



Lampard Community School

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 74 – PART 1 - MINUTES of Meeting 19 th Sept 2019 – Meeting Room							
ATTENDEES	INITIALS			ATTENDEES	INITIALS		
Sam Barham	SJB	Staff					
Claire C-Brown	CCB	Co-opted					
Kevin Harris	KH	Chair		Helen Bromhead	HB	Clerk	
Andrew Palmer	AP	Parent					
Andrew Redpath	AR	Foundation		Sophia Marquiss	SM	Guest	
Fiona West	FW	Staff		Luke Austen	LA	Guest	
Fiona Corbin	FC	Co-opted					
Christine Bevan	CB	Co-opted					
Apologies	Initials	Reason			Key to minutes		
					Bold		Action
Elaine Penfold	EP	Family commitment			Underline		<u>Decision</u>
Peter How	PH	Work commitment			Font		Question
Bill Robinson	BR	Work commitment					

1	74.101	Welcome & Apologies for Absence	Clerk read out apologies received. HB to draft a letter from Chair to Kevin Bastable thanking him for his time as governor	KH
2	74.102	Declaration: Attendance & Business/Pecuniary Interest Register	Governors had previous sight of the agenda. No pecuniary/non pecuniary interest declared. Business interest declaration forms completed. CB has hers. To return by next meeting.	KH
3	74.103	Committee Minutes of last meetings of 9th and 11th (EFGM) July– governor questions	Minutes read, discussed and actions scrutinised. <u>All adopted by FGB and signed off by KH.</u> Part 2 minutes discussed below	KH
4	74.104	Matters Arising from minutes of meetings of 9th and 11th (EFGM) July 2019 FGB including progress made on the actions raised	Actions discussed. Purchase and housing of chickens on hold as a result of unsuccessful charitable bid application. CCB continues to oversee student internet use and is alerted to an inappropriate internet search. SJB twitter feed to be talked about in coming weeks HB to put record of Governor visits on GH <i>CB: Christmas lunch meeting times, is there a meeting? <u>18th December, 12.10 to 13.10. No formal meeting.</u></i> Computers: SJB explained LCS are waiting for information regarding new standards in functional skills qualifications. It is suggested focus may be on	

			<p>higher 'tablet' use as opposed to desktop technology. Therefore LCS have decided to wait and assess any financial implications in the event we need to replace our ICT room. Once the standards in ICT Functional Skills are released, SJB will meet with SLT to discuss any financial implications.</p> <p>SJB to bring financial implications regarding ICT hardware to a future meeting for discussion and decision.</p> <p>Student toilets – The Premises Team have done a deep clean of the toilets over the summer and are now monitoring the conditions. If the smell returns, we will have to consider a change in flooring as the next step.</p> <p>SJB to put a copy of the Local Authority Internal Audit on GovHub ahead of the October meeting for discussion.</p>	
5	74.105	Health and Safety Spot Checks	KH has done these in PH absence. Reported to FGB that all are checked and signed off.	KH
<u>MATTERS FOR DECISION</u>				
6	74.106	Approval of Minutes of last meetings of 9 th and 11 th (EFGM) July 2019	<p><u>Minutes presented, adopted and unanimously agreed. -Signed off by KH</u></p> <p>Part 2's discussed below.</p>	
7	74.107	Election of Chair and Vice Chair	<p>KH accepted nomination as Chair but declared he will be stepping down as CoG and Governor at the end of academic year after 11 years.</p> <p>VCoG – PH wishes to continue as VCoG if elected but FC wishes to step down. FC shared with FGB that this will be her last year as a Governor. SJB took the opportunity to thank her for her work as VCoG and the impact she has had on the work of the school. Her support and commitment has been fully appreciated.</p> <p><u>KH nominated for chair and all agreed.</u></p> <p><u>KH proposed PH for vice chair and all agreed.</u></p> <p><u>KH proposed CB for vice chair and all agreed.</u></p> <p>HB to put agenda item in Oct to discuss who to upgrade as a second governor to Safeguarding</p>	

			<p>Level 3 from September 2020. CB said she's happy to do it.</p> <p>SJB discussed verbal feedback from recent two day LA audit which advised a pay committee and HT appraisal committee. After much debate KH suggested First Committee would undertake Pay Committee role and HT Appraisal Committee would be Cog and VCoG keeping other Governors sterile for appeals etc.</p> <p>Pay committee makeup to be different chair, vice chair and 1 other (suggested new governor with finance portfolio).</p> <p><u>KH proposed structure of first pay committee and HT appraisal committee and all agreed.</u></p> <p>HT appraisal is booked for 1st Oct with Jackie King. HT appraisal committee will be CoG and VCoG.</p>	
8	74.108	Structure of Terms of Reference for first, second and pupil discipline committee	<u>Adopted by FGB and KH signed off</u>	
9	74.109	Governor Visits	Folder to be put on GovHub for Governor Visit reports. Action HB	
10	74.110	<p><u>Policies:</u></p> <ul style="list-style-type: none"> • Register of business interests 2019 • Child protection and safeguarding • Instrument of Government • Acceptable behaviour (staff) • Children in care • Terms of Reference joint governor panel • Directed Time Budget 	<p>Register complete for 2019.</p> <p><u>Acceptable Behaviour adopted and signed.</u></p> <p><u>Child Protection and Safeguarding adopted and signed.</u></p> <p><u>TORs for joint panels adopted and signed – update date HB</u></p> <p>HB Put Instrument of Governance on GovHub</p> <p>HB to prepare policies with Maria Dyer a week before FGB and ensure they are all up loaded to GovHub.</p> <p>Children in Care policy moved to next meeting HB</p> <p>Directed Time Budget moved to next meeting HB</p>	
<u>MATTERS FOR INFORMATION</u>				
11	74.111	Clerk's Update and housekeeping	HB presented Governor Hub and answered queries. Personal email addresses can be used.	

			<p>FGB members to update their profiles where necessary please.</p> <p>HB to discuss training on GovHub</p>	
12	74.112	<p>Governor's Audit:</p>	<p>SJB discussed the recent audit. Results show huge improvement from 2017 audit.</p> <p>Items with Red rating identify areas of focus for training as beneficial for Governors considering number of new members e.g. SEND Governance and Compliance.</p> <p>SJB proposes to feature Governor training in the 2019-20 SDP.</p> <p><i>KH can the school calendar go on GH?</i> SJB to ask MD to do this.</p> <p>HB would Governors like to fully adopt GovHub for group communication and document/policy sharing?</p> <p><u>All agreed</u></p> <p>Governor Login to remote access on the secure Governor area on Lampard's website no longer needed.</p> <p>HB to liaise with MD.</p> <p>KH Thanked HB on GovHub set up.</p>	KH
13	74.113	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • Key strategic developments • Key information 	<p>SJB presented the HT report and discussed in detail.</p> <p>KH thanked governors for being strong under challenging circumstances when setting the budget which had ensured no redundancies. Supportive financial monitoring by LEA now taking place monthly.</p> <p>Govs asked how LCS are planning to fill the funding gap?</p> <p>SJB we're working on further efficiencies and funding plans including bid writing for grants and Friends of Lampard fund raising where appropriate.</p> <p>Action FGB to write letter thanking 'Party at the Manor' for their generous donation.</p> <p>SJB advised LCS have achieved 'Plastic Free' status, the only special school in the country to have this.</p> <p><i>KH Now catering is in house, who is the line manager?</i></p>	

			<p>Business Manager AR.</p> <p>KH asked for AR to report details quarterly on the monitoring and impact of this move to in-house catering. AR to report quarterly to Governors.</p> <p>KH asked if there are new staff to meet the governors in October?</p> <p>SJB yes, LO.</p>	
14	74.114	Draft School Development Plan 2019-20	<p>SJB presented the draft school development plan. She explained it is more focused than previous years and would be a two term plan. Historically SDPs straddled two financial years which made budget setting more challenging. The move across from April to April will inform clear planning, training and resources for September 2020.</p> <p>AR what can we expect to see over a single term? Could that be shown?</p> <p>SJB explained the document being shared is just an overview. If adopted, SLT will complete more detail and add costings and resource implications to share with Governors ahead of the October meeting.</p> <p><u>KH proposes adoption. All in favour.</u></p>	
15	74.115	TLR3 presentations	<p>SM presentation: <u>Maximising the impact of Teaching Assistants.</u></p> <p>SM discussed the planning, execution and impact of the action research project.</p> <p>AR asked what are the biggest changes?</p> <p>SM explained there has been a better focus on supporting students' independence in their work. SJB stated documents created throughout the year by the working party will feature in the staff manual and induction. The MITA model will feature in the feedback policy.</p> <p>AR asked if TAs are planning with the teacher?</p> <p>Teachers share planning on Monday and Wednesday class briefing time.</p>	

			<p>SM has identified a need for more training on the MITA model (Maximising the Impact of Teaching Assistants).</p> <p>KH noted the tangible results and asked if all support staff were on board with the work.</p> <p>SJB said morale is good, there's a clearer understanding of roles and deployment and we are better able to demonstrate impact of TA work on students as teachers plan for their work more explicitly.</p> <p>SJB thanked SM because through her TLR3, a lot has been achieved.</p> <p>KH asked for SM to report back in a year's time to update Governors on further progress in this work and the impact this has on the students.</p> <p><u>SM to report with updates in September 2020 meeting.</u></p> <p>KH asked if there is a 'templated ratio' for TAs.</p> <p>SJB explained that ratio is based on student need - with a higher ratio of staffing for the more complex needs related to Autism.</p> <p>CB is there to be another review?</p> <p>SM yes, this will be followed up.</p> <p>KH thanked SM on behalf of the FGB.</p> <p>LA Presentation: <u>Can Colourful Semantics impact attainment in writing?</u></p> <p>Research highlights the level of complexity of student needs related to their expressive language and our student's ability to express their ideas through writing.</p> <p>AR asked whether writing is assessed?</p> <p>SJB writing is assessed 3 times a year. Colourful Semantics is a programme that can make the abstract nature of writing into the more concrete which supports our students to improve how they can express themselves.</p>	
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			<p>LA compared the data from the start of the intervention and the results. The data showed improvements but what can't easily be captured is the students increase in confidence in writing. SJB stated that after the staff presentation they expressed they wanted more training.</p> <p>KH Is it pupil specific or cross school? LA , it can be, It's a progressive programme.</p> <p>KH asked what the cost of the app is and could pupil premium be used for specific students?</p> <p>SJB explained Colourful Semantics should be part of universal provision so all teachers understand what it is and how to teach it. The resources are available as hard copies and on the shared area already. The programme LCS use is trademarked which would increase costs.</p> <p>FC asked about an app from 'Integrated Teaching Services' that may be suitable. CCB to explore 'integrated treatment service' app with SM and LA. KH stated a thank you to LA on behalf of the FGB</p> <p>KH acknowledged the interesting and diverse TLR projects and impact on the school in terms of training and supporting student needs.</p>	
16	74.116	Charity 'Access sport'	<p>AP presented background on BMX biking. He's researched clubs, and expansion into Devon. Bideford Bombers offer a taster session where track, bikes, etc are all provided. Access to Sport to send down coach. AP wants support from school. Can Andy James come and present? SJB <u>Yes</u>.</p> <p>Action AP to ask AJ to contact SJB. SJB to meet with SS to discuss.</p> <p>SJB asks if there is a cost to school? AP No.</p> <p>SJB said that through our capturing of 'Student Voice' it shows LS students want scooter and bike training, MS want to learn to ride a bike and US want to begin independent travel. This project will</p>	

			help to further support our students to learn to ride a bike which in the future may help them to transport to employment.	
17	74.117	Effective Governance	KH summarised. Discussions and decisions have ensured future proofing, policies have been adopted and the 2019-20 SDP has been adopted. Focus has been on effective governance.	
18	74.118	Date & Time of Next FGB meeting	17 th October at 5pm	

Meeting completed: 19.30