

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 22 NOVEMBER 2016
AT 7:00PM AT LUCKINGTON SCHOOL

Present

Mark Milton
Gwen Pennington
Laura Marshman

Julia Hind
Ben Russell
Liz Howe (Clerk)

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 new Register of Pecuniary Interest and Code of Conduct forms were duly signed, and given to Gwen to file. Marc will need to complete these at the next FGB Meeting. **ACTION (A22/11.1): Marc**

2. Apologies – Marc. These were approved.

3. Minutes of last meeting (Tuesday 27 September 2016) – these were approved and duly signed.

4. Review of Actions from the previous meetings (Tuesday 27 September 2016)

A23/6.1	Completed
A27/9.1 – A27/9.2	Completed
A27/9.3	Governors noted the ongoing requirement for them to submit evidence re school attributes to Liz – action closed
A27/9.4	Completed
A27/9.5	Noted that Gwen will distribute new templates for governors whenever the budget is updated – action closed
A27/9.6 – A27/9.10	Completed

5. Scheme of Delegation (a draft copy was distributed to governors prior to the meeting)

- i. A group of governors met to produce a draft copy of the Scheme of Delegation on Tuesday 15 November.

- ii. The following queries were discussed at the meeting:
- It was agreed that an individual governor and the Headteacher can award contracts up to £2,000.
 - The FGB will award contracts in excess of £2,000.
 - It was agreed that an individual governor and the Headteacher can approve transfers between budget headings up to £2,000.
 - The FGB will approve transfers between budget headings in excess of £2,000.
 - It was agreed that a Committee can approve the signatories for authorising orders and payments.
 - It was agreed that either the FGB or a Committee can approve the school fund auditors on an annual basis.
 - It was agreed that the FGB should adopt (and keep under review) the home-school agreements. Gwen confirmed that these are sent out when children start school, and will send a copy to the governors. **ACTION (A22/11.2): Gwen**
 - **GQ:** *Should the Headteacher also be ticked as responsible for a number of these actions?* The governors wanted it minuted that the Headteacher is also responsible for many of the actions given to the FGB.
- iii. The Scheme of Delegation was approved by the Governing Body. Liz will make the necessary updates and reissue it to governors. **ACTION (A22/1.3): Liz**

6. Finance Committee

- The governors agreed to set up a Finance Committee to comprise the Chair or Vice Chair plus three other governors.
- The Finance Committee will meet at least three times per year, one week before an FGB Meeting.
- Mark volunteered to discuss financial matters with Gwen on a regular basis. Louise has also kindly offered to help with any queries.

7. Link Governors

- Ben will pick up Maths and Science – Emma is the Subject Leader for both these subjects.
- Laura will do English, working with Kate as Subject Leader.
- Julia asked Ben if he could support Emma with ICT as she is a new Subject Leader in this discipline, and it is not a high priority this year. He agreed to do so.

iv. The Link Governors are now as follows:

- Child Protection Laura
- English Laura
- Maths Ben
- Health & Safety Mark
- Humanities Mark
- ICT Ben
- PE Laura
- SEN Marc
- Science Ben

8. Head's Report to include School Improvement Plan, Self Evaluation Form (SEF), RAISEonline, FFT Aspire (a report was circulated prior to the meeting)

i. School Improvement Plan for 2016/19

- Julia explained that we look at our priorities every year, and decide if any changes need to be made. Priorities are taken from the previous Ofsted report, self-evaluation and attainment and progress data.
- Our SATs results in 2016 showed that our more able pupils didn't achieve as well in Maths as we thought they should, compared to their results in English. We have used the School Improvement Plan to show we are aware of this and doing something about it.
- As we are particularly strong in reading, we are looking at moving from guided reading to guided maths for some sessions.
- **GQ: Is the School Improvement Plan achievable?** Julia replied that it is an ongoing document, which we are working on and will gradually achieve as she is confident that we have the right priorities.
- **GQ: Is it available to parents?** Julia replied that it is published on the school website.
- **GQ: Is the website version regularly updated?** Julia replied that we try to, but added that the school website still needs to be brought up to the statutory level, and that this is her next challenge. She will be concentrating on the Early Years Foundation Stage (EYFS) next with Vanessa. **GQ: – do you ever finish the website?** Julia replied that the answer is no, as it is always under review.
- Mark thanked Julia for her work on the School Improvement Plan, and confirmed that governors both commend and support it.

ii. School Evaluation Form

- Julia explained that this is supposed to be a shared document that school governors can feed into. She stressed that it is particularly important for the Link Governors to contribute to it. We are always looking for evidence to support the judgements, and governor contributions are very valuable. **GQ:** *How can governors do this?* Julia suggested that Link Governors should book a visit with their Subject Leader. Pupil Voice (interviews with children about a particular topic) are also very useful – whether or not they support the judgements. As noted in **A27/9.3**, there is an ongoing need for governors to try to produce evidence for the SEF.

iii. RAISEonline

- Mark commented it reflects where we are in overall terms, and shows our strength in reading and writing.
- He added that percentages and trends over time do not really work for us, as each of our cohorts is made up of a small number of individuals. In any event, the goalposts have changed for this year due to assessment without levels, so trends are fairly meaningless anyway.
- Julia commented that we have been able to draw some conclusions from it. We have looked at attainment and progress in Reading v Maths, and (as noted above) more able pupils have achieved a higher level in Reading than Maths. She believes that it is due to more significant changes in the curriculum for Maths than for Reading. The children have needed to use formal methods in Maths for the first time, so the teacher has had to devote time to make sure all children were comfortable with this, rather than in fine tuning for the more able.
- Julia warned governors that we are expecting a dip in achievement this year due to a number of children with special needs in the Year 6 cohort.
- Our School Improvement Adviser has again RAG rated us as green, although she asked if we want to change it this year due to the cohort. Julia declined this offer. **GQ:** *If we are rated amber, does it make an inspection more likely?* Julia replied that she is happy that we have the evidence to show Ofsted. **GQ:** *When is our next Ofsted Inspection?* Julia replied that it should take place in November 2017, (3 years since our last inspection). She added that Floor Standards do not apply to us due to our small cohorts.
- **GQ:** *Are there any other trends that we should notice?* Julia replied that she has not really found anything.
- The governors congratulated Julia on a very good set of data.

iv. FFT Aspire

- Mark noted that all the charts are very positive. **GQ:** *Is it true to say that the dashboards are summary documents?* Julia replied that they are more accessible, and she particularly likes the target setting aspect of Aspire.
- Julia added that we are trying to find ways of measuring progress in KS1. We track the children's progress in school, and the Fischer Family Trust

(FFT) are trying to find the extra value in progress that we have got from our children that other similar schools have not.

- Progress is measured against the National Average (standardised score of 100).
- Mark noted some categories of lower achievement at KS2. **GQ:** *Is this due to high achievement in KS1?* Julia replied that it is a very different curriculum, and it is hard to analyse as it often comes down to individual pupils.
- **GQ:** *Will we be able to look at this data again next year?* Julia replied that she is always happy to share the data and discuss it.
- Lesley noted that RAISEonline is a public document for larger schools. We are below the number for publication, but Ofsted and the LA will have sight of it.
- Mark felt that in overall terms, it is a good result. Julia was very happy that the children performed as they did in view of the new tests.

v. Head's Report

- Mark noted that it is a very busy period at school.
- Julia reported that today's Writing moderation with Sherston School went very well. It was useful for us to discuss the differences in curriculum and assessment with another school. It was useful for them too, as they have a lot of NQTs who welcomed the chance to talk things through with experienced teachers.
- The governors noted that parents are running the Running Club on Fridays for Yr 3 and upwards. Julia explained that they are training for the Westonbirt and Malmesbury cross country competitions, and also present a 'Runner of the Week' trophy.
- She invited governors to the Carol Service on Wed 14 December.

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

i. Financial Monitoring Report (I & E) to 30 September 2016

- Gwen noted that Maintenance Pool arrangements have changed, so it looks like we have more money than we do. We do not yet know the impact on us of these changes.
- The recent Cleaning Contract change was also noted.
- Gwen added that the Sports Grant runs on a school year rather than a financial year basis, so again it looks like we have more money than we do.
- It was noticed that we had overspent on IT licences, but Gwen was confident that we can save some money on Espresso.

- **GQ:** *Has the take up of school dinners gone up?* Julia replied that it is much better than previously, with around 37 children eating on roast and chips days, and approximately 28 on other days.
- Our £4,994 projected surplus balance does not include Sports Grant. **GQ:** *Is this a realistic surplus at the end of the year?* Gwen replied that it is as realistic as possible. **GQ:** *What would be a nice figure for the surplus balance?* Mark replied that we would prefer the surplus to be around £9,000, but it is vital that we set a balance budget.
- Lesley commented that she is very impressed with our accounts compared with others she has seen.
- The Income & Expenditure Report to 30 September 2016 was approved by the governors and signed off.

10. Estates

- The new KS1 canopy leaked during the recent heavy rain. However, Julia reported that the contractors responded very quickly.
- GQ:** *What is happening about the replacement of the fence?* Julia replied that this is now on the back burner as it is considered a low level risk, and she inspects it regularly. **GQ:** *How much would it cost to replace?* Julia replied that we do not know at present. Jane thought that replacing it would make an aesthetic difference to the school. Governors wondered if we should apply to FOLS for funding.
- Mark thanked Gwen for sorting out the Cleaning contract, which is working well.

11. Staffing Update

- Julia reported that our new TA, Mrs Sarah Webber, has settled in well. **GQ:** *Is she receiving training in school or outside?* Julia replied that it is mainly within school, although we are looking for suitable external training. We are also making use of the local TA network.

12. Policies (this were sent out in advance of the meeting)

- Julia commented that she had sent all the Safeguarding policies to governors for review in advance for the Safeguarding Audit. No major changes have been made to them.
- The following policies were approved subject to review and signing off by Laura, and will be adopted by the school:
 - Whistle Blowing
 - Safer Recruitment
 - Safeguarding Code of Conduct – IT Use
 - Recording, Retaining and Sharing CP Information

- Child Protection
 - Behaviour & Discipline
- iii. Laura will work on setting up a Food Policy, especially re healthy packed lunches. **ACTION (A22/11.4): Laura**

13. Any Other Business

- i. Julia will let governors know if there is part of the TD on Tuesday 3 January 2017 that they can contribute to. **ACTION (A22/11.5): Julia**
- ii. It was noted that we currently have 2 x governor vacancies, one for an LA Governor and one for a Co-opted Governor. It was felt that we really need someone with financial experience, eg an accountant. Mark agreed to do a note for the local community, but also hoped for nominations from the governors. **ACTION (A22/11.6): Mark**
- iii. Julia reported that the feedback from prospective parents at our Open Day was really positive – they loved the school and the pupils. Most said that they would consider sending their child here. The knock on effect has been a higher than usual number of requests for show rounds since the Open Day. Julia is also showing round lots of parents from other schools with children in higher years. She informed governors that we will not know what our 2017 intake will be like for sure, until about February.

14. Date of next Meeting – Tuesday 17 January 2017 at 7.00 pm at Luckington School

The Meeting ended at 9.06 pm

LIST OF ACTIONS

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| A22/11.1 | Marc to complete the Register of Pecuniary Interest and Code of Conduct forms at the next FGB Meeting |
| A22/11.2 | Gwen to send a copy of the home-school agreements to governors |
| A22/11.3 | Liz to update and reissue the Scheme of Delegation to governors |
| A22/11.4 | Laura to work on a Food Policy for school |
| A22/11.5 | Julia to let governors know if there is part of the TD Day on Tue 3 January that they can contribute to |
| A22/11.6 | Mark to do a note for the local community advertising our governor vacancies |