

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 18th September 2018

Present

Ben Russell (BR) (Acting Chair); Susan McCraith (SM); Laura Marshman (LM); Katherine Fisher (KF); Venessa Newman (VN); Lesley Bennet (LB); Julia Hind (JH)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. BR welcomed all to a new year. Apologies were received from MM and LM will be arriving at 19:45 hours.
2. There were no pecuniary interests declared.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 26th June 2018 were accepted as a true record.

ITEM 3 – MATTERS ARISING

4. There was a brief discussion around the governor's code of conduct and whether it had been circulated and signed by all. (Action 1/5) - To establish if Governors code of conduct had been circulated and signed by all.
5. MM has indicated that he is happy to remain as Chair for another year. In his absence (19:14 hours, proposed by KF, seconded by BR) he was unanimously voted in as Chair of Governors
6. It was indicated that LM wished to stand down as vice-chair with some discussion as to whether she wished to remain as a governor. (Action 1/3) - Delegated to Chair to ascertain who would consider / take the role of vice-chair
7. There was some discussion with regards to establishing next year's FGB meeting dates (Action 1/4) – BR to establish / progress dates for next year's meetings
8. Recent OFSTED visit discussed. It was a successful inspection with very complimentary comments.

ITEM 4 – HEAD TEACHER'S REPORT

Pupil outcomes

9. Positive Pupil numbers with nine new children in reception, three in Year 5 and one in Year 3.
10. New KS2 teacher (Sarah Beaumont) very experienced and interested in STEM subjects
11. Class 2 is being taught by the Head teacher two mornings a week to enable years 3/4 to split from years 5/6.
12. Staff development plans / performance monitoring will be progressed by Head teacher shortly
13. There was a discussion around the stats within the Head teachers report. Although (JH) sometimes small cohorts can have a disproportionate impact upon key results, across the board, a good set of results. GQ – asked whether all children had realised their potential? The Head indicated that not all had achieved their potential, JH gave an example of one pupil who clearly had a greater depth of knowledge and understanding but hadn't performed to their potential on the day. However, the vast majority had achieved or exceeded expectations.

HEAD TEACHER'S REPORT (School development plan)

14. In part to maintain standards and in part from the OFSTED report there is a continuing need
 - To improve writing standards against a range of subjects and the use of those writing skills across and within a range of subjects.
 - To further develop reasoning skills within Maths.
 - To improve the teaching of phonics. The school has been slightly under the expected threshold for the last three years. Staff will be taking part in phonics training as part of a project with our cluster schools

LM arrived at 19:45 hours

HEAD TEACHER'S REPORT (Learning themes)

15. A theme of "out of this world" with a visit from the Space Dome. Y5 and Y6 are undertaking an evolution presentation. The Life education bus to visit, this is being funded through the Sports funding. Xmas card are to be made.

HEAD TEACHER'S REPORT (Premises / Health and Safety)

16. Various walls have been re-plastered within the school where needed
17. The report from the Fire safety inspectors was discussed. It is on the drive and there was a request for the Governors to read the report. A couple of issues in the report suggest that the fire doors are not to standard. Also, because doors open inwards within the hall as opposed to outwards it

restricts exits and reduces numbers within the hall. GQ – ‘Does this give us any liability issues’ It was indicated that as long as the school complied with the maximum number of people/pupils within the hall, there were no liability issues. There was a discussion which indicated that “flipping” the doors to open outwards created extra hazards. JH indicated that some fire doors may need to be replaced. JH indicated that she would be speaking with County to ask for advice given that the Fire report (risk assessment) had been completed. JH stated that now the school is using the upstairs room the fire safety on the stairs would appear not to be appropriate. The early detection and warning system needs to be extended to cover this area. Combustible items removed. JH will seek to clarify if putting a fire cord at the top of the stairs is acceptable rather than putting doors. – (Actions 1/9, 1/10 and 1/11) refer.

18. JH highlighted that the play climber wooden support uprights are rotten at the bottom which means it is out of commission. GQ – ‘Have we an estimate for replacement’ JH indicated that Green Play have stated to repair will cost £3000. The boss of Green Play is away until October. (Action 1/12) – LM to discuss with the Director of Green-Play the deterioration and solutions.
19. Drains were investigated, and the conclusion seems to be they are old, might be in danger of collapsing, expensive to replace but still working with the occasional blockage which needs clearing. In essence the strategy is to monitor their condition and repair when absolutely necessary or funding becomes available. (Action – 1/17)
20. Fence – Quotes for fence have been with school for some time. The decision is to order the fence as soon as possible (Action – 1/18)

UPCOMING EVENTS

21. Briefly discussed were the Welcome barbeque; the Open Morning (Action – 1/13) - need to draft some Governors or volunteers to support the morning); Harvest Assembly combined with the Macmillan coffee morning and the FOLS (Friends of Luckington School) Xmas Fayre, previously known as Gift Night, will be held on 15th November

ITEM 5 – SAFEGUARDING

22. Single central record is as it should be. OFSTED entirely satisfied with safeguarding procedures. Safeguarding audit to be completed in November.
23. GQ – Based around whether enough Governors were fully trained as named safeguarding Governors which is a full one-day course. There were various commitments to check training records with a suggestion to place KF on the one-day course. (Actions – 1/15 and 1/16.)

ITEM 6 – FINANCE / BUDGETS.

24. SM explained that there was a need for a finance meeting which will take place in the not too distant future which will provide greater detail. Gwen had sent through two budget reports, SM indicated that the only real change had been a saving of £10,000 due to class 2 teaching arrangements. There was a projected overspend on facilities and consumables. Gwen has put in the new salary for the new Head Teacher. Pupil numbers are looking positive which is clearly helpful to financial viability of school. SM stated she would be writing a LEA Grant Davis replying to his recent communication (**Action 1/16**)

ITEM 7 – STAFFING

25. JH leaves at the end of this year (Xmas) and is to be replaced by David Cook. There was general discussion (very positive) around the process of recruitment and acknowledgement of the work that had gone into the process.
26. There was a conversation with regards to whether there could be another part time teacher employed. Although there was some generally agreement that a part time teacher could assist with workloads and would probably have an impact on standards the school needs to be able to afford it. JH highlight that the new teacher Sarah Beaumont is very experience, very competent / impressive. JH highlighted that a full-time teacher can be easier for the class as they have a clear line of ownership of the class. JH indicated that any decision need will need to await finance meetings if the path of employing part time teacher was to be followed. GQ – based upon the timings of the finance committee what would be the timescale for employing if deemed affordable. JH indicated that she was comfortable with any decisions / process in January.
27. GQ – Is there a handover plan from JH to new Headteacher. JH indicated that there will be, and she will discuss it with Chair.

ITEM 8 – MARKETING UPDATE

28. KF indicated that they were in the process of putting posters up in pre-schools. The banner was up for the open evening. There had been some positive news articles around the school in recent times and the intention was to continue to put our other media opportunities (articles, pictures).

ITEM 9 – POLICY

29. GQ – an issue was raised as to whether there was or needed to be a Trauma policy for the school. JH indicated there wasn't specifically, but this is part of the safeguarding / signposting undertaken by staff where necessary. JH indicated she would add it to the list of policy considerations.

ITEM 10 - AOB

30. None raised.

Meeting concludes at 21:10

Date of next meeting yet to be decided