

**LUCKINGTON COMMUNITY SCHOOL**  
**MINUTES OF GOVERNORS' MEETING HELD ON**  
**THURSDAY 3 MAY 2018**  
**AT 7:00PM AT LUCKINGTON SCHOOL**

**Present**

Mark Milton  
Susan McCraith  
Ben Russell

Julia Hind  
Katherine Fisher  
Liz Howe (Clerk)

Vanessa Newman  
Jane Henshall

*Governor Challenges will be marked **GC** and Governor Questions with **GQ**.*

**1. Register of Pecuniary Interest and DBS Statuses**

- i. The Register of Pecuniary Interest was duly signed. All the DBS checks are in order.

**2. Apologies** – Marc, Lesley & Laura (accepted).

**3. Minutes of last meeting (Tuesday 6 March 2018)** – The minutes were approved and duly signed.

**4. Review of Actions from the previous meetings (Tuesday 6 March 2018)**

A21/11.1	Mark to remind Gwen to upload the revised Scheme of Delegation onto the Governors' Drive, with a note that it was approved on 6 March 2018
A23/1.1	Ongoing - Liz to email the Code of Conduct to all governors
A6/3.1	Remove
A6/3.2 – A6/3.5	Completed
A6/3.6	Ongoing – Link Governors to make contact with their subject leaders
A6/3.7	Ongoing – Katherine volunteered to set up a working party on marketing the school. Liz to put Marketing on the next FGB agenda
A6/3.8	Completed

**5. Head's Report to include the School Improvement Priorities** (a report was circulated prior to the meeting)

- i. Mark and Julia completed a health and safety walk on 20 March, and this was followed by a LA health & safety audit on 25 April. No major issues were identified, but the LA inspector gave Julia some useful advice. He will report the playground fence as a H&S issue in the hope of getting us some money. In the event of this not being successful, we will probably use formula capital to replace the fence. We are due an LA condition survey. Wiltshire Council uses these to prioritise the jobs in all the different schools.

## 6. Safeguarding

- i. Julia confirmed that there have been no Safeguarding issues since the last meeting.
- ii. Marc and Susan will be attending a Safeguarding Briefing on 9 May.
- iii. Ben noted that a close community like ours can be a concern, as it makes it difficult to have a conversation if a safeguarding issue arises. Children are less likely to confide in staff if they think they are friends with their parents.

## 7. Collaboration

- i. Mark asked governors to confirm that the preferred position of the governing body is to sustain and maintain the school in its current format. This was agreed by the governors.
- ii. Mark will meet the Chair of Governors of Sherston School again later this month. He will explain our position, stressing the importance of keeping our professional collaboration going.

## 8. Finance (a report was circulated at the meeting)

### i. School Account for 2017/18

- The surplus was approximately £6,000.
- Mark added that the fund raising that FOLS did this year is really appreciated, and will write to them to express the governors thanks.  
**ACTION (A3/5.1): Mark**
- The governors agreed that we will ask FOLS to pay for items that enhance learning this year. Susan added that we will not include a lump sum from FOLS in this year's budget until we know what we need, although she would like to know how much money might be available in the event of an emergency. Historically they have donated around £4,000 per year to school.
- Mark thanked Jane for liaising with FOLS on behalf of the governing body.
- The accounts for 2017/18 were approved by governors and signed off by the Head and the Chair.

### ii. Sports Premium Grant (SPG)

- Julia has reallocated some of the Sports Premium Grant (SPG) to cover four more hours of Vanessa's PE Co-ordinator role. This enables us to retain some of Kate Lewis's hours, so there has been a benefit all round.  
**GQ:** *Is Julia comfortable with this use of funds?* Julia replied that she is, and added that SPG has also been used to fund nordic walking in School.  
**GQ:** *Can we use SPG to fund the playground fence?* Julia replied that she has been advised that we cannot use the money in this way, and added that we have applied to the Co-op for a grant.

### iii. School Budget for 2018/19

- Susan handed out a first draft of the 2018/19 school budget, noting Gwen's hard work in putting this together.
- The governors noted the unreliability of the forecasts from 2019 onwards.
- There will be a full presentation of the budget at the next FGB meeting – Liz to put this on the agenda. **ACTION (A3/5.2): Liz**
- The budget timetable will be as follows:

Tue 19/6      LA Accounting & Budgetary Support visit to school

Gwen to send budget notes to governors **ACTION (A3/5.3): Gwen**

Governors are to submit their questions about the budget in advance of the FGB Meeting on Tue 26 June.

**ACTION (A3/5.4): Governors**

Thu 21/6      Finance Committee meeting to consider the budget and recommend it to FGB. Gwen is to be invited to attend this meeting. **ACTION (A3/5.5): Susan**

Tue 26/6      FGB meeting at which the budget will be considered and approved by governors.

- iv. The Castle Combe Boot Fair was a great success and raised £1,254.52, which is the highest total since July 2014.
- v. Mark thanked Susan & Ben for all their hard work on the school's finances. Liz is to let Ben know about Finance for Governors courses. **ACTION (A3/5.6): Liz**

## 9. Estates

- i. Julia informed the governors that the repairs to the wall would take place during the summer holidays, along with the installation of the replacement fence.
- ii. The governors noted that neither mobile classroom is in very good condition, but they were not flagged up in the recent LA conditions survey.

## 10. Staffing Update

- i. Julia reported that our three new TAs are coming to the end of a very successful probationary period. They are all making a great contribution to the team, and have complementary skills.

## 11. Policies

- i. No policies were considered at this meeting.
- ii. Susan is putting a list of policies and their review dates together for

consideration by the Finance Committee. **ACTION (A3/5.7): Susan**

## **12. Clerk's Report**

- i. Gwen and Julia are meeting next week to try to see what is left to do re GDPR. Parents must be notified about the data we hold and will need to opt back in.

## **13. Any Other Business**

- i. Jane reported that some of FOLS members would like to take the 20 mph campaign forward. It has also been mentioned at Parish Council. Julia added that Vicky Avery came to see her recently about the School Travel Plan, and someone from the Parish Council has volunteered to help with it. However, Julia would like to see some tangible benefits before committing to such a big project. **GQ:** *Is the Travel Plan necessary for the 20 mph limit?* Mark replied that the speed limit is a community not a school issue.
- ii. Ben and Mark attended a WGA Meeting on 20 March, but felt that it did not offer us anything new, with a focus on self auditing the things that the County use to do. It was not very well attended, and Ben came back with the impression that the WGA are a little too friendly with the LA.

### **iii. Link Governors**

- Katherine will become the Link Governor for Science.
- Jane has made a Link Governor visit for English.

### **iv. FGB Meeting Dates for 2017/18**

- Tue 26 June 2018

## **14. Date of next Meeting – Tuesday 26 June 2018 at 7.00 pm at Luckington School**

The Meeting ended at 8.40 pm

## **LIST OF ACTIONS**

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|-----------------|---|
| <b>A21/11.1</b> | Mark will remind Gwen to upload the revised Scheme of Delegation on the Governors' Drive – with a note that it was approved on 6 March 2018 |
| <b>A23/1.1</b>  | Liz to email the Governors' Code of Conduct to all governors  |
| <b>A6/3.6</b>   | Link Governors to make contact with their curriculum Subject Leaders  |
| <b>A6/3.7</b>   | Liz to put Marketing on the next FGB agenda   |
| <b>A3/5.1</b>   | Mark to write to FOLS to thank them for their fund raising efforts  |
| <b>A3/5.2</b>   | Liz to put School Budget for 2018/19 on the next FGB agenda   |
| <b>A3/5.3</b>   | Gwen to send budget notes to governors following the A&BS visit on 19 June  |
| <b>A3/5.4</b>   | Governors are to submit their questions on the budget prior to the FGB meeting on Tue 26 June   |
| <b>A3/5.5</b>   | Susan to invite Gwen to the Finance Committee meeting on Thu 21 June  |
| <b>A3/5.6</b>   | Liz to let Ben know about Finance for Governors courses   |
| <b>A3/5.7</b>   | Susan to put a list of policies and review dates together for consideration by the Finance Committee  |