

**MEETING 87 – PART 1 - MINUTES of Full Governing Board Meeting 24th
November 2020 – Via Zoom**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair	16:55	Andrew Redpath	ASR	Co-opted	17:04/18:50
Peter How	PH	LEA	16:59	John Andrews	JA	Co-opted	16:59
Bill Robinson	BR	Parent	17:00	Sam Barham	SJB	Headteacher	17:00
Elaine Penfold	EP	Parent	17:01	Alison Rubenchik	AR	School Business Manager	17:45/18:25
Eleanor Hanson	EH	Staff	17:00/end of Part 1 meeting				
Apologies	Initials		Reason	Apologies	Initials		Reason
Claire Cowen-Brown	CCB	Co-opted	Unwell	Andy Palmer	AP	Parent	Unwell

FOCUS	<ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction Holding the Headteacher to account for educational performance of the school and its students Overseeing the financial performance of the school and making sure its money is well spent 		
1	87.272	Apologies	Apologies received prior to the meeting and were sanctioned

2	87.273	<u>Declaration</u> pecuniary/non pecuniary interest	None declared
3	87.274	<u>Minutes of</u> 20 th October 2020	<p>CB attended her first SENTient trustees meeting on 18th Nov</p> <p>Visioning day has been arranged for 8th December 2020 MD to organise Zoom 9:30-11:30</p> <p>SJB has uploaded latest Risk Assessment to Governor Hub. A new version has since been released by the LA.</p> <p>SJB to upload self-isolation checklist and bubble closure process</p> <p>MD to chase volunteer application forms/references and skills audits</p> <p>JA/AR have had phone conversations/emails but have not met. Try to arrange for December</p> <p>EP to go through Single Central Record. EP is meeting AR in December and will feed back in January</p> <p><u>Part 1 and Part 2 Minutes agreed</u></p>

4	87.275	Premises, Health & Safety - Spot Checks	<p>PH met with the Premises Manager this week and all the check books are in good order. The external auditors checked the fire logbook on 26th October, and everything was well</p> <p>PH has asked Premises Manager to remove some historic paperwork from file. The Premises Manager mentioned about a basic electrical course he would like to attend. SJB confirmed this has been booked and SENTient colleagues invited to see if their Premises Managers want to take part to help us share the costs. The initial training cost is high, however but it will enable the Premises Manage to undertake some works and therefore the costs of the training will be reclaimed over the coming years.</p> <p>SJB commented that the Premises Manager has been swift to action unforeseen issues including the flood under the school.</p> <p>Fencing work was done during half term along with some other minor repairs.</p> <p>PH was informed by the Admin Team there were two new logs (same incident) in the Team Teach books. SJB confirmed the parents of the students involved were informed. Student behaviour plans are updated if necessary after any Team Teach incident in agreement with parents</p>
5	87.276	COVID-19 - Risk Assessment Wellbeing	<p>SJB and CB met on 2nd November 2020 to review the Risk Assessment. CB has since been made aware of subsequent amendments made to the Risk Assessment and the latest version has been uploaded to Governor Hub.</p> <p>SJB clarified if any updates are done to the Risk Assessment it has been a result of either staff consultations, or issues raised from staff meetings.</p> <p>CB and SJB to review Risk Assessment on 1st December 2020</p> <p>SJB informed Governors of the consultation feedback on the wearing of face coverings. This consultation was a result of Boris Johnson's address to the nation that stated 'all children of secondary school age need to wear face coverings in communal areas. Staff at Lampard considered this and due to our systems of control reducing corridor traffic and the communal areas are only used in our phase bubbles (e.g. lunch hall) and being able to socially distance at other times, no staff have asked to wear a face covering in communal areas.</p> <p>CB reiterated we have a COVID-19 secure space, and it is reassuring to know that staff feel safe.</p> <p>Some consultation work has arisen through the work done by the staff wellbeing group.</p> <p>The first area is staff workload/curriculum timetable.</p> <p>SJB explained that what came out of curriculum phase meetings was that although the new EMPOWER curriculum planning reduced workload for Upper School/Middle School it was increasing for LS. EH shared her experience of subsequent meetings with a view to focus on topic</p>

		<p>planning and support Middle Leaders in writing their next term overviews and therefore reducing workload.</p> <p>Another group will focus on strengthening the community at a time we are all quite isolated from each other because of the bubble system.</p> <p>Positive practices are another focus area, we do 10 a day with our students and need to make sure we apply this to ourselves as staff.</p> <p>Signposting and support is another area of focus.</p> <p>SJB has met with the original wellbeing group and thanked them for their work to date but moving forward there will be different groups of staff leading the different areas of focus. SJB will talk to whole staff on Friday and invite them to be a part of an area should they wish. The whole school staff can help find solutions and it will be great for it to be led by other staff and not just SLT.</p> <p>EP commented in times of anxiety and stress, if you can give some of that control to staff, they become proactive and this can lessen anxieties.</p> <p>EH said that as a result of staff consultations and ongoing communication especially around the mask consultation, she has felt a reduction in anxiety and staff teams have really felt heard.</p> <p>CB added it is a positive step forward.</p> <p>CB proposed with staff wellbeing in mind that the Governors give a gesture of appreciation to staff by providing a Christmas lunch for each member of staff (to be eaten with students). This would cost approximately £140.00 and can be offset by the reduction of travel claims made due to COVID-19.</p> <p>ASR asked how it would be organised to ensure we are COVID-19 safe? SJB at the moment we have enough space in the hall for staff to sit with their students. LS would like to sit in class to give them more time and LS teams can eat with their class. There will be two sittings for Middle School as they are our biggest phase and would not be easily accommodated in the hall due to social distancing.</p> <p>Proposal seconded by EP. <u>Agreed by whole board</u></p> <p>EP would like to write a thank you letter to staff and students on behalf of the board, as Governors have not been able to be visible in school due to COVID-19, she felt it would be nice to share our thanks and this could be read out during an assembly. Agreed by board. EP to draft letter and circulate.</p>
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6	87.277	<p>Housekeeping Governors' Action Plan NGA skills</p>	<p>Last year SJB and CB developed a Governors' Action Plan. Some key areas were identified: Enhance Governors understanding of:</p> <ul style="list-style-type: none"> - SEND - Legal responsibilities - New Ofsted framework <p>New Governors to benefit from this thorough induction programme. This had taken place, but since March all Babcock training has gone online. EH missed the induction as it was moved at the last minute, however she has been sent the presentation and materials. JA has attended. EH to send the presentation to MD MD to upload the presentation to Governor Hub</p> <p>Bespoke training by Babcock was delivered, although not many Governors were able to attend. The training information has been shared on Governor Hub. Governors received internal SEND training which has helped increase their wider understanding of SEND and the Code of Practice.</p> <p>If Governors would like to attend any training, please contact MD.</p> <p>New Ofsted Framework training was delivered by Deidre Fitzpatrick in July through Zoom and was very effective. Following this training we are looking at how we undertake lesson observations, and any changes made will be done in consultation alongside staff.</p> <p>MD informed the Board of Parent Governor vacancies/election process as two Parent Governor terms will come to an end in January 2021.</p> <p>MD to prepare the Parent Governor nomination letter to be sent out to all parent's week commencing 30th November 2020.</p>
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7	87.278	<u>Policies</u> <ul style="list-style-type: none"> • Admissions • Child in Care • Online Safety • Pay policy • Recruitment and Selection • SEND policy 	<p>CB thanked Governors for sending their policy feedback to the Clerk before meeting.</p> <p>Admissions Policy Several Governors raised the question before the meeting as to why the policy only states 120 students when we have 132 on roll. SJB clarified our planned places are 120 but our risk assessment allows us to take up to 10% over to 132, therefore our Admission policy of 120 is correct at present. The Local Authority (LA) fund us for 120 places and then use a different funding formula for any extra students. We are now being paid for the 132 in school, however as we have not gone through consultation to go up to 132 this will not be changed in the policy. Our designation has been defined by the LA; however, we will add a section about cognitive ability.</p> <p><u>Policy agreed</u></p> <p>BR mentioned some policies were missing the version control forms and asked staff to be reminded to complete these when updating Lampard policies. MD to remind staff to use version control form</p> <p>Child in Care Policy <u>Approved</u></p> <p>Online Safety Policy The following wording to be updated ‘Use technology safely, responsibly and keeping information private’ <u>Policy approved</u></p> <p>Pay Policy <u>Approved</u></p> <p>Recruitment and Selection Policy <u>Approved</u></p> <p>SEND Policy <u>Approved</u></p> <p>SEND information report ASR asked for the report to specify the following in the behaviour section ‘to qualify it’s on rare occasions and have decreased in recent years’. As the Ofsted inspector will access the policy before they visit us it will make them aware, we are moving in positive steps. Make amendment prior to publishing the report <u>Report approved.</u></p>
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8	87.279	<u>Finance</u>	<p>AR presented the November Finance Report :</p> <p>There are no unexpected changes showing in the November 2020 report.</p> <p>Prior to running the November report, AR confirmed all new staff have been added onto our system except for one TA vacancy which we have recently filled and is dependent upon references and medical. This will begin at the end of the year and will be added to our system for the December report. Also to be added are the teacher uplifts when governors have approved them. The vacancy and uplifts have been reflected in the estimated expense.</p> <p>JA submitted the following questions prior to the meeting and AR answered these during the presentation:</p> <p><i>Finance - Covid claim of £33,391 - please could we have an update on recovery of these costs - Have we actively chased DCC for an answer?</i> We have received £3150 which was the amount spend on school meal vouchers. It is not DCC who decide how much money we get, it is the Department for Education (DfE) and we have been advised that the claim is going under “further assessment” and they will contact us with an outcome.</p> <p><i>Have we submitted a second claim and what is the probability of recovery?</i> We will be making another claim, the DfE will advise schools when to claim. AR cannot predict the probability of recovery.</p>
9	87.280	<u>Headteacher report</u>	<p>The following questions were submitted prior to the meeting and SJB responded during the meeting.</p> <p><i>When will the survey go out to staff? It would be useful to have an action plan developed from feedback prior to the Christmas break.</i> It was decided not to send out a further survey as we have collated enough information to set up the various focus groups, but a survey will go out about what staff want to be a part of imminently.</p> <p><i>Have the two transitioned students settled in? Especially with all the restrictions due to Covid.</i></p> <p>The two new students have transitioned and settled incredibly well. Our final student has been placed. They started transition this week and will be on our roll at the end of next week.</p>

		<p>These places arose due to 3 students going to other settings and one moving out of the Local Authority area.</p> <p>Water leak in mains pipe in 'additional' dungeon area - Are any additional works required as a result of this damage? This question was dealt with in item 4 of this meeting.</p> <p>Covid specific health and safety measures - ventilation - How has the need for adequate ventilation in all rooms impacted upon students and staff? A Middle School classroom has had contractors out to look into options. It is colder in school and heating has been put on, but we will advise staff/students to wear extra layers. EP commented that her child said they wore their coat all day but sending a letter to parents will be good as they might not be aware they might need extra layers. SJB to send a letter to parents/carers</p> <p>PH asked if the heating system is working following works done previously? SJB confirmed it is</p> <p>A Governor commented it was good to see transport being checked. SJB added DCC have been out to inspect our new routine. Staff are being assertive to stop taxis moving off whilst students are getting in/out. Also, two new taxis have joined our school and they like our system. Due to spacing in the lower car park, taxis have to queue on the road, but staff have become efficient at getting students onto taxis that are in the car park and moving them on quickly, so that there is not a huge backlog of taxis waiting on the road to get into the car park.</p> <p>EP experienced the parent collecting system when collecting her child, they usually come on school transport, and said the new system seems much more efficient and calmer.</p> <p>A couple of Governors commented on the staff absence figures are truly remarkable and highlight the commitment of all our staff - well done! SJB we are seeing an incredibly committed and motivated staff who shared through a staff survey they felt supported during COVID-19. We have been very lucky as a setting because we haven't had many COVID-19 related absences, although we expect this will rise in the coming months. We haven't had any confirmed cases in school, so staff anxiety is lower than it might have been if we had confirmed cases.</p> <p>November is historically a high staff absence month and we have seen a rise in absences already this month.</p> <p>Some staff asked about getting the flu jab, but we are unable to provide this through the usual routes. Eligible staff have been told to book this with their GP or Pharmacy. We are looking into being able to provide</p>
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		<p>the flu jab in the future and will bring this to Governors should a suitable option become available.</p> <p>CB noted the significant reduction in incidents, serious incidents and RPI. This is extremely encouraging especially given the Covid situation. Are we able to explain why this is?</p> <p>SJB explained the reduction in incidents is due to staff increased skill level and confidence in their ability to de-escalate, some students missed us during lockdown and having so much time at home allowed them to rest and they are motivated to come to school. EH added that tutors are carrying on weekly/bi-weekly contact that was started during the first lockdown, however moving forward being able to signpost parents to appropriate services will be also beneficial to them.</p> <p>SJB said when we move beyond COVID-19 we can look at the impact of such levels of continued contact, as we are aware of the additional workload on tutors and this is taking away from their PPA time. EH added that for many families the school is the only place that understands their child/families as some are unable to access services/information that could help them.</p> <p>SJB informed the board this time we have done a simplified parent update letter to enable information to be shared easily/effectively over the phone.</p> <p>If we see a rise in behaviours whilst implementing a new curriculum this will need to be looked at. Our behaviour data will continue to guide us and will make changes to curriculum/timetable.</p> <p>EH added that students coming into school in PE kit has removed anxiety that was seen on PE days where students had to change into PE kits during the school day. However, she noted by reducing the anxiety we have lost the life skills practice of changing clothes.</p> <p>CB commented it is good to learn that we are covering all the scenarios. SJB confirmed the assessment timetable has been considered and assessments will be done so we have data available should we need to use it in the future.</p> <p>CB asked why was GB3 not higher than 81%?</p> <p>The Gatsby Benchmark is not higher than 81% as to get this to 100% you have to show records of careers engagement, this is being worked on by The Assistant Headteacher for Key Stage 4 alongside the new Careers Advisor and we hope to get to 100% by the end of the academic year.</p> <p>PH asked if Ofsted would look at the Headteacher reports? ASR confirmed Ofsted can ask to look at Governor Minutes and meeting paperwork, which includes the Headteacher Report.</p>
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10	87.281	<u>CPD pilot</u>	<p>We talk about successful relationships in our mission statement and we want to build a strong workforce around SEND. All support staff undertook various training during our lockdown/COVID-19 way of working during the Summer Term, and many came away with areas they would like to explore in more depth.</p> <p>SJB has recognised that the school is working at a considerable pace and across the years not all staff have accessed CPD. SJB wanted to make access to CPD fair and consistent, so devised a scheme where staff can have some time off to undertake CPD. This could be learning about a curriculum resource or accessing an online course. This gives all staff the ability to stop, pause, reflect and grow, and as a school we will take a step closer to skilling up our staff. SLT have benefited from being able to undertake strategic work at home. Tutors have been able to have time to work at home and develop their curriculum areas.</p> <p>SJB added the feedback from staff has been positive so far and that they have found the time for CPD very beneficial.</p> <p>We are ensuring that CPD days are not approved if this would mean too many staff are off on the same day and staff will be asked to arrange another day to ensure the safety of our students.</p> <p>PH thought this is what any decent business would do, you are only as good as the people who work for you. Over time this will not only benefit the individual staff, but students and the school as a whole. It is also more likely to help make staff retention stronger. BR reiterated the stronger retention of staff but wanted to make sure CPD is linked to the School Development Plan (SDP). SJB confirmed all staff have two appraisal targets linked to the SDP and can have third target not linked to the SDP if they wish.</p> <p>CB asked how we will assess the impact of this CPD? SJB confirmed this will come when collating information of the Impact Report, completion of staff appraisals in the Summer Term and developing the pre-appraisal questionnaire for the next academic year. The Lead Practitioner who is responsible for Teaching Assistant's will collate their CPD and will assess the impact of this, the same was done after the training sessions ran during lockdown. Teacher CPD impact will be measured during their pay progression review and appraisal.</p>
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11	87.282	<u>Family support</u>	<p>EP feedback to Governors on Lampard Community School (LCS) parent/carer support group that was set up on Facebook during lockdown. EP undertook this through her role on Friends of Lampard. We currently have 46 parent/carer members who are from across all phases.</p> <p>There have peaks and troughs in activity depending on what is happening in school and the latest government guidance. Sometimes parents/carers ask general questions about where they can find information and EP shares the latest parent update letter. When the homework was coming through for students, some parents were panicking as their child didn't want to do the work, but it was lovely to see other parents offering reassurance.</p> <p>Since the start of this academic year, there has been not any panic due to COVID-19 and only a few questions asked. Some parents are regularly active, but others will read the information which is just as great.</p> <p>Following the end of lockdown parents' feedback that they would like the support group to continue, which is great that it didn't just end.</p> <p>The concerns that arose from this group were raised by EP to SJB and this helped SJB form some of the content in the parent update letters.</p> <p>Some new parents joined the group, so they could be part of the LCS community, as they would usually be able to come to school during transition events.</p> <p>CB asked how much of EP's time this is taking? EP it depends each week, during lockdown it could be whole day conversations but now students have come back to school it has gone quieter.</p>
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12	87.283	<u>Portfolio Holder Reports</u>	<p>John met with AR and SJB on 19th October 2020 and was provided with a good introduction to 'life at Lampard' and the challenges faced and what is expected to be faced in the next few years.</p> <p>Bill had two phone calls (23rd October 2020 and 19th November 2020) with the Assistant Headteacher for Key Stage 4. This meeting provided BR with a good understanding of Careers Portfolio at Lampard and gaps to fill regarding Gatsby BM8 and understanding difficulties in providing careers provision during Covid and how Carrers is linked to the School Development Plan</p> <p>Bill had a virtual meeting 12th October 2020 with the curriculum lead for PSHE/RSE (RC). Bill was updated on PSHE/RSE curriculum following their last meeting. RC received positive feedback during parents evening regarding the RSE/PSHE curriculum. BR was provided with teacher training materials and the roadmap for deployment for all years through this academic year. RC is actively seeking feedback from teaching staff to improve the content of the PSHE/RSE curriculum.</p> <p>EP was due to undertake the safeguarding audit with AP/CCB last week, but this has been postponed. EP is meeting with TG during December and will feedback in January.</p> <p>CB and EP undertook SWALSS training and there were 47 participants in the session which is high for an online seminar. The training was extremely informative, the first part was around the impact of COVID19 on staff and what we as Governors can do to help, the second part was on COVID-19 safeguarding issues. Deidre also made Governors aware that Headteachers are having to implement guidance that is given at the last minute and Governors need to support them through this. EP has emailed CCB some questions regarding Safeguarding that arose from the SWALSS training. A second session will take place in March 2021. We might also be able to get some bespoke training when DF comes to school in March. The presentation has been uploaded to Governor Hub under the training documents.</p>
13	87.284	<u>Effective Governance</u>	<p>This meeting has reassured us the school is as safe and healthy as it can be for students and staff. The skills and knowledge of the board has been increased so we can better help the school community and EP has spoken about the Parent Support Group which has been very positive.</p>