

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 16 MAY 2017
AT 7:00PM AT LUCKINGTON SCHOOL

Present

Marc Hinton	Julia Hind	Ben Russell
Lesley Bennett	Mark Milton	Jane Henshall
Laura Marshman	Susan McCraith (observing)	Gwen Pennington
(from 7.30 pm)		
Liz Howe (Clerk)		

*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 – none

3. Minutes of last meeting (Tuesday 14 March 2017) – The minutes were then approved and duly signed.

4. Review of Actions from the previous meetings (Tuesday 14 March 2017)

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
A17/1.4	Ongoing – Gwen to investigate fencing suppliers
A17/1.5	Ongoing – 'Spring clean' of outdoor areas
A14/3.1	Complete
A14/3.2	Remove
A14/3.3	Action moved to FOLS to approach the Parish Council re funding
A14/3.4 – A14/3.5	Completed

5. Head's Report (a report was circulated prior to the meeting)

- i. Julia reported that we have had a good response to the TA advert, with some applications in already.

- ii. SATs Week went well, and the children coped very well, bolstered by the traditional SATs breakfasts. Mark thanked everyone for their effort.
- iii. **GQ:** *When can we expect the KS2 SATs results?* Julia replied that we usually receive them around 4-6 July.
- iv. Julia explained that she prioritises training opportunities, trying to do as much as possible in-house. She added that this year's training has been really valuable, particularly Emma's Maths Mastery course.
- v. Ben sat in on both Class 1 & Class 2 to find out what they felt about Maths. He will return next week to talk about the estimation station. He found it interesting to talk to the children, noting a big divide between those who love and understand Maths, and those who are scared of it. All the children love the Chilli Challenge, where they can choose their own difficulty. They also enjoy working in smaller groups, but this requires more teachers. Mark commented that this feeds into decisions about staffing, as well as the SIAP. Julia found Ben's help very valuable.
- vi. Julia commented that the Year 6s enjoyed judging the healthy bake off and took it very seriously.
- vii. The children will be visiting Sevington Victorian School tomorrow and Thursday. They are loving their new Victorian names and the thought of an old fashioned packed lunch!

viii. School Development Priorities

- The governors considered and reviewed the update from the Headteacher re progress with these priorities.
- Mark asked Julia if she has any concerns. Julia replied that though we have tried hard to maintain our tracking system, it is not meaningful under the new system of assessment without levels, and we will have to let go of it. It is harder now to track a child all the way through school due to the different objectives set for each year group.
- We are now using just one system of tracking, the APP, which is adequate. **GQ:** *How many subjects are being tracked?* Julia replied that we track all aspects of English, plus Maths and Science, and are starting to look at IT.

6. Finance (a report was circulated at the meeting)

i. The final CFR for 2016/17

- This was approved by the governors and signed off.

ii. 2017/18 School Budget

- The Finance Committee met on 26 April, and took a hard look at the financial outlook. Our short term situation is affected by falling roll and uncertainty about the government's new model for school funding.
- The governors accepted that there is a risk to short term finance, and on

behalf of the school felt that this is a manageable risk, mitigated by an approach to FOLS.

- **GQ:** *Has anything changed since that meeting?* Gwen replied that our number on roll (NOR) was 48 in October (the basis for 2017/18 funding), and is 52 now. She needs to fine tune the budget figures to reflect this.
- The governors believe that it is important to maintain our current staffing levels, including having two teachers overlapping in Class 2, which has had a positive impact on standards.
- We are looking at a shortfall of £10,000.
- Julia, Laura and Jane will meet FOLS on Friday (19 May) at 9.45am to discuss the situation and produce an action plan.
- **GQ:** *What can we say about the financial situation, and how much can we ask for?* Mark felt that it is best to be honest about the financial challenge that the school faces, and to explain that we are doing this to avoid having to cut teaching hours.
- The governors believe that FOLS can contribute up to £7,000, with the remainder coming from fund raising. It was thought we could approach villagers about this. Mark will communicate the core community message.

ACTION (A16/5.1): Mark

- **GQ:** *Will this be repeated in other local schools?* Julia replied that a number of schools have looked at drastic solutions, and many have approached parents for money. Some schools are even running a short term deficit, but fortunately we are not in that position.
- **GQ:** *Have we approached the LA?* Julia replied that we have spoken to Grant Davies, the Schools Strategic Financial Support Manager, who implied that it is up to us to make the figures work.
- Jane thought that we will need to look at applying for grants for some of the equipment that FOLS would usually fund eg touch screen displays for both classes at a cost of approximately £1,000 each. It was noted that funding pots may only pay a percentage of the cost of an item, so we will need to prioritise.
- **GQ:** *What sort of level of challenge is the £10,000 compared with previous years?* Mark replied that we have not faced this before. The issue is whether we will face the same challenge in a year's time.
- Gwen reported that we are expecting 5 x Reception children in September, but will be losing 7 x Year 6s. However, as 4 x children joined the school this year, we will be 2 up, which means an additional £5,000 of funding. She thought that our forecast looks a bit more positive next year, and the 2018 intake looks good due to siblings.
- Mark thanked everyone for their hard work and courage.

iii. Benchmarking (a report was circulated at the meeting)

- It is a requirement from the Finance Audit that governors consider an annual benchmarking report.
- Governors noted that our teaching costs are relatively high, but this reflects the school's priority of teachers rather than TAs. Julia confirmed that all staff cuts that do not impact learning have already been made.

iv. Mark thanked Gwen for all her hard work producing financial reports.

7. Estates

- Gwen asked governors to authorise the use of £4,203 of formula capital on the essential work identified following electrical testing. The governors approved this.
- A tile recently fell off the roof, grazing Julia's hand. The roof repairs are estimated to cost £2,818, and we hope that the LA will pay for this.
- GQ:** *What happens if we do not have enough money to fix something that is dangerous?* Julia thought that the LA would help in that situation. **GQ:** *Would governors be liable if we did nothing?* Julia thought that we would avoid this by fencing the area off.
- GQ:** *How often is the risk register looked at by the LA?* Julia replied that it is done every 3 years, and they prioritise according to all the risks.

8. Staffing Update

- The TA interviews will take place on Wednesday 14 June, and Jane will represent the governors. Julia explained that we may be interviewing for 2 x TAs pending a review on a Downs Syndrome child who would need a full time special TA. Julia is hopeful that the LA will fund this.

9. Policies

- Mark noted that a couple of technical updates are doing the rounds. The school policies will be amended accordingly.

10. Any Other Business

- It was noted that we currently have two governor vacancies – one for an LA and one for a Co-opted governor. Mark is very happy to talk to anyone about becoming a governor.
- Mark reported on his recent visit to Bybrook Valley School, when he met their Chair of Governors and representatives from a number of schools. The event was set up to explore collaboration between schools. Bybrook Valley are very passionate about supporting village schools, which they see as being under threat from falling roll, due to the lack of new house building outside the towns. They are looking at campaigning in Chippenham, and Mark will stay in touch with them to keep abreast of this kind of initiative.

11. Date of next Meeting – Tuesday 20 June 2017 at 7.00 pm at Luckington School

The Meeting ended at 8.30 pm

LIST OF ACTIONS

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| 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 |
| A16/5.1 | Mark to communicate the core community message re school fundraising |