

**LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 6 MARCH 2018
AT 7:00PM AT LUCKINGTON SCHOOL**

Present

Mark Milton	Julia Hind	Vanessa Newman
Susan McCraith	Marc Hinton	Jane Henshall
Ben Russell (from 7.15pm)	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 – Katherine, Lesley & Laura (accepted).

3. Minutes of last meeting (Tuesday 23 January 2018) – The minutes were approved and duly signed.

4. Review of Actions from the previous meetings (Tuesday 23 January 2018)

A20/6.3	Letter to the local community - remove
A25/9.7	Completed
A21/11.1	Scheme of Delegation – Susan has updated this to include the Finance Committee, and changes were made to purchasing limits, which have been linked into the school budget. The Scheme of Delegation was approved by governors and needs to be dated and put up on the Governors' Drive by Gwen. Mark thanked Susan for all her work on this.
A23/1.1	Liz to email the Code of Conduct to all governors
A23/1.2 – A23/1.3	Completed

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

i. Celia Hicks, our School Challenge & Support Partner (CASP), visited school on 31 January, and her report is on the Governors' Drive. Mark encouraged the governors to read it, as she brings an external perspective. **GQ: Can we publish her comments?** Julia replied that we cannot do this, but her report will provide good evidence for Ofsted.

ii. We are due an Ofsted inspection, and Julia would be grateful for as much governor support as possible during it. There are some concerns over our data, due to the small cohort with a high level of additional needs last year.

Celia is very supportive and understands our situation. Julia added that looking at the school with someone else reminds her of how special it is.

- iii. She confirmed that work is continuing on the School Development Plan.
- iv. Last week's bad weather meant that the school was closed on Thursday 1 and Friday 2 March. Julia made the call on Wednesday 28 February.

6. Safeguarding

- i. Ben and Mark attended Safeguarding training on Monday 5 March, and received certificates.
- ii. It was noted that the trainer, Sylvia Hailstone, goes round to talk to schools as well, and that we might be able to get her in. **GQ: *If we did, would we get picked up on lots of stuff?*** Julia replied that she and Laura, our Safeguarding Governor, complete an annual Safeguarding audit, and that identifies best practice. She is confident that we have everything we need in place. Ben will look at the recent Safeguarding Audit to ensure that we are not complacent.
ACTION (A6/3.1): Ben
- iii. Mark added that the training was well pitched. It stressed the importance of a proportionate response, as people get anxious about the consequences of reporting concerns. Julia felt that being a small school means that conversations happen early on.
- iv. The concept of County Lines was introduced. This is a recognition that there are integrated criminal relationships that can operate across county lines eg in drug dealing. We need to combat the effects of that relationship through safeguarding.
- v. Liz is to substitute Marc for Jane on the Safeguarding Briefing on Wednesday 9 May. **ACTION (A6/3.2): Liz**

7. Collaboration

- i. Mark thanked the governors for their discussion of the points to raise with the Chair of Governors of Sherston School at the end of the last FGB Meeting. He added that Sherston School are facing a similar situation to us in terms of cash and pupil numbers.
- ii. Sherston School have asked whether we want to go forward with some kind of integrated leadership structure, including sharing some facilities. They would be happy to enshrine some of our conditions in a constitution, but governance would be proportionate, and they have around 180 pupils.
- iii. Mark noted that governors gave a mixed response to such an arrangement in January, but he needs to give Sherston a substantial response now.
- iv. **GQ: *Are Sherston set on making a change?*** Mark replied that they know that they need to do something, but their strategy is not particularly directed at us. They are looking at a range of options, including Malmesbury Primary School.
- v. It was noted that Sherston is a Church of England school, but Mark thought

that would not be a problem if we are separately registered with Ofsted. However, the Diocese will always be in the background, and we would need to work with Sherston's three Foundation Governors.

- vi. Sherston have calculated that they would save £20,000 if we have a shared structure, which is not a huge amount. Jane noted that it will cost us money if we do not have a full time Head, as we would need to bolster the sub leadership structure. She also worried that it would change the ethos of our school. Marc added that a lot of parents have chosen this school because of the head and the staffing structure. The governors agreed that we need to retain our identity and ethos.
- vii. Susan wondered if we could share costs on a smaller basis first, as our financial situation looks a bit better at the moment. She and Mark will consult Gwen and look at our budget line by line to identify opportunities. **ACTION (A6/3.3): Susan, Mark & Gwen** This will demonstrate due diligence.
- viii. Julia added that Neil Baker, the Education Transformation Project Leader for Wiltshire has sent out details to schools and is looking to appoint people to their board, so it looks like we can expect more support from County. The WGA meeting on Tuesday 20 March, which Mark and Ben are attending, is also looking at the future of Wiltshire schools.

ix. Next steps

- We need to continue to explore alternatives and succession plan
- **GQ:** *Have we explored all the other avenues?* Mark replied that we have not done so yet, and added that collaboration is about sharing and give and take.

8. Finance (reports were circulated prior to the meeting)

i. Finance Committee

- The Terms of Reference for the Finance Committee Committee were approved by the governors.

ii. Budget Monitoring

- The governors considered Gwen's report dated 22 February 2018.
- Our finances are looking positive for the end of the year. The surplus is due mainly to the FOLS fund raising and the extra SEN money we have received.
- Susan and Ben have just got access to the budgeting software.

iii. 2018/19 Budget

- Susan reported that our best estimate is that we will break even, helped by a small reduction in the teaching hours from 23.5 to 18 hours.
- The governors discussed whether to ask FOLS for £4,000 this year. Jane

will arrange a meeting with them to discuss how we balance the traditional items that they fund, such as trips and presents, with the need to support teaching and learning. **ACTION (A6/3.4): Jane**

- Marc reported that FOLS need some more volunteers for the Castle Combe Boot Fair on Sunday 15 April. It was agreed that we will advertise this in Community Matters and ask parents again. **ACTION (A6/3.5): Marc**

iv. SFVS

- This was approved and signed off by governors.

9. Estates

- i. There was nothing to report.

10. Staffing Update

- i. Julia explained that we included an overlap in the teaching of Class 2 in this year's budget, as we had a big KS2 class. This is not in the 2018/19 budget, producing the saving noted above. Mark felt that we do not have sufficient flex in the budget to keep the overlap, although this may be retained by other means, eg Julia covering Fri afternoons.

11. Policies

- i. No policies were considered at this meeting.

12. Clerk's Report – nothing to report

13. Any Other Business

- i. Julia encouraged the Link Governors to make contact with their curriculum subject leaders. **ACTION (A6/3.6): Link Governors**
- ii. The governors decided to set up a working party to look at marketing the school. A volunteer is needed to set this up. **ACTION (A6/3.7): Governors**
- iii. Ben has been looking at the IT infrastructure with Gwen, including the wifi network, which needs upgrading. They are looking at how staff get access and share files. We have taken a decision to move towards the cloud, as opposed to storing most of our information on a hard disk. Tim Coles will be coming in to help Gwen manage school IT.
- iv. Liz invited Luckington School to enter a scarecrow in the Kington Langley Scarecrow Festival, and will send details to Vanessa. **ACTION (A6/3.8): Liz**

v. FGB Meeting Dates for 2017/18

- Thu 3 May 2018 – *please note the change of date (previously Tue 1 May)*
- Tue 26 June 2018

14. Date of next Meeting – Thursday 3 May 2018 at 7.00 pm at Luckington School The Meeting ended at 8.57 pm

LIST OF ACTIONS

- A21/11.1** 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
- A6/3.1** Ben to look at the recent Safeguarding Audit
- A6/3.2** Liz to substitute Marc for Jane on the Safeguarding Briefing on 9 May pm
- A6/3.3** Susan, Mark & Gwen to go through the school budget line by line to identify opportunities to share resources with Sherston
- A6/3.4** Jane to arrange a meeting with FOLS to discuss funding for 2018/19
- A6/3.5** Marc to advertise for volunteers for the Castle Combe Boot Fair in Community Matters and ask parents again
- A6/3.6** Link Governors to make contact with their curriculum Subject Leaders
- A6/3.7** A volunteer is needed to set up a working party into marketing the school
- A6/3.8** Liz to send Vanessa details about the Kington Langley Scarecrow Festival