

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 14th May 2019

Present

Mark Milton (Chair) (MM); David Cook (DC); Venessa Newman (VN); Jenny Hodges (JHod); Ben Russell (BR)

Apologies received and accepted: Katherine Fisher (KF); Jane Henshall (JHen); Susan McCraith (SM)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. MM welcomed all. Apologies as above
2. No declarations of interests were declared.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 12th March 2019 were accepted as a true record. To be signed by the Chair.
4. There was some discussion around access to the FGB folders which may have changed due to recent computer updates.

ITEM 3 – MATTERS ARISING

5. An action remains in progress carried forward from the 18/09/2018 i.e. “*To establish if Governors code of conduct had been circulated and signed by all*” BR has circulated version, this still needs to be signed individually and sent to clerk to record completion.
6. The creation of a list of link subject governors was carried forward.
7. All other actions were closed or are part of the agenda.

ITEM 4 – HEAD TEACHER'S REPORT

HEADTEACHER'S REPORT (staffing)

8. DC explained that the KS2 teacher had been appointed given the recent interview process. The outcome of that was provided to the group and will be provided to parents and other interested parties in the next week or so. The competition for the post was very strong with two very good candidates in particular.
9. DC informed the group that no one has been appointed for the part-time posts and roles. DC continues to undertake 3 mornings a week in a teaching role.

10. DC has mentioned that there will be a requirement for a staffing panel in June as two fixed term contracts coming to an end at the end of June.
11. Roles to be advertised are recruitment for a full time ta plus a ten-hour part-time role.
12. BR asked what is the contingency, if there remains an inability to fill the part-time roles? DC explained that confident roles would be filled. The contingency was that there is enough resilience within the school to cover any gaps on a temporary basis at present, should the worse come to the worse.

Parent Questionnaires

13. Results were very positive. There were 23 responses from 38 families. The questions used had deliberately been based upon Ofsted question sets. All parents felt that their children were happy at school. Children's questionnaire being done 15/05/2019
14. MM indicated that he felt the most powerful comment was that 100% of parents would recommend this school to another parent.
15. From the parent's comments there was a suggestion for a need of more opportunities for music and art. There was some comment around security of the site.
16. DC commented that whole class teaching (a government initiative for music education – to introduce students through weekly whole class instrument lessons) is being considered for next year.
17. Key themes from questionnaire were put in the school improvement plan.
18. MM asked if teachers had received the feedback as of yet and how parents received the feedback. DC explained it was being shared with staff, that he was completing a summary letter for parents, and that he would put the results on the website.
19. The FGB highlighted the results would be good to communicate as part of the open day.
20. The FGB wished to minute their appreciation to DC for organising and to the staff for their caring, professional approaches which have achieved such outstanding feedback.

Small Schools Strategy.

21. VN now unable to attend however KF will be attending
22. DC explained that it is a conversation from Wiltshire School Governance services (Simon Watkins) to discuss various strategic opportunities / pathways for small schools across the county.

HEAD TEACHER'S REPORT (Safeguarding)

23. DC highlighted that although concerns are at a low level within the school, there are safe guarding issues within the school. There was some conversation around the importance of ensuring appropriate training and awareness to maintain a responsive safe environment.

HEADTEACHER'S REPORT (CASP)

24. CASP - Challenging and Supporting Partners.
25. There was some conversation that with a new Head Teacher that it would not be uncommon for the RAG rating to go to amber. But the Inspector had witnessed many positives of her review, *"The very distinctive ethos of the school appears to have been maintained with the pupils enthusiastic about learning and demonstrating exemplary behaviour."*
26. RAG rating is green.

Phonics

27. Completion of a Phonics improvement plan to the Ramsbury English hub which will lead to funding and training resources.
28. Last week a National Learning lead carried out an audit of teaching and resources, where action plan updated and request for funding accepted.
29. DC highlighted the need to ensure that all staff were developed and trained in this area to maximise learning outcomes for children and to ensure a robustness in the school approach.

Assessment and data

30. DC explained that he had provided some assessment data with regards to reception through to Year 6. This is in part to manage and understand the performance across the school to ensure quality standards. DC provided a table which gave an idea of 'expected and exceeding' information across the school years with a combined result (Reading, Writing and Maths measured together). DC explained the difficulty of measuring around small cohorts. DC highlighted that progress scores are generally of greater significance and importance.
31. MM highlighted that the data was useful as it provides an opportunity to either 'repair or explain' performance outcomes.

HEADTEACHER'S REPORT (Open Day and EYFS Transition)

32. Summer Open day to take place on the 13th June 2019
33. There are a number of dates for pre-school transition along with a presentation to parents on 11th June. Governors attendance would be much appreciated.

HEADTEACHER'S REPORT (Events, Clubs, Sport and extra-Curricular)

34. Mentioned was the visit of James Gray MP (17th May); A group of children going to Bristol University to take part in their Art of science event (professor linked in with this trip); a Bristol Dinosaur visit; and booked on the Young Voices National choir in Birmingham Arena to sing with other groups of children (JK to lead). It will be and is a busy summer term.

ESTATES

35. Roof has been fixed and improved. DC is to ensure the quality of work.

36. It is acknowledged that tiles falling off the roof remain an issue. Gwen is to obtain a quote for a snow guard to 'catch' tiles before they fall to floor.
Action 5/1 – Obtain quote for snow guard on roof to prevent tiles falling.
37. There was some discussion around the fire doors although this is no further forward than from the last update. Risks are very low, changing the door set doesn't fundamentally make it any safer and when the risk is greater (hall at full capacity) there are extra fire marshals provided as per the risk assessment.
38. Windows have been measured for replacement. Stage 5 soon.

FINANCE COMMITTEE UPDATE

39. CFR (Consistent Financial Reporting) signed by MM
40. SVFSS to be signed by MM
41. In essence finance reporting- total income approx. 313K, outgoings 319K, deficit 6K, However with last year's surplus, a positive roll over of £2305.
42. BR highlighted that staff changes this year had assisted with the surplus; BR indicated that SM / finance committee pleased with outcome. BR indicates that the three-year financial school plan shows a deficit, however, overall the school finance committee is comfortable as to where we are.
43. **Variable PAN.** There was some discussion around pupil numbers for next year and the coming years and the impact that this has on budgets. BR indicates that 53 is good number for the school but it does become trickier when the numbers dip below this. BR asks what would be the impact if the school were to increase PAN for not this year but the year after? There was some discussion around teaching space (which was considered manageable) and it was considered that if staff numbers stayed as they were, then (VN) school could manage.
44. Discussion around the possibility of expanding PAN numbers. BR wondered if there was any issues or complexity of putting either PAN numbers up or down depending upon school capabilities for a particular year. MM indicates that the school leadership team would need to be brave enough to put them down, if necessary, as well as up.
45. DC considered variable PAN had merit and could be implemented. FGB supported the concept of a variable PAN. **Decision – variable pan supported.**
46. **Pupil Premium Funding.** BR highlighted that the school had temporarily lost some money as some parents had not submitted forms on time. DC explained the pupil premium funding process. BR wondered if there was more that the school could do to support parents who are submitting. MM highlighted that the form submission was a one-off task and didn't need to be repeated every year.
47. BR wondered, if to support parents that the school could ask parents to submit to Gwen as part of the quality control process, and effectively school submits on parent's behalf?

POLICIES

48. **Behaviour policy.** DC indicates that he has updated the behaviour policy. Within the policy DC has created more of a flow chart for dealing with low level behaviour to ensure clarity of process. It was confirmed that all FGB had read the policy. There was some discussion about the policy, how it explains the role of parents, reasonable sanctions, provides governors a role and a collaboration to enforce.
49. MM indicated that these types of policy are referred to in times of need so needs to be readable, accessible and process friendly. MM states that the policy feels robust and balanced. DC states that needs to be right as it will be pulled out and used at time of need.
50. **Decision – Updated Behaviour policy adopted and signed off by the group**
51. **Data Protection Policy** discussed. DC has created a substantial document.
52. There was some discussion around data protection (accessibility, visibility and retention of personal data)
53. **Decision – Data protection policy adopted.**

GOVERNORS

54. MM reminded group that he is resigning as Chair, effective at the end of the school year rather than May 2019.
55. MM indicated that he would be prepared to stay on as a project manager for the Luckington pre-school 'merger' should it go ahead.
56. BR expresses thanks along with others for work of MM
57. BR highlights some options for a new chair, which are someone from the FGB steps forward or more than one and a need for a process, joint chair option which could add flexibility and resilience, or no one able to step forward given it is a commitment of time and energy. MM highlights there could be a direct appointment through an advert in 'Community Matters'
58. MM indicates that he feels DC deserves a new professional relationship with a new chair as the previous Head had with him.
59. MM suggests a sub-committee without MM to have a discussion and come to a view as an FGB. **Action 5/2 – BR to organise this sub-committee re Chair appointment.** MM indicates he won't put an advert in community matters re direct appointment unless he hears from the FGB.
60. VN indicates that it is quite important to get another Governor.
61. There was some discussion around how a focus (solely) on outcome data can and has generated perverse / unintended consequences.

LUCKINGTON PRE-SCHOOL

62. MM explains that he has met the Chair and the treasurer of the Luckington Pre-school. He explains that there are a variety of things to be discussed and considered with nothing yet agreed or not agreed.

63. MM explains that they have a reasonable high turn-over of committee members as the parents tend only to stand for one or two years in the pre-school.
64. The pre-school has an organisational and management structure but part of the suggestion maybe to merge that structure with the schools. The pre-school is a registered charity.
65. Options to consider are merge with the school, merge with a commercial enterprise or seek other alternatives.
66. MM indicated that the pre-school sought to expand to afternoon sessions for children from this coming September, although afternoon session more of a 'forest' type. VN highlight that extending the hours, may generate more parents and more children as parents with work more likely to use a local resource if the hours are right for their child care needs.
67. MM lists just some of the considerations for a merger, which include rates of pay compatible with local authority? What liabilities are there? Governors to merge? Landlord relationship to be sorted? Other considerations discussed. Pre-school see Luckington school as preferred option but clearly not the only option.
68. MM explains that there are positives at the moment for Luckington school as the pre-school provides a natural pool for pupils to move across in to our community. The FGB recognised the pre-school is a very valuable entry bridge into the school itself.
69. JHod asked about the timeline. Suggested that wish to move progress September onwards, commit to changes for 2020?
70. Costs were discussed, and there could be no extra costs to the school in any merger or move. There are currently administrative burdens, such as sorting out the weekly placement for pre-school children which is a relatively complex admin task - roughly half a day commitment a week to sort out weekly places. Any future merger / relationship couldn't draw from the alright tight school budgets.
71. DC highlighted the many training issues, as currently within the school there is no experience of pre-school teaching. It would also expand the ages of the children catered for by the school, and Ofsted considerations.
72. There was talk around commercial enterprises and the economies of scale, but also the risk of not being in control of the future if commercial enterprises seek to take-over, merge with, close etc.
73. BR stated that the risks needed to be effectively mapped and considered.
74. MM indicates expanding budgets may be a risk.
75. JHod asked if it was possible to expand the school?
76. DC highlighted staff capacity issues.
77. There was a conversation around the need to enter a period of understanding the detail of the possibilities, without any commitment, and undertaking a considered process to look at the technicalities, opportunities and risks.
78. MM proposed that there should be a commitment of time and energy from the FGB, to undertake a due diligence process to understand the

benefits and risks. It was accepted that currently there were too many unknowns

79. **Action 5/3 - Decision** – to undertake a process of due diligence to ascertain the viability of a Pre-school and School merger or other arrangements. Ascertain the detail, the benefits and risks.

AOB

80. Meeting concludes at 21:00

Date of next meeting – Wednesday 26th June @ 1900