

**MEETING 106 – PART 1 - MINUTES of Full Governing Board Meeting  
20<sup>th</sup> October 2022 - Hybrid**

| Attendee         | Initials        | Role                 | Arrival / Departure | Attendee          | Initials        | Role   | Arrival / Departure |
|------------------|-----------------|----------------------|---------------------|-------------------|-----------------|--|---------------------|
| Christine Bevan  | CB              | Co-opted (Chair)     | 17:00/19:45         | Maria Dark        | MD              | Clerk  | 17:00/19:45         |
| Peter How        | PH              | LEA (ViceChair)      | 17:00/19:45         | Hayley Hardy      | HH              | Parent (ViceChair)                           | 17:00/19:45         |
| Ben Mitchell     | BM              | Co-opted             | 17:00/19:45         | Nikki Klingenberg | NK              | Assistant Head Teacher – Care & Safeguarding | 17:55/18:20         |
| Amanda Burrows   | AB              | Foundation           | 17:00/19:45         | Alison Rubenchik  | AR              | School Business Manager                      | 18:05/19:15         |
| Cathy Scoffield  | CS              | Co-opted             | 17:00/19:45         | Daniel Sloan      | DS              | Guest  | 17:04/17:45         |
| Jennie Harvey    | JH              | Interim Head Teacher | 17:00/19:25         | Michala Morris    | MM              | Guest  | 17:00/17:45         |
|                  |                 |                      |                     |                   |                 |  |                     |
| <b>Apologies</b> | <b>Initials</b> |                      | <b>Reason</b>       | <b>Apologies</b>  | <b>Initials</b> |  | <b>Reason</b>       |
| Lorraine Ovey    | LO              | Staff                | Illness             |                   |                 |  |                     |
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| <b>FOCUS</b> | <ul style="list-style-type: none"> <li>Ensuring clarity of vision, ethos and strategic direction</li> <li>Holding the Headteacher to account for educational performance of the school and its students</li> <li>Overseeing the financial performance of the school and making sure its money is well spent</li> </ul> |
| 1.<br>106.87 | <p><b>Apologies</b></p> <p>Apologies received from LO prior to the meeting were sanctioned</p>   |

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| 2. | 106.88 | <b>Declaration</b><br>Pecuniary/non-pecuniary interest   | None declared   |
| 3. | 106.89 | <b>Minutes of</b><br><ul style="list-style-type: none"> <li>20<sup>th</sup> September 2022<br/>FGB Meeting – Part 1</li> </ul> | Outstanding actions from previous meeting:<br><b>Child Protection &amp; Safeguarding Level 3 Training for HH and CB is ongoing.</b> |

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|    |        |   | <p><b>Governor safeguarding training – bitesize training to be arranged – CB to mention in detail later in the meeting.</b></p> <p>Clerk vacancy – CB informed the board we unfortunately received no applications for this vacancy. <b><u>MD has agreed to continue until the November meeting and CB/AR to look into potential internal applicants.</u></b></p> <p>CB added some Governors attended the site tour prior to this meeting. It was good to see the progress that has been made with the new build.</p> <p><u>Minutes agreed as a true and accurate record of the meeting.</u></p>   |
| 4. | 106.90 | <b>Premises, Health &amp; Safety</b><br><ul style="list-style-type: none"> <li>- Spot Checks</li> <li>- Premises Updates</li> </ul> | <p>Unfortunately, PH was unable to meet the Premises Manager today but has been through items with him by telephone. All check books seem to be in order. PH will do the physical checks next week.<br/>PH has been given a list of work that is planned to take place over half term.</p> <p>JH added the school will not be attending site meetings regarding the new build at present, but will attend monthly catchup meetings. The situation is complicated by the fact that we are the end user not the client. JH just needs to know when we are getting the building, and if we'll be able to take the extra students in September 2023.</p> <p>PH offered to attend the monthly catchup meetings with JH. JH may take PH up on this offer if need be and she will keep on top of what is required for the school to open to new students.</p> |

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| 5. | 106.91 | <u>Parent Governors</u> | <p>CB introduced MM and DS, thanked them for their documents submitted prior to the meeting.</p> <p>The candidates explained their reasons for applying to be a Parent Governor and were asked various questions by current Governors.</p> <p>CB informed MM and DS that their appointment would be subject to satisfactory references and DBS checks.</p> <p>Due to MM and DS not having access to the meeting documents prior to this meeting, <u>it was agreed they would depart after this item.</u></p> <p><b>CB and MD to liaise regarding induction information.</b></p> |
| 6  | 106.92 | <u>Policies</u>         | <p>Minor editorial changes were made to the policies, which were submitted to the Clerk prior to the meeting.</p> <p><u>All policies were approved</u></p>  |

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| 7 | 106.93 | <b>Safeguarding</b> | <p>NK presented Keeping Children Safe in Education (KCSIE) updates to Parts 1, 2, 3 4 5.</p> <p>Operation Encompass is good for information, and has some training that Governors can dip in and out of. Operation Encompass is changing their name, <b>NK will update Governors once this has been confirmed.</b></p> <p>JH confirmed that low level concerns in Part 4 are low level (pre-threshold) concerns about staff.</p> <p>CB confirmed that the relevant safeguarding documents are located on Governor Hub, under documents – training.</p> <p><b>NK requested that Governors read the KCISE document and email her when it's been read.</b></p> <p><b>MD to check this has been done by all Governors at the November Full Governing Board meeting.</b></p> <p>Governors were asked to attend a virtual bitesize safeguarding training on 6<sup>th</sup> December between 5-5:30.<br/> <b>HH asked if they were unavailable can we read the presentation online after?</b><br/>         CB confirmed this will be possible.</p> <p><b>AB asked if we take opportunities where possible to teaching safeguarding and if she can look at this when she does her first curriculum visit?</b><br/>         It was confirmed we do and it will be possible for her to see this on a future visit.</p> |
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| 8 | 106.94 | <b><u>Behaviour &amp; Attendance</u></b> | <p>NK presented the data for 2021/22 which was prepared by the previous Headteacher.</p> <p>NK was pleased to report behaviour incidents, serious incidents and Restrictive Physical Intervention (RPI) have all decreased.</p> <p>JH mentioned playground incidents have decreased, we have more on offer during break times, and students are not all outside at the same time.</p> <p>Certain days were higher for incidents however there is no explanation for this at present.<br/> <b>AB asked if attendance on Monday/Friday is lower hence why incidents are lower on these days?</b><br/> <b>NK will look at this in the future.</b></p> <p>Attendance is a target in our School Development Plan this year. The national average for SEN schools was 84.3% and ours is 79%. Our target is 91%.<br/> <b>AB asked if this was set with our Education Welfare Officer (EWO)?</b></p> |
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|   |        |                                | <p>JH confirmed it is. If we can turn some persistent absentees around this will be achievable.</p> <p>We now have a letter system in place prior to EWO involvement to help encourage better attendance. We will also be having open and honest conversations at parents evening, to get everyone on board of improving student attendance, and realising the impact non-attendance has on a child's school experience.</p> |
| A | 106.95 | <b><u>Placement Update</u></b> | <p>JH updated the board that we have agreed to take 3 additional students, by the second week of November we will have 151 on role. These are 3 students who moved into the Devon County Council area and we have had to place them with us. It is positive we can provide places for these students and support them know they have moved into the area.</p>  |

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| 9 | 106.96 | <u>Finance</u> | <p>AR shared the budget report prior to the meeting.</p> <p>At the moment we have an underspend which is greater than the underspend predicted when we set the budget in March. This figure was accepted by governors and DCC. As we are showing an underspend, AR asked if we could stop our monthly report to FIPS. FIPS said that given the current financial pressures schools are going to face in the coming months (pay rises and energy costs), they agreed that monthly monitoring will remain but they will review all schools in January 2023.</p> <p>The increase in underspend is due to internal uplifts – vacancies not being filled, either by choice or lack of candidates. Some specific questions from the budget monitor were</p> <ol style="list-style-type: none"> <li>1. Why the increased expenditure on school meals. - Increase in cost of produce</li> <li>2. Why the predicted overspend on expenses. - Caretaking and cleaning are included in the expenses category and the overspend includes wages and increase in cost of produce.</li> <li>3. Why the underspend on the SDP. - Using some of our underspend for projects, instead of SDP We are looking at using the underspend around the school site to enhance areas both inside and outside for the students. We have a wish list, which we are in the process of getting quotes for, which is turning out to be more difficult than previously thought. Once AR has the quotes, she will bring them to governors.</li> </ol> <p>As a priority we would like to replace the flooring from the food tech room to the hall. All governors attending the meeting in person have seen the condition of the existing flooring and agree that it needs to be changed. AR shared the 3 quotes.</p> <p><u>Agreed to go with lowest quote</u></p> |
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|  |  |  | <p>AR stated that we are looking at utilising the new medical room to its full potential and turning it into a dual-purpose room. The medical room is a large area, most of it unused, it was previously changing rooms.</p> <p>A proposal is to use it initially for our Upper School Hair and Beauty options group. This would cost approximately £2,200 to install the correct plumbing and units, furniture, consumables etc. At the moment we pay Petroc £1,650 per annum for a 22-week programme for a limited number of students. The room would be an investment for our number growth as well as making economic sense, after the initial outlay it would cost less than £500 per annum for consumables.</p> <p><b>AB asked how many students can access this suite?</b><br/>         JH approximately 12 students.</p> <p><b>AB asked who will teach it?</b><br/>         JH at present this teacher takes the students to Petroc, however she will be able to teach in school, saving on the cost of Petroc's fees. This teacher is qualified in Hair and Beauty from a previous career.</p> <p><b>PH asked if any consequences from withdrawing from Petroc?</b><br/>         AR, no as we enter an annual contract. It is planned in future to bring all our options, in house. <u>Governors agreed to this proposal</u></p> <p>Another proposal is for us to purchase 8 interactive white boards, this will ensure all classrooms have the same digital technology and thus ensure equality of opportunity throughout the school.</p> <p>This would not be funded from the underspend but from the funding received from the 3 students over PAN.</p> <p><b>HH asked about the difference in specification between the 3 quotes?</b><br/>         AR nothing, all the same specification and same interactive whiteboard.</p> <p><b>PH asked as we are having 3 extra students will we get the same extra for the third?</b><br/>         AR stated that she assesses affordability on worst case scenarios and has based the request on funding received from 2 students.<br/> <u>This proposal was also agreed by the board.</u></p> <p>We are also looking into purchasing another minibus as we only have 3 minibuses and one is quite old.<br/>         We have been looking into a lite bus which anyone without a D1 on their licence can drive, however we have been told the</p> |
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|  |  |  | <p>government may be adding D1 to all licenses in January, so we shall hold off for now. AR has contacted Sunshine coaches and if successful we will need to fundraise £15000.00.</p> |
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|  |  |  | <p>Half Term work -<br/>         We received planning permission to complete the boundary fence which will be completed in half term.<br/>         2 new tarmac areas, one the pathway up to the wooden equipment in the lower school playground and one around the pagoda also in the lower school play area.<br/>         We have plumbers in removing radiators, new pipework and fire alarm, smoke alarm, electric door and emergency lighting testing.</p> <p>Staff Wellbeing -<br/>         Last year we offered Flu vaccinations - This year we were unable to offer flu vaccinations on-site as you had to pay for a block of 50 or 100. Last year less than 30 staff took up the offer. AR did however highlight to staff the offer of the school paying 50% for any member of staff who had to pay for a vaccination. AR added a link to Asda and Tesco who are both offering them for £10/£11. To date AR had not received any requests from staff.</p> <p>Student Wellbeing -<br/>         We applied to join the National School Breakfast Programme which is funded by the DfE and run by Family Action, which supports schools in England to provide students with a healthy breakfast at the start of the school day. There are 2500 school places in this programme and we were successful in our bid. This means we will be able to offer all our students, or the students who want to take up this offer, something to eat in the morning. This means that there will be no stigma attached as every student will be able to have something. We will offer bagels, porridge or a choice of 2 cereals. The programme pays for 75% of the food and the school covers the other 25%. The programme will run until July 2023, but after that it is unclear if the project will receive any further funding. If all our students took up the offer it would cost the school in the region of £2,000 which would come from our pupil premium. It would fit in with the school timetable when the students are settling between 9am and 9.15am. We would also have to provide margarine and milk and would amend the morning duties to include staff preparing the food for their classes. We feel under the present cost of living crisis this is something positive we can offer our students and will help those who do not usually have a breakfast without any stigma. This proposal was agreed by the Board.</p> <p>Bursars Briefing -<br/>         Very little good news from the briefing yesterday. Devon County Council has the largest overspend in the UK. DCC want all schools to submit a full Financial Report up to the end of March, this is to include projected figures for substantial increases in gas and electricity and higher than</p> |
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|  |  |  | <p>budgeted for increases in teacher and support staff pay. Once this is completed DCC also want a full budget report, from April 2023 for 5 years using our new carry forward figure</p> |
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|    |        |                                       | <p>from the previous report. This is the report we complete annually and bring to governors to ratify each April. They want 3 of these reports, one with a 0% increase in salaries one a 2.5% and one a 5%. They have asked we complete all of this by the middle of November.</p> <p>As the programme is not ready for the new financial year, all figures will need to be calculated manually.</p> <p>DCC needs these figures from every school to enable them to build their case to take to central government demanding more funding.</p> <p><b>CB will schools benefit from the energy fund?</b><br/> AR we will benefit from the energy cap up to April 23. <b>AB with the money the school is proposing to spend to benefit students, but is there a case to spend before the end of the financial year?</b><br/> AR we will need to spend it, else we will lose it – this is the same each year. We have projects in the pipeline to spend the extra money we have from not recruiting staff as early as we'd have hoped.</p> <p><b>AB does AR have support from colleagues in other schools who will also be going through the same process?</b><br/> AR yes, she is fortunate to have support from the SBM at Pathfield.</p> |
| 10 | 106.97 | <b><u>Governor Skills Audit</u></b>   | <p>CB reminded Gov's to complete this as she will need to meet with JH to prepare an action plan.</p> <p><b>MD to remind those who are outstanding</b></p>  |
| 11 | 106.98 | <b><u>School Development Plan</u></b> | <p>The School Development Plan was shared prior to the meeting.</p> <p><b>AB questioned about her being mentioned in 2 strategic priorities on the SDP – one is curriculum, the other behaviour and attitudes. She doesn't remember having a behaviour and attitudes responsibility?</b><br/> JH this was a mistake. We will add behaviour to another governor at a later date.</p>   |

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| 12 | 106.99  | <b><u>SENTIENT White Paper Conference</u></b> | <p>Governors who attended the meeting shared their views from the meeting. HH shared notes prior to the meeting. BM added we are not yet ready to make a decision and need further information, with plenty more options to explore before we join a MAT.</p> <p>The conference reiterated the uncertainty due to potential changes in Government as to whether the deadline of all schools being in a MAT by 2030 might change.</p> <p><b>AB asked if we are in Sentient Trust is that separate to being a school? Can we be in a MAT and part of SENTient?</b><br/>         JH it a co-operative trust, so we can all join different MAT's but still be part of SENTient.</p> |
|    |         |   | <p>JH summarised that it was an interesting day and we left with an open mind as to the best ways forward.</p> <p>BM added the Chair of Governors from Orchard Manor has had a positive experience from joining a specialist academy trust based in Cornwall.</p> <p><b>We have a meeting with an out of county special trust and will update the board at the next meeting.</b></p>  |
| 13 | 106.100 | <b><u>Portfolio Holder Reports</u></b>        | <p>BM shared a visit report on the hub prior the meeting and the board have read it prior to the meeting.</p> <p>CB reported that she met with NK this week, and will submit her report asap. NK seems to be enjoying the role, and arranged Governor bitesize training sessions. It was a positive meeting and it is clear our students at Lampard are safe.</p> <p>AB has a meeting for her portfolio after half term.</p>  |
| 14 | 106.101 | <b><u>Effective Governance</u></b>            | <p>We welcomed two new parent governors into our meeting and hope the perspective from these parents will enhance the experience of all our students.<br/>         We noted positive trends in behaviour and hopefully attendance going forward.</p> <p>Our next meeting is on Thursday 24<sup>th</sup> November 2022.</p> <p>Our School Improvement Partner (SIP) has offered to do Ofsted training for us. It will be 5pm and virtual. <b>CB will confirm the dates asap.</b></p>   |

