

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 14 MARCH 2017
AT 7:00PM AT LUCKINGTON SCHOOL

Present

Marc Hinton
 Gwen Pennington
 Liz Howe (Clerk)

Julia Hind
 Laura Marshman

Ben Russell
 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.

2. Apologies – Mark and Lesley. These were approved.

3. Minutes of last meeting (Tuesday 17 January 2017) – it was noted that 9 iii 'the school is currently being rewired' actually refers to the five yearly fixed wiring test that was going on at the time of the last meeting. The minutes were then approved and duly signed.

4. Review of Actions from the previous meetings (Tuesday 17 January 2017)

A22/11.1	Completed
A22/11.4	Ongoing – Laura to work on a Food Policy for school
A17/1.1	Ongoing - Gwen to make a file note of the final balance of the Voluntary Fund Account
A17/1.2	Governors' contribution to the SEF – Julia will send the Welfare Behaviour & Safety section to governors for their comments and evidence of spiritual development
A17/1.3	Remove
A17/1.4	Ongoing – Gwen to investigate fencing suppliers
A17/1.5	Ongoing – 'Spring clean' of outdoor areas - Laura arranged for a group of parent volunteers to weed the school garden, and Julia was delighted with the result
A17/1.6	Remove

5. Head's Report

- i. **GQ:** *What did the Lego Therapy training entail?* Julia explained that it involved working in a group to build a model. Each person is given a role eg engineer, builder, supervisor and supplier, and it helps to develop team building and communication skills. The staff are very keen to make use of this, but will probably do so in a less structured way.
- ii. Julia reported that our School Improvement Adviser (SIA) was in school today looking at evidence of school improvement and standards. It was a very positive morning, in which she walked around, observed lessons and looked at books. This produced lots of evidence of strengths in teaching and learning, as well as progress, especially in Maths.
- iii. The governors were delighted to learn that the Burns Night raised £2,766.
- iv. The success of both the RSPB Big Schools Bird Watch and the Extreme Reading competition was also commended.
- v. Governors also noted the variety of sporting events we are taking part in. Julia added that a huge amount of organisation goes into this, including arranging cover for teachers, organising transport etc. She thought we are very lucky to have Vanessa, who does so much of this work. The children are fortunate to get so many opportunities, which is a benefit of being in a small school. Our children also get the chance to complete Bikeability training twice, in both Year 5 and Year 6, which Julia thought was very beneficial.

6. Finance (a report was circulated prior to the meeting)

i. School Budget for 2017/18

- Laura reported that a Finance Committee Meeting was held a couple of weeks ago to look at budget and forecast issues.
- She felt that governors will have some difficult decisions to make due to issues caused by increased costs to staffing and the fact that we are funded for 48 pupils, not 52. Julia thought that Fairer Funding will benefit us in the long term, but we need to raise awareness now.
- A letter went out to parents today regarding school funding, asking them to support the school by contacting their MP and taking part in an online consultation.
- **GQ:** *Is anyone listening to the lobbying?* Julia replied that most local schools are doing the same thing, and she thought we should not miss this opportunity to get support from our local community. She also hopes to invite our MP, James Gray, to the school.
- Laura encouraged governors to send in a response to the consultation, and reminded them that the deadline is 22 March. **ACTION (A14/3.1): Governors**
- Julia explained that Sarah Webber will be leaving at the end of the year to start a teacher training course. Sarah works as a TA in Class 1 and on

interventions in Class 2. We would like to replace her, but are not sure if we can afford to. Early indications show that our September intake will be five children, and seven Year 6 children will leave at the end of the year. This will have a serious effect on our budgets.

- Jane commented that we are not required to have a TA in Class 1 as it contains less than 30 pupils. However, Julia is worried that we are already spreading ourselves too thinly, and not replacing Sarah would make matters worse.
- **GQ:** *Is the TA post the only thing we can cut?* Gwen replied that it is a major expense in a very tight budget, and other savings, such as cutting back on swimming, would be small in comparison. Julia explained that we are already using Sport Premium Grant (SPG) for Forest Schools so that teachers can learn from the coaches, and Pupil Premium Grant (PPG) to provide extra teaching hours. **GQ:** *Could FOLS money be used to pay for TA hours if it was for a specific programme, eg Book Club?* The Finance Committee are currently looking at options, including sharing a TA with Sherston School.
- **GQ:** *When will we know what money is available?* Gwen replied that Accounting & Budgetary Support are coming in on 28 March, so we should have more information by the beginning of April. She added that we are still waiting for figures on insurances, intake etc.
- Julia informed governors that Grant Davis of Wiltshire Council Accounting and Budgetary Support came to speak to governors last year at our request regarding our concerns over funding. She has also raised issues of a funding shortfall for SEND this year with the local authority. No support has been forthcoming so far
- Long term options for the survival of the school may include joining a multi academy trust or federating with another school. Mark is going to meet the Head of Bybrook School soon to discuss academy options.
- Governors will consider the school budget for 2017/18 again at the May FGB, and various scenarios will be put forward.

ii. School Financial Value Statement (SFVS)

- The SFVS was approved by governors and signed off.

iii. Budget Monitoring for 2016/17 (a report was circulated prior to the meeting)

- Gwen reported that there is a delay in receiving compliance scheme invoices. **GQ:** *Is it more expensive than the previous building maintenance pool?* Gwen replied that it should not be as Wiltshire Council are supposed to have got us a good deal using contractors with all the right insurances etc. **GQ:** *Do they provide estimates?* Gwen replied that it is more of a ballpark figure, but it saves her time as she now does not need to get three quotes for each major job. **GQ:** *Can we barter based on the huge delay between the work and the invoice?* Gwen thought not, and felt that we need more experience of the system before we can estimate accurately. It will help when their online system is working properly.

7. Estates

- i. Gwen reported that the 5 year electrical testing is complete, and essential work will cost approximately £2,000. It will cost £5,200 to complete all the work identified, including replacing the light fittings in the Pre School. We would use formula capital to fund this. **GQ:** *Should we get alternative quotes?* Gwen thought that this would be covered under the compliance scheme, once she understands exactly what is required. She will ask for a proper cost estimate before work commences.
- ii. There is still some other outstanding building maintenance work, including replacing a roof tile.
- iii. The governors discussed how best to fund the new school fence. It was suggested that we approach the Playground Committee for funds. Jane agreed to contact them to see if this is feasible and if there are any restrictions. **ACTION (A14/3.2): Jane** **GQ:** *Have FOLS agreed to fund it?* Jane replied that FOLS are happy to give money to what is most needed. **GQ:** *Can the fence be fixed?* Julia replied not easily as it's becoming unravelled. Laura thought that the fence benefits the children in the community, so we could approach the Parish Council about it. Ben agreed to do so. **ACTION (A14/3.3): Ben**

8. Staffing Update (covered above)

9. **Policies** – no new policies. Liz is to look up the latest policy update from HR.
ACTION (A14/3.4): Liz

10. Any Other Business

- i. Gwen will speak to Accounting & Budgetary Support re the IR35 updates.
ACTION (A14/3.5): Gwen

11. Date of next Meeting – Tuesday 16 May 2017 at 7.00 pm at Luckington School

The Meeting ended at 8.30 pm

LIST OF ACTIONS

A22/11.4	Laura to work on a Food Policy for school
A17/1.1	Gwen to make a file note of the final balance of the Voluntary Fund Account
A17/1.2	Julia to send Welfare Behaviour & Safety section of the SEF to governors for comments/evidence of spiritual development
A17/1.4	Gwen to investigate fencing suppliers
A17/1.5	Laura to try to get a group of volunteers from Nationwide to come in to give the outdoor areas a spring clean
A14/3.1	Governors to respond to the funding consultation by 22 March
A14/3.2	Jane to approach the Playground Committee re funding the new school fence
A14/3.3	Ben to approach the Parish Council re funding the new school fence
A14/3.4	Liz to look up the latest policy update from HR
A14/3.5	Gwen to speak to Accounting and Budgetary Support re the IR35 updates