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| **Attendee** | **Initials** | **Arrival / Departure** | **Attendee** | **Initials** | **Arrival / Departure** |
| **Governors** | | | | | |
| Amanda Burrows | AB | 5.00pm/7.15pm | Ben Mitchell | BM | 5.00pm/7.15pm |
| Jennie Harvey | JH | 5.00pm/7.15pm | Craig Banyard | CB | 5.00pm/7.15pm |
| Lorraine Ovey | LO | 5.00pm/7.15pm |  |  |  |
| Katherine Horder | KH | 5.00pm/7.15pm |  |  |  |
| Martin Bevan | MB | 5.15pm/7.15pm |  |  |  |
| **In Attendance** | | | | | |
| Lianne Jory | LJ | 5:00pm/7:15pm | Alison Rubenchik | AB | Item 132.344 only |
| Nikki Klingenberg | NK | Item 132.345 only |  |  |  |
| **Apologies** | **Initials** | **Reason** | **Apologies** | **Initials** | **Reason** |
| Jo Worsley | JW | Prior commitment | Jamie Allen | JA | Work commitment |

**MEETING 132 – PART 1 - MINUTES of Full Governing Board Meeting 22nd May 2025 at 5:15pm**

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| **FOCUS** | * 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 | |
| 132.339 | **Welcome and apologies**  The Chair welcomed all to the meeting. Apologies were received and accepted from JW and JA.  Some governors carried out a tour of the outside classroom with JH prior to the meeting. | **Action** |
| 132.340 | **Declaration Pecuniary/non- pecuniary interest**  None declared. |  |
| 132.341 | **Minutes** **- April 2025**  The minutes of the previous meeting were agreed as an accurate record and signed by the Chair.  Matters arising   * An email has been sent to Paul to thank him for the work carried out over the Easter period. * AR will update on Bromcom later in the meeting. * A line was added to the Home Visits policy regarding phone signal. |  |
| 132.342 | **GDPR**  JH- nothing to report. |  |
| 132.343 | **Premises, Health & Safety**  **Spot Checks Premises Updates**  MB updated that he is keeping in contact with Paul.  JH updated that a blind has been knocked down by a ball and due to the height then it isn’t something that can be fixed internally by premises staff. The same would apply if there was an issue with the lights as there is no way to reach the lights and it would need to be planned in so that the works could be fixed at the same time. |  |
| 132.344 | **Finance**  AR joined the meeting and provided an update on premises, SPT and the budget.    **Premises**  There were four days at half term when the contractors finished off a number of jobs in school. An outstanding job is painting the hall which DCC have agreed to paint over half term, but if this doesn’t go ahead then the premises team will paint it.  **SPT**  AR and JH visited Mill Water to meet the Headteacher and Business Manager and have previously visited Orchard Manor. Feedback as follows:   * Mill Water joined in February 2025 and the Headteacher and Business Manager said that on the date they transferred over it was business as usual. * Policies do not need to change, until when they come up for renewal. * Mill Water spoke positively about the support from the Trust. There will be some change in terms of governance. * Staff have been informed already that from September they will be paid on the last working day of the month, rather than 25th of each month. * Six meetings are arranged between now and July with SPT to include discussions on finance and staffing. * The TUPE process is being discussed. * Issues continue with SIMS and Parent Pay which haven’t been working for a few weeks. AR has been in contact with SPT to look to set the school up with Arbor, but this is unlikely this will take place before September. * There is an issue with Bromcom and linking with DCC. * A governor asked if there is anything governors can do to support. AR agreed not at the moment, it is a capacity issue, especially with one finance staff member leaving and nothing can be passed on at the moment due to capacity in the wider team. A governor asked if it is just Lampard that is affected and AR noted that all maintained schools were on SIMS and a working group met and reviewed all systems and suggested moving to Arbor, but then DCC agreed to move to Bromcom so all maintained schools have had issues with Bromcom too.   **Budget**  AR reported that usually the budget would be locked and published by now, but the budget is still being worked on by JH and AR due to the issues in the systems, out of the schools control which is causing delays. There was an announcement today that teachers have been given a 4% pay increase and not the 3.5% that was expected which means the budgeting will need to be re-worked.  AR circulated a number of scenarios to governors and noted that for the preferred scenario (G) then teachers salary was updated today from 3.5% to 4%, this also includes TLRs and SEN top up. For all other scenarios then the figure hasn’t been updated as yet.    AR provided a detailed update on each of the scenarios and the key points noted:   * Scenario A – is 196 students from 1 September, with additional staff, plus £100,000 in budget for music/library, outdoor classroom and running field. £40,000 for a light minibus that anyone can drive. * Scenario B – same as A, but look at having PE teachers covered by new teachers so advertising for four teachers and HLTA. A governor asked if within the in-year surplus definition in scenario b, why there is a deficit in year 1, not year 2 but then again in year 3. AR noted that she would need to review the scenario and feedback. * For scenarios C, D and E then this incorporates that some staff are looking to reduce their hours to do flexible working. * The recommended scenario is G. Some members of the SLT have requested to drop their hours through flexible working and this option would incorporate this. Instead of four, then the school would be able to employ six TAs which adds flexibility. The figures on this option includes the 4% teachers pay increase. * Scenario H includes receiving £150,000 from DCC for an extra classroom. If that funding is received then it is all going to be spent on the classroom and other areas of work will include middle school toilets, electricity outside, refurb of offices to facilitate new staff. * Option I and J – the school have been asked to take an additional 16 students so the school would need another classroom which will be funded. The school would like the top up and base funding and JH is in conversations with DCC. I and J options are for 196 students, without the base funding so only 180 students.   A governor asked why the preferred option isn’t F so that there the budget is not in deficit. AR noted that there was £459,000 funding per annum that we didn’t know we were going to receive. A governor asked why and AR stated it is a CSBG grant and the top up is to cover the increase in teachers pensions and it is funded £2,000 per place, based on 180 places. JH also noted that if we look at option F the school would have £830,000 credit in the bank which means we are not spending enough on the children. A governor asked if that is why option G is favoured and JH agreed it is as the money is being spent on the children.  A governor acknowledged the huge amount of work carried out and thanked AR for all her work so far. Governors need some time to consider the information shared and will be asking JA to carry out a visit. A governor asked if the model will deviate from that discussed and AR agreed it wouldn’t. It was agreed to focus on scenario G, discuss that with JA and then come with the full information to share with governors at the next meeting.  **Actions:**   * AR to email the budget information shared today with LJ to upload to GovernorHub. * Noted that it is good practice to ensure that a governor is part of the process and therefore it was agreed that LJ will ask JA if he could visit AR after half term to talk through the budget. * AR to bring the final scenario to the June governors meeting as it has to be locked down and published by 30th June. | AR, LJ  LJ  JA  AR |
| 132.345 | **Safeguarding**  Nikki Klingenberg (NK) joined the meeting to provide a safeguarding update and the following was noted:  **Behaviour**   * There has been an increase in the number of serious incidents. This will increase as the students joining the schools are more complex and numbers are including. * One student is displaying certain behaviours which means the number of incidents has increased and will continue to do so for now. The student and family are receiving support from the team, including sensory support and staff have been appropriately trained but it will take some time to resolve. * Some students are beginning to evolve their relationships so work is being done around sexual behaviours and how to appropriately ask people out. * A governor asked why the percentage has increased by 25% for prejudiced related behaviour incidents recorded and NK highlighted that a new category has been added when recording incidents and if a pupil says “you are adopted” to another pupil, even if they are not, that will be registered as prejudice related and that has contributed to the increase. * A governor asked if it would be better to add the percentage of incidents against the total number of students, which NK agreed going forward. * NK will be meeting with the PHSE lead to come up with the protected characteristics and will then put posters up around the school and make a display. A governor asked if within the next safeguarding update, an update can be given around prejudice so that governors can look at the figures again, which was agreed. **Action: NK to provide update on prejudice figures.**   **Attendance**  A governor congratulated the school on the attendance figures which are above national average for special schools.  A governor asked for an update on transport issues and NK noted that it took a long time, but is now settled. For some time there were some students who were not accessing school regularly due to transport changes and a lot of work was involved with families on this. A governor asked what this involved. NK updated that one child would go to the pick-up stop and then hid and refused to get on the bus, but this was resolved by moving where the bus stopped to closer to his house. In addition, part time timetables were used as a way of helping to get the student back into school. A governor noted that governors discussed previously feeding back issues, with examples to DCC and feels that this should be done and JH agreed to feedback. A governor asked if NK could produce an anonymous case study on a transport issue to be shared in the next governors meeting and NK agreed.  **Action: NK to produce an anonymous case study on a transport issue.**  **Add to June governors agenda.**  A governor noted that last year the attendance rate was 80.6% and this year it is 88.5%, but the target is 91% so asked what needs to happen so that the school hits the target. A governor asked if this would relate to one student or more than that. NK noted that those with lower attendance are the highly anxious students and this does have an impact on figures and the attendance does increase but then they start to miss school again. A governor asked if strategies could be put in earlier, and NK agreed they potentially could be with new students the school wouldn’t necessarily know the trends early on.  **Action: NK to arrange governor safeguarding training in the autumn term.** | NK  NK  LJ  NK |
| 132.346 | **Policies**  For governors’ information that the Managing unreasonable behaviour and Managing serial complaints are policies no longer needed and have been withdrawn. |  |
| 132.347 | **Governance and Compliance update**  LJ updated that in terms of compliance then a website audit has been carried out with regards to the governor page and the statutory policies and some information has been updated as a result. Outstanding actions are:   * KH and JA to complete declaration of interest form and that will be added to the collated version that will be added to the website. * Governor profiles – KH, JW and JA to provide an update. * All statutory policies are on the website and up to date. Some other policies will need to be updated but LJ to check as to whether the policy has been updated but just needs to be added to the website. From September, the policies will be added to a yearly planner in terms when they will needed to be reviewed and updated within governor meetings.   **Action: LJ to email governors with the relevant forms to complete and examples of other governor profiles.**  The governor training log has been updated and shared with governors. If governors undertake any training all agreed to let LJ know so the log can be updated.  LJ provided an update on governance within the SPT and outlined the governance structure, LGB meetings, time commitments and governor roles and responsibilities.  LO’s term as staff governor is due to expire at the end of May. An advert is currently live with a closing date of 23rd May. LO has already expressed an interest in continuing in the role. LJ explained that if there are no other applicants then LO will automatically be re-appointed, however if other staff members apply then this will go out to election.  LJ explained that when the school joins the Trust then the constitution of governors will change. Currently the school has the categories of LA, foundation, co-opted, staff and parent governors. From September then LA, Foundation and co-opted governors will all be known as co-opted governors – there is no change to the actual role, just a change of title. Within the Trust terms of reference then no member of staff can be a co-opted governor but there can be two staff governors (rather than the current one) as well as the Headteacher.  AB updated governors that she has secured a new role within the Local Authority as part of the restructure which means that unfortunately is unable to carry out both roles without it being a conflict of interest. Therefore AB will be standing down as governor, ideally by the end of the summer term, or the first meeting of the autumn term. AB outlined the role of the chair and asked governors to consider the position. The chair role will be discussed further in the June meeting and Guy Chappell has agreed to join the meeting virtually for an item to discuss the role. **Action: LJ to add to agenda.** | LJ  LJ |
| 132.348 | **Effective Governance**  What difference has this meeting made to Lampard students?   * Budget scenarios- know have income and prioritising spending on students. * Safeguarding – understanding the challenges around attendance and incidents. * Focus on the school in terms of constantly focusing on the children has come through and is important. |  |
| 132.349 | **Dates of future meetings**  19th June   * Curriculum/School Improvement – Luke Austen, PE Lead update (invite him) * SPT Governance from September and chairing   17th July   * Business Meeting |  |