

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 17 JANUARY 2017
AT 7:00PM AT LUCKINGTON SCHOOL

Present

Mark Milton
Gwen Pennington
Liz Howe (Clerk)

Julia Hind
Laura Marshman

Lesley Bennett
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 – Marc, Lesley and Ben. These were approved.

3. Minutes of last meeting (Tuesday 22 November 2016) – it was noted that Jane is now the English Link Governor not Laura as minuted. The minutes were then approved and duly signed.

4. Review of Actions from the previous meetings (Tuesday 22 November 2016)

A22/11.1	Liz to email the Code of Conduct form to Gwen for Marc to sign along with the Declaration of Pecuniary Interest (held in School Office)
A22/11.2 – A22/11.3	Completed
A22/11.4	Ongoing – Laura to work on a Food Policy for school
A22/11.5 – A22/11.6	Completed

5. Voluntary Fund Account (a report was distributed to governors at the meeting)

- i. Gwen reported that the Voluntary Fund Account to 31 August 2016 was audited by Louise. These accounts were duly signed off by Mark.
- ii. She added that it is not used very much, with the only income coming from Yellowmoon and Tempest Photography (totalling £139.86). She therefore suggested that we close it. The LA have no problem with this – apparently some schools have a Voluntary Fund Account and some do not.

- iii. **GQ:** *Without this account, would this extra money just get swallowed up?*
Gwen thought we could show it as a separate line in the budget monitoring report.
- iv. The governors agreed that the Voluntary Fund Account should be closed.
Gwen is to make a file note of the final balance. **ACTION (A17/1.1): Gwen**

6. School Financial Management Information Statement 2015/16 (a report was circulated prior to the meeting)

- i. Mark noted that it is backward looking.
- ii. The five year analysis of surplus revenue balances showed a large increase between 2013/14 and 2014/15, but the trend is now continuing downwards.
- iii. The governors noted that County are making pointed observations to schools as the balances sitting in school bank accounts is rising despite complaints about lack of money.
- iv. Our rollover is about 3%, which Mark does not feel is a very comfortable position. However, it is difficult for us to improve this position, with our income directly linked to the number on roll. Our recent uplift in pupil numbers has not helped, as they joined after the Autumn census.
- v. Julia explained that we were hoping for Fairer Funding, but this have been put off from another year. This has been promised by the government to balance out the fact that city schools get a significantly disproportional amount of funding compared to small rural schools. An uplift of 8% has been mentioned, but we would expect it to be less than this. She thought that whatever we receive would make a significant difference.
- vi. Gwen explained that this document needs to be signed off to confirm that governors are aware of the school's current balances. The governors agreed to do this, and the School Financial Management Information Statement for 2015/16 was duly signed.

7. School Budget for 2016/17 including the Income & Expenditure Report to 31 December 2016 (a copy was distributed at the meeting)

- i. Gwen explained that the Income & Expenditure Report is based on our budget monitoring.
- ii. Mark noted that we are spending more than expected on Building Maintenance Pool premises repairs and checks. Gwen explained that this is just an estimate, as we will not get all the bills until April. We used to receive an annual bill, but we are now invoiced in dribs and drabs.
- iii. IT licences have increased by 114%, but Gwen was not concerned as more and more teacher resources are now online, with a corresponding drop in our photocopying spend. Julia added that we ask teachers regularly how much use they make of each IT resource.
- iv. Our spending on oil will increase this year, as we will probably need another delivery soon. However, our electricity costs seem to have reduced due to the

new contract.

- v. **GQ:** *Are there plans for how Sports Premium Grant (SPG) and Pupil Premium Grant (PPG) will be spent?* Julia replied that we have already allocated this money. Gwen added that these grants refer to the academic rather than the financial year, but she has allowed for the spend up to April 2017.
- vi. Mark noted that we seemed to have coped with the new cleaning contract overspend of £2,600. Gwen explained that this has been partly offset with the underspend on the photocopier contract. Julia added that she is pleased with the improved cleaning. **GQ:** *Have we reviewed the cleaner's contract?* Gwen replied that we have and that she seems reassured.
- vii. Gwen noted that we have not spent any formula capital this year, but we only have £4,000.
- viii. Mark noted a slightly better end commitment than expected. He thanked Gwen for her hard work, and recommended the Income & Expenditure Return to 31 December 2016 to governors for approval.
- ix. The governors approved the Income & Expenditure Return to 31 December 2016, and it was duly signed.

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

- i. Mark noted that the school had a busy period over Christmas and that there is a lot of professional development going on for teachers.
- ii. Julia reported on a 'surgery' with the SSENS (LA Special Needs Support) team - an opportunity for teachers to discuss the learning or emotional/behavioural needs of individual pupils and elicit advice or further support.
- iii. Julia felt that this surgery type approach would be more useful than their previous annual visit.
- iv. Plum, our Educational Psychologist, will be running some training locally soon and Julia hoped this would give us new ideas for things we can try.
- v. Julia reported on a very successful TD Day at the start of term 3. A lot of useful work was done on the Ofsted Self Evaluation Form (SEF). Julia distributed the updated and amended parts of the SEF for governor comments, as this is an ongoing document, and governors' evidence is very valuable.
ACTION (A17/1.2): Governors
- vi. The SEF will be accessible to parents via the website. Julia has not graded the school yet, and warned governors that this year's data will probably not be as good as usual due to the mixed ability Yr 6 cohort.
- vii. It was noted that Julia had updated the School Development Plan (SDP) priorities, which are all curriculum related.
- viii. Julia reported that she is doing some Year 6 assessments at the moment. She has bought revision guides and work books for Year 6, and they are very excited about them. These are sold onto parents.

- ix. **GQ:** *Are these resources more useful for some children than others?* Julia replied that teachers suggest that children look at particular sections for homework. The resources are used both at home and school plus during Julia's booster classes.
- x. Our new Learning Theme is Ice Adventures.
- xi. Parents' Evenings will take place on Tuesday 7 and Thursday 9 March. As well as one to one parent/teacher interviews, there may also be a SATs talk or display. Julia will let governors know how they can get involved. **ACTION (A17/1.3): Julia**

9. Estates

- i. Julia will be attending a one day Legionella awareness training session. County used to be responsible for this, but now schools have to have a named person.
- ii. She thought we should look at the outdoor play area again in the spring as some of the bars may need replacing, and we need to check everything is safe.
- iii. The school is currently being rewired.
- iv. FOLS are happy to contribute towards replacing the fence. Jane felt that the first impression of the school is very important. Gwen will investigate fence suppliers. **ACTION (A17/1.4): Gwen**
- v. Laura and Jane will come in soon to tidy up the front garden. Laura will try to get a group of volunteers from Nationwide to come in again to paint and clean the outside areas. **ACTION (A17/1.5): Laura**

10. Staffing Update

- i. **GQ:** *Is the staff situation settled for a while?* Julia hoped so.
- ii. Julia's Head's Performance Management has now been completed. Mark thanked her for all her hard work.

11. Policies (these were sent out in advance of the meeting)

- i. The following policies were approved by the governors and will be adopted by the school:
 - Transgender Guidance
 - English Fluency
 - Sickness Absence Management
 - SOSR Dismissal
 - Teachers' Redundancy Pay

12. Any Other Business

- i. Julia informed governors that there is a new mobile version of safeguarding training available and encouraged them to use this. Prevent training is also available to governors, and they should see her if they wish to access it.

ACTION (A17/1.6): Governors

13. Date of next Meeting – *Tuesday 14 March 2017 at 7.00 pm at Luckington School*

The Meeting ended at 8.37 pm

LIST OF ACTIONS

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| A22/11.1 | Liz to email Governors' Code of Conduct form to Gwen for Marc to sign along with the Declaration of Pecuniary Interest |
| 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 | Governors to contribute to the SEF |
| A17/1.3 | Julia to let governors know how they can get involved in the Parents' Evenings |
| 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 |
| A17/1.6 | Governors to see Julia if they wish to access Prevent training |