

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 21 NOVEMBER 2017
AT 7:00PM AT LUCKINGTON SCHOOL

Present

Mark Milton	Julia Hind	Ben Russell
Gwen Pennington	Katherine Fisher (until 8.10 pm)	Jane Henshall
Susan McCraith	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 – Marc & Laura (accepted).

3. Election of Co-opted Governor

- i. Katherine Fisher was unanimously elected as a Co-opted Governor.
- ii. Julia announced that Gwen Pennington has resigned as a Staff Governor with immediate effect. The governors thanked Gwen for all her hard work as a governor, and noted that she will continue to provide financial information for the Board. This leaves a vacancy for a Staff Governor.

4. Minutes of last meeting (Monday 25 September 2017) – The minutes were approved and duly signed.

5. Review of Actions from the previous meetings (Monday 25 September 2017)

A17/1.2	Completed
A20/6.2	Completed – Letter to local businesses has been agreed, and now needs to be sent out. The governors discussed the possibility of giving children's artwork to donors
A20/6.3	Letter to local community is on hold until the New Year – please see the notes under 'Finance' below
A20/6.4	Completed
A25/9.1 – A25/9.3	Completed
A25/9.4	Ongoing – all governors are to sign up for a Safeguarding course and send copies of their certificate to Julia for evidence
A25/9.5 – A25/9.6	Completed
A25/9.7	Ongoing – Mark to arrange a Health & Safety Walk with Julia

6. Scheme of Delegation

- i. It was noted that the Finance Sub-Committee will meet as required.
- ii. Governors were given a week to respond to Liz with any alterations. **ACTION (A21/11.1): Governors**
- iii. Subject to these alterations, the Scheme of Delegation will be approved on 28 November 2017.

7. Analysis of School Data

- i. Julia informed governors that the ASP (Analysing School Performance previously RAISEonline) information has been put on the governors' section of Drive, and urged them to look at it and ask her about it. **ACTION (A21/11.2): Governors**
- ii. Some governors are experiencing difficulty accessing Drive. Julia will ask Gwen to give them access to it. **ACTION (A21/11.3): Julia**

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

- i. Julia reported that a new Year 1 pupil started on Monday and has settled in confidently. A new Year 4 will start after Christmas, but the number on roll will remain constant as two children have left this year.
- ii. **Safeguarding**
 - Laura, Vanessa (deputy Safeguarding lead) and Julia completed a Safeguarding audit in October. We scored mostly grade 1s, giving us an overall 'outstanding' grade.
 - The following actions came out of the audit:
 1. Deputy Designated Lead to undertake advanced safeguarding training (Booked for 23.01.18);
 2. All governors to complete safeguarding and Prevent training – please see **ACTION (A25/9.4)**.
 3. Induction training for new volunteers to be completed
- iii. **School Improvement Priorities**
 - **GQ:** *when do we update these – is it after an Ofsted Inspection?* Julia replied that we would include Ofsted actions, but it is an ongoing document, and she brings it to governors every year. **GQ:** *Which version do Ofsted look at?* Julia replied that they look at the current one, which is on the website.

- iv. **GQ:** *Why is there such a focus on Maths?* Julia replied that it came out of an Ofsted recommendation about vulnerable pupils, rather than from our data. This has been made more challenging by the new curriculum.
- v. Susan noted that we have achieved some great results from sport.
- vi. Julia invited governors to the Christmas Play on Tuesday 19 December, which will be performed at 10am in Church and 6pm in School.
- vii. Ben asked if governors can come to the Christmas dinner at the Ship on Wednesday 20 December. Julia replied that she will check the numbers and let governors know. **ACTION (A21/11.4): Julia**

9. Collaboration

- i. Mark reported that he recently met with the Chair of Governors at Sherston School to see if there were any opportunities for collaboration. He discovered that they are running below capacity, so is no chance of any overflow of pupils coming here. Both schools recognise that we are in a competitive situation, but will share information on the current status and look to possible collaborations in the future. They will meet again in the New Year.
- ii. **GQ:** *How are Sherston finding the funding squeeze?* Mark replied that it is a bigger school, but their situation is proportionately the same as ours, although there is more scope for cutting hours. They do not receive any financial support from the Church of England, and the Chair of Governors thought that our non denominational status would not be a barrier to future collaboration.
- iii. Mark felt that it is essential to increase our pupil numbers to ease our financial difficulties, and suggest that we target people who send their children to private schools. We have produced a new leaflet to advertise the school, and have already targetted Sopworth.
- iv. It was also suggested that we raise our profile on Community Matters, and make use of the Brook End What's App group to spread a positive message. Julia and Vanessa are going to promote the school at the Tiggers Pre School Open Evening.
- v. **GQ:** *Will we get more than eight Reception children in September?* Julia was hopeful that we might, as there is a good nucleus of siblings this year.

10. Finance (a budget monitoring report and the minutes of the meeting with Grant Davis were circulated prior to the meeting)

i. Meeting with Grant Davis of Wiltshire Council on 9 October 2017

- Julia, Gwen, Ben and Susan had an amicable meeting with Grant.
- Grant advised us to write to Judith Westcott at Wiltshire Council, re our issues over SEN funding.
- He suggested that we use our £16,000 Sports Premium Grant (SPG) creatively, within parameters that are acceptable to Ofsted.

- The governors suggested that we use the SPG to support teaching. Jane suggested that we could list all the ways that our TAs support Sport. **GQ:** *What impact does SPG have on this year's budget?* Julia replied that it is not included as it is ring fenced money (arising from the Government's Sugar Tax).
- Susan agreed to do some intelligence gathering on how we can best allocate the SPG. **ACTION (A21/11.5): Susan** It was agreed that the Finance Committee, including Gwen, should have a meeting re SPG and the redistribution of money within the budget to allow us to apply for grants. **ACTION (A21/11.6): Finance Committee**
- Grant explained at the meeting that becoming an academy would not help us, as it would lead to higher costs. **GQ:** *Does Grant have an agenda as he works for Wiltshire Council?* Mark replied that James Gray MP gave us the same advice re academies.

ii. Draft Letter to the Local Community

- Jane has produced a first draft of the letter, but governors thought that it would be better to wait until the New Year to send it out.
- **GQ:** *Do we still need the funds?* FOLS have already raise the £9,000 needed to balance the budget this year, but Jane felt that this level of fund raising is not sustainable.
- It was agreed that we should recognise FOLS's fantastic fund raising efforts in a school assembly. **ACTION: (A23/11.7): Julia**

iii. New Funding Formula

- Mark attended the Wiltshire Council seminar on the new Funding Formula on Monday 13 November. He concluded that we will get more money, but not a really significant amount due to Government caps designed to make sure no school loses or gains too much.
- We had to reply to the consultation by Thursday 16 November, and we voted for the model.
- Katherine commented that there appears to be a perception that schools can go into deficit.

iv. Income and Expenditure Report to 30 September 2017

- This was approved by governors and was signed off.

11. Estates

- Julia reported that builders came in over half term for a rewiring project and to repair the slates and snow guard.

12. Staffing Update

- i. Julia confirmed that everything is going very well and the team is gelling. **GQ:** *Has it been difficult to assimilate the three new TAs?* Julia replied that there has been no problem because everyone is focussed on the new pupil's needs. She added that the school has benefited in many ways by taking on this pupil.

13. Policies

- i. The Vaping Policy was approved by governors and will be adopted by the school.
- ii. The following policies will be put on Drive **ACTION (A21/11.8): Julia:**
 - Lettings
 - Lockdown
 - Safeguarding
- iii. If no governor comments are received by the end of December (November in the case of Safeguarding), these policies will be approved and adopted by the school.

14. Clerk's Report

- i. Liz will chase up any governors who have not yet signed up for Safeguarding Training. **ACTION (A21/11.9): Liz**
- ii. Vacancy for a staff governor.

15. Any Other Business

- i. Mark thanked everyone for all their hard work on the school finances, especially Julia and Gwen who were presented with gifts from the governors.
- ii. **GQ:** *Is there anything urgent re Ofsted?* Julia replied that there is nothing at present, but she is working solidly on it.
- iii. **FGB Meeting Dates for 2017/18** (third Tuesday of each term)
 - Tue 23 January 2018
 - Tue 6 March 2018
 - Tue 1 May 2018
 - Tue 26 June 2018 (a week later due to budget deadline)

16. Date of next Meeting – Tuesday 23 January 2018 at 7.00 pm at Luckington School

The Meeting ended at 9.00 pm

LIST OF ACTIONS

A20/6.3	Letter to the local community – on hold until the New Year
A25/9.4	All governors to sign up for a Safeguarding course and send copies of certificates to Julia for evidence
A25/9.7	Mark to arrange a Health & Safety Walk with Julia
A25/9.8	Mark to inform teachers about the Pay Policy decision
A21/11.1	Governors to come back to Liz by 28 November with any alterations to the Scheme of Delegation – otherwise approved
A21/11.2	Governors to look at the ASP data on Drive and ask Julia about it
A21/11.3	Julia to ask Gwen to sort out governors' access to Drive
A21/11.4	Julia to let governors know if they can come to the Christmas lunch at The Ship
A21/11.5	Susan to do some intelligence gathering on how best to allocate the SPG
A21/11.6	Finance Committee including Gwen to hold a meeting re SPG and the redistribution of money within the budget to allow us to apply for grants
A21/11.7	Julia to recognise FOLS's fundraising efforts in a school assembly
A21/11.8	Julia to put the Lettings, Lockdown and Safeguarding Policies on Drive for governor comments by the end of December (November for Safeguarding)
A21/11.9	Liz to chase governors who have not yet signed up for Safeguarding training