

<b>FOCUS</b>	<ul style="list-style-type: none"> <li>• <u>Ensuring clarity of vision, ethos and strategic direction</u></li> <li>• <u>Holding the headteacher to account for educational performance of the school and its students</u></li> <li>• <u>Overseeing the financial performance of the school and making sure its money is well spent</u></li> </ul>
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## MEETING 78 – PART 1 - MINUTES of Meeting 16<sup>th</sup> January 2020 – Meeting Room

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff/HT	16:50	Kevin Harris	KH	Chair	16:50
Fiona Corbin	FC	Co-opted	16:50	Maria Dyer	MD	Clerk	16:40
Claire C-Brown	CCB	Co-opted	16:40	Eleanor Hanson	EH	Teacher/ Staff Governor	16:45
Christine Bevan	CB	Co-opted	16:50	Alison Rubenchik	AR	SBM	17:15

Apologies	Initials	Reason	Key to Minutes	
Andrew Redpath - Foundation	ASR	Unwell	<b>Bold</b>	Action
Bill Robinson – Co-opted	BR	Family	<b>Font</b>	Question
Andy Palmer - Parent	AP	Unspecified	<u>Underline</u>	Decision
Peter How – LEA	PH	Family		
Elaine Penfold – Parent	EP	Family		

1	78.158	<b>Apologies</b>	Apologies that were received were sanctioned	KH
2	78.159	<b>Declaration</b> pecuniary/non pecuniary interest	None	KH
3	78.160	<b>Minutes of meeting 21<sup>st</sup> November 2019 and 18<sup>th</sup> December 2019</b>	<p>21<sup>st</sup> November 2019 KCSIE signing sheet – <b>MD to bring back to meetings until all governors have signed.</b></p> <p><b>Version control form still in process. CB to bring report to February meeting.</b></p> <p>PH to share governor contact information with SJB – <b>MD to follow up with PH</b></p> <p>SJB confirmed that D Fitzpatrick will be in for the whole day for training 6<sup>th</sup> May 2020</p> <p>Minutes signed and agreed.</p> <p>18<sup>th</sup> December 2019</p> <p>Minutes agreed and signed</p>	KH
4	78.161	<b>Health &amp; Safety</b> - Spot Checks	<p>Team Teach books were checked by KH and there was only one new entry in each book.</p> <p>PH spoke to MD prior to this meeting and said he will share update from Premises Team at the February Governors meeting.</p>	KH

5	78.162	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Adoption policy</li> <li>• Anti-bullying</li> <li>• Charging and Remissions</li> <li>• Finance</li> <li>• Governors Allowances and Expenses</li> <li>• Lettings</li> <li>• Feedback</li> <li>• Maternity &amp; Adoption Support</li> <li>• Personal care</li> <li>• Quality Assurance policy</li> <li>• SFVS</li> </ul>	<p>Accessibility Plan – <b>SJB to make ‘action plan’ section more user friendly</b></p> <p><b>AR to contact HR One regarding hyperlinks not working in some of DCC policies.</b></p> <p>Charging and Remission policy – <b>MD to change all references of LEA to LA</b></p> <p>Quality Assurance policy – <b>MD to update front page to match the other Lampard policies</b></p> <p>Finance policy – <b>AR to make changes to hyperlinks</b></p> <p>Governor Allowance Policy – <b>MD to update claims form</b></p> <p><b>Unapproved policies to be taken to the next governor meeting</b></p> <p><u>All other policies agreed</u></p> <p>AR presented the SFVS and explained that it gives us a comparison, based on the last financial year figures, to other schools in the country. The SFVS is something that all schools have to complete.</p> <p><i>FC asked if other schools in area are ‘high risk’?</i> AR told FC we can only see the information for our own school.</p> <p><i>KH asked if there is anything in the SFVS that shows our disadvantage to other SEN schools in Devon?</i> AR replied that this will become evident in Item 10 - Benchmarking</p> <p><u>Governors agreed that AR can share the SFVS with DCC</u></p>	KH
6	78.163	<p><b><u>Staff Governor</u></b></p>	<ul style="list-style-type: none"> <li>• This item was discussed after Item 2 to enable EH to participate in this meeting.</li> </ul> <p>EH vacated the room and the remaining Governors discussed her application.</p> <p><u>All Governors were in favour of EH becoming staff governor</u></p> <p>EH was informed of outcome and welcomed to Governing Board</p> <p><b>MD to inform staff of the outcome via the staff communication email.</b></p>	KH
7	78.164	<p><b><u>Term dates</u></b></p>	<p>SJB confirmed that staff were consulted on the proposed term dates for 2020-2021 and twilight training will take place in lieu of inset days.</p> <p>The TA Working Party raised the issue of not having enough time to meet with their class teams to discuss specific issues. SLT will take into consideration how to adapt meeting cycles to ensure more opportunity to meet and plan as a class.</p> <p>SJB raised the point that we could change the end of school day to an earlier time to allow more time for class teams to work together. Either a change of time for each day or a change of time for just one day. Millwater have successfully achieved this. However, this is an initial observation. Parents and DCC Transport will be consulted before this will be considered formally.</p>	SJB

			<p><i>KH asked what happens if families have children at different schools if the inset days are different?</i></p> <p>CGB clarified that DCC have set term dates and then each school choose their inset days and also as we cover such a wide geographical area it would be difficult to tie our term dates in with all schools.</p> <p>CB noticed the proposed dates had 6 inset days instead of 5.</p> <p><b>SLT to update the 2020-2021 term dates. This item will be brought to the February meeting.</b></p>	
8	78.165	<b><u>Lower School activity week</u></b>	<p>SJB informed the board that the funding requested is the same as 2018-2019.</p> <p><i>FC asked why aren't Lower School doing a residential?</i></p> <p>SJB said that as previously discussed at Governors, the needs of the younger students it has limited the places where they could go on their residential at a cost that is acceptable.</p> <p><b>FC to share Calvert Trust funding info with MD</b></p> <p><u>The funding request was agreed.</u></p>	SJB
9	78.166	<b><u>Pupil premium</u></b>	<p>SJB shared the Pupil Premium (PP) report. The report highlighted that last year our PP students performed lower in maths in lower and middle school compared to non-PP students. It is worth noting they have performed better than non-PP students in PSHE.</p> <p>SJB mentioned that in previous years' data, Maths has been on a par and this is the first year it is different. She explained the Calculation Policy which will be shared at Governors in March for adoption should address inconsistencies in teaching calculation which will work to address the data.</p> <p>SG will be working with EP for PP priorities for the Pupil Premium Strategy.</p>	SJB
10	78.167	<b><u>Benchmarking</u></b>	<p>AR presented the bench marking document. Once SFVS is submitted to DCC it is then published online and you can see how we perform compared to other maintained schools. Benchmarking is based on the last financial year figures.</p> <p><i>FC asked how likely the other schools have been 100% honest?</i></p> <p>AR confirmed that schools have to submit accounts and are audited, so you couldn't put incorrect figures in the document submitted to DCC.</p> <p>DCC often compare Lampard School to Southbrook School as our closest school in terms of provision and student cohort.</p> <p><i>KH asked why the staffing total spend was high?</i></p> <p>AR stated this is due to the higher SEN pay levels and other pay scales of our teachers. Other schools might have similar headcount of staff but possible lower pay scale.</p> <p>AR mentioned that the benchmarking shows that as our core offer hadn't increased in over three years prior to April 2017. In April 2017 it only increased by £198.</p>	AR

			<p>Therefore it has become difficult to absorb the salary increases, pension increases, service increase etc and therefore impacting our deficit.</p> <p>SJB confirmed if there was an issue with our staffing/staffing spend we'd have been advised by FIPs.</p> <p><i>KH asked if AR could put together a briefing page based on the benchmarking so we could possibly receive political advise from our patron?</i></p> <p>SJB is happy with this as long as it is to initially support internal discussions. Any actions would have to be agreed with the Governors.</p> <p><i>FC asked why couldn't they go public with our figures?</i></p> <p>SJB explained that she wouldn't want to cause concern or anxiety about our provision for our parents. She is hoping the upcoming Core Offer Review would relieve pressures on funding.</p> <p><b>AR to put document together for KH</b></p>	
11	78.168	<b>Catering</b>	<p>AR updated governors on the catering provision.</p> <p>The catering provision have recently gained Level 5 in the NDDC hygiene inspection.</p> <p>The 3 kitchen staff are undertaking their Level 2 and 3 Food Hygiene training.</p> <p>The kitchen team cooked 145 Christmas lunches – a Lampard record!</p> <p>FC commented that she was amazed at how the kitchen team interacted with the students and managed each students need effectively, during the Christmas dinner service</p> <p>EH mentioned how well they cater for a students who have specific dietary requirements.</p> <p><i>KH asked how well waste management was going?</i></p> <p>AR mentioned that it is a bit difficult as were are currently changing our menu and the kitchen manager is testing out different recipes.</p> <p>AR had asked the catering staff on their thoughts of moving over to our school. They feel it is wonderful to be part of the school as “we all have the same objective which is to do the best for the students.”</p> <p><i>KH asked what the cost of food purchased this year is?</i></p> <p>AR replied that we don't know yet as we only moved away from Devon Norse in July 2019.</p> <p>KH added that local food companies might be interested in sponsoring our food which could help put our main funds towards other areas.</p> <p><i>AR asked if a governor would like to be the catering link?</i></p> <p>It would be similar to the other link governors – coming into school and asking them questions etc.</p> <p><b>FC will look at the guides on the Governor Hub and will let AR know if she would like to take on this role</b></p>	AR

			<b>FC to write letter to kitchen team on behalf of governors</b>	
12	78.169	<b><u>Fips</u></b>	<p>AR informed governors of the ongoing issues with iTrent which has impacted approximately 28,000 staff across DCC. iTrent went live on 7<sup>th</sup> November 2019 and tested a year prior to this date.</p> <p>iTrent is a web-based system that all staff have access to and can input their own claims/absences.</p> <p>On the November pay run some of Lampard staff were paid by BACs <b>or not paid at all</b>, this was rectified in December.</p> <p>9<sup>th</sup> December iTrent got take offline and is still offline at present, as some schools could see other employee details or paid staff who did not work at their establishment.</p> <p><i>FC queried if some staff had no pay for Christmas?</i> AR mentioned that this issue was the November pay. In December we got paid earlier and DCC had managed to rectify this.</p> <p><i>KH asked if this has made the SENTient Heads agenda?</i> SJB replied that it will be discussed at the meeting next week</p> <p><i>FC asked if there would be compensation?</i> AR informed that the Local Authority had found the anomaly in the system and the January pay run should be accurate, but was unable to comment regarding compensation.</p> <p>AR has contacted FIPs and has been told she doesn't need to submit a report this month unless there are any unexpected major expenditure.</p> <p>SJB added that staff have received no training on iTrent and impacting on their workload as they are responsible for uploading claims.</p> <p>KH hopes that the SENTient Trust writes a complaint letter to DCC.</p> <p>KH added that as a governing body we don't want our non-admin staff doing admin work.</p> <p>SJB mentioned it might be a stronger point if the Chairs of Governors of SENTient schools send the letter due to staff wellbeing.</p> <p><b>KH to raise concerns at the next SENTient Trustees meeting</b></p>	AR
13	78.170	<b><u>Itrent</u></b>	Item 13 discussed with item 12	AR
14	78.171	<b><u>Behaviour &amp; Attendance data</u></b>	CCB shared the Autumn Term 2019-20 analysis.	CCB

			<p>There has been a reduction in incidents, which is evident in the Team Teach books. However it was worth noting the Autumn Term data tends to be the 'worse' for behaviour out of the three terms.</p> <p>Year on year or behaviour incidents have decreased despite our student numbers increasing.</p> <p>The national averages for attendance for 2018-19 haven't been released yet, however our data tends to sit below their averages.</p> <p><i>KH asked if incidents by class, the class know those students and if strategies are in place?</i> CCB confirmed that those classes with higher incidents are down to specific students and staff do have strategies in place to help with these incidents.</p> <p>CCB added that the behaviour data is used when planning classes for the next academic year.</p> <p><i>KH asked if we move students to another class due to their behaviour issues?</i> CCB replied that we aim to provide students with appropriate strategies to self-regulate.</p> <p><i>KH wanted to where this information is shared with staff?</i> CCB replied that SLT have seen this already and it will be shared with all staff on 17.01.2020.</p> <p>SJB informed Governors that lunchtime clubs are starting again this term and that students have been given a start-up fund to start a Dungeons and Dragons club. This club is proving to be very popular and gives them a sense of responsibility.</p> <p><i>KH asked if there is anything the Governing Board can do to improve behaviour?</i> CCB no</p>	
15	78.172	<b><u>IT provision</u></b>	<p>SJB shared the feedback from the ICT Start and Finish Group.</p> <p>KH shared the below views from EP which were emailed prior to the meeting.</p> <p>1. Are there any students whom have responded particularly well to iPad usage and made considerable progress with their communication and participation? Whom the iPad is a preferred choice of communicating with and has made a large impact on their personal growth, development, confidence etc: If so it will be essential to maintain it's usage for them alongside desktop. <b>SJB to work with SM and LA regarding maximising the impact of iPads and feedback to EP.</b></p> <p>2. Can there be a caveat in place if leasing the hardware that the volume initially agreed on, and ratio from each, can over a period of time be adjusted to reflect the needs of the school, pupils and forthcoming changes in 2020/2021. To include feedback from Sophia and Luke regarding their trial. So as to avoid any over or under subscription etc.</p> <p>3. Finally my last concern lies with CCB and the increased volume of work for her in addition to her safeguarding role and the induction training of the new member of the Care and Safeguarding Team. I am concerned of the impact this could make on</p>	CCB

			<p>safeguarding within the school and her focus of attention taken elsewhere. In addition her health!</p> <p>CCB shared the ICT Hardware Options, which showed ball-park costings for the options based on audits and staff surveys.</p> <p>Option 5 was decided as the best option by CCB/SM/LA.</p> <p>CCB asked governors to consider Lampard applying for a VELP loan</p> <p><i>KH asked if the prices include support and software changes?</i> CCB said that these are base costs, support and software changes etc would be extra.</p> <p><i>KH does this cover the warranty?</i> CCB, yes</p> <p><i>EH asked if we will be keeping iPads?</i> SJB yes, the laptops are because when students get into Upper School they don't have the ICT skills needed for the ICT option/assessments.</p> <p><i>FC asked why don't we have desktop apps on the iPads?</i> EH replied that we do however they look different to the desktop version, and students aren't able to use the desktops as well as they use iPads.</p> <p>CCB added that the ICT provision is getting to a critical stage and is starting to stop staff from undertaking specific tasks.</p> <p><i>CB asked if we are considering lease costs only?</i> CCB responded that it is something we've looked into. KH said if we go for 3 years instead of 5 years we'd be better in place for major IT changes, e.g. how iPads became the latest thing in IT. CCB added that our current equipment is between 8-10 years old and any 'new' equipment will be a vast improvement.</p> <p><i>CB asked if the lease arrangement covers for new laptops should the original one is no longer fit for use?</i> CCB will explore this further.</p> <p>FC shared her concern that if 'Lampard' is googled, photos of current and ex-students. Can be found SJB confirmed that we receive photographic permission for students before we publish on our website and their faces are use of newspaper articles. <b>FC will share with CCB</b></p> <p><u>Governors chose option 5 for a 3 years lease which was unanimously agreed upon.</u></p>	
16	78.173	<b><u>Review pupil numbers</u></b>	<p>SJB explained that nineteen year 11 students were leaving at the end of this academic year. Our risk assessment is set for 132 students with no more than 42 students in any adjoining year group due to the size of the US classrooms. The school can only take a small number of Year 7s due to available places in that year group as it aligns to year 8 (to keep us within 42), but have received consultations from the 0-25 SEN Team far over and above this number.</p>	SJB

			SLT will consider all available options. SJB to contact the Local Authority with an outline of pressures on spaces in Year 7.	
17	78.174	<u>HT report</u>	<p>SJB shared report via Governor Hub and highlighted that JK's SI)P visit JK was very positive and powerful CPD for the Middle Leaders.</p> <p><b>The Middle Leaders and AHT for teach and learning will be attending in March to discuss the Curriculum.</b></p> <p><i>CB asked how the lesson observations are going?</i> EH said the process is familiar to teachers, and it is fun to share how the children are learning and that they enjoy learning. JH will report back to Governors the strengths and areas of focus in the next Headteacher report.</p>	SJB
18	78.175	<u>Governor succession planning</u>	<p>CB and KH have met and will book CB on to appropriate training for possible Chair of Governor succession.</p> <p><i>FC asked if a governor will be leaving, should we still be doing training?</i> SJB in house training has no cost so would be appropriate for those Governors to attend.</p>	KH
19	78.176	<u>Portfolio holders report</u>	<p>No reports shared at this meeting.</p> <p><b>EP to share IT Start/Finish Group report at next meeting</b></p> <p>KH read out ASR thoughts on the consultation for mainstreams to move a small percentage out of their DSG into the High Needs Funding to enable outreach to be offered to mainstream schools. No clear picture of the method of Outreach or who would be responsible at this stage.</p> <p>ASR shared his thoughts on the information in this document via email to be shared at the meeting. He shared his surprise at the number of pupils that are judged to have SEMH needs seeming to be much higher than the national. He believes the identification/assessment needs tackling in mainstream schools He also expressed his opinion that the growth in funding for independent special schools needs addressing. The average cost per place is over double Lampard's core offer and too high an expense when there are good local authority maintained schools like ours in need of development.</p> <p>Governors discussed these views at the meeting and will await the outcome of the consultation with Mainstreams. SJB shared the document will be discussed at SENTient Heads.</p>	
20	78.177	<u>Effective Governance</u>	<p>A clear difference to Lampard students has been made; we have a new staff governor, the behaviour data shows a reduction in incidents and the FGB have agreed the best option for our continued IT provision.</p> <p>Thanks was also given CCB for her additional work on ICT and in supporting Ap.Rox.</p>	KH



