LUCKINGTON COMMUNITY SCHOOL

MINUTES OF GOVERNORS’ MEETING HELD ON

TUESDAY 27th November 2018

Present

Mark Milton (Chair) (MM); Julia Hind (JH); Susan McCraith (SM); Laura Marshman (LM); Jane Henshall (JHen); Katherine Fisher (KF); Venessa Newman (VN); Ben Russell (BR)

Guests: David Cook (Head) Jenny (JH)

In attendance: Gavin Mcclory (Clerk)

19:00 Commence

**ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS**

1. MM welcomed all, particularly the guests (DC), the new Head and Jenny (JH) who is considering a governor role. No apologies were received, however, both BR and LM have indicated they will be slightly late to the meeting
2. No pecuniary interests were declared.

**ITEM 2 – MINUTES OF THE PREVIOUS MEETING**

1. The minutes of the meeting held on 18th September 2018 were accepted as a true record. To be signed by the Chair

**ITEM 3 – MATTERS ARISING**

1. Actions completed from last meeting were discussed, the two below remain in progress.
2. Climbing frame – Laura to discuss with the Director of Green-Play the deterioration of the climbing frame / equipment which is current unusable – carried forward
3. To establish if Governors code of conduct had been circulated and signed by all – it was unclear as to whether this had been signed – carried forward

**ITEM 4 – HEAD TEACHER’S REPORT**

**Safeguarding**

1. Brief discussion around the safeguarding audit review completed by JH and VN. It was due to be completed by the 9tH but was completed slightly late audit. It was mentioned that there had been a minor admin safeguard glitch, but this had been corrected.
2. BR arrives 19:23 hours

**HEAD TEACHER’S REPORT (School development plan)**

1. JH provided an update with regards to the data within the report
2. SM (GQ) – “Is the school development plan the same as the school development”
3. MM indicated that progress had been made against all plans
4. JH indicated that Sarah Beaumont had been to moderation training with cluster schools to enable a comparison of position and development to be made between the schools.
5. (JHen) (GQ) wondered the subject area that Sarah was focussed on within the school.

**HEADTEACHER’S REPORT (FOLS and Extra-curricular activity)**

1. There was a comment about the wide range of extra curricula activity across the school, providing opportunity to pupils. There was a general thank you to those volunteers. There was a mention by JH that the running club does a fantastic job.
2. FOLS, £1,200 raised for the Xmas Fare a ‘great effort”
3. There was general conversation re the activities coming up, such as “Meet the New Head” and the Xmas dinner on the 18th December, which again is being supported, with special thanks to “The ship”

**ITEM 5 - BUDGET**

1. There was a discussion with regards to the Income and expenditure return, which is on the shared drive. It was explained that the forecast budget expectations are better than anticipated with a revenue carry forward to £10,158.
2. **Decision** – MM – Income and Expenditure to be signed off
3. JHen (GQ) – “Why the better than anticipated carry forward?”
4. MM explained that governors were focussed on supporting the elements that we can influence most. One of those elements which has a big impact on school budget is about ensuring pupil numbers remain high / positive. 3 or 4 pupil numbers either way can make a large difference to school finances. MM indicated that there was positive feedback about the School, reputation high. JH supported this by indicating that open days had been really positive, a lot of parents / pupils from outside of Luckington School catchment area who have been informed that they will need to put the school down as first choice.
5. SM (GQ) – “What are the numbers” The numbers were summarized as 8 per year, maximum 59 – In the original budget anticipated numbers were 48/49 but 52/55 which makes for a healthier school budget.
6. SM explained the Budget Monitoring report. This has an extra £1000 which could be used.
7. There was discussion around the SIMs system which sits on the old server which is under Gwen’s desk – “it is getting old and will need to be replaced.” Gwen currently does all the IT support in relation to the server / SIMS system. BR indicated that the school could move to a hosted model provided by Capita – the costs were effectively £500 to move it to the host, then £500 to host it annually. There was some general discussion whether the costs could be reduced as Luckington is a small school. This was not viable (BR) as Capita will still need to service the support products, upgrades, system security, comply with Date protection etc.
8. **Decision** – a proposal was raised to move to the remote host Capita system – this was unanimously carried
9. SM highlighted the need to ensure that the School commences the process in relation to budget forecast / process for 2019/20 as early as possible

**Grant Davis Letter –**

1. SM indicated that she had sent a letter to Grant Davis. This was originally with regard to finances which predicted a budget deficit, however, a budget deficit is no longer anticipated. SM read out letter, the contents of which were fully supported by the group.
2. MM asked if the Teacher / staff pay deal was incorporated into the budget figures. This was unknown.
3. Share final version of Teachers Payment statement with Governors (Action 2/1) and Ascertain if the Teachers pay award is included in the financial figures / budget predictions of the future (Action 2/2)

**Staffing / Teaching hours**

1. There was discussion around a member of staff who has a job share for a named pupil. This member of staff is also undertaking extra hours to support a new teacher. There was discussion around that member of staff, who had shown great potential in supporting learning and interventions. Extra hours were being supported until Xmas and there was a conversation as to whether the extra hours should be extended. It was indicated that Gwen had come up with two scenarios and that through the budget meeting (SM) it was considered that the School could afford to cover the extra hours until March. There was some discussion that given that the new Headteacher (DC) was starting in the New Year that any decision to increase / maintain hours of staff should be ceded to DC when in post. BR asked, “a decision to increase hours in a specific role outside of individuals role currently then this would need to go to a process – advertise.” JHen raised the staffing situation previously and reminded people that we have lost staff and have less now than we previously had. A conversation followed over budget and responsibilities to balance. JH made a point that ‘every penny we can invest in teaching and learning is vital’ to our children.
2. **Decision** – recommend a proposal to advertise additional hours (to DC) when in post, as it looks like it the school can manage the financial position.
3. There was a conversation around staff hours in relation to Gwen in particular. She had “parked” a review of her hours. KF highlighted the difficulty of looking at finances and then looking at your own wage. Gwen has raised the concept of an overtime budget for extra hours worked. It was indicated by MM that overtime and its authorisation is a matter for Head, business as usual.
4. SM indicated the need to build into future budgets extra hours (payment) for the increase in the learning / support post and the administrative role to see if they can be supported in the future. If they can be funded, then both posts should be supported.
5. MM stated that ‘both these extra posts should be built into future financial planning for next year (Action 2/3) and the objective to do this should be communicated via the head to Gwen to make sure she is aware of Governors desire and commitment (Action 2/4)

**Dinner Money**

1. The payment system (dinner money) seems to be working well. Cutting admin for Gwen, parents happy with it.
2. **Decision** – the governors are happy to retain / continue the new payment system
3. Gwen has placed on share point a document with regards to milk allocation / rules
4. LM arrives at 19:10 hours

**ITEM 5A - Estates**

1. MM indicated that he had been through the fire report with JH. He stated that the report was a bit of a shock given that previous assessments in recent history had not raised / missed issues previously.
2. Various discussion included the doors, how they opened and the various risk issues and how they could cause a restriction of movement. Although this was an issue no matter which way they opened and risks needed to be balanced.
3. The photocopier under the stairs is a source of heat. Combustible items removed.
4. Upstairs room now regularly used with the option of fire doors or including stairs in the fire alarm system.
5. The costs and need to gather costs, were discussed and the need to liaise with Council to ascertain who pays if work is major rather than minor.
6. Roof – SM raised the quote for the repair of the roof as slates are falling off. Quote was £2100. This is because they have to put scaffolding up. If this is to be progressed, then it seems sensible to do the roof ridge as well?
7. BR explained the compliance scheme – which is supposed to be pool of funding, for school to benefit / reduce costs from increased scale, with bigger schools contributing more to the central fund than smaller schools. There was general discussion around that the funding goes to “urgent” or ‘major’ work so a benefit to school if major issues.
8. SM asked how urgent the current work was?
9. There was a proposal to ensure that the school had the relevant quotes.
10. SM mentioned that finance regulations to mention an ability to build local relationships with suppliers / builders
11. There was a general conversation that more information was needed on the compliance / pooling scheme.

**ITEM 6 – Policies**

1. Safeguarding signed off as required.

**ITEM 7 – Handover to new Head**

1. DC was asked how governors can help in the early days of his appointment. DC highlighted that he will be listening, asking questions, that he was experienced in some areas, possibly finance not so much. He stated that the induction in many ways had already begun. He indicated that different scale in his old school but similar issues.
2. MM indicated that no anxiety around changes expressed by parents. Children also familiar with movement of staff although first time for them that the Head has left. However, given it is a retirement rather than leaving to a new job, it probably has been helpful in assisting the children understanding the movement.
3. MM stated that DC should call upon governors if needed.

**ITEM 8 – Governors**

1. MM to stand down at the end of the academic year. LM is not going to renew her role as Governor. JHen is content to continue. LB is an associate governor.
2. MM articulated that the Government encouraged smaller bodies of governors but he preferred to keep them as a slightly bigger group for resilience.

**ITEM 9 – AOB** – discuss one-page evaluation by JH

1. One-page evaluation produced by JH. School had predicted a dip in terms of a pupil cohort. Ofsted happy with activity undertaken as school able to demonstrate the work undertaken to support the cohort. In 2018 school back to where it was in terms of attainment, improved in almost all areas from 2016, although reading was slightly lower, although this was believed partially based on pupil illness at the time of testing.
2. Higher standards in reading, writing, punctuation and grammar, with a good number of pupil success. Less achievement in Maths and a need to work in part on Maths confidence. One pupil did well in class but didn’t perform as well as hoped in test.
3. Developing reasoning skills remains a school priority. JH has sent home a letter with regards to homework, stressing the importance of times tables and spelling as a focus of things that need to be done at home with the child. Need to ensure parents are on board.
4. LM (GQ) “What do we give parents in terms of tools to assist them in doing the learning at home. JH explained that Mathletics is still used as she believed Sumdog is still used. JH indicated that one of the actions she had set herself was to look at the tools to make sure still relevant / being used appropriately.
5. MM indicated that there was plenty of reason to be happy with school performance.

Meeting concludes at 21:00

Date of next meeting – 29th January 2019 @ 1900