

**LUCKINGTON COMMUNITY SCHOOL**  
**MINUTES OF GOVERNORS' MEETING HELD ON**  
**TUESDAY 23 JANUARY 2018**  
**AT 7:00PM AT LUCKINGTON SCHOOL**

**Present**

Mark Milton  
 Susan McCraith  
 Liz Howe (Clerk)

Julia Hind  
 Katherine Fisher

Vanessa Newman  
 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. Liz is to ensure that new governors sign the Governors' Code of Conduct. **ACTION (A23/1.1): Liz**

**2. Apologies** – Marc, Ben & Laura (accepted).

**3. Election of Staff Governor**

- i. Vanessa Newman was unanimously elected as a Staff Governor.

**4. Minutes of last meeting (Tuesday 21 November 2017)** – The minutes were approved and duly signed.

**5. Review of Actions from the previous meetings (Tuesday 21 November 2017)**

A20/6.3	Ongoing - Letter to the local community
A25/9.4	Completed
A25/9.7	Ongoing – Mark to arrange a Health & Safety Walk with Julia. The Health & Safety Audit needs to be completed by the end of February
A25/9.8	Completed
A21/11.1	Scheme of Delegation – Susan to update it to include the Finance Committee ToRs and circulate it to governors and Liz
A21/11.2 – A21/11.6	Completed
A21/11.7	Remove – Julia will recognise FOLS's fundraising efforts at an assembly in the summer
A21/11.8 – A21/11.9	Completed

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

**i. School Improvement Priorities**

- Julia reported that we are trialling a new system for tracking progress in the foundation subjects, updated for the new curriculum, so we have

completed that part of the School Improvement Plan.

- **GQ:** *Does the Analyse School Performance (ASP) data get updated regularly?* Julia replied that the data is updated annually, and we look at it in detail once a year, and update school targets in light of it. She thought it might be more useful than RAISEonline, although it suffers with the same problems around small cohorts. Ofsted will have drawn conclusions from this information, but no trends have been identified that need investigation.
- Julia shared a report from the LA Music Co-ordinator, Jackie Pattenden, who came in to do an audit last week. We came out really strongly. She might be able to provide some training on the areas we feel less confident in eg composition, and some subsidies might be available. **GQ:** *Can this benefit vulnerable groups with subjects such as maths?* Julia replied that it could, and that we can use PPG to pay for some music tuition due to its therapeutic nature. **GQ:** *What would you do if one of the pupils turned out to be extremely talented?* Julia replied that she would speak to the parents, and if the cost of lessons was a problem she would work hard to try to fund them. She added that because of our emphasis on the performing arts, staff notice quickly which children are talented in music.
- ii. Julia and Vanessa took part in the Tiggers Pre School Open Day to promote the school. Although there were not very many parents there, they had a very good position and spoke to everybody first.
- iii. Lesley commented that the Brook End children are going to Noah's Ark Nursery as it has longer hours and take children younger than our Pre School. Katherine thought that they might come to us later on, as there is a lot of fluidity between nursery settings. She added that word of mouth is really important in attracting children to Pre School.

## 7. Safeguarding

- i. Vanessa has recently attended Advanced Child Protection training. She found it very useful, and brought some new templates to school, but otherwise there was nothing very different.
- ii. Julia had no safeguarding issues to raise, but informed governors that we have practised the drill for the Lock Down Policy.

## 8. Collaboration

- i. Mark has organised a follow up meeting with the Chair of Governors at Sherston School, and will discuss the points to raise with governors. **ACTION (A23/1.2): Mark**
- ii. He thought that it is important to keep the doors open for dialogue. 2017 was an extremely difficult year for us, and there is a need for stability and security.

## 9. Finance (a budget monitoring report and the minutes of the Finance meeting on 15 January 2018 were circulated prior to the meeting)

## i. Finance Committee

- Mark thanked Susan for her hard work re-establishing the Finance Committee and setting out the Terms of Reference (ToRs). Susan added that she just needs to plug the Wiltshire Council financial information calendar into the ToRs.
- Susan volunteered to update the Scheme of Delegation to reflect the Finance Committee ToRs (please see **A21/11.1** above).
- The governors will sign off the Finance Committee ToRs and the updated Scheme of Delegation at the next FGB Meeting. Liz to put on the agenda.  
**ACTION (A23/1.3): Liz**
- Susan wanted to record her thanks to Gwen for taking the minutes of the Finance meeting.
- The next Finance Committee meeting will take place on Monday 26 February 2018. The agenda will include the Financial Audit recommendation of a comprehensive purchasing policy and purchase order system; approving the SFVS, which needs to be signed off by the end of March; and Sports Premium Grant.

## ii. Budget Monitoring

- Susan reported that the current financial situation is a lot better than it was at the last meeting, as we have received £10,394 SEN money for a named child plus £13,000 Sports Premium Grant.
- Julia explained that the SEN money has increased as we received health funding as well as the increase in educational funding, which we were expecting to decrease. **GQ: Will this money be paid as a lump sum?** Julia replied that it will be paid throughout the year, and we will use it to cover TA hours. There are potentially two more years of this funding.
- Our income includes a donation of £1,890 from Malmesbury Carnival for the purchase of a whiteboard and £476 from the closure of the School Fund account.
- Mark noted that our uncommitted money is only £3,000 at the end of the calendar year, despite the extra SEN money and FOLS funding which have just kept us out of the red.
- Susan commented that Fairer Funding will help us do better, but we will be capped. She thought we should expect a 3% increase in our budget.
- Mark noted that James Gray MP suggested that we put conditions on planning permission for the proposed new development in Luckington to secure some extra money for school.
- **GQ: Do we have any big projects to budget for?** Julia replied that there is just the redecoration of Class 2.
- The Income and Expenditure Report to 31 December 2017 was approved

by governors and was signed off.

### iii. School Financial Management Information Statement

- The School Financial Management Information Statement was approved by governors and signed off.

### iv. Sports Premium Grant (SPG)

- Vanessa circulated the most up to date plan for SPG spending. This information must be available on the website, and the money must all be allocated. We have £9,000 yet to be allocated.
- Susan added that it is a challenge to spend this money, which comes from the Government Sugar Tax. It cannot be used for funding staff unless it involves sports coaching/active lifestyles. We also need to show an impact on pupils.
- She was given an informal list of acceptable SPG items at her recent Finance for Governors training course, and she has passed this to Julia & Gwen.
- The Government are only guaranteeing this money until 2020.

## 10. Estates

- i. Mark will walk round the site with Julia – see **A25/9.7** above.

## 11. Staffing Update

- i. **GQ:** *Have things settled down after all the changes during 2017?* Julia and Vanessa replied that they have.

## 12. Policies

- i. The following policies were approved by the governors and will be adopted by the school:
  - Apprenticeship
  - Anti Bullying
  - Appraisal
  - Behaviour & Discipline
  - Equalities
  - Health & Safety
  - Lock Down
  - PE
  - Recording, Retaining and Sharing CP Information

- Safeguarding
- Safer Recruitment
- SEN
- Vaping
- Whistle Blowing

### 13. Clerk's Report

- i. Liz reported on the training she and Gwen recently attended on the new General Data Protection Regulations 2016, which come into effect on Friday 25 May 2018. She highlighted 10 steps that the school needs to address:
  - Make sure that key people know that the law is changing
  - Document what personal information we hold, where it came from and who we share it with, and what they do with it
  - Review our current privacy notices in line with the new Wiltshire Council template
  - Check our procedures to ensure they cover all the rights individuals have
  - Update our procedures re new timescale on subject access requests
  - Identify and document the lawful basis for the data we process
  - Review how we seek, record and manage consent from our stakeholders
  - Consider the systems we need in place to verify individuals' ages
  - Ensure we have the right procedures in place to detect, report and investigate a personal data breach
  - We need to formally designate a Data Controller with overall responsibility for identifying what data is needed for school and how it will be processed, and a Data Protection Officer who oversees the personal data being processed by staff in accordance with the Data Controller's instructions. If there is a data breach, the imposed fine can be attributed to one, or both of these people.
- ii. **GQ:** *What does this mean in terms of resources – for instance has Gwen got time to do this?* Julia replied that we have received conflicting advice about the Data Controller position, whether it can be filled in house or if it needs to be someone independent. There does not appear to be any guidance specifically for schools, and we do not know yet how much help we will receive from Wiltshire Council.

#### 14. Any Other Business

- i. Julia reported that Gwen's computer got hacked over Christmas. We plan to move to Hosted SIMS to increase protection. There is a cost implication, and this will be considered by the Finance Committee. There will also be GDPR implications.
- ii. Jane has been approached by people requesting a 20 mph sign on the main road by the school. Mark has already written to the Wiltshire Council's Transport Department about this, and it was noted. **GQ:** *Could we get funding for this via an updated School Travel Plan?* Julia would like to be sure of a positive result, as this involves a lot of work, and has been unsuccessful the last couple of times. It was suggested that we involve the Parish Council. Julia has given a copy of the travel plan to Vicky Avery, Parish Council Clerk, for her to look at it.

#### iii. **FGB Meeting Dates for 2017/18** (third Tuesday of each term)

- Tue 6 March 2018
- Tue 1 May 2018
- Tue 26 June 2018 (a week later due to budget deadline)

#### 15. **Date of next Meeting** – *Tuesday 6 March 2018* at 7.00 pm at Luckington School

The Meeting ended at 8.45 pm

## **LIST OF ACTIONS**

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|-----------------|---|
| <b>A20/6.3</b>  | Letter to the local community   |
| <b>A25/9.7</b>  | Mark to arrange a Health & Safety Walk with Julia   |
| <b>A21/11.1</b> | Susan to update the Scheme of Delegation in light of the Finance Committee ToRs and circulate it to governors and Liz |
| <b>A23/1.1</b>  | Liz to ensure new governors sign the Governors' Code of Conduct   |
| <b>A23/1.2</b>  | Mark to discuss the points to raise with the CoG of Sherston School with governors                                    |
| <b>A23/1.3</b>  | Liz to put Finance Committee ToRs and Scheme of Delegation on the next FGB agenda for governor approval               |