

MEETING 84 – PART 1 - MINUTES of Full Governing Board Meeting 7th July 2020 – Via Zoom

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Kevin Harris	KH	Chair	5:00	Eleanor Hanson	EH	Staff	5:00
Christine Bevan	CB	Co-opted	5:00	Maria Dyer	MD	Clerk	5:00
Sam Barham	SJB	Staff	5:00	Fiona Corbin	FC	Co-opted	5:00
Claire Cowen-	CCB	Co-opted	5:00	Andrew Redpath	ASR	Guest	5:00
Brown							
Peter How	PH	LA	5:00	John Andrews	JA	Guest	5:00
Jennie Harvey	JH	Assistant	6:20	Alison Rubenchik	AR	School	5:30
		Head – Teaching & Learning	Left 7:00			Business Manager	
Nikki Kligenberg	NK	TLR3 Writing	6:35 Left 7:00	Rebecca Kligenstein	RK	TLR3 SLC	6:20 Left 6:45

Apologies	Initials	Reason	Key to Minutes
Andy Palmer – Parent	AR	Work	Bold Action
Elaine Penfold – Parent	EP	Family	Font Question
Bill Robinson - Parent	BR	Unspecified	<u>Underline</u> Decision

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| FOCUS | <ul style="list-style-type: none"> • <u>Ensuring clarity of vision, ethos and strategic direction</u> • <u>Holding the headteacher to account for educational performance of the school and its students</u> • <u>Overseeing the financial performance of the school and making sure its money is well spent</u> |
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1	84.228	Apologies	Apologies received prior to the meeting were sanctioned by the Governing Board
2	84.229	Declaration pecuniary/non pecuniary interest	None declared
3	84.230	Minutes of 08.06.2020 18.06.2020	Minutes from the previous meetings were agreed by the Board.
4	84.231	Premises, Health & Safety - Spot Checks	PH met with the Premises Manager all the usual health and safety spot checks were in order. PH also viewed the information for the additional Covid checks the Premises Team and undertaking and all was ok.
5	84.232	Policies • Appraisal • Managing Information Disclosed during employment • Whistleblowing • Attendance • Employee code of conduct	All policies agreed

6	84.233	<u>Finance</u>	AR informed Governors that we have spent approximately £35000 of the Covid fund. This includes purchases such as car park turning circle, supplies/resources for the home learning packs and cleaning products etc.	
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			<p>AR to share full details with Governors once claim has been submitted.</p> <p>KH asked if the fencing around the top car park can be put against this fund? AR Due to this works being agreed at the end of the 2019/20 financial year and the fund limit being £50000, we will not be able to offset this cost against the Covid fund.</p> <p>ASR asked if the SENTient schools are collaborating to source future funding? AR has spoken to other schools but as every site and student numbers are different it is difficult to collaborate for funding. SJB added that PPE has been provided by the Local Authority (LA) and we have been well looked after by them.</p> <p>KH asked if any school facilities e.g. toilets/staffroom need to be updated due to Covid or any temporary structures required? AR there will not be a gathering area as our staffroom will be used as a classroom. AR has met with SJB and are looking at different covered outside learning areas, but will not be done until after September due to the amount of works taking place in the Summer holidays.</p> <p>CB It is unclear at the moment if £50000 is per claim or total funding, when will get clarity? AR said at the moment it is unclear as the guidance is being updated regularly due to the ever-changing situation.</p> <p>AR presented budget monitor which has been to the LA and agreed despite the deficit. Our income reflects rise in number of students.</p> <p>AR to meet with the governor with portfolio responsibility for finance to discuss budget monitor in more detail</p> <p>KH added that it shows a funding imbalance despite increase in pupils' numbers and staff numbers</p> <p>SJB has had a conversation with the LA regarding our expansion and it was agreed that expansion will only go ahead following a core offer review. We are waiting the outcome of our discussion.</p> <p>AR updated Governors on the VELP loan for Windows 10 and student laptops. We were turned down for our initial request as the amount was too high to be paid back in 5 years. We have been allowed to use our carry forward to fund part of the monies and have a VELP loan for the remainder. The loan was agreed as without Windows 10 it would hinder our students learning.</p> <p>ASR it's a loan, does that mean we pay it back? AR Clarified it's an interest free loan and is payable over 3-5years.</p> <p>JA asked what a carry forward is? AR A carry forward is the difference above or below our budget that has been spent. If we have overspent, we start the next financial year in deficit. If we have underspent that remaining amount will be added to the next year's funding.</p> <p>Item 6 was dealt with after Item 7</p>	
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7	84.234	<u>Governors</u>	<p>Item 7 was dealt with before Item 6</p> <p>KH is standing down as Chair at the end of the meeting.</p> <p>We had one candidate for the Chair vacancy. The candidate read a statement to the board and has a wealth of experience within education settings, is a Qualified Teacher and has been very involved with many aspects of Lampard life such as mock interviews and portfolio visits.</p> <p><u>CB was voted in by the board to be Chair from 08.07.2020 until the end of her Governor Term</u></p> <p>A discussion was held around have one or two Vice Chairs. <u>It was agreed that two Vice Chairs was beneficial to the board.</u> <u>EP having expressed interest in a Vice Chair role and was elected by the board to be co-Vice Chair with PH.</u></p> <p>Following KH and FC's resignations we have two Co-opted Governor Vacancies. <u>It was unanimously agreed that JA and ASR will fill these vacancies.</u> ASR had previously served the Governing Board as a Foundation Governor and his experience in education was particularly valued by the Board. JA had previously served as a Governor in a College setting and his financial experience was welcomed by the Board.</p> <p>SJB wanted to thank both KH and FC for their tireless support and commitment towards Lampard.</p> <p>MD to prepare inductions for JA/ASR MD to inform relevant organisations of the changes to our Governing Board</p>	
8	84.235	<u>Student Progress</u>	<p>TW presented KS4 data and due to recent events re: Covid and teacher assessed qualifications, she was unable to share much of the information.</p> <p>The Entry Level Pathways results came in before lockdown so Year 11 and Year 10 students gained their qualifications.</p> <p>WSEC and AQA have not asked for samples at this moment in time due to staffing/cross contamination issues.</p> <p>NCFE functional skills was more difficult. Functional skills grades were done via centre assessed grade and opened up to all entry level students. This was done ethically and only entered grades for our Yr11's. Our data tracking set us in good stead and was easy to track where our students would have been if they had set the exam.</p> <p>All evidence has to be kept on file until the 31st July 2020 and the grades will then be released.</p> <p>TW to share results in September with Governors.</p> <p>FC asked if all students can go to their Further Education (FE) setting without being penalised? TW - yes. Where students needed higher levels to gain a place on their chosen course, we have worked with the provider and have given them their predicted grades.</p>	

			<p>KH How will we catch up for our Year 10 students? TW expects this will happen in September and is awaiting guidance.</p> <p>CB are all students aware of current situation for assessment and what are their thoughts on that? TW, we have been transparent and kept them updated. We have allowed them to know they will receive predicted grades but we are not allowed to share what they have been entered for. Feedback received from the weekly tutor calls are that most seem happy they have not had to sit exams but there might be some disappointed students.</p> <p>KH will re-sit exams be done by us or FE provider? TW If students don't get what they want this time round they can redo at their FE provision.</p> <p>SJB added that TW has been proactive with contacting the exam boards to make sure our students are not disadvantaged.</p> <p>SJB presented the KS1, 2 and 3 data but shared that this is the last time the school is using CASPA. Our student cohort has a high % of deprivation and pupils in receipt of a premium. Like for like data shows more children have achieved or exceeded their target this year, this has made us question if our targets were ambitious enough. SJB explained that in the normal monitoring cycle, the targets would have been reset at student progress meetings, which were unable to take place due to lockdown. This year we saw a lower % of students making no/low measurable progress which is positive. MITA model will make a difference to the feedback cycle and progress will now be linked to Evidence for Learning which makes moderation/monitoring of subjects easier.</p> <p>JH to present to governors regarding new assessment process in September 2020</p> <p>ASR; SJB is right that our students won't learn in a linear way. Can they apply the skills they learn in a practical setting? Did you look at different groupings on CASPA? Yes, and nothing of significance to note which is positive. SJB explained that our using and applying data in Maths was lower. The Maths Middle Leader has worked hard on the Calculation policy and believe this will impact on this area in the future. Historically functional skills were just for our Upper School students; however, it has now been built in across all phases.</p> <p>FC can you archive data to access at later stage? SJB it can be accessed at a later date and we have a spreadsheet that tracks the data.</p> <p>KH added it'll be helpful for governors to still have data in an easily understandable format and also to be made aware of areas students aren't achieving in so we can work on making it better.</p>	
9	84.236	<u>Attendance/ Behaviour</u>	<p>CCB presented an update on attendance/behaviour. Updates would usually have been termly. The data analysed was up until the start of lockdown 2020 and same period in 2019.</p> <p>CCB to present a full data analysis in the Autumn Term</p>	

			<p>There was a high % of illness during January/February which is usual for that time of year. The summer term the absences tend to decrease, but it is unknown for this academic year due to Covid.</p> <p>During the first half of summer term SIMs was not used to log attendance, instead the admin team had to submit a daily return to DCC/DfE from 1st June attendance was logged on SIMs along with the DfE and DCC forms.</p> <p>Our expected attendees who returned to school have attended 98% of sessions available. Will be putting out a survey for students to find what will help them when we return in September</p> <p>Behaviours figures show another reduction in incidents from last year to this year.</p> <p>KH can you explain reductions in behaviour incidents? CCB Some of our students have developed their own self-regulation techniques. Staff have been successful in learning how to deescalate student behaviour before it becomes an incident. In addition, some students who would have featured heavily in the data have not been in school which is a factor in the high percentage of improvement.</p> <p>SJB asked EH her feeling on why behaviour reduced? EH commented that behaviour is hugely different over the past 5 years since she started. For example, we now have a library instead of quiet room. Students have matured quicker, and staff have been able to support and spot student behaviour before it escalates. SJB added that student voice has become stronger, we listen if they are struggling and say they need space. The whole behaviour culture at Lampard has changed for the better. ASR said this is very encouraging especially as our percentage of autistic students has increased.</p> <p>CB asked why the behaviour data indicates a progressive increase on playground during lunchtime, is there a specific reason? CCB yes, we were tracking data due to playground zoning. Overall incidents have decreased and we have reintroduced lunchtime clubs as students mentioned they were missing them. We need to get lunchtimes right for our students. EH added that although small increase in percentage incidents due to playground zoning, there was a higher increase in how happy/positive students are at lunchtime. SJB added that students didn't have any playground equipment on the playground, however we now have new equipment and as long as we keep it covid safe, they can begin to use it.</p>	
10	84.237	<u>TLR3 presentations</u>	<p>RK presented TLR3 for Speaking, Language and Communication (SLC)</p> <p>Our Lower School (LS) and Middle School (MS) students have become more confident speakers. This has helped their communication and improve learning across all subjects.</p> <p>The new assessment banding will show the skills and area students need to develop in SLC and how it can be linked to Evidence for Learning.</p> <p>RK will deliver CPD training to staff who have to teach SLC sessions.</p>	

CB said it is really brilliant piece of work. Will there be a point in time when progress will be monitored?

RK is meeting with JH to discuss and plan in assessment time and monitor progress.

JH added it is key to the process to help improve our student progress.

FC has this been done in conjunction with a Speech and Language Therapist (SALT)?

RK has had meetings with our SALT and has worked alongside them to develop this section of the curriculum.

FC asked if we will be delivering SALT lessons without consulting a SALT?

RK no, a SALT has been consulted and will be used in the planning process SJB added that the SLAT has trained teams on word aware approaches.

FC was concerned that if a child has an EHCP with a SALT provision would this not have to be provided by a SALT?

CCB confirmed the work RK has done is not to replace the SALT but works alongside the provision provided by a SALT.

KH how will be check it is delivered consistently throughout the school? RK

this will be done as part of the Middle Leader role and the Middle Leader for that curriculum area will monitor it and through lesson drop-ins.

NK presented TLR3 for Writing.

Our students need to leave Lampard with writing as an effective skill for communication and to encourage writing across a range of genres, needs and situations. NK broke the overview down by phase and how they can access writing either handwriting, typing or assistive technology. Writing will now have 3 dedicated lessons per week. NK explained 'writing' is in its broadest sense.

Writing grading will be broken down to show their strengths and areas they might need more assistance in. NK has also produced an overview for the next 3 years for each phase and will now go back through and make sure all aspects of writing is covered.

It is hoped that the impact will enable our students to develop their skills to be successful after Lampard and this will be evident in the Upper School assessment results.

KH do we need to have some money set aside in the budget for more text?

NK is trying to use resources available but is looking at e-books etc to improve our resources.

PH added that it is great that NK has identified weaknesses and is developing the curriculum to help our students become stronger in this area

PH is the phonics room going to be used for the writing curriculum?

NK yes it will be an area students can access and we have implemented a plan to allow students to continue to have access to school books during Covid.

11	84.238	<u>School Development Plan</u>	<p>Key areas to consider for the next School Development Plan (SDP) are:</p> <ul style="list-style-type: none"> - The curriculum – we need to embed the EMPOWER curriculum and for our subject leaders to be secure in their area to explain intent and implementation. - Wellbeing – has to be at the heart of all we do. We need to focus on staff wellbeing as well as student/parents. - Staff CPD – we need to consider refresher training for areas such as Safeguarding as it's a long time for staff to be out of a fully functioning school environment - Technology – how we use technology in school/remote working and this will be entwined in the curriculum/wellbeing areas. 	
12	84.239	<u>Governor Meeting Dates</u>	<p>MD provided Governors with the meeting dates for 2020/21.</p> <p>MD to add dates to the Governor Hub calendar</p>	
13	84.240	<u>Effective Governance</u>	<p>This meeting has shown that despite challenges such as Covid our staff have worked to the highest standard, ensured a smooth running of the school and maintained contact with parents/students. The behaviour data has shown that our staff have a better skill set and greater understanding of our students to stop the behaviour escalating.</p> <p>The handover of the Chair position has been seamless and we stand in good stead for the future.</p>	