

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 81 – PART 1 - MINUTES of Meeting 21 st May 2020 – via Zoom							
ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Kevin Harris	KH	Chair	5:00	Bill Robinson	BR	Co-opted	5:00
Christine Bevan	CB	Co-opted	5:00	Eleanor Hanson	EH	Staff	5:00
Sam Barham	SJB	Staff	5:00	Maria Dyer	MD	Clerk	5:00
Claire Cowen-Brown	CCB	Co-opted	5:00	Alison Rubenchik	AR	School Business Manager	5:30
Peter How	PH	LA	5:00				

Apologies	Initials	Reason	Key to Minutes
Fiona Corbin – Co-opted	FC	Family	Bold Action
Elaine Penfold - Parent	EP	Family	Font Question
Andy Palmer – Parent	AP	Unspecified	<u>Underline</u> Decision

1	81.201	Apologies	Apologies that were received prior to the meeting from FC and EP were sanctioned.
2	81.202	Declaration pecuniary/non pecuniary interest	None declared
3	81.203	Minutes of meeting 7 th February 2020, 13 th February 2020 and 19 th March 2020	Minutes agreed and signed.
4	81.204	Health & Safety - Spot Checks	<p>PH has visited school however hasn't seen the health and safety check books. The Premises Team have been working very hard in getting the school ready for opening e.g. zoning school so only certain areas can be used and upping their high standards of cleaning. The work they have done has been invaluable and have even managed to train a new cleaner. PS has also managed to make vast savings by doing the work on our Condition Survey, using local contractors and also querying with the Local Authority/NPS South West about whether the work should be done by them and not the school.</p> <p>The Premises Team have liaised with the Devon County Council Health and Safety Advisor and are keeping up to date with the latest Government guidance.</p> <p>PH had met regarding the play equipment and this is a work in progress regarding assessments and advice.</p> <p>AR to update Governors of savings against the conditions report at the next meeting.</p>
5	81.205	Policies	<p><u>The following policies were approved by the Governing Board:</u></p> <ul style="list-style-type: none"> • grievance • redundancy <p>Grievance Redundancy Behaviour Family Handbook</p>

		<ul style="list-style-type: none"> • probation policy • behaviour policy • Administration of Medicines • Family Handbook • Assessment • Relationships, Sex and Health Education • Pandemic • Covid19 – Safeguarding & Child Protection appendix 	<p>Assessment Pandemic Safeguarding and Child Protection - Covid 19 appendix</p> <p>The following policies need amendments and will be brought to the next meeting: Behaviour - Appendix Probation Medicine RSHE</p>	
6	81.206	<u>Governor Term</u>	<p>There is now a vacancy for a Foundation Governor and it would be preferable if they have an education background.</p> <p>Governors expressed their thanks to Andrew Redpath for his work and help to guide the educational side of governance within the school.</p> <p>There are also two possible vacancies that will arise at the end of the Summer Term.</p> <p>Governors to think of potential people who we could recruit and send information to the Clerk</p> <p>Clerk to seek advice from SENTient Trust regarding recruitment of Foundation Governor</p>	
7	81.207	<u>Governor Meetings</u>	<p>MD presented the results from the meeting survey</p> <p>Discussion was had around the meeting day for forth coming meetings.</p> <p><u>It was agreed meetings will now be on Tuesdays starting, the 7th July 2020.</u></p> <p>MD to put together meeting timetable for 2020/21 and bring to July meeting for approval.</p>	
8	81.208	<u>Finance</u>	<p>The budget has been tweaked and we will be going into April 2021 with a £38,000 surplus. Special schools budget plans are being scrutinised by DCC to make sure they can get it right for special schools.</p> <p>AR sent our budget to DCC 20.05.2020, due to Covid-19 there is a little leeway and the budget can be brought back to Governors if changes are required. Our surplus is due to a number of reasons:</p> <ul style="list-style-type: none"> • Additional finances coming in after our budget was set for 2020 e.g. secondment. • Fewer threshold uplifts than budgeted for. • Natural wastage on support staff leaving and not immediately replaced • Delay in appointing a Catering Assistant. 	

			<ul style="list-style-type: none"> School Development Plan contingency carried forward – delay in spending as linked to Upper School developments and in current discussions with the LA. <p><i>KH asked if DCC have been looking at Scenario A or H?</i> AR confirmed that they have to look at Scenario A as that is for 132 students. They would look at Scenario H if we go up to 180 students.</p> <p>AR raised the issue that the Teacher Pension Award is decided upon the previous census, which meant we were paid on the award for less students. There is a possibility we will be assessed on 120 students for 2021 due to no census taking place due to Covid 19.</p> <p>AR brought a request to Governors to use the £38,000 excess to allow us to move over to Windows 10 and replace our current desktops which will enable us to complete the server move. At the current time many staff are deployed in the home when not directly in school as a result of the Pandemic. A request was made to use £10,000 of the Covid allowance money to buy 20 laptops to enable them to work from home in the future should the pandemic continue onwards into September.</p> <p>These two requests form part of an original request previously brought and budgeted for to Governors when we were considering a VELP loan. Three quotes were sought and Governors had previously agreed. If Governors agree to the two requests, this This will then decrease the amount we will need to request as part of the Velp loan. We would only need to request a Velp loan for banks of student laptops in the future..</p> <p><i>BR - Would we have purchased the laptops anyway or has the current climate stress tested our resources and current system?</i></p> <p>CCB confirmed that there was a line for the laptops in our original Velp loan plan which was agreed by Governors but the current climate has further highlighted the need for this provision.</p> <p><u>Governors unanimously agreed to Scenario A budget</u></p> <p><u>Governors unanimously agreed to the upgrade to windows 10</u></p> <p><u>Governors unanimously agreed to the purchase of 20 staff laptops</u></p>	
9	81.209	<u>Catering Provision</u>	<p>We recruited a Catering Assistant; however, they have now successfully gained a Teaching Assistant role with us. We advertised for a Catering Assistant however due to lockdown it was not necessary to fill this provision. Will reassess the situation in September and recruit when necessary.</p> <p>There has been a 15% increase in the food income which more students and staff having lunches. The visual menu is also working well and encouraging more students to have dinners as they can now see what they will be getting. The Catering Team are very proactive by thinking of theme meal days and a Snack 'n' Grab for the older students. The service and quality provided to our students has increased massively.</p> <p>Discussions are being held around how/when we can reopen the kitchen.</p>	

			<p><i>KH asked if the Catering Team have been furloughed?</i></p> <p>AR – can't furlough maintained school staff as the money was already in the school budget to pay them. They have been deployed at home and undertaking online CPD such as Food Hygiene.</p> <p>SJB informed Governors of the issues around Free School Meal vouchers and the families who are shielding can't spend vouchers online which makes them hard to use. When kitchen return they could make food boxes and deliver for these families if requested.</p> <p><i>KH can we send food left overs to families to help reduce our waste and help those in need?</i></p> <p>AR – this is probably not possible due to Food Hygiene Standards and requirements/</p> <p>Governors commented that the recruitment for both the Catering and Premises Team has been good for the school and the savings they have helped make have been invaluable.</p>	
10	81.210	COVID-19	<p>SJB explained what has happened since lockdown e.g. at least weekly communication with parents/carers and students from tutors, SLT and the Care and Safeguarding team. Weekly Delivering home learning packs. SJB is currently in the process of completing the LA whole school Risk Assessment. The school has been open for children with key worker parents/carers and those most vulnerable as decided through the ongoing contact with families and Social Care. This number continues to increase weekly.</p> <p><i>PH realises that staff are working really hard, but how are we managing staff who might not be working as hard as others?</i></p> <p>SJB explained that staff were asked to confirm their availability and those who were clinically vulnerable, vulnerable, and who were extremely anxious due to underlying health needs we carried out individual vulnerable risk assessments. These were invaluable meetings in ensuring we deployed them effectively and as safely as we were able to. We have achieved 3 strong rotas. We will need to reflect on this as we go forward and be in line with HROne and union advice. All staff have been deployed to work from home when not in school, and have been given CPD to complete. Teachers work on learning packs which arise from communication with families and also curriculum development work.</p> <p>BR said that the efforts staff have been putting in have been very good from pack delivery through to communication, and there hasn't been any major impact for his child going forward.</p> <p>CCB added that it has demonstrated how strong our relationships are with our parents/carers and students, and how well we know their individual circumstances. From a safeguarding perspective through our own ongoing Risk Assessments we have had a real grasp on our most vulnerable students.</p> <p>PH its great to hear that and makes it more valued when hearing feedback from Parent Governors.</p>	

CB appreciated the Q card document – informative and accessible. Also thank you to SJB for the weekly updates. You have all done a remarkable job and knows how hard it has been, thank you.

SJB updated Governors on how decisions had been made via the correct protocols. Any staff updates are then added to the student call logs so we are consistence with information given to staff and families. We also needed our plan to be sustainable with careful consideration. E.g. safer working practice using technology at home.

At the start we reviewed our technological platforms and made the decision to provide all students with a physical learning pack as many families were struggling to access online content/platforms. We are monitoring progress against EHCP's through the learning being planned and received; we have a track of the work each child has been given and completed.

We call all students/parents at least weekly and record this which helps plan the next learning package and update ongoing and individual Risk Assessments, This determines who needs to be offered respite at school. Vulnerability is impacted by the impact of Covid on a family's situation which we are aware of through our regular communication. We have created a dynamic Risk Assessment around this. Initially the directive from social services was to have all children with a social worker in schools but SENTient have worked strategically and effectively with the LA to ensure a collaborative approach.

Every child has an individual Risk Assessment and at start all we assessed to be safer in their own home due to the advice the Government gave at that time. These are reviewed each week. This helps us with determining if a child is as safe to come in to school or whether they are safest at home.

Staff teams have weekly meetings to discuss any issues, planning for the next week and checking in on how they are doing.

KH has been valuable guide at this time to help navigate through this challenging time and helping with the weekly Headteacher update.

SENTient Trust are having weekly meetings and feedback received/sent to Local Authority meetings. Julia Foster has been present at all those meetings. Julia liaises with Dawn Stabb and the LA have supported special schools. They are aware and mindful to how special schools need to work.

Currently there are several documents/guidance SJB is using to complete the risk assessment to ensure a safe increase in numbers.

Staff and parent/carer feedback has been very positive during our calls and emails. SJB has to ensure that as the school increases in numbers the offer continues to be as strong and as safe for the community. SJB is concerned of a second peak later in the summer which modelling suggests is likely in the south west.

SJB shared information form the staff consultation. The highest concern raised is in regard to socially distance in our environment with an increase in staff and student numbers. Each classroom will have to be carefully audited. Much

			<p>equipment and furniture will need to be removed as per guidance and will need to be stores safely. As a result of usable space our offer will be significantly reduced.</p> <p>KH asked about making plans for our year 11s and have then government have made statement about R/1/6 returning. Where do our leavers feature in our plan, as our other students have a little longer with us to help them cope in the new situation?</p> <p>Tutors have asked parents about a possible desire to send their child back to school and currently less than half want to send their child in. Others indicated they would consider it but only if safe to do so. We aim to celebrate Year 11s time at Lampard when we are safely able to do so</p> <p>Our next offer will not look like anything Lampard has delivered before as it will be based on a recovery curriculum. The environment and staffing will be different which we are mindful this will not be manageable for all our students and will inform their risk assessment. We will naturally start to have more students in school as the lockdown eases and mire students need key worker provision. Our key worker families have adapted amazingly so far.</p> <p>CCB reiterated our aim that for our long-term strategy is sustainable and of a high quality.</p> <p>The Local Authority Risk Assessment template has been useful and the school will step into this when we are safely able to increase in number. Based on current guidance the full reopening of our school feels to be in the distant future as we can't safely open based on current guidance for more students. Our Risk assessment and the students individual risk assessment will guide safe increase in numbers.</p> <p>KH said SLT and all staff been marvellous and at no point has the Lampard standard suffered. Well done to SJB for how she has represented school and managed staff during this.</p> <p>SJB added that SLT have worked extremely well and listened to their teams and work as a fantastic team so we do the right thing.</p> <p><u>Governors agreed that we will continue with our current provision up until the new Risk Assessment has been agreed upon to allow a safe increase in numbers.</u></p>	
11	81.211	<u>Portfolio Holders Report</u>	None at present	
12	81.212	<u>Effective Governance</u>	It is evident throughout this meeting that decision made will benefit the students and staff, even more so during the Covid19 pandemic.	