

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> 									
MEETING 69 – PART 1 - MINUTES of Meeting 20th June 2019 – Torrridge											
ATTENDEES		INITIALS			arrived	ATTENDEES		INITIALS			arrived
Sam Barham		SJB		Staff	5	Andrew Redpath		AR			5
Elaine Penfold		EP		Parent	5	Sally Gonzalez		SG		Clerk	5
Claire C-Brown		CCB		Co-opted	5	Helen Bromhead		HB		Clerk	
Fiona West		FW		Staff	5						
Peter How		PH		Vice Chair	5						
Apologies		Initials		Reason			Key to Minutes				
Kevin Harris		KH		Work Commitment			Bold			Action	
Fiona Corbin		FC		Family Commitment			Underline			Decision	
Christine Bevan		CB		Work Commitment			Font			Question	
Bill Robinson		BR		Work Commitment							
Kevin Bastable		KB		Work Commitment							
1	71.083	Apologies		Clerk read out apologies received and welcomed HB as the new Clerk to Governors who is shadowing SG.							PH
2	71.084	Declaration pecuniary/non pecuniary interest		Governors had previous sight of the Agenda items and no pecuniary/non pecuniary interest declared.							PH
3	71.085	Minutes of meeting May		CCB gave PH a brief update of discussions regarding the new IT structure and new server as per the minutes of the May meeting May as PH was absent. Governors agreed to join the Governor Hub - SG to action and confirm at the next meeting. HB explained how the Governor Hub works and its benefits. Governors not clear if they would be able to use their personal emails or Lampard emails. AR to look into this and clarify. In terms of checking the deeds of the school re. keeping chickens on site, other Sentient schools have similar projects and the BofG made the decision to go ahead. EP to monitor the development of the site.							PH
4	71.086	Health & Safety - Spot Checks		PH reported a couple of minor points regarding the Fire Alarm records and that 99 percent all well presented. PH discussed with CCB some TT entries prior to meeting for clarification of particular students behaviour and what staff have put in to help students PH satisfied school managing behaviour well.							PH
5	71.084	Policies - drug and alcohol - Online safety - Lone working (July) - HS and wellbeing - Sickness absence		New protocol including spot checks during parent evenings to ensure consistency. All policies will be signed off at the next meeting.							PH
6	71.088	Job description		HB's job description clarified. SJB confirmed it is a standard DCC job description. Job description to be presented and approved at the next meeting.							SJB

7	71.089	<u>Governor visits</u>	<p>SJB discussed collating the portfolios to be uploaded onto the governors secure webpage.</p> <p>Audit to be carried out by Clerk.</p> <p>SG to notify govs when it is uploaded.</p> <p>Pathfield school has contacted Lampard to investigate how Portolio meetings are held. SJB feels it would be beneficial to introduce learning walks as raised by KH in the previous meeting.</p> <p>To be discussed and agreed at the July's meeting.</p>	KH
8	71.090	<u>Objectives</u>	Postponed to July meeting.	KH
9	71.0971	<u>Attendance data</u>	<p>SJB introduced BoGs to the Ethical Framework which will assist in reviewing policies and any key decisions made in an ethical way. The Framework includes the values of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The draft attendance policy will be the first one to be reviewed using the Ethical Leadership Framework. CCB briefed governors on the Attendance Policy. BoG agreed the school has a good system in place to track absences. SJB discussed the importance of policies providing guidance, however the school must consider the context for each of our families. CCB looked at other special schools, and confirmed the final decisions are made at the discretion of the Headteacher.</p> <p>PH queried if there will be a proforma to which the school worked CCB confirmed she is currently working on drafting one.</p> <p>EP asked if the school notifies parents of crucial times during the year when it is advisable not to book holidays.</p> <p>SJB confirmed TW is currently working on this as it is imperative Upper School students complete coursework deadlines and take their examinations.</p> <p>AR asked if we take into account how important is for certain families to be able to go on holiday at quiet times.</p> <p>This was acknowledged and CCB confirmed that Lampard's absence levels are below other special school's levels when looking at both authorised and non-authorised absences.</p> <p>The absence records show an increase in illness related absences this is in line with the complexity of our pupils.</p> <p>SJB confirmed the school is tracking the reasons why the pupil is absent and the school continue to build relationships with both the pupils and their families.</p> <p>EP asked if parents communicate well with the school CCB confirmed they do.</p> <p>PH asked when is it likely to have the policy completed.</p> <p>Governors are happy with the policy to be completed and for leadership to finalise the draft version to present it to governors to be adopted at the next meeting.</p> <p>EP suggested to ask parents to be mindful of certain dates when planning to book a holiday during term times.</p>	SJB/CCB
			MATTERS FOR INFORMATION	
10	71.092	<u>KS4 accreditation</u>	<p>Governors were informed that TW will present this completed information at the July's meeting. SJB gave a brief update. The current results are indicating the curriculum needs to be adapted to meet our Level 2 standards.</p>	SJB

			<p>AR asked what the targets are based on</p> <p>FW explained that in MS and LS they are based mostly on assessments carried out by staff, but these do not necessarily match up with the assessment criteria used in US.</p> <p>SJB informed governors that JH is currently working on an assessment document which will match up assessments from LS/MS to US.</p> <p>AR queried if this data will be fed into CASPA</p> <p>SB confirmed it will and that it will also be presented to governors at the July meeting.</p> <p>AR asked as to how the benchmarking is going to work.</p> <p>FW explained at present we assess our Year 9 pupils allowing targets set when they go into US.</p> <p>SJB spoke about the 3 years of data input required for the benchmarking. Each child's progress is based on their statutory EHCP outcomes and Lampard is able to demonstrate progress against these and will be able to collate yearly data showing the steps towards this progress.</p>	
11	71.093	<u>HT Report</u>	<p>Governors had previous site of the Headteacher report.</p> <p>SJB thanked EP for taking part in Care and Safeguarding Assistant interviews.</p> <p>CCB spoke about the impact of introducing relaxation sessions during the afternoons which have had a positive impact on the behaviour incidents reducing them by 44%.</p> <p>TW continues to work towards her Careers Leader certificate.</p> <p>Friends of Lampard met for their AGM meeting. SJB thanked HB for attending this meeting.</p> <p>SJB thanked PH for coming into school to look at the playground project with Pentagon Play and as a result a Devon CC Health and Safety Advisor has declared the area in question safe . We have now amended our grant application and Wooden Spoon are happy to look at our resubmitted paperwork.</p> <p>SJB will keep Governors updated.</p>	SJB
12	71.094	<u>Peer to peer feedback</u>		SJB
13	71.095	<u>DCC presentation</u>	<p>SJB informed governors that herself and SG will be going to Exeter to meet with the 0-25 to share constraints of our core offer.</p> <p>SJB presented a slideshow on key information including an overview of the needs of the students particularly the rising number of students with an autism diagnosis. She discussed the impact of the size of the Upper School classrooms and shared information on the cohort of students whose primary needs are classed as MLD. She feels this description does not describe the complexity of need these students have.</p> <p>AR queried how this compares to Southbrook School.</p> <p>SJB explained Southbrook do not have a KS1 or KS2 and these students have a higher ratio of staff because of their unidentified needs. All schools have a statutory duty to provide what the students' EHCP states.</p>	SJB
14	71.096	<u>Ethical leadership</u>	This activity was completed in the 'attendance policy' item.	SJB/CCB
15	71.097	<u>SIP</u>	SJB will share when available.	SJB

16	71.098	<u>Sentient and other meetings</u>	<p>EP visited the school on the previous day to meet with staff regarding the chicken project. All health and safety issues have been covered.</p> <p>CF will submit an application to Children in Need for funding. Future farms will provide the chickens.</p> <p>EP felt there is a lot of enthusiasm and excitement from members of staff and pupils and the project could help with the stress and anxiety of pupils.</p> <p>Sustaining the cost will be achieved through fund raising events or Friends of Lampard's donations.</p> <p>Animal Welfare Act regulations need to be made aware to all members of staff.</p> <p>Medications and treatment of animals needs to be monitored.</p> <p>Therapy side can be incorporated within the curriculum.</p> <p>Chickens need to be checked twice a day and behaviour monitored.</p> <p>PH asked who is leading the project t</p> <p>EP confirmed it was initiated by CF and SH.</p> <p>SJB will arrange for them to meet with E P.</p> <p>EP recommends every chicken is tagged and has its own personal file.</p>	SJB/KH
17	71.099	<u>Portfolio holders</u>	No visit to report.	Governors
18	71.100	<u>Effective governance</u>		Governors