

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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MEETING 86 – PART 1 - MINUTES of Full Governing Board Meeting 22nd September 2020 – Via Zoom							
ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Christine Bevan	CB	Chair	16:55	Andrew Redpath	ASR	Co-opted	17:05 left at 19:30
Sam Barham	SJB	Staff	16:55	John Andrews	JA	Co-opted	16:55
Claire Cowen-Brown	CCB	Co-opted	16:55 left at 19:40	Elaine Penfold	EP	Parent	17:05
Bill Robinson	BR	Parent	16:55:	Maria Dyer	MD	Clerk	16:55
Andy Palmer	AP	Parent	16:55 left at 18:30	Eleanor Hanson	EH	Staff	17:05 left at 19:40
Peter How	PH	LEA	17:00	Alison Rubenchik	AR	School Business Manager	18:00 left at 18:40
Tamsin Winter	TW	Assistant Head – KS4	18:00 left at 19:00	Jennie Harvey	JH	Assistant Head – Curriculum	18:00 left at 19:10

Apologies	Initials	Reason	Key to Minutes	
			Bold	Action
			Font	Question
			<u>Underline</u>	Decision

1		Apologies	Not applicable as all governors are in attendance
2	86.260	Declaration pecuniary/nonpe cuniary interest	None declared
3	86.261	Minutes of 7 th July 2020 3 rd September 2020	<p>Meeting with Finance Governor and AR to be booked in.</p> <p>CB has received email from Babcock and SENtient Trust requiring her details and acknowledging her as our new Chair</p> <p><u>Minutes of 7th July 2020 agreed and approved</u></p> <p>A Governor asked if the Track and Trace system has been tested? SJB confirmed this has not been done, as of yet as we are focussing on developing our systems. We are keeping a separate tracker of any students who have symptoms or are isolating until they receive test results. Our admin team have set up a separate track and trace sheet containing all transport/timetables/contact details should we need to use them. Setting up the systems has been our priority at present to enable a trial.</p> <p>SJB to report back at next FGB meeting regarding the track and trace trial.</p> <p><u>Minutes of 3rd September 2020 agreed and approved.</u></p>

4	86.626	<p><u>Premises, Health & Safety</u> - Spot Checks</p>	<p>PH met with the Premises Manager on 22/9/20 and commented it is a good start back to business considering all the changes due to Covid. The Health and safety files and Team Teach (TT) books were checked, all are ok and there have been no new TT incidents since March 2020.</p> <p>PH is not sure how well water stations are working, but the Premises Manager seemed pleased. SJB said students have used them and they have been well received. We will be putting automatic hand sanitisers outside the front door/other side of the car park gates for students/visitors coming into school. EH added that some students with sensory needs dislike submerging hands in water but having the automatic option will help them keep their hands clean. PH asked if the school are happy with the building works that took place over the summer holiday? SJB replied the work undertaken has been amazing.</p> <p>SJB informed the board of a hole that has appeared in the hedge of our boundary, on the field side of the fenced area. The Premise Manager, School Business Manager and SJB walked around the area today and will bring quotes to the next meeting to get this repaired as site security is a high priority.</p> <p>PH queried that no new entries in the TT book is a good sign of how well our students have coped coming back to school? CCB confirmed our students have coped fantastically and have gotten used to all the different measures in place which has been reflected by no TT incidents.</p>	
5	86.263	<p><u>Housekeeping</u></p>	<p>BR and AP to respond to Clerk email regarding Register of Business Interests.</p> <p>All other Register of Business Interest forms have been received.</p> <p>CB addressed the ongoing Covid situation and suggested having an agenda item each month for the foreseeable future to enable the board to make any explicit decisions/deliberate on any items that arise. Within this item there will be a section for the Risk Assessment Review and a section for Wellbeing.</p> <p><u>The board unanimously agreed this proposal.</u></p> <p>MD reminded the board of the Foundation Governor Vacancies and ask them to have a think of potential candidates. SJB queried if the Chair should be a Foundation Governor, or if Foundation Governors need to attend SENTient Trust meetings. MD to clarify this with the SENTient Trust Clerk.</p>	
6	86.264	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Safeguarding & Child Protection (including any appendices e.g. Covid) • Social Media Participation • Staff Leave and Absence including Emergency Time Off 	<p>Child Protection and Safeguarding – <u>agreed</u> but the minor changes requested (inclusion of agency contact details etc) to be made prior to it being shared with staff. JA asked how many times did this policy need to be used last term? SJB said we have our children are held tightly under this policy daily and informs how the school is led and our staff operate. CCB added the policy is our go to for practices and protocols in school and as a huge part of our work in school is safeguarding. It is a live policy, is reviewed regularly and referred to quite often. JA do you report on high level incidents to the full governing board? CCB replied she does behaviour data reviews on a weekly basis which picks up information around bullying/targeting, meaning actions are put in place and are</p>	

		<ul style="list-style-type: none"> Access to Reading 	<p>addressed quickly. The Headteacher Report has a section about bullying/prejudice related incidents. In addition, we have some other policies e.g. Anti-bullying, which interlinks with the Child Protection and Safeguarding policy. SJB added we get regularly audited by Babcock and our processes were looked at by the Diversity Team at DC Police based in Bideford.</p> <p>Social Media Participation – BR said this policy is showing its age, especially with some social media platforms listed and queried if it was the current version? SJB agreed the social media platforms were outdated but it is the current Devon County Council policy which will have been checked by their legal team. JA suggested we adopt the policy as an interim and asks DCC questions and brings back answers or updated policy to next meeting <u>Agreed as an interim policy per JA suggestion.</u> MD to bring DCC response to the next Full Governing Board meeting.</p> <p>Staff Leave and Absence – <u>agreed</u></p> <p>Access to reading - ASR mentioned it is a thorough policy. There is a huge focus now and having other options open as many children with Special Educational Needs do not always learn through phonics. SJB added this gives us a clear pathway at student concern meetings which enables us to diagnose problems/assess how best they learn. <u>Policy agreed</u></p>	
7	86.265	<p><u>Portfolio Holders and Committee Structures</u></p>	<p>Portfolios for 2020/2021: SJB explained her rationale for the proposed portfolio holders. SJB also mentioned we will need another Safeguarding Governor to replace a previous Governor and to help EP should she be unavailable. It was proposed AP to be the second Safeguarding Governor <u>Proposed accepted</u> MD to investigate and book training for AP</p> <p><u>All Governors are happy and accepted their allocations for 2020/2021</u></p> <p>ASR asked about visiting the school as the latest advice is not to go into school unless it is absolutely necessary? SJB confirmed Ap.rox are putting Microsoft Teams onto our computers and it can be accessed by a web browser, so unless it is necessary no Governors should attend school at present.</p> <p>CB to contact BR to handover the Careers portfolio</p> <p>SJB to share portfolio holders with SLT and SLT to contact their link governor to arrange virtual meetings</p> <p>Committees for 2020/2021: A discussion was held around the first/second/pupil discipline committees and that it is good practice to have an even spread of experienced governors on the first and second committee should an appeal be made.</p> <p><u>Committees agreed</u></p> <p>Programme of visits for 2020/2021: The expectation is a minimum of one visit per term, however these can now be arranged with their Senior Leadership portfolio link and done virtually</p>	

			<p>EP asked how checking of the single central record would take place? SJB we can have items ready ahead of the meeting or set you up in an office so not near School Business Manager.</p> <p><u>Governors agreed to portfolio visits once a term as standard but will be flexible depending on the requirements of their portfolio.</u></p> <p>Governor visioning day: CB proposed for relevant staff and Governors to meet virtually to establish our baseline and hold a visioning day during early Spring 2021 and reflection day during Autumn 2020 to provide the focus and strategy moving forward.</p> <p><u>Agreed to visioning and reflection days</u> CB and SJB to arrange convenient dates</p>	
8	86.266	<u>Finance</u>	<p>AR presented the finance report and updated the board on the Covid Fund claim.</p> <p>The first Covid Fund claim was submitted in July however we still do not know what funds we'll get back. Most of money in the fund is to pay for additional and enhanced cleaning routines including the appointment of a cleaner throughout the day. Items in claim were purchased to make our facility available for students when we opened initially by; making our transport areas safer, staff laptops to enable home working (as and when necessary), and additional supplies. It is confirmed we will get approximately £3000 returned from when we purchased Wonde Free School Meal Voucher. Wonde vouchers were purchased before the Government introduced their voucher scheme provided by Edenred. There will be a second claim period during the Autumn Term, however the date has not been released.</p> <p>AR spoke to JA about finance monitor report and gave a brief overview of any areas where we have currently made a saving on from our April budget. We are still waiting for NJC pay increase to come into support staff wages, but it is anticipated these figures will come through on the September pay run which takes place at the end of this week. Teachers pay increase is still to be confirmed.</p> <p>JA asked why some figures are in red on the report? AR checked with the school Finance Manager and was told to ignore this as it is a report designed by an external department and it cannot be modified now. JA also asked if a more detailed report when the budget is shared with Governors? AR will add a synopsis for the budget monitor starting from October 2020.</p> <p>CB Noted the employees assistance programme 'Medigold' is now being taken from the meal/sundries line explaining the increase in this budget SJB added the purchase of Medigold is part of the School Development Plan.</p> <p>JA noticed that in the current budget there is £40000 for ICT hardware, however it is forecast it will not be spent. Can this be explained? AR confirmed the Velp loan was used to purchase the ICT hardware.</p> <p>AR will discuss the budget lines in more detail with JA at their first portfolio meeting because AR presents the headlines and there is a lot more information behind each headline.</p> <p>JA to report back on this meeting during next FGB meeting.</p>	

			<p>BR asked if some of the £8000 spend on home learning pack production could have been put in our Covid Fund claim? AR informed the board that this was looked at, however there was not much increase in photocopying costs as we usually spend a similar amount when students are in school.</p> <p>EP asked if after school clubs would bring some savings in the future? AR said we do not have an after-school club, this budget line is for the summer club. The summer club is self-sufficient.</p> <p>AR also informed the board of the flash flooding that took place during August and that it had caused damage to our school roof. Our Premises Manager was very quick to respond and got in contact with the relevant departments at Devon County Council (DCC) and NPS SW Ltd. The roof repairs will be funded by DCC. Therefore, we only had to spend £300 on some roof tiles.</p> <p>JA asked if we have a 5-10-year maintenance plan and if this is carried out by the school or another party? AR confirmed the school has a quinquennial survey which is undertaken by NPS SW Ltd. This survey lists repairs and maintenance items on a priority level over the next five years.</p> <p>AR left the meeting.</p>	
9	86.267	<u>Student Progress</u>	<p>TW updated Governors on Centre Assessed Grades and was pleased to announce all our grades have been awarded. This year year11's were not only impacted by Covid but also by a change in the exam board standards between Year 10 and Year 11.</p> <p>Most of our students achieved their target grades, including some Level 2 qualifications and Trinity College Art awards. Our ICT result improved greatly since the previous year.</p> <p>Last year we piloted an Occupational Studies qualification and due to the fantastic results, we will be running this qualification again this year.</p> <p>Governors commented on the positive and good progression our students are making year on year.</p> <p>EP asked how TW felt about the Year 11 students not taking exams and measuring their progress? TW replied that upon speaking to students during their weekly phone calls over lockdown, most of them were relieved not to have to sit their exams. We were initially worried our students would not be treated like their mainstream peers in getting centre assessed grades as the focus was on GCSE's</p> <p>TW left the meeting.</p> <p>JH updated Governors on the EMPOWER curriculum and our bespoke assessment bands. The new reformed functional skills standards and schemes of work have been successfully embedded, and the EMPOWER curriculum ties up with our Key Stage 4 (KS4) accreditation. Our students now have daily phonics lessons to help them be ready for when they undertake Preparation for Adulthood in KS4.</p>	

			<p>We will also use our new assessment bands to see progress throughout the school stages.</p> <p>Schools no longer use National Curriculum levels or P levels and must create their own assessment banding. We are confident our new banding allows us to track and monitor a student's progress from the moment they start at Lampard to the moment they leave. With our banding you can also see what this would equate to in a mainstream school and is also linked clearly with learning in Key Stage 1 through to Key Stage 4.</p> <p>CB commented on the brilliant piece of work and wanted to know if it is currently being used? JH confirmed we are using the new banding to do our baseline assessments in English and Maths.</p> <p>CB also asked how teachers are finding the new assessment banding so far? JH said the feedback has been incredibly positive, we have undertaken training for teachers and the data is entered via Evidence for Learning which is a system they are already familiar with.</p>	
10	86.268	<u>Attendance/ Behaviour</u>	<p>CCB presented the attendance and behaviour data. The data is not as extensive as previous comparisons due to the different Summer Term this year.</p> <p>During the Summer Term there were no recorded behaviour incidents which is brilliant considering we were working in a different way and were not offering our usual provision. Also there has been a slight decrease in behaviour incidents at certain times of the day.</p> <p>A Governor asked why one class had a higher percentage of incidents compared to others? CCB said this was due to the class having students who had higher anxiety/stress; however these incidents were more low-level incidents compared to previous years. SJB added during review of the data by SLT, due to the needs of this class a Senior Teaching Assistant was moved to work with this class.</p> <p>BR said it was interesting to see a difference between incidents that occurred during break time and incidents that occurred during lunch time. Why is this? CCB said break time is a shorter time for our students, some students cope better with the shorter time than longer lunch time when they have unstructured time. SJB added it will be interesting to see the next set of behaviour data to see if this changes the number of incidents now that we have staggered breaks and lunchtimes.</p> <p>EP asked if we would change the timetable around to see if this changed behaviour incidents? CCB confirmed we have done this in the afternoon by having a mindfulness/relaxation time between lessons 4 and 5.</p> <p>CCB informed the board that our attendance was stronger this year than in previous years. There was a higher level of illness at the start of the Spring Term, however this was to be expected. We started to retake the SIMs attendance register during the second half of the Summer Term which shows our attendance to be at 92.6%. 73% of students attended a session during the Summer Term, with an average attendance of 97.4% for those who attended at least one session.</p> <p>EP asked if the unauthorised absences were all unauthorised holidays?</p>	

			<p>CCB confirmed this was not the case. Sometimes unauthorised absences are when a student refuses to come to school. Unauthorised holidays equated for 0.05% of unauthorised absences.</p> <p>JA asked if from an Ofsted perspective would our attendance figures need to improve?</p> <p>CCB said as we are a SEN school, we will also have a higher percentage of students attending medical appointments etc during the school day. However, if we analyse the data and have actions in place to improve the unauthorised absences this will be acceptable to Ofsted.</p> <p>ASR left the meeting</p>	
11	86.269	<u>Headteacher Report</u>	<p>SJB shared the report prior to the meeting</p> <p>CB, I understand that there is a 'window' for more test kits to be ordered - have we ordered some more in case the demand is high and we cannot get them when needed?</p> <p>SJB confirmed more Covid testing kits have been ordered following recent guidance. We currently have 10 tests, so the criteria for them to be give out to our 89 staff/131 students is quite high.</p> <p>CB asked how effective is the new drop off/pick up system?</p> <p>SJB replied the drop off/pick up of students have worked phenomenally well Students are kept safe in their transport until staff collect them and escort through the gates. Without Governors approving the funding for the car park extension this would not have been possible.</p> <p>CB wondered how are staff coping with the new arrangements? Where do staff take their breaks/lunch now?</p> <p>SJB said there is a maximum of 8 staff allowed in the staffroom at any one time, and that most staff go off site during their breaks. The staff in the class behind the new kitchen area mentioned the noise of the door closing, which has now been rectified with a slow close door. EH added most staff are managing well.</p> <p>CB asked if we have seen an increase as anticipated (due to Covid changes and lockdown) in student behaviour issues?</p> <p>SJB informed the board that students have responded incredibly well to our changes. Students are coping better in the hall due to less noise as there are less students being in there at lunch times and have also mentioned they have more space outside.</p> <p>CB also asked what will be the impact of the Careers Hub be for the school?</p> <p>SJB said this will be an opportunity for networking and developing good practice. The SEN Gatsby benchmarks have just been released. Our students have access to CSW careers advice and the advice from CSW is being input into Year 9 annual reviews, not just Upper School annual reviews. EP commented about how positive it was to see the bereavement support section as it recognised this is a need for some students and good to see Lampard is aware of this.</p> <p>CB proposed future Headteacher reports limited to 3 pages. PH seconded this proposal. <u>Agreed by the board.</u></p>	

			<p>CB also mentioned the board need to be aware that our School Improvement Partner has said that Covid has increase school staff workload by 50% and we need to be mindful of this.</p> <p>CCB and EH left the meeting</p>	
12	86.270	<u>School Improvement Plan (SIP)</u>	<p>SJB updated the board on the recent SIP visit.</p> <p>Our focus will be on wellbeing, curriculum, technology and environment. All our Senior Leadership Team and Middle Leaders will have at least one objective within a focus area.</p> <p>Covid and our School Improvement Partner visit has highlighted the need to focus on developing ICT skills and the pedagogy of learning through Teach</p> <p>CB thinks it is a positive way forward and the objectives are well integrated and aligned.</p> <p>SJB will update the board on the progress in November, January and Easter.</p> <p>CB and EP proposed the board accept the focus areas.</p> <p><u>Wholly agreed</u></p>	
13	86.271	<u>Portfolio Holder Reports</u>	None due to change of working during the Spring/Summer Terms 2020.	
14	86.272	<u>Effective Governance</u>	This meeting has been overwhelmingly positive and a great start to the 2020/2021 academic year. We have been informed of an increase in our core offer, our students have returned to school, and their behaviour and coping mechanisms have been exceptional, and we have agreed our School Improvement objectives.	