

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 12th March 2019

Present

Mark Milton (Chair) (MM); Katherine Fisher (KF); David Cook (DC); Jane Henshall (JHen); Susan McCraith (SM); Venessa Newman (VN); Jenny Hodges (JHod)

Apologies received and accepted: Ben Russell (BR)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. MM welcomed all. Apologies from BR. Jenny Hodges (JHod) is slightly delayed and will arrive at 19:30
2. No declarations of interests were declared.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 29th January 2019 were accepted as a true record. To be signed by the Chair

ITEM 3 – MATTERS ARISING

4. 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.
5. MM is to send around some details with regards to role responsibilities of the Governor Senco role. It would appear that MH (Hinton) held responsibility for Senco role but has now left the board.
6. The request for funding with regards to a new PC and access points to improve the wireless connectivity across the school was carried forward as BR not at meeting.
7. The creation of a list of link subject governors was carried forward.
8. All other actions were closed or are part of the agenda.

ITEM 4 – HEAD TEACHER'S REPORT

HEADTEACHER'S REPORT (staffing)

9. DC explained the impact of financial constraints and budget cuts for next year. The difficulty of predicting money flows into the school next year.
10. DC explained that to ensure budget responsibilities are met the school has been looking at potential staffing models for next year, in order to stay

within budget. There are a couple of potential models that on paper look good but may necessitate two less people within the organisation which may 'pinch.' There was some discussion around having a part-time teacher without necessarily a TA support.

11. DC indicated that staff have been consulted. He indicated that a number of staff contracts are coming to an end, as they were due to do so as part of previous staff planning / mapping exercises. DC indicated that he has been in consultation with HR. MM supported this view that some staffing contracts had started with a view to end within a particular timeframe, so staff aware.
12. There was some discussion and challenge from the Governors on the effects that any models would have on the impact on classes within the school.
13. DC explained that modelling sort to achieve best outcomes for pupils.
14. There was some discussion around the process of advert and roles. DC explained that he was seeking to take a staged approach. The school will advertise, see where they are, and then take the next stage of the plan. DC explained this was in part to understand who got what role, and the future need once a place was filled. DC explained that staff internally had expressed interest to apply for roles.
15. KF agreed that staged approach made sense, as did MM.
16. DC explained he was again speaking to HR this coming Thursday. He explained he was keen to advertise early and get the advert out by Easter to grasp the opportunities to get the best candidates.
17. SM highlighted the need to ensure that as the plan unfolds in its staged approach that it remained on budget and affordable. DC explained that the figures on the relevant models had been plotted and were on the "right side of finance"
18. There was some discussion around the pupil numbers for next year and the impact that this has on budgets. MM explained that 9 - 1st choices, 6 - 2nd preferences. JHen wondered if the school could take more pupils. DC explained that it was too late to increase the PAN but the school could take the appeals. MM explained that the appeals process is a route into schools, as historically County have overruled school views re numbers.
19. JHod arrives at 19:25

HEAD TEACHER'S REPORT (Safeguarding)

20. The February (5th) "Keeping your children safe online" session was a success
21. Class and assembly activity created the child friendly version of the schools e-safety policy which has been shared with parents, positive feedback from JHod.
22. Although initially postponed for a couple of weeks, the NSPCC are coming into the school deliver their Speak Out Stay Safe programme with parents and children.

23. Safeguarding concerns remain relatively low. DC has updated the safeguarding file to ensure it is easier to access, with the relevant security, whenever there is a concern about a child.
24. DC has undertaken the NSPCC toolkit for neglect training.

HEADTEACHER'S REPORT (Visitors)

25. James Gray MP is coming to the school to talk about his work in parliament. It will lead to work / discussion with older children around parliament and democracy. This is designed to coincide with the change of name from school council to school forum.

HEADTEACHER'S REPORT (Ofsted framework)

26. DC explained that a new draft Ofsted framework had been released which contains a number of changes. **Action 4/1** – Governors to look at the consultation document and feedback any thoughts they might have. Consultation closes on the 5th April 2019
27. DC explained some of the main changes, such as the 2.5-day inspection process, schools are informed in the morning of the inspection and then inspection starts in the afternoon, Ofsted proposing not to look at 'in-school data' but rather focus less on outcomes more on the curriculum.
28. MM asked if there was any sense of a cycle change to the inspection. DC indicated timescales / cycles seem to be staying the same.
29. KF suggested that the perhaps Ofsted wished to spend more time in the classroom? KF indicated that putting onus back on the school to ensure documentation is ready.
30. There was some discussion around how a focus (solely) on outcome data can and has generated perverse / unintended consequences.

HEADTEACHER'S REPORT (Questionnaires)

31. Parent questionnaire being put out which in essence consist of Ofsted questions plus two or three of the schools own questions.
32. There are staff and children questionnaires

HEADTEACHER'S REPORT (Policies)

33. DC has completed the data protection policy, he would welcome any comment on it.

HEADTEACHER'S REPORT (School improvement / Development plans)

34. DC highlighted his reorganisation of the school improvement priorities with no changes to Plan objectives. DC has added some additional steps on the pathway to achieving the relevant objectives.
35. DC highlighted that there has been a lot of staff development over this last period. DC has been undertaking his headteacher mentoring. DC

- states he has been doing a lot of 'drop ins' to classes. School golden rules have been re-launched along with a focus on school values in assembly.
- 36. Teachers have been on Talk 4 writing course and a number of CPD courses focussing on expectations in Maths / English in year 2, 5, and 6.
 - 37. Some staff booked on to the Ramsbury English hub Early reading and phonics showcase, hub of excellence, which may lead to some funding opportunities.
 - 38. Staff have applied to be part of the Boolean maths hub working groups which comes with potential funding opportunities.
 - 39. There was some discussion around the events, clubs, sports and extra-curricular activities planned.

ITEM 5 - ESTATES

- 40. The ridge was discussed. The weather had been poor which had hindered repairs. The workforce had taken pictures of the roof and provided an indication that it was not in the best state, but they are fixing what they can.
- 41. DC highlighted that a number of slates had fallen off from underneath the solar panels. The area had been sectioned off. The area has been examined by 'county', there may be a need to remove the solar panels to fix.
- 42. There was some discussion around the compliance scheme. SM highlighted that compliance sent a quote for £1206.70 for Luckington Pre-School, this is the first time we have had a separate invoice for Pre-School. School compliance quote £2236.01. MM indicated the need to factor in the additional costs of the compliance scheme. KF asked if the pre-school building was the schools. The answer was yes, it's the schools, they pay the school for using it. MM highlighted that there was a ransom strip across the area, held by Badminton to stop buildings being erected.
- 43. DC highlighted that the school had been accepted on a programme of window replacement in a county wide fund of 2.1 million for refurbishment. Old windows being replaced by new. The stage one meeting had taken place and stage five will take place soon. JHen asked if the window replacement included pre-school, DC stated he would check at the stage five meeting.
- 44. DC obtained a second informal opinion re the hall fire safety issues. IRT services Bob Maitland confirmed the comments in original fire safety audit. The school have asked for a price re fire door in the wall by head's parking as well as moving the existing door (internal) to the corridor. MM emphasised that the risks were considered to be very low. MM re-stated that the risk was only relevant when the hall was to its full capacity which is generally four times a year and that other mitigating factors could be put in place when the hall was full as part of the risk assessment response. MM asked if there was any chance county would pay. DC stated that he would call Wayne Robinson of county to discuss the fire doors (payment)

ITEM 6 – Finance

45. The budget monitoring as part of the requirements under the (Schools Financial Value Standard) SFVS return was discussed. SM explained it is the school self-assessment of where it stands financially. For its completion SM has completed the relevant benchmarking review. DC has completed the skills review & added training.

46. Decision – MM signed SFVS.

47. There is a new monthly Monitoring Report. A summary document was sent by email. In essence the overall figures (approximate) were discussed as money in: £312,000. Money out £319,000. Spent about £6,500 more than we had, but roll over last year of £13,000 so by the end of the year will still be in surplus by about £6,600. With an uncommitted surplus of about £2,300. So, a buffer remains, it is however reduced from last year.

48. MM asked 'is there a figure, a time, when our concerns around budgets would start to really worry us.' SM indicated that increased concern may be raised depending on the staffing budgets for next year. SM proposed that there was a need to form an extraordinary meeting for budgets around the staff budget figures. DC stated that he would work on the budget scenario with Gwen, then have a finance meeting with SM and BR, then bring those finance decisions to the next meeting. KF indicated that they might have to be sent around by email. SM indicated that budget needs to be settled by the end of June. DC indicated that budget planning had clearly historically been good at Luckington, in comparison to some schools, we are in a positive position, and in better health. MM stated that this added to our level of confidence.

ITEM 7 – Policies

49. Data protection raised in Headteachers report.

ITEM 8 – Governors

50. JHod welcomed. MM will send Jhod a link to the Governor courses to browse

51. JHod is a parent governor elected on the basis in part on her skill set and as the Chair advertised for new Governors, and in the absence of nominations she was elected for a 4 year term.

52. MM did message community matters as community Governors are needed but no activity as of yet.

ITEM 9 – AOB

53. JHen raised the subject areas for Governors. It was discussed that this was based upon the future staffing set up, so will be defined by that activity

54. DC highlighted open day in June this year.

55. JHen raised marketing. Felt it was important that as a Governing board we weren't seen as asking for money all the time. Suggested that individuals could write something good about the school they have seen, the positive experiences which could then go out into the community / newsletters

etc. KF will write something about today; JHen will write something about world book day. DC will put in newsletter.

Meeting concludes at 20:45

Date of next meeting – Tuesday 14th May @ 1900