

MEETING 90 – PART 1 - MINUTES of Full Governing Board Meeting 23rd

March – Via Zoom

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair	16:55	Peter How	PH	LEA	16:58
Sam Barham	SJB	Head	16:55	Andrew Redpath	ASR	Co-opted	16:59
Katie Goodfellow	KG	Clerk	16:55	Maria Dyer	MD	Clerk	16:55
Hayley Hardy	HH	Parent	16:55				
Apologies	Initials		Reason	Apologies	Initials		Reason
Elaine Penfold	EP	Parent	Family Commitments	Bill Robinson	BR	Parent	Business Commitments
Eleanor Hanson	EH	Staff	Family Commitments	Claire Cowen-Brown	CCB	Co-opted	Family Commitments

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	90.319	Apologies	<p>Apologies received prior to the meeting and were sanctioned.</p> <p>CB Advised board that JA has resigned due to work commitments. EH will be resigning as staff governor during the Summer Term ASR will be relocating shortly but will still like to be involved with the board.</p> <p>SJB has approached two prominent members of the community as potential replacements but has yet to hear back.</p> <p>Governors to consider if any of their contacts could be potential Governors and pass their contact details to the Chair.</p> <p>Clerk to add Governor Recruitment to next agenda</p>

2	90.320	Declaration pecuniary/non-pecuniary interest	No conflicts of interest declared.
3	90.321	Minutes of 23rd February 2021	<p>Part 1 – actions from previous meeting</p> <ul style="list-style-type: none"> • School visits to be discussed under item 5 • PH to check TT books to be discussed under Item 4 • Skills audit – CCB & SJB have worked on the action plan, however it has been delayed until the April meeting due to the length of this Agenda • Term dates – Term dates have been published on our school website, on Devon County Council’s website, shared with staff and will go home to parents with a newsletter in the Summer Term • JH and SJB to share how data is gathered at a future meeting Clerk to add to an Agenda before end of academic year • Breakdown behaviour graph – SJB has asked for this to be brought to April meeting <p>Part 2 - No actions from previous meeting</p> <p><u>It was agreed that these minutes are a true and accurate account of the last governors meeting.</u></p>
4	90.322	Premises, Health & Safety - Spot Checks	<p>PH visited the Premises Manager on the 17th March – all Health & Safety check books are up to date. PH also viewed the works completed and works that the Premises Team have planned.</p> <p>The play equipment is due to be inspected (annual inspection) between 22nd March to 8th April 2021.</p> <p>PH also noted that photos of the new path/steps on the junior playground has been put on to Governor Hub. Our DCC Health & Safety Advisor has seen the works and agreed they have been completed to an acceptable standard.</p> <p>Team Teach books checked and there was one entry in each of the books. PH had no major concerns about the entries.</p> <p>SJB fed back to PH about electric bike charging stations. It works out about £600-£1000 per charging station. This may be a consideration in the future depending on numbers of staff using electric bikes.</p> <p>The board discussed the Expansion Plans and a planning application has been made by DCC. Clerk to add a monthly Agenda item under Part 1 regarding the Expansion Plan.</p>

5	90.323	<p>Covid - Risk Assessment - Wellbeing</p>	<p>SJB and CB met on 2nd March to review the Risk Assessment. Version 5 is on Governor Hub. The main updates were around overcrowding in classrooms and corridors which has been rectified – additions have been added in blue text. SJB and CB to meet after Easter to review the Risk Assessment.</p> <p>PH asked how things have gone since students returned to school on the 8th March? SJB very positive, staff are pleased to have more normality and students like seeing their friends. Staff are testing at home twice a week and all staff are now back doing their usual roles. SJB mentioned recent OSHENs reports shows some regression in student core stability and agility over Covid lockdown. The school has responded by simplifying practical lessons to meet student current abilities.</p>
			<p>ASR added that it must be a national picture that many students, especially those with SEN have become sedentary.</p> <p>ASR have we had any suspected cases? SJB said we had a small number of suspected cases and they self-isolated. Some absence was linked to medical needs. Parents were proactive and if unsure, sought advice of their GP. We haven't had to self-isolate any children in school. Parents have been very supportive of the guidance and have kept their child at home if they have potentially been in contact with someone who has Covid. Some secondary school aged parents have taken up the offer to undertake lateral flow tests at home.</p> <p>PH asked how staff feel about changing working practices back to a more normal way? SJB it has not been raised as an issue. The most recent Risk Assessment has been signed by staff. Those who haven't physically signed it have been absent, but we are in the process of getting those final signatures.</p> <p>CB asked how the wellbeing initiatives are progressing? SJB we have 3 teams in the 'Let's Walk' Active Devon challenge and its helped recognise how sedentary the period of Covid has been. A representative from Active Devon will be coming up to meet with SLT regarding the Active Devon Framework. May is an outdoors for wellbeing challenge which we will be supporting. The CPD pilot starts again after Easter. One of the wellbeing groups are in the process up improving the sensory garden. The 'community' wellbeing group is organising a socially distanced, outdoor Easter quiz and hot cross bun event.</p> <p>CB attended the 'Governing in the Time of Covid' seminar by Dierdre Fitzpatrick. One important point identified at the seminar is that rest is not the answer to the challenges of the past year, but to energise staff. SJB's initiatives sound like they are energising staff.</p>

		<p>CB shared information from Roadmap for Renewal from meeting with Deidre Fitzpatrick which states that it is now important for Governors to plan how they will carry on with the new normal and decide how meetings will take place in the future.</p> <p>CB asked the board how they felt about how meetings will take place moving forward?</p> <p>AR replied that he feels virtual meetings have worked very well, but that contact with the school is important. He felt that perhaps a mixture of virtual and face-to-face would be ideal, with governors going into school for visits but holding meetings virtually, as this seems to be the way forward. SJB agreed, she felt that it is important for governors to come into school to be able to report to Ofsted about the school from a personal point of view. PH felt that virtual meetings have actually been more successful as information is covered well and efficiently, but he would also like to have the opportunity to come into school and meet teachers and students face to face.</p> <p>SJB shared that she felt that at times meetings will be very beneficial face to face but perhaps monthly meetings are more valuable virtually. PH suggested a walk round the site would be valuable for governors to be able to imagine the new build in person. SJB agreed that this would give a great opportunity to get together and discuss what is in store in person. SJB said she would be happy to host this, perhaps at the end of May.</p> <p>HH shared that she felt it would be nice to meet face-to-face and asked if it would be possible to have a Zoom option for some while those that can are meeting face-to-face and it was agreed that this is possible. This will be explored further in the future.</p> <p>SJB added that governor meetings not being on site helps as it doesn't impact on the caretaker's hours.</p> <p>CB summarised that while governors miss seeing each other, there is a need for in-person meetings combined with Zoom meetings which would give the best of both worlds. April and May will definitely be Zoom meetings, and this will be explored further after that.</p> <p>SJB shared that the individual governor portfolio visits can happen, and group meetings will probably be able to happen post-April 19th. SJB explained that whatever governors need to do their jobs can be actioned in one way or another as long meetings are planned in advance and the RA is adhered to, and that school will facilitate whatever is needed.</p> <p><u>It was agreed by the board that the governor meetings will continue via Zoom for the immediate future</u></p> <p>Clerk to 'share screen' for documents during governor meetings.</p> <p>SJB to arrange date for after May 17th for Governors to come to school, after students have gone home</p>
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6	90.324	<u>Finance</u>	<p>Budget Approval will be considered at the April meeting.</p> <p>SJB shared the recent FIPs report with the board CB stated the FIPs report is a clear piece of work that highlights all finance decisions that have been made from the start of SJB's headship to reduce the deficit. ASR commended SJB on the job she has done to maintain school morale whilst retaining staff. Its very positive the LA are on side and helping move the school into its next stage. SJB thanked governors for their continued support in helping make sometimes very challenging decisions. PH asked which areas are key, and realises that the bulk of the expenditure is on staffing which isn't changeable? SJB explained that there has been an updated core offer which will be reflected in the next budget</p> <p>SJB thanked the School Business Manager for her hard work on the school finances and oversight of deficit management.</p> <p>CB updated governors on the Sentient Trust meeting 03/03/21. Governors tasked CB in the January meeting with raising the lack of budget for Covid needs with the SENTient board. CB did this, and found that the picture was very mixed with some schools reporting gains through Covid as their schools had been shut, and other schools finding themselves in a far worse financial position. The meeting agreed that the Chair, Dr. Paul Grey (PG) should send a letter on behalf of the Trust to the CEO of DCC, Phil Norrey, and the Leader of the Council, John</p>
			<p>Hart; outlining the financial difficulties faced by schools as a result of the pandemic and asking them to address these disparities. PG liaised with CB in formulating the letter which was sent on 8th March. Headteachers Keith Bennett and Jackie Warne agreed that the letter was appropriate and suitable It is understood that the matter has also been raised with Dawn Stabb, Head of Education and Learning at DCC. The Trust is awaiting a response and CB will report back to Governors once this has been received.</p> <p>PH asked for Sentient's take on the plans for the school? CB explained that it wasn't discussed at the last few meetings. SJB said she hasn't had much feedback yet, only from the Chair of SENTient Trustees who replied formally to say he was pleased to see the plans and was looking forward to seeing the outcome. Expansion plans don't seem to be discussed at meetings much. CB will report back to the board when she receives a reply.</p>

7	90.325	<p>Policies</p> <p>Careers Dinner Money Arrears Emergency Plan Invacuation</p>	<p>Careers ASR asked if we obtain suitable advice from Careers South West (CSW), and how easy it is to access that advice? SJB we have a CSW advisor who attends Annual Review meetings for our Upper School students, and is in regular contact with our parents. TW also offers careers advice to our Year 9 students.</p> <p>Dinner Money arrears CB questioned the 'absolute discretion of the School Business Manager' and queried if there should be some sort of appeal process to Governors if for some reason the issue is not resolved satisfactorily? MD mentioned this has been changed to 'discretion of the Headteacher'. SJB added we have to be aware of individual families and any difficulties they might have around payment. Our policy enables us to keep arrears to a minimum whilst putting in support plans for those who we are aware of whom might be facing difficulties paying.</p> <p>PH how do we know a child has an adequate packed lunch? SJB our lunches are well supervised, a member of staff from each class sits with the children. Some students have restricted diets due to their needs. We must know our children's needs and not just assume the lunch is inadequate.</p> <p>Emergency Plan SJB explained the emergency Plan is a document that she, and those named, keep off site as emergencies do not always occur during working hours.</p> <p>Invacuation procedures SJB explained invacuation procedure and that we practiced once with students, however it was discussed at a SENTient Trust meeting and it was decided that as long as staff are trained in invacuation we do not need to practice with our students.</p> <p><u>All policies approved</u></p>
8	90.326	<p>Vice-Chair Roles</p>	<p>Due to EP being re-elected as a Parent Governor, Governors needed to re-vote her as the Vice-Chair.</p> <p><u>It was unanimously agreed EP will continue in the Vice-Chair role alongside PH</u></p>

9	90.327	<u>Portfolio Holder Reports</u>	<p>EP met with TG about Evidence for Learning and SEND – very positive meeting. Also, EP met with CCB re safeguarding and again the meeting was very positive.</p> <p>HH came into school to meet SJB re safeguarding role, she reported that this was a really positive meeting and she enjoyed discussing the structure and policies in place. HH asked SJB if she could ask questions and SJB said yes. HH spoke to CCB who confirmed that HH must complete relevant safeguarding courses before she is able to participate in safeguarding activities in school, the first of which takes place on 29/06/21.</p> <p>SJB to share SIP visit report at April meeting</p> <p>CCB to contact EP and HH for the safeguarding next steps from SIPS visit</p> <p>EP advised CB prior to the meeting that she attended the Leadership of the Governing Board course. None of the other attendees use Governor Hub and other boards met termly instead of monthly. ASR added that some schools have sub-committees for areas such as Finance, which enable them to report to the Full Governing Board (FGB) on a termly basis. The general consensus of the board was that our monthly FGB meetings work well.</p> <p>CB and HH attended the Governing in time of Covid with Dierdre Fitzpatrick. CB didn't find it as useful as the previous meeting due to the number of participants and the fact the chat box was used for the meeting (HH agreed with this). CB shared with the board under item 5 what was learnt from the meeting.</p> <p>CB met with Dierdre Fitzpatrick in school last week as part of the SIPs visit and she found this very useful. SJB to share the SIP report with Governors</p>
10	90.328	<u>Effective Governance</u>	<p>The discussions we have had around finance and the budget were very positive and encouraging, reinforcing the fact we continue to provide a quality education for our students.</p> <p>The update around Covid and the full return to school has highlighted that Lampard is a safe place for our students and staff.</p>