

LUCKINGTON COMMUNITY SCHOOL
MINUTES OF GOVERNORS' MEETING HELD ON
TUESDAY 29th January 2019

Present

Mark Milton (Chair) (MM); Katherine Fisher (KF); David Cook(DC); Jane Henshall (JHen); Susan McCraith (SM); Venessa Newman (VN); Ben Russell (BR)

In attendance: Gavin McClory (Clerk)

19:00 Commence

ITEM 1 – APOLOGIES AND PECUNIARY INTERESTS

1. MM welcomed all. No apologies were received, however, (JHen) is slightly delayed and will arrive at 19:15. Jenny Hodges who is to become a Governor is in Germany and cannot attend tonight.
2. There was some discussion centred upon Laura Marshman whose term as a governor concluded on the 20/10/2018. It was indicated that LM had been a lead on certain subjects on behalf of the FGB. LM will clearly maintain her contact with the school. There was some conversation as to whether LM could engage / attend when available as an associate member of the FGB.
3. An **action (3/1)** was generated to confirm who is the Senco Governor?
4. MM indicated that Lesley Bennett was not in attendance, he would make contact.
5. No declarations of interests were declared.

ITEM 2 – MINUTES OF THE PREVIOUS MEETING

6. The minutes of the meeting held on 27th November 2018 were accepted as a true record. To be signed by the Chair
7. 19:15 JHen arrives

ITEM 3 – MATTERS ARISING

8. Actions completed from last meeting were discussed. Most have either been resolved and closed or are due to be discussed in today's FGB.
9. One 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"* Although FGB members are confident they have signed this year's version, it was unclear as the signed documents location. The document is to be refreshed, re-signed (electronic signature is acceptable) and signed version collated by Clerk.

ITEM 4 – HEAD TEACHER'S REPORT

DC reiterated his gratitude for the warm welcome he has received from the School. MM stated to DC that the Headteachers report is inherited from the previous Head Teacher, and that DC should feel free to adapt / change to his own needs if he felt it necessary.

HEADTEACHER'S REPORT (staffing)

- 10. Pupil numbers were discussed - losing one pupil but gaining one.
- 11. DC and MM met with Celia Hicks as part of the Challenge and Support Partners (CASP) – They were complimentary about the school.
- 12. Discussed as part of the forward planning for next year - YR 6 – Child who receives funding will be leaving which is likely to impact upon the ability to maintain the current level of additional support other children receive.

HEAD TEACHER'S REPORT (Safeguarding)

- 13. DC has added a safeguarding page to the school website with a little more information.
- 14. In February (5th) there will be a "Keeping your children safe online" session.
- 15. Class and assembly activity will help to develop the child friendly version of the schools e-safety policy.
- 16. NSPCC coming into the school in March (11th) to deliver their Speak Out Stay Safe programme with parents and children

HEADTEACHER'S REPORT (Website)

- 17. DC states that he has completed a website audit. DC highlighted that there were opportunities to make a better and more engaging website product for parent / pupil use. BR stated that there had been previous considerations as to how the website could be more effectively used to increase its value as part of school processes. DC indicated that he felt it was a good time for him to get involved with his "fresh eyes". DC discussed the possibilities of Y6 videos, which pupils develop and create, blogging, podcasting to communicate to staff and children, but where appropriate are developed by them. DC sought to increase website parent engagement. Highlighted the potential to show videos of Y6 Maths for example, child to parent to increase understanding of the learning process.

HEADTEACHER'S REPORT (School Improvement Priorities for 2018-19)

- 18. DC reviewed school improvement priorities objectives with no changes to Plan objectives but DC has added some additional steps on the pathway to achieving the relevant objectives.
- 19. DC is examining the Maths improvement plan. Within the Plan, Maths DC tweaks have been added to enhance reasoning skills so that children can explain their methods to increase understanding.

20. DC states his keenness to collaborate with other schools locally and other similar schools county-wide. DC mentions the Hobbes alliance, a group of schools that work together collaboratively. The school has been in contact with Simon Watkins from County to discuss and share resources. DC exploring building relationships and has spoken to Sherston
21. Sarah is visiting two other schools where within Maths quality reasoning takes place. Emily is going to visit Sherston to watch phonics taught by an experienced teacher. Both Sarah and Vanessa are booked on the Talk4Writing training at Sherston.

ITEM 5 - ESTATES

22. MM indicated that estates is a standing item as important to maintain safety of the premises.
23. The ridge was discussed, more had fallen off fairly recently. BR indicated that to fix it there will be scaffolding. It was accepted that it made sense for all of it to be replaced. Costing was discussed. Gwen has quotes. Cost due to roughly £2600, although some money may be available (£300) from another pot. Jhen indicated that there was some money from the 'fence' to go back into schools' funds. She wondered if the money would go in this financial year.
24. The report from the Fire safety inspectors was discussed with a focus on the back wall and the suggestion for a need for two doors.
25. BR asked, "Should we not push back and get another audit completed to obtain a second opinion." MM indicated the risk of obtaining a second opinion is that it confirms the original advice when as an FGB the original advice is obviously flawed. DC indicated that as a school we could add measures to the risk assessment to mitigate the risk. This was considered more appropriate than a rebuild as the risk was only relevant when the hall was to its full capacity which is generally four times a year i.e. Nativity, Harvest, Summer production and leavers assembly or when more parents than usual turn up for assemblies. BR asked whether as an FGB should we be concerned about our liability? Should the worse happen, are we equipped and trained as an FGB to have made those decisions? MM indicated that it is the role of the FGB to define the response, within a framework that demonstrates our considerations and the reasonableness of our response to reduce the risk to an acceptable level i.e. To put in place some risk mitigation such as a fire warden on the very few occasions the hall doors would not be fully compliant. Jhen highlighted that the doors are already wide, and to put a separation to create two doors in the same space to show compliance, seemed somewhat counter-productive.
26. There was some discussion that previous inspections had found no issues. Some discussion around the change of dynamics following National incidents. What was potentially previously discretionary may now be compulsory to implement. KF highlighted that the paper trail of previous inspections and considerations may make County query why now? MM is

to take the issue up with county who have previously signed off all inspections.

27. FGB see no obvious improvements to safety if "two doors" are made. MM states measures will be put in place to mitigate for the four 'many people' events.
28. DC mentions the doors to the quiet room which could be improved from a safeguarding point of view. FGB indicate that this request could be put on the estates list of things to do held by Gwen. (Action 3/2 – Place on Estates list the need to improve quiet room door when fund available)
29. There was some discussion around the need for a ladder, escape route from the flat roof upstairs. (Action 3/3 Gwen to price up a flexible roof ladder, rope ladder for flat roof.)

ITEM 6 – Finance

30. The budget monitoring report is to be discussed at each FGB meeting as part of the requirements under the SFVS return.
31. There were three reports for the FB. Income and expenditure return, Budget Monitoring Report and the School Strategic Financial Management Statement
32. SM indicated that there was going to be less to roll over into the next financial year. It remained important to the financial well-being of the school to maintain and increase role numbers (PAN) within the school. There remains a need to control all costs, the majority of costs are based upon teachers.
33. SM indicated that there had been an extra finance meeting before Christmas to approve extra hours given to Julie.
34. There was some discussion around whether there would be any extra Government funding, as Central government budgets may be underspent. It was considered that there may be a glimmer of hope.
35. There was a request to minute FGB gratitude to FOLS, for their energy, enthusiasm and funding skills.
36. Gwen would rather be paid overtime when it is needed. MM indicated this would be at a flat rate. DC can sign off overtime as required. BR indicated that there have and will be efficiencies in relation to the work under taken by Gwen, for example, IT, hosted SIMS will make a difference and not collecting Milk. MM explained that part of the strategy to was to reduce work through efficiency. DC will converse with Gwen and as part of the new financial year's strategy make some decisions with regards to hours and time needed.
37. SM highlighted the requirement for a new PC. Gwen needs windows 10. An approach is to be made to FOLS although the request may not comply completely within the teaching and learning category. Cost roughly £300 to £400. It was discussed that there is also a need to request the fitting of an access point to improve the wireless connectivity across the school. Cost approximately £250. (Action 3 / 4 – request funding through FOLS).

38. Teachers / support staff pay discussed. The second part of a two-year national pay deal for staff pay is due to be implemented in April 2019 which includes a pay award of between 2% and 7.19% across the spinal points for school support staff. (Schools will receive an increase in their 'per pupil' funding of at least 0.5% from 1st April 2019, which wouldn't have been included in schools original budget plans) and also includes the implementation of a new national pay spine. Schools must apply this pay award and new pay & grading model as it is part of support staffs' national and locally agreed terms and conditions. For Wiltshire Council's payroll service, the implementation of the pay award and annual increments and assimilation to the new pay & grading model will be undertaken by payroll in April in time for the April pay run. In Capita SIMS the new pay spine will need to be added manually. For Access Education Budgets (HCSS) the new pay spine will be included on release of the 2019-20 software (after February half-term).
39. SM indicated that budget planning for the next school year will proceed after half term as this is when the budget share for the school will be known. DC will need to review staffing requirements. The plan is to bring the budget to the Governing Board for sign off in June.
40. SFVS is due at the end of March. SM (Action – 3/5 – circulate SFVS to FGB members)
41. BR is to undertake the pupil premium process as this also needs to be signed off
42. Sports funding needs to be placed upon the website by April
43. There was some discussion around the next FGB date, with a decision to have the next meeting on Tuesday 12th March 2019. The FBG meeting on the 30th April is cancelled and instead will take place on the 14th May at 19:00.

ITEM 7 – Policies

44. None were specifically discussed

ITEM 8 – Governors

45. MM to stand down at the end of the academic year. As part of the process a new Chair should be elected in September. MM to chair until the end of the school year. There was some discussion around the commitment required to undertake the role.
46. MM articulated that the Government encouraged smaller bodies of governors, but he preferred to keep them as a slightly bigger group for resilience.
47. List of link subject governors needs to be created (Action 3/6 – develop the list of link subject governors)
48. KF leaves at 20:30

ITEM 9 – AOB

49. Marketing was discussed. KF is Governor lead. Places to advertise. market for new pupils. FOLS completed leaflet drop in Nurseries / pre-school. Difficult for Sherston group to jump across.
50. DC raised advertising opportunities for generating income, use of website to advertise for local businesses. This was agreed in principle as it supports localism although the term sponsorship was preferred. DC to explore opportunities and possibilities.

Meeting concludes at 20:50

Date of next meeting – 12th March 2019 @ 1900