

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 26 JUNE 2018
AT 7:00PM AT THE MEADOWS, LUCKINGTON

Present

Laura Marshman
Susan McCraith

Ben Russell
Katherine Fisher

Jane Henshall
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. All the DBS checks are in order.

2. Apologies – Marc, Lesley, Julia, Vanessa and Marc (accepted).

3. Finance

- i. **2018/19 School Budget** (a report was circulated prior to the meeting)
 - Our income for 2018/19 is estimated at £306,433 against an expenditure of £318,177, leaving us with a deficit of £11,744 (reduced from £13,394 due to FOLS funding for IT). However, we are carrying over £13,402 from 2017/18, so we should the end with a balance of £1,659.
 - Susan explained that our budget is based on the existing staffing arrangements, so we can expect the teaching costs to change considerably over the year.
 - We have built in a 3% inflationary increase to general costs and a 2% inflationary increase to staffing costs.
 - Our formula capital is £9,744, made up of this year's allocation of £4,563 plus a rollover of £5,211. Replacing the playground fence will cost around £3,000 and the re-plastering work in Class 2 another £2,000. **GQ: Did the need to re-plaster Class 2 come out of the recent H&S walk?**
 - **GQ: Can we save money anywhere?** Susan replied that we are looking at creative ways to use the FOLS money.
 - It was noted that the Sports Premium Grant is only guaranteed until 2020, although governors noted that it may be replaced with something else.
 - The governors approved the 2018/19 budget. It will now be signed off and submitted.

ii. Dinner Money

- Ben told governors that we want to work towards an online, automated system for dinner money. This will mean that all school meals will go up to £2.50 from September, with no discount for using the service every day.
- It was agreed that we need to inform parents about this change. **ACTION (A26/6.1): Julia**
- **GQ:** *Are our school dinners as good as they could be?* Laura felt that the menus need to be revised, and the governors thought that we should tell parents that we are improving the quality of our school dinners in parallel with the increased costs.
- Katherine will check how many children have school dinners every day and will lose out under the new system. **ACTION (A26/6.2): Katherine**

iii. Benchmarking

- Susan reported that governors analysed the latest Benchmarking Report at the recent Finance Meeting.

4. Staffing

i. Recruitment of New Headteacher

- Laura assured governors that we now have timeline for recruiting our new Headteacher, following a meeting with Celia Hicks, our CASP (Challenge & Support Partner). We also have a draft advert, which is ready to go out.
- We have been warned that there is not a huge pool of potential heads available, so we need to make a big effort to attract someone. We are focussing on a substantive Headteacher at the moment, although we are aware that other options are available.
- Laura thanked Mark, Ben and Jane for their hard work in putting the advertisement together and getting a good deal from 'The Times'.
- We have chosen to run an online advertisement at a cost of £2,937, as it is cheaper than the print option, and gives us the contingency to readvertise in September. We will be the Job of the Week (statistically this has a 93% fill rate) and this also buys us a three year gold subscription, which could be used to advertise other staff roles in the future.
- **GQ:** *Is this the right time to run the advertisement?* Ben replied that we need to advertise now, as we can then rerun it in September. If we wait until September to run the first advertisement, we will not be able to readvertise it, as Headteachers must resign by the end of September in order to start work in January.
- We will also advertise the position in the online Wiltshire Bulletin at a cost of £20.
- Ben will email County and 'The Times' tomorrow. **ACTION (A26/6.3): Ben**

ii. **Recruitment of Class 2 Teacher**

- Laura informed governors that we have shortlisted the candidates and will be interviewing on Thursday.

iii. **Recruitment of Clerk to Governors**

- Laura will speak to Julia about the options available to us, including contacting the Clerking Service, Governor Services and advertising locally.
ACTION (A26/6.4): Laura

5. Safeguarding

- i. Mark and Susan recently attended a Safeguarding course.

6. Marketing

- i. Katherine will take up the Marketing role in school, and will liaise with Kathy to formulate a strategy. **ACTION (A26/6.5): Katherine**

7. Any Other Business

- i. Liz thanked the governors for their kind gift of a beautiful climbing rose, and said that she will miss everyone at Luckington School. She told governors that she will be very happy to support their new Clerk to Governors.

8. Date of next Meeting – to be advised, but it will be early in term 1.

The Meeting ended at 8.15 pm

LIST OF ACTIONS

A21/11.1	Mark will remind Gwen to upload the revised Scheme of Delegation on the Governors' Drive – with a note that it was approved on 6 March 2018
A23/1.1	Liz to email the Governors' Code of Conduct to all governors
A6/3.6	Link Governors to make contact with their curriculum Subject Leaders
A6/3.7	Liz to put Marketing on the next FGB agenda
A3/5.1	Mark to write to FOLS to thank them for their fund raising efforts
A3/5.2	Liz to put School Budget for 2018/19 on the next FGB agenda
A3/5.3	Gwen to send budget notes to governors following the A&BS visit on 19 June
A3/5.4	Governors are to submit their questions on the budget prior to the FGB meeting on Tue 26 June
A3/5.5	Susan to invite Gwen to the Finance Committee meeting on Thu 21 June
A3/5.6	Liz to let Ben know about Finance for Governors courses
A3/5.7	Susan to put a list of policies and review dates together for consideration by the Finance Committee
A26/6.1	Julia to inform parents about the changes to dinner money arrangements and the price increase to £2.50
A26/6.2	Katherine to check how many children have school dinners every day and would lose out under the new system
A26/6.3	Ben to email County and The Times with our Headteacher advertisement
A26/6.4	Laura to speak to Julia about the various options for recruiting a new Clerk to Governors
A26/6.5	Katherine to meet with Kathy to formulate a Marketing strategy for school