

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 69 – PART 1 - MINUTES of Meeting 25th APRIL 2019 – Torridge

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff	5	Kevin Bastable	KB	Foundation	5
Fiona Corbin	FC	Co-opted	5	Sam Barham	SJB	HT	5
Claire C-Brown	CCB	Co-opted	5	Alison Rubenchik	AR	SBM	5
Christine Bevan	CB	Co-opted	5	Sally Gonzalez	SG	Clerk	5
Bill Robinson	BR	Co-opted	5				

Apologies	Initials	Reason	Key to Minutes	
Elaine Penfold	EP	Family commitment	Bold	Action
Kevin Harris	KH	Work commitment	Underline	Decision
Fiona West	FW	Work Commitment	Font	Question
Peter How	PH	Work Commitment		
Andrew Redpath	AR	No apologies sent		

1	69. 043	Apologies and introduction of Christine Bevan	Apologies received prior to the meeting from KH, PH, FW and EP. Christine Bevan introduced herself to BofG and briefed governors on her current job responsibilities and background education and reasons as to why she wishes to become a governor at Lampard. BofG unanimously voted CB in as a Co-opted Governor. CB is welcomed by SJB as a governor.	FC
2	69.044	Declaration pecuniary/non pecuniary interest	None to declare. CB confirmed her husband who is employed by DCC as a H&S advisor can still advise Lampard however can now longer carry out Lampard H&S audit	FC
3	69.045	Minutes of meeting 19 th March 2019	Governors were handed copies of minutes to read at the meeting. No comments made to Clerk and signed as accurate by FC.	FC
4	69.046	Health & Safety - Spot Checks	FC carried out TT log checks. All in order and nothing to report. Other spot checks to be done prior to the next meeting by PH.	FC
5	69.047	Policies - Communication Policy - Administration of medicines - Family handbook	All policies to be approved at the next meeting in May.	FC
6	69.048	Headteacher's Report	SJB briefed BofG that the school has had the SEF monitoring visit and discussed encompassing three key documents in to one: SEF, strategic plan and SDP. He is focusing on engagement of Teaching Assistants in his follow-up visit. He suggested we link to Belmont School in Cheltenham.	SJB

			<p>CCB clarified the safeguarding updates mentioned in the report as well as an update on the Safeguarding vacancy which has been advertised internally and a number of applications received. BR queried the responsibilities of the role which will become vacant in September. SJB reassured governors that although interviewing internally, the school is conscious of the responsibilities of this vacancy and will only appoint internally if the applicant is the right person for the role. CCB also spoke about the behaviour section of the report and addressed the incidents regarding bullying and racism and confirmed this behaviour was shared with the local PCSO and EP contacted as well as an interim review arranged to address the issues.</p> <p>AR spoke about the budget section of the HT's report and explained the options and re-deployment. SJB informed governors that FiPs have been contacted regarding the deficit budget which will be discussed further under Section 9. AR briefed governors that the GDPR report is now on the secure webpage for them to access and is very positive.</p> <p>SJB spoke about the bespoke assessment mapping document J Harvey has drawn up which maps all assessments both statutory and school based/SENTient assessments into one document which will be shared with governors when complete.</p> <p>SJB briefed on the number of students confirmed for September (121 at present). SJB explained that S Gilronan has secured funding for a SEND maths project linked with North Devon Teaching Alliance which the Maths SLE (specialist leader in education) will carry out at the school.</p> <p>SJB informed governors that the new playground zones are proving a great success. Students' feedback on the playground zones so far has been incredibly positive and they are enjoying the new experience. FC requested a 'thank you' letter be sent to T Gillard for her hard work in this project.</p>	
7	69.049	<u>2019/20 Structure update including budget costs</u>	<p>From the original scenario, Governors did not want to lose the SALT input contracted by the school therefore her services will continue, but to a reduced, one day a week. SJB explained the new structure approved by Governors at the 'extraordinary meeting (KH, EP, FW, SJB) with cost updates. Vocabulary, writing (English), Maths and PSHE are areas the school want to develop across the year in 2019-20 and want middle leaders to champion and drive these subjects. HLTAs TAs will be redeployed and linked to phases or the Care and Safeguarding Team. FC queried the reduction of SALT to one day. SJB explained if SALT is written in to the EHCP the LA has to commission that provision. She reassured FC that no child will have a reduction of input due to the school's contracted SALT being reduced. The school will be asking more from the commissioned services and HI will train all teachers to deliver SALT interventions. BR queried the quality of intervention with reduced staffing hours. SJB explained that if by doing this it is felt it is having an impact on the safety of the pupils, it will be immediately presented to governors to review. A Redpath queried which Assistant Headteacher held the responsibilities of achievement. Impact which is linked 'quality of education' will be held by both JH and TW. JH for KS1-3 attainment and TW for KS4 attainment.</p>	SJB
8	69.050	<u>Student numbers 2019/20 update</u>	<p>Confirmed at 121 as previously stated. SB meeting with 0-25 to look at placement planning of students over PAN (132)</p>	SJB
9	69.051	<u>2019/20 Budget</u>	<p>19/20 Budget: AR presented and explained to BofG the income/expenditure report and spoke about the key performance indicators. She reported that</p>	SJB/AR

			<p>the Finance Officer is in agreement with the figures. SJB explained that the deficit has been significantly reduced but at the end of this financial year the school will still be in deficit of £102,000.</p> <p>Draft budget comparison: carry forward figures were explained by AR. SJB explained that the redeployment has meant only a very small figure is added onto the deficit and that it would be impossible to cut down any more without it impacting on the quality of education, delivering on the statutory aspect of the students EHCP provision and safety of the pupils. SJB pointed out that if the school is funded appropriately we would be able to come out of the deficit (one of scenarios shared at previous meeting). SJB also spoke about the scenario presented in March to governors which would reduce our staffing by 16 over two years but this would still not remove the deficit. CCB expressed her views that Lampard is a valuable asset to the LA due to the outstanding quality of the provision we offer, the level of quality and expertise of the staff and that our students are now achieving better qualifications. BofG approve the final budget presented.</p>	
10	69.052	<u>Better Governor</u>	SJB would like to research different options before deciding to subscribe.	SJB
11	69.053	<u>Proposed residential trips/ LS and US residential trip risk assessments</u>	SJB spoke about the risk assessments for residential (Evolve) and explained that the LA has to give the school permission for a residential to go ahead as it is classed as an adventurous activity. SJB showed the risk assessment for the MS residential on the Evolve system to the governors and spoke about the high level of planning from staff for every residential trip. SJB also informed governors that each child who does work experience also has a risk assessment. FC to come into school to check the Evolve.	SJB
12	69.054	<u>Behaviour update</u>	CCB presented the behaviour data and explained she is currently compiling another presentation (up to Spring 2) which will be shared with governors in May as well as an update of incidents during lunch times. Serious incidents have reduced as well as TT interventions. RPI is a very small percentage 3.5%. F Corbin queried if Lampard is the right provision for the one student the high incidents account for. SJB explained that his EHCP is being looked at and updated as it does not accurately reflect his current needs. Lunch breaks are very structured and students have access to clubs. The relaxation and mindfulness as well as sensory breaks (including 10-a-day) are having a positive impact on wellbeing and behaviour. A Redpath queried how incidents are recorded. CCB explained they are recorded on computers and TT logs and incident sheets. SJB explained that SLT look at the behaviour data in the first instance each week and now tutors are also being involved in discussions. SJB explained that in the case of very serious incidents taking place, an OSHENS report is completed and sent to the LA.	CCB
13	69.055	<u>Staff absence/attendance</u>	AR presented a graph showing the reduction in staff absences as a result of applying the policies consistently. SJB explained that staff now understand the policy is there to protect them and they now understand the process. Percentages are starting to reduce and having an impact on number of absences. SJB feels that members of staff are very caring towards each other and supportive when a colleague is not feeling well. CCB spoke about the wellbeing group and the work they are doing to promote staff wellbeing. SJB feels the absence policy is applied consistently and fairly and work closely with HR who are being very supportive. A positive change in the near future will be that the absence meetings will be held by line managers. B Robinson queried long term absences and if addressed in the same manner to which SJB replied they are dealt in the same way. SJB confirmed all of SLT has had the same training from HRone.	AR

14	69.056	<u>ICT</u>	CCB explained she has picked up the ICT budget from B Prosser when leaving Lampard. CCB has separated the hardware and licences budget. The iPad project came with hidden costs which were not accounted for. SJB explained that ApRox have looked at our ICT and recommend we upgrade our server. CCB explained there is a need to have an ongoing programme to renew desktops on a regular basis. SJB confirmed these costings have been incorporated into the budget planning. B Robinson queried the cost of the iPads. SJB reported this there is a separate budget line for iPads.	CCB
15	69.	<u>Sentient</u>	No updates.	SJB/FC
16	69.	<u>Portfolio holders</u>	AR, FC and EP have recently been in to visit the school. SJB suggested Christine works with T Winter regarding careers and accreditation. P How has also visited the school recently regarding the playground upgrades.	Governors
17	69.	<u>Effective governance</u>	Appointment a new governor. SJB thanked governors for approving the presented budget which would allow her and AR to work on preparing the paperwork for FIPs.	Governors