting on Right Choice. Talked about subject leadership, curriculum, Ofsted.
28. Celia Hicks SIA - advised to focus on pupil premium.

ITEM 5 – SAFEGUARDING (Standing agenda item)

- 29. SCR check went really well and everything is okay.
- 30. Happy with safeguarding audit - report backed up what was discussed. There are a few things to follow up but most things are ticked off.

ITEM 6 - CHAIR'S UPDATE (Standing agenda item)

- 31. The next Maintained Architecture Strategy Group (MASG) meeting is in May.

ITEM 7 – GOVERNOR MONITORING (Standing agenda item)

- 32. The visits template form, visit reports, and visits timetable are all in the Link Governors folder.
- 33. The Head will do a google form to be approved for policies **Action Head**
- 34. The Head has the Attendance policy and we can use DfE policies - we have access to school policies.

ITEM 8 - SCHOOL FUTURE OPTIONS PROJECT (Standing agenda item)

- 35. The Head, KA and JHen are involved in this project.
- 36. KA has done a spreadsheet to note any possible local schools we may want to link with, find info about, current position, any contact made.
- 37. The Head went to an Academies roadshow - lots of academies there and SEO's on the stands. It was interesting to hear their perspectives. Some have small school strategies in them, some suggest joining a hub.
- 38. Next step - informal 'reaching out' to other schools.
- 39. Tim Gilson, CEO of The Athelstan Trust, is coming in next week, and the Head of Malmesbury is also to come and see the school.
- 40. Athelstan MAT -consists of 5 secondary schools: Malmesbury, Chipping Sodbury, Sir William Romney (Gloucs), The Dean Academy (Gloucs), Bradon Forest. The schools don't have to be in the same county.
- 41. PC asked that when making contact with schools to contact the Chair of Governors as well. JHen said that they are at the informal stage but will then contact the Chairs.
- 42. MASG - doesn't think that there will be any new Multi-Academy Trusts (MATs) within Wiltshire. They will compile some data and do a report as to which MATs are doing well.
- 43. The Head asked how do we define 'doing well'? We don't know yet - Is it financially?, academically?. What is special about them?
- 44. MASG - would look at educational performance and being financially sound.
- 45. If we joined a MAT, any new staff would be under a MAT contract and could be moved.
- 46. Only 3 other schools, local to Luckington, are in a MAT.
- 47. If we join a hub then we can state what we don't want to do without.

- 48. A couple of South Glos schools are in a formal federation, and we need to speak to them to find out about the benefits of this. A formal federation is different to a MAT and we could do this.
- 49. The Local Authority won't get so much funding from the DfE when more schools join a MAT, but there's no need to be worried about this at the moment.

ITEM 9 - IT PROJECT (Standing agenda item)

- 50. KF is leading the IT project. There will be a meeting between Tim Coles (new Co-opt Governor), Head, and Nicki Nielson on 9/3/23. They will talk about the different layers in the infrastructure and what we need to happen.
- 51. We need to think about where education is going with technology. Tim has worked with schools in the past, but not recently, but all is in hand.
- 52. PC said that we need a clear indication of what we need for future proofing.
- 53. With regards to timescales, discussions about the pot of money we have and what we can afford, will be ongoing up until the summer.
- 54. We need to have the infrastructure right first, as we don't know what we can use until this is sorted.
- 55. PC said we will have to go out to tender and need to know what order to do things in.
- 56. KF said that Tim's day job is in IT so he will get it right, and the right people are involved.
- 57. When it goes to tender it could be to lease or buy - HM said that can be part of the strategy. There might be stages to the plan as technology improves/changes.

ITEM 10 – FINANCE COMMITTEE/BUDGET UPDATE

- 58. HM said that the committee will continue to meet in line with the old FGB meeting dates, ie. 4 times a year. She didn't think they require any more, unless they need to meet for IT finance.
- 59. HM said it would be good to have another governor on board for these meetings and SR said she would be happy to do this. **Action HM to contact SR regarding this.**

ITEM 11 – POLICIES TO BE RATIFIED

- 60. Head is working her way through the list of policies for updating.
- 61. Clerk to look at list of policies in the 2022 folder to see what needs doing next **Action Clerk**

ITEM 12 – AOB

62. PC advised that HM is looking to shift some of her work around in the short term, however she will still continue to do the finance committee and IT.
63. KF said that we need someone to cover humanities, and it was also noted that we needed to redistribute one of KA's subjects.
64. JHen said that she could do some visits and SR wants to shadow. She will do HM's visits whilst HM is unable to do them.
65. HM will keep computing and science.
66. Krista will do SEN, Art/DT, and music.
67. KF said she didn't mind doing humanities, but SR will do them and shadow KF.
68. KA will do Pupil Premium and disadvantaged children, and LAC.
69. KF will do PSHE/RSE and then pass this over to Lesley in September, along with one of KA's.
70. JHen will do EYFS
71. KA said that the school website needs updating and asked who would do this? Head said will aim for it to be up to date by Easter **Action Head and VN**

18:44 KF and Krista left

72. JHod said that Krista came in to meet with Lisa. They are trying to move the school forward and has experience with Ofsted. They are putting things in place and communication has improved.

ITEM 13 - NEXT MEETINGS

- Term 5 Mon 24th April 17:30
- Term 6 Mon 12th June 17:30

Meeting concluded at 18:50