

<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 61 – PART 1 MINUTES							
DATE		17/05/2018		US Work Room			
ATTENDEES		INITIALS		ATTENDEES		INITIALS	
Sam Barham	SJB	Staff	5				5
Fiona Corbin	FC	Co-opted	5				
Claire C-Brown	CCB	Co-opted	5	Elaine Penfold	EP	Parent	5
Kevin Harris	KH	Co-opted	5	Sally Gonzalez	SGV	Clerk	5
Hayley Holland	HH	Parent	5				
Apologies		Initials	Reason		Key to Minutes		
Fiona West	FW		Work commitments		<b>Bold</b>	Action	
Julie Hunt	JH		Family commitment		<u>Underline</u>	Decision	
Andrew Redpath	AR		Holiday		Font	Question	
Kevin Bastable	KB		Work commitment				
Andrew Palmer	AP						

1	61.880	<b>Apologies</b>					KH
2	61.881	<b>Declaration</b> pecuniary/non pecuniary interest	Governors to consider items on this agenda and raise with the Clerk areas they believe they may be conflicted in terms of pecuniary or non-pecuniary interest in addition to previously declared business interests.				KH
3	61.882	<b>Minutes of meeting</b> 14 <sup>th</sup> April 2018 & matters arising.	Minutes on Governors secure website. Please annotate any matters arising or highlight perceived errors to the Clerk no later than 24 hours prior to the meeting. This will allow a response to the issues raised.				KH
4	61.883	<b>Health &amp; Safety</b> - Spot Checks	PH to report to governors.				PH
<b>MATTERS FOR DECISION</b>							
5	61.884	<b>Policies</b> sre Assessment Safeguarding	New policies on Governors secure website. Please annotate any matters arising or highlight perceived errors to the Clerk no later than 24 hours prior to the meeting. This will allow a response to the issues raised. Lead Governors to discuss implications of policies on their area of school business.				KH

6	61.885	<b><u>Visits</u></b>	Review Governors visits and propose Draft programme for next year.	KH
7	61.886	<b><u>Core purpose</u></b>	School vision	SJB
8	61.887	<b><u>GDPR</u></b>	Update on where we are and what has been done.	AR
9	61.888	<b><u>Budget</u></b>	Update on final budget	AR
10	61.889	<b><u>Building Work</u></b>	Update on phase building work and budgets from Premises Manager (forest school structure, Otters, playground and MS toilets).	AR
11	61.889	<b><u>iPad project</u></b>	Update on progress	SJB
12	61.891	<b><u>Absences</u></b>	Report on staff absences.	AR
13	61.892	<b><u>SEF</u></b>	Update on School Evaluation form and report to GB	SJB
14	61.893	<b><u>Staffing</u></b>	No updated on the contracts	
15	61.894	<b><u>Sentient</u></b>	Feedback from Trust meetings.	SJB/KH
16	61.895	<b><u>Headteacher report to governors</u></b>	On Governors secure website.  GB to read in advance of the meeting and bring any questions linked to their portfolio areas to the Clerk in advance of the meeting allowing HT to make an informed response.	KH
17	61.896	<b><u>Portfolio Holders</u></b>	Review Portfolio roles and commitments.	Governors
18	61.897	<b><u>Effective Governance</u></b>	<ul style="list-style-type: none"> <li>What difference has this meeting made to Lampard students</li> </ul>	Governors
<b>PART TWO</b>				
20	61.899	<b><u>Safeguarding</u></b>		SJB

**Minutes**

61.880	<p><b><u>Apologies &amp; Correspondence :</u></b> Fiona West, Julie Hunt, Andrew Redpath and Kevin Bastable sent apologies previous to the meeting.</p>	KH
61.881	<p><b><u>Declaration</u></b> None to declare</p>	KH
61.882	<p><b><u>Minutes of meeting 19<sup>th</sup> April 2018</u></b> Governors had previous sight of minutes. No comments sent to Clerk. KH confirmed completed actions - minutes were agreed and signed as accurate.</p>	KH
61.883	<p><b><u>Health &amp; Safety Spot Checks</u></b> PH carried out spot checks all in order. Not all checks were done at the previous meeting due to change of staff. Quotes from PS have been auctioned. TT logs very low. All checks up to date.</p>	PH
61.884	<p><b><u>Policies</u></b> Governors had previous sight of the policies <u>SRE –to be amended and agreed at the next meeting.</u> <u>Assessment- to be amended and agreed at the next meeting.</u> <u>Safeguarding – to be amended and agreed at the next meeting.</u></p>	KH
61.885	<p><b><u>Visits</u></b> All SLT have made contact with Governors. Feedback forms are on the School's website. <u>To be discussed at the next meeting.</u></p>	KH
61.886	<p><b><u>Core purpose</u></b></p> <p>It is under review. Focus on what the school is hoping our students achieve when they leave Lampard. The school vision will be set and fed through SEF and SDP making sure everybody is invested. It is not dissimilar to the previous one, but our learners have changed as they are a much complex cohort. Parents will be asked to feed into this. The teachers have already done so.</p> <p><b>KH asked the Parent Governors what would the most useful questions be for parents? What are we doing? What is our core purpose? Are we this centre of excellence we set out to achieve in 2011?</b></p> <p><b>HH asked: how is parent response?</b></p> <p>CCB confirmed parent response rate is about 65% and views at parents' evenings were also captured. SJB informed that the stakeholder questionnaire this year has been sent out and when ready it will be shared with governors. <b>SJB said it would be good to invite parents to feed into the process. KH suggested involving parent governors.</b></p>	SJB

	<p>SJB stated that the 5 year vision can be a starting point as it will include all stakeholders. The care and kindness has come out strong in our values. In terms of vision, as the criteria for referrals are getting harder and services reduced, it will be essential to have the right skills set and knowledge in school.</p>	
61.887	<p><b>GDPR</b> AR attended two briefings. We are now aware of information from students, staff and parents which we can hold. A timeline has been put in place. There is a lot of guidance as to what we need to have in place. If we are in breach we could be fined. All staff have been briefed. Cleansing has been started, ie emails. All privacy notices have gone out to staff and parents. <b>SJB: It will be included in the next Newsletter.</b></p> <p>HH asked how does it affect the school archiving information?.AR explained the school has a guideline it follows. There are a couple of more briefings in October which AR will attend. If we store information we need to have the knowledge to recover it. SJB confirmed the data protection officer can now be done in-house which financially is more beneficial for us.</p> <p>KH asked if it would be possible for peers to take this on from other schools?.AR said some schools are doing it. KH asked how it affects visitor ie rental of the Hall?</p> <p>SJB replied that the school has a clear desk policy and aware of what is displayed on the walls. KH said we need to keep the school as a vibrant and active place and look at it in a pragmatic way. If there is a breach we will need to be transparent.</p>	AR
61.888	<p><b>Budget</b> A lot of measures have been put in place to slim figures down. Money from DCC came through, 3 vacancies not covered. No major building works were approved by the previous Head which has had an impact on the carry forward. There is slight increase in percentages, ie pupil premium, and staff wages. SJB: we are meeting with Julia Foster (SEN manager for Devon) tomorrow and a key message will be that the forecast deficit has been reduced. We are held to 120 pupils due to risk assessments and we cannot increase our funding by increasing pupils unless carefully considered against the risk assessment. KH we all know there is an escalating need for specials schools. SJB: we need to invest in the staff skills set to enable them to do their job efficiently with less staff without reducing the effectiveness/safety. Curriculum costs have gone up slightly as if a student reaches their target in year 10 we can then put them up a level which will increase the costs. PH: it is clear by walking around the school that the building needs money investing in it and the building has suffered in order for the school not to go into huge debt.</p>	AR

	<p><b>KH – how can we make some impact?</b></p> <p>SJB: As a starting point the school will have to invest in playground equipment and staff training. There is a ‘magic breakfast’ scheme which the government is offering which we have applied for and if successful all students will be able to have a breakfast at the start of the day. AR confirmed that the lunch time menu we can offer the pupils is limited.</p> <p><b>PH asked what are other schools doing?</b></p> <p>SJB: mostly have in-house catering. Our pupils have a lot of sensory issues around food and the catering staff need to be aware of this.</p> <p>KH proposes to accept the budget. <u>It is unanimously approved.</u> KH thanked AR and SJB for all their work and efforts.</p>	
61.889	<p><b><u>Building work</u></b></p> <p>AR: Now have a premises manager. He has been effective in a short space of time and is also overseeing the cleaning staff. We are interviewing tomorrow for a caretaker which once in role, will have an impact. The Premises Manager has put together three building projects CCB: he has made a visible difference since he has started. PH: met with him last week, he is very enthusiastic in what he is doing and will be more cost effective than doing it through MPS. However, involving architects in the projects could make things more complicated and costly and I don’t think the need to pay for a structural engineer either. <u>The premises manager will need to be mindful of needing building regulations and be mindful of how to make savings.</u></p> <p><b>PH asked what works would be carried out during the summer holiday? All 3.</b></p> <p><b>KH asked: Does the work need doing? Yes. Do we have the money in the budget? Yes.</b></p> <p><b>The strategic decision is for the business manager to decide and deliver the project.</b></p>	AR
61.889	<p><b><u>iPad project</u></b></p> <p>A meeting too place to discuss at which point to stop adding apps and use what we already have, and looking at our 5 year vision and making sure this technology has an impact at Lampard.</p> <p><b>KH asked if the students are also learning the IT skills they will need in the future.</b></p> <p>SJB: The Ipads are teaching them skills which will be transferable which can also be applied when they move on from Lampard.</p>	SJB
61.892	<p><b><u>SEF</u></b></p> <p>SLT have looked at our SEF and other school’s SEF and the Key, which is a specialised website and we have decided to re-style the SEF and we are in the process of gathering information. It will be a much more condensed document. KH – the school development plan will also be a much condensed format which can be on the website.</p>	SJB

61.893	<p><b><u>Staffing absences</u></b>  <b>KH asked if the school has trigger meetings and are we robust with them?</b>          SJB: we now have a yearly tracking sheet for each member of staff. We can track how many days the staff take through illness, from compassionate leave. When the staff ask for a planned absence we have updated the paperwork which ensures they check the policy to see, when taking leave, if it is paid or unpaid. This is proving a positive addition to the form.</p>	AR
61.894	<p><b><u>Sentient</u></b>          Ellen Tinkham, one of our SENTIENT school has just achieved teaching school status. We are hoping to become a partner school in the future. An external advert for an Assistant Head for Teaching and Learning is going in the TES on Friday 25<sup>th</sup> May. KH they have finally achieved special school governor training for SENTIENT governors. SJB: Session on 21<sup>st</sup> June is during the afternoon of the 21<sup>st</sup> June - governors meeting starts at 5. KH: Could we put governors meeting to 28<sup>th</sup> (Sally to circulate to Governors).  <b>SGV to see if the meeting can be moved to 28<sup>th</sup> June to enable Governors to attend training on 21<sup>st</sup> June.</b></p>	SJB/KH
61.895	<p><b><u>Headteachers Report</u></b>          BoG had previous sight of the HT report (copy enclosed). <b>Letter to the staff who were involved in Ten Tors to be sent out to say well done and thank you.</b> Students would receive their certificates in assembly. Friends of Lampard have expressed a desire to provide clothing and new tents for next year's Ten Tors. SJB the staff and students didn't really sleep because of the tents and for our students this has a huge impact. FC – obtained a costing for motifs last year. SJB – also how brilliant the students have been this week on their WE and the staff who spend all day with them have been brilliant.</p>	SJB
61.896	<p><b><u>Portfolio Holders</u></b>  <b>SLG member to contact portfolio holders and invite them in for a school visit.</b>          Front of house are fully supported and ID requested in reception from visitors</p>	Governors
61.897	<p><b><u>Effective Governance</u></b></p>	BoG

