



LAMPARD BOARD OF GOVERNORS

Minutes of Governor Board Meeting Tuesday 22nd June 2021 at 5.00pm

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair	5pm / 7.45pm	Elaine Penfold	EP	Parent	5pm / 7.45pm
Sam Barham	SJB	Head	5pm / 7.45pm	Claire Cowen-Brown	CCB	Co-Opted	5pm / 7.45pm
Hayley Hardy	HH	Parent	5pm / 7.45pm	Bill Robinson	BR	Parent	5pm / 7.45pm
Katie Goodfellow	KG	Clerk	5pm / 7.45pm	Peter How	PH	LEA	5pm / 7.25pm
Lorraine Ovey	LO	Staff	5pm / 7.45pm				
Apologies	Initials		Reason	Apologies	Initials		Reason
Andrew Redpath	ASR	Co-Opted	Work 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
Part 1		
1	92.339	Apologies Apologies received from ASR due to work commitments
2	92.340	Declaration Pecuniary/non-pecuniary interest No conflicts of interest were recorded
3	92.341	Minutes of 25th May 2021 Actions from May's meeting were reviewed. KG to send the Part 2 password to HH <u>Minutes of 25th May 2021 Parts 1 and 2 were unanimously approved</u>

4	92.343	<u>Premises, Health & Safety</u> - Spot Checks	PH explained that he has looked through all the standard checks with PS and that everything is up to date. PH confirmed that the fire inspections are booked in for the first week of the summer holidays, and the burglar alarms will all be checked next week.
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			All the water checks are being completed regularly. PS updated PH on the work being carried out on the school site and everything is in order. The TT books showed 6 entries over the past two months for relatively minor incidents, 5 of which involved the same student. CCB confirmed there are measures of support in place. Everything was countersigned correctly.
5	92.344	<u>Covid</u> - Risk Assessment - Wellbeing	<p>SJB shared that she and CB had a virtual meeting last week and there have been no changes to the RA. The latest guidance highlights the need for continued Covid secure practice. SLT met recently and decided that the Leavers' Event and transition visits will have to take place differently to be in line with guidance. A middle school trip to the Eden Project scheduled for today and next week have been postponed due to the spike in cases in Cornwall and North Devon and because the trip was based indoors. SLT have also decided to return to virtual meetings where at all possible to reduce risk.</p> <p>SJB explained that staff had hoped to be further along the roadmap out of restrictions by now but are taking the safest approach possible in line with guidance. She acknowledged that whilst it is disappointing, safety is priority.</p> <p>BR commented as a parent governor with a son who was due to go to the Eden Project, he feels very grateful for the strong leadership and the right decision being made. He described how this approach makes parents feel safe and secure in the decisions being made. HH seconded this.</p> <p>SJB added that the lead tutor has been able to access virtual lessons from the Eden Project in the interim until the visit can go ahead after September. PH asked if there was anything extra governors can do for the Yr11 students as their year has been so hard.</p> <p>SJB explained that lots of effort has been made to make sure Yr11's last week is as special as possible, including a seated prom with Covid measures in place, trips to the park and a leaver's assembly without additional guests. She explained that she is confident that the students will enjoy the planned events.</p> <p>SJB offered to speak to TW to explore if there is anything else that can be done by Governors. SJB to ask TW to email CB about this.</p>

6	92.345	Policies	<p>Behaviour Policy – CCB To be moved to July</p> <p>Communication – TG Change dates in the headers HH asked how many staff are currently using Makaton? SJB explained that work is ongoing to embed Makaton further in the Total Communication environment of Lampard. Currently there are real strengths within the staff team and the focus will be on developing consistency. School has a Makaton lead and staff are very interested in extending their Makaton skills. She shared that Lampard has a Specialist TA from September who is Makaton trained which will add great value to the school. In addition to this our Middle Leader for SEND is a Total Communication specialist and is currently carrying out a TLR3 and will deliver training to staff in Autumn Term (and to Governors). SJB is hoping to bring more information about this to the FGM in July <u>The policy was approved unanimously</u></p> <p>Complaints <u>The policy was approved unanimously</u></p> <p>Administration of Medicines HH asked if the inhalers should be kept locked in the office cupboard?</p>
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			<p>AR explained that she has spoken to LDM about current guidance and is aware that neither inhalers nor spacers should be locked away and should be available at all times. AR proposes that the inhalers are kept in individual jiffy bags in the office but not locked away and more easily accessible. PH asked if the EpiPens should be viewed in the same way and HH seconded this question, explaining that she is aware on a personal level how important it is that this medical equipment is immediately accessible. AR explained how accessible the medication is in an emergency via the office staff. SJB reiterated that staff are all thoroughly trained, procedures are carefully followed and she described how many staff are first aid trained. EP felt that all prescription medication should be locked away which makes it properly monitorable. It was decided that this will be revisited next month when SLT has had time to discuss and approve the change.</p> <p>Drugs & Alcohol <u>The policy was approved unanimously</u></p> <p>Health, Safety & Wellbeing <u>The policy was approved unanimously</u></p> <p>Managing Sickness Absence Ensure that dates and delegated responsibilities are added. <u>The policy was approved unanimously</u></p>
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7	93.360	<u>Employee Assistance Programme</u>	<p>AR explained that last year governors agreed to purchase an employee assistance package (EAP) to support employee wellbeing and the decision has been made to continue with the employee assistance package but delivered by a different organisation.</p> <p>BR asked if it is enough to support the staff, considering what everyone has been through?</p> <p>SJB explained that Lampard continues to be invested in employee wellbeing and this package comes as part of the whole school wellbeing focus. She emphasised that the EAP isn't a standalone option.</p> <p>EP asked if it will be available for all staff including part-time employees? AR confirmed that this is the case.</p> <p>CB agreed that as the EAP has already been approved within the agreed budget she was grateful for the information and looks forward to hearing about how successful the new package is for staff.</p>
8	93.361	<u>Annual Leave Consultation</u>	<p>AR shared information on a recent DCC support staff annual leave consultation which sets out that if a person has worked for DCC for over 1 year they are entitled to one extra day's leave and people who have worked for DCC over 5 years will be entitled to an extra 2 days of leave; this would bring Devon in-line with the rest of the country.</p> <p>AR explained that due to the nature of their work term time staff will receive this financially as they are unable to take extra days off, and this will impact the budget. She confirmed that this has not been budgeted for as it was only communicated last month. AR explained that she is required to bring this to governors for approval.</p> <p>PH asked how this will affect the deficit?</p> <p>AR explained that Lampard doesn't yet have all the details, but that it is something we will manage as it happens.</p> <p>CB suggested that as we have been presented with this as a fait accompli we will manage the situation and deal with the implications as they unfold.</p> <p><u>Adoption of this approach was accepted unanimously.</u></p>
9	93.362	<u>Finance</u>	<p>AR explained that currently we are in credit, but that this is primarily linked to changing staff contracts due to maternity leave. Once all roles are filled, this will realign the budget.</p> <p>PH complimented AR's report as he found it to be very digestible.</p>

10	93.363	<u>EFL and subject reports</u>	<p>JH shared an example of an EFL report with governors and explained how evidence is recorded and reported with photographs. Governors noted that the layout looked good and was a considerable improvement on standard reports.</p> <p>SM shared EFL Insights and explained how information from assessments is gathered and recorded, including data on the level of support. Everything is imported into Insights, which is able to collate all data and present required information visually as interactive charts. SM described how this is incredibly useful as the large number of filter options enable staff to extract the exact information required.</p> <p>SJB described how this gives staff the ability to develop a tool for analysis of trends and any areas for development would feed into the school development plan.</p> <p>SM added that it pulls everything together in one package and gives tutors a greater understanding of progress. LO explained that this is the start of the learning journey with EFL, and that all the data being in one place is a definite step forward. She described how the EFL process is much more immediate and keeps track of all the progress instantly.</p> <p>BR added that he likes how strategic EFL is as a tool. He also appreciates that Pupil Premium is considered. He asked if students aren't recorded as making progress will tutors be asked reasons for this?</p> <p>JH explained that this is exactly what will happen through termly student progress meetings.</p> <p>SJB added that this is a supportive tool for highlighting strengths and any areas of development which will be followed up through mentoring or subject leadership support.</p> <p>JH, SM and BR agreed that the bespoke nature of the system makes it an excellent tool for Lampard.</p> <p>PH added that it looks to be a great piece of work and offers a wealth of information at people's fingertips. He mentioned that he is aware that data analysis was an area Ofsted mentioned as an area of focus, and wondered what they would think now that we have EFL in place?</p> <p>SJB explained that the focus of Ofsted inspections has shifted due to the new Framework and is now more angled away from looking only at data and is toward planning, teaching and learning and students and staff views. JH explained that next year there will be a really positive focus on subject specialists offering their expertise to skill up non-subject specialist teachers to make sure everyone's knowledge is increasing and developing. SJB felt that this offers some really exciting steps forward. CB agreed and noted that it should also make reports to governors much easier in the future.</p>
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11	93.364	<u>Visioning draft statements</u>	<p>SJB explained that the Visioning Draft Statement is a culmination of an ongoing piece of work carried out across different stakeholders. She explained that whilst the current version is quite wordy, the final version to be published on the website and across the school will be very succinct. The six strategic priorities continue to be imperative:</p> <ol style="list-style-type: none"> 1. Curriculum- Independence 2. Curriculum - Communication- critical thinking skills 3. Curriculum - Wellbeing including activity and developing community links 4. Careers – developing employability skills and striving to change perception of local employers to focus on the strengths and employability skills of our students. 5. Technology – this must be sustainable in school, and also must include skilling up our families. Ensuring a robust approach to online safety 6. Future proofing the school through its expansion focusing on: <ul style="list-style-type: none"> Pastoral care – CCB to present to governors' information on the school moving towards CPoms from September, integrating our current pastoral systems. Induction and staff development and also putting wellbeing at the heart of building the school back better SJB has completed training on the Wellbeing Charter, which aims to set out a long-term vision for wellbeing which can be considered at the heart of this work. KG to upload information re the Wellbeing Charter ready for July meetings. <p>BR asked if each of the six strategic policies have equal weight? SJB confirmed that this is correct.</p> <p>BR felt that the presentation of the six priorities suggests that they are hierarchical, and that parents may misunderstand this. CB felt the current design was suitable but to avoid any misunderstanding from stakeholders asked that SJB review alternative methods of presentation. SJB agreed to provide an alternative layout for consideration</p> <p>CB shared that she really likes the strategic vision document, and that it goes above and beyond, in ways such as including families in strategic priority 5.</p> <p>CB asked if it would be possible to extend this trend by tracking students as they leave Lampard? SJB explained that there is already work ongoing in this area and agreed it should be included.</p> <p><u>The six strategic priorities were agreed unanimously.</u></p>
12	93.365	<u>Term Dates</u>	<p>SJB explained her proposal to take next year's additional bank holiday on 6th September as a result of the expansion works and the tight deadline before students are due to return. It will not encroach on the students' number of days of education (189 in 2021-22 due to the additional bank holiday from the Queen's Platinum Jubilee).</p> <p>CB felt that it appears to be an equitable and useful use of that extra bank holiday date. PH agreed. EP felt that it would be smooth and clear for families.</p> <p>SJB added that SLT will take their bank holiday day at a more convenient date but the priority for them on the 6th September is preparing for the return of staff on the 7th and the students' full return on Thursday 9th September (7th and 8th June would now be Inset days) <u>This decision was approved unanimously.</u></p>

13	93.366	<u>Expansion Plan</u>	<p>SJB explained that the expected bi-weekly planning meeting took place today. There is a delay on the works due to identified water works needed before commencement of the building of the new MUGA. This is a critical delay and is a priority for the build team.</p> <p>SJB described how a positive working relationship is developing between the contractors and the school staff. The Premises Manager is managing the process well with Fifield with a focus on planning and communication continuing and information signage being monitored constantly.</p>
14	93.367	<u>HT's report</u>	<p>SJB talked through the HT's report and answered questions from the governors. She addressed the increased workload falling on individual members of staff because of the speed at which the building work is progressing and all is being monitored and in hand. CB had asked about the impact of the amount of consultations the school receives.</p> <p>SJB confirmed the significant workload as a result of consultations and the need to continue to reflect on the most effective way to respond to reduce the increasing pressures on capacity consultations are creating.</p> <p>On behalf of the Governing Body, CB expressed congratulations to TW on her success in achieving her qualification as an independent Careers' Leader. SJB added that TW's work has been recognised and is to be shared as a case study from the South West Hub as best practice.</p> <p>EP asked how induction on the newly appointed AHT for SEND. SJB confirmed induction was going well and they bring a wealth of experience to the role.</p>
15	93.368	<u>Staff survey feedback</u>	<p>CB shared her views that the survey is generally very positive.</p> <p>HH questioned the 10% of respondents who felt communication was not good, and SJB explained that this has been investigated and the root has been identified and addressed. As a result, SJB plans to take communication as a point to the wellbeing group next year.</p> <p>EP noted that a high number of staff felt that SLT managed the pandemic very well and felt that this should be recorded.</p>
16	93.369	<u>Schools 'Thank You'</u>	<p>CB shared that she felt uncomfortable making suggestions about how to assign the Thank You allocation without really knowing what staff would want. SJB agreed, and suggested that the wellbeing group is best placed to explore this. SJB suggested that HH meet with the wellbeing group to begin the process of best using the allocation.</p> <p>CB agreed.</p> <p>CCB agreed that it is very difficult to provide a one size fits all solution, and that it would be very difficult to make a decision without a consultation process.</p> <p>A meeting of the wellbeing group will be arranged and HH will be invited to discuss the Thank You allocation.</p> <p><u>It was agreed that the wellbeing group will decide on the allocation of the funds.</u></p>
17	93.370	<u>Governor recruitment drive</u>	<p>CB reported that a recent visitor to the school was interested becoming a governor. In subsequent communication with them, CB shared she was very complimentary of the school regarding her visit. In discussing the role of a Governor, she felt the level of commitment was too much and sadly didn't feel able to take on the role.</p> <p>The search to recruit additional governors continues.</p> <p>KG to contact Babcock Governor services to advertise for two Foundation Governors.</p>

18	92.351	<u>Portfolio Holder Reports</u>	<p>HH experienced a very positive meeting with AR and has submitted a report.</p> <p>CB recently met with SJB and took part in a virtual DCC meeting led by Dawn Stabb. She also visited the work experience group in the food tech room and sampled some delicious chocolate brownies.</p> <p>EP recently met with AR to carry out monitoring checks on the Single Central Records. There was one follow-up action form the visit. She will visit again in September.</p>
19	92.352	<u>Effective Governance</u>	<p>CB described how exciting all the developments going on in school are at the moment. She described how the school's strategic vision priorities had been agreed for the next three years. She acknowledged that students remain at the centre of everything being done and that there is much being</p>
			<p>achieved. She thanked SJB for a positive and enlightening HT's report and for the update on the expansion project.</p>