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| **Attendee** | **Initials** |  | **Arrival / Departure** | **Attendee** | **Initials** |  | **Arrival / Departure** |
| **Elaine Penfold** | **EP** | **Parent/Chair** | **16:55/19:45** | **Sam Barham** | **SJB** | **Headteacher** | **16:56/19:45** |
| **Peter How** | **PH** | **LEA** | **17:03/19:45** | **Hayley Hardy** | **HH** | **Parent** | **16:57/19:45** |
| **Ben Mitchell** | **BM** | **Co-opted** | **17:59/19:45** | **Lorraine Ovey** | **LO** | **Staff** | **16:59/18:28**  **18:30/19:28** |
| **Stacey Slade** | **SS** | **Parent** | **17:03/19:45** | **Alison Rubenchik** | **AR** | **School Business Manager** | **17:32/18:15** |
|  |  |  |  | **Tamsin Winter** | **TW** | **Assistant Headteacher**  **KS4 and Accreditation** | **17:03/17:34** |
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| **Apologies** | **Initials** |  | **Reason** | **Apologies** | **Initials** |  | **Reason** |
| **Cathie Schofield** | **CS** | **Co-opted** | **Personal Commitments** |  |  |  |  |
| **Christine Bevan** | **CB** | **Co-opted** | **Family Commitments** |  |  |  |  |
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| **Key**  **Bold** – Action  Underline – Decision  Colour - Question | |  |  |  |  |  |  |

**MEETING 100 – PART 1 - MINUTES of Full Governing Board Meeting 29th March 2022 – Via Zoom**

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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 | |
| 1. | 100. 01 | **Apologies** | Apologies from CS and CB received prior to the meeting and were sanction by the board |
| 2. | 100.02 | **Declaration**  Pecuniary/non-  pecuniary interest | No declarations were made |
| 3. | 100.03 | **Minutes of** February 2022 meeting Part 1 and Part 2 | Part 1 - Minutes were accepted as a true and accurate record of the meeting and were agreed by the Governing Board  Part 2 – Minutes were accepted as a true and accurate record of the meeting and were agreed by the Governing Board |
| 4. | 100.04 | **Premises, Health & Safety**  - Spot Checks | PH visited the school today and met with the Premises Manage who has organised all health and safety check documents into one folder making it easier to monitor; all seems to have been regularly checked/signed off.  The Premises Team are doing a substantial risk assessment of the water storage systems for legionnaires in the Easter Holidays. The playground equipment is being inspected during the summer holidays.  The boundary fencing will require a walk round with the Premises Manager, Headteacher and PH, as it seems to be quite a substantial amount of work involved.  PH added the expansion works appear to be moving in the right direction. SJB added she now meets with AR, the Premises Manager and the contractor prior to our school holidays to ensure any school works we plan do not clash with the expansion works. SJB added we now get regular updates from the contractor, Fifields, who have just been awarded a high level in the Considerate Contractors Scheme.  PH asked how the works done over half term have been received?  SJB informed PH we are holding off on the eating area until the paths are done over Easter  PH also looked at the Team Teach books and there was only one minor incident entered since his last check. |
| 5 | 100.05 | **Covid** | SJB reminded the board of the Covid Risk Assessment that is in place and which has held the school over the last two years. And had just completed the contingency plan, which is advised by the Government should a school go into an outbreak situation.  The contingency includes moving all meetings to virtual meetings, every trip assessed to see if it can safely go ahead etc. It showed that as the number of cases in school were increasing our response increased proportionally.  SJB spoke of her response to the increasing cases:   * Friday 18th March emailed DCC to warn them of the school’s increase of cases. * Over the weekend a high number of staff from all teams across the school tested positive for Covid; admin, premises, Senior Leadership (SLT), and catering teams all significantly affected. * Tuesday, 22nd March due to the increasing number of positive cases SJB shared about her concerns for the operational risk of opening the school for the remainder of the week with the Chair of Governors and DCC. After careful consultation it was agreed to close the school to face to face education for the students from Wednesday to Friday due to the low staffing numbers. * We implemented remote learning providing a learning pack to every child who was well enough to receive one. * Social Care Workers were contacted. * We considered how we would deliver Free School Meals (FSM) to eligible families, and ensure safeguarding checks were in place for our most vulnerable students. * Parents were given a phone call by a member of their child’s class and also given a copy of the letter from SJB. * Some of the FSM food items had to be purchased as due to lack of catering staff we were unable prepare all the items. * FSM packs were delivered to all those families who wanted one delivered. * All phone calls and any safeguarding concerns were logged on CPOMs and were checked by members of SLT and the Safeguarding Team * On Friday 25th March, SLT met virtually to review numbers of cases to see if it was operationally safe to re-open on Monday. * It was concluded Lampard was safe to open, and parents were all informed by letter and by phone call. * DCC were informed   EP mentioned that the remaining admin team had done an amazing job, especially as a new member of the team was the only one in the Office at one point, and that the whole school response was fantastic. She explained an advantage of the school is that the students we are most concerned about are known to staff which enabled the appropriate response to be taken for them.  SJB added that the safeguarding Team were able to quickly identify students who have social workers and notify them so that they could undertake additional home checks.  EP asked how cases were this week in school?  SJB said that we have 9 people off still but are returning to regular staffing numbers.  EP added that it is fantastic that Work Experience could still go ahead this week. SJB added that as students were in placements, this enabled us to redistribute any available Upper School staff to help within other areas of the school  HH is concerned about how families will manage to continue testing when Lateral Flow Tests (LFT) are no longer free from the 1st April 2022?  SJB – understands from recent Union correspondence that SEND schools are likely to continue to have free LFTs but is yet to receive any guidance on this. Eventually the tests will stop being available to schools, so staff and students will have to pay when they need an LFT. Whilst they are still available to SEND schools we will continue to provide them.  SS added that the school did a brilliant job regarding the school closure, and that students who usually are unable to deal with changes in routine appeared to cope remarkably.  SS also mentioned that another school have asked parents to pay £25 per month for LFT, which is something we might need to bear in mind when SEND free LFT end.  SJB thanked SS and added that students were given a social story so they all knew what was going to happen to help them manage the change to their routines.  LO added that staff who were in school when closed to students all staff worked together to undertake whatever was needed.  SS added that although we don’t want the school to have to close again, we know from this experience that it will be managed extremely well.  SJB added that Covid is now in the ‘spotty book’ that is kept in school and our school hygiene practising have been significantly improved. |
| 6. | 100.06 | **Policies**   1. Careers 2. Emergency Management Plan 3. Student Use of Bicycles/Mopeds 4. Governor Allowance Policy 5. Work Experience 6. Teaching and Learning Quality Assurance 7. Joint Terms of Reference – Pathfield 8. Capability 9. Privacy Notice | HH asked if all Governor contact information needed to be input in the Emergency Management Plan?  MD explained the Emergency Management Plan is part of a larger Emergency Pack that contains various information, including a Governor Contact list, therefor their details did not need to appear in the Emergency Management Plan.  SJB added that the Teaching and Learning Quality Assurance policy will be more inline with the Ofsted Framework when it is updated next year.  All policies were unanimously approved |
| 7 | 100.07 | **Governor Items** | *Virtual/Hybrid/In Person Meetings*  Due to the current Covid situation it was decided that Governor meetings are to continue virtuallyand **we will review this in the Summer Term.**  *Governor Committees*  SJB explained that Committees are for formal processes e.g. capability hearing, and we need a range of experience in all committees.  The following committees were agreed  Pupil discipline – BM, PH, ASR  First – CB, EP, SS  Second – PH, ASR, HH  PH questioned if ASR can still be on a Committee now he is an Associate Governor?  **MD to check with Babcock and feedback at the next FGB meeting**  *Portfolio Responsibilities*  **SJB to bring proposed responsibilities to the next meeting** |
| 8 | 100.08 | **Finance** | AR shared the last Budget Monitor with Governors via Governor Hub prior to the meeting.  Since then we have had the March payroll incorporating the support staff pay rise, and monies owed to staff who have left since last April. So, she has ran another report today and it shows we are taking £85k surplus into the next financial year.  AR shared the budget scenarios on Governor Hub prior to the meeting.  Scenario A will keep us in a surplus budget until 2023-24 due to delaying the start of some new students, which then has a knock-on effect on our budget.  Scenario B and C will see our deficit deferred a little longer, but Scenario B has included monies for the vacancy Designated Safeguarding Lead role, which has been taken out of scenario C.SJB felt strongly the role must stay within the structure as it’s a highly important role for the school as proven over the last few weeks. EP agreed.  AR also added that at the moment the Government fund that helps with the Teacher pension costs is only guaranteed for another financial year, so if this gets extended then our budget will be better than forecast.  It was decided that the school is best to submit Scenario B  **SJB and AR to work on this scenario and bring to the next FGB meeting.**  PH asked if we get any funding from DCC for the boundary fencing?  AR mentioned we can ask for capital funding but we are not guaranteed to get this.  SJB we might be able to ask the local DCC Councillor for a grant, and also reaching out to find out any other grants that might be available.  SS added that she is aware that councillors have their own funds in Bideford and it might be worth looking into to see if Barnstaple local councillors can do them same.  BM asked what the implications are of having a higher number in deficit?  AR we have to apply to DCC for a licensed deficit so we can continue to be a maintained school. They would support us in looking at any cost saving changes we would need to make. If we are looking at going into a deficit budget for the next few years we would have to apply again and they would look into why we are still in deficit.  AR added that our current budget plan is very healthy and in previous years we have added 5% for gas/electric but this year we have been advised to add 40% next year, which was something not planned for in previous years.  EP added that all schools are going to be experiencing some of these extra costs e.g. fuel and food.  AR added she is happy to explain it in more detail to any new governors.  HH added this might be useful as many of the Governors were not in place when it was done back in 2017.  AR added that considering we delayed the next additional 16 new students as a result of the expansion as agreed previous at Governors, it is a positive picture. |
| 9 | 100.09 | **Careers** | TW gave a presentation regarding the Careers Standard Award – what is going well and what can be done next to better support our learners.  The Careers Standard Award is a national accreditation to raise the standard of Careers Advice and guidance given in schools, and robust evidence is required during the assessment process. The standard is structured around the Gatsby Benchmark, and highlights to Ofsted (via the logo on our school website) that we are achieving something outstanding.  During the assessment process TW had to met three judgement levels, which were met fully. However, although we have the accreditation for 3 years it is reviewed annually.  TW thanked all staff who were involved in enabling this to be achieved.  Following the assessment TW was given some areas to focus on for improvement, which were in her own self-evaluation. These include; ensuring our school website information is easier to navigate, use the new CDI Framework (when they release the Key Stage 2 version), work effectively with parents for the ‘next step transition’, and agree and implement an appropriate qualification which best meets the needs of our learners.  EP congratulated TW on this accreditation, especially for achieving this without a link Governor.  EP understands that TW and BM are going out on some work placement visits?  TW said that unfortunately this is unable to take place due to staff Covid absences. TW and BM are meeting on 4th April and will feedback at the next meeting.  BM added that the Quality in Careers Standards is mentioned in the Governments Guidance and it is expected that schools meet the Gatsby Benchmark, and although the QCS accreditation is not statutory, it shows that the school is working at the high level and he had every confidence in TW that this would be achieved, and that as far as he is aware Lampard is the only SEND School in Devon and possibly the South West that has this accreditation. We are confident that our learners are getting the best deal in terms of careers advice.  SJB added that TW will be speaking at the next SENtient Head’s meeting about our quality Careers Programme and achievements.  SJB added it will be great to see in years to come, via the destination tracking TW has in place, how many of our students go into employment  EP asked how the students found their visit from Jack Maunder, Exeter Chiefs?  TW mentioned that he was greatly received and as he is humble it helped students relate to him. |
| ~~10~~ | ~~100.10~~ | **~~Student Progress~~** | Item postponed until the next meeting |
| 11 | 100.11 | **Headteachers Report** | EP wanted to note that it is great that funding for the outside area had been secured, and hopes that the Mental Health training can go ahead.  SJB added when we know who the main Designated Safeguard Lead will be for September and will ensure they undertake this training. From 2025 this training will be statutory, so we have made sure enough money is in the budget to cover this.  EP asked if lesson observations have taken place?  SJB confirmed they have changed back to learning walks due to staffing pressures in school due to Covid; some have not yet been completed.    EP also asked if the 64 consultations have been manageable?  SJB said it takes a great deal of leadership capacity and this has been feedback to DCC as each one takes 4-6 hours. This has impacted on SLT work load.  EP also asked if the student on a fixed term exclusion is being supported by DCC?  SJB in terms of this student we have received additional funding and have implemented an interim solution. We are lucky to have the right support in place and there is a change in provision in process for this student.  EP mentioned that Natalie Bray gave a presentation to students and it would be useful for parents to have access to this.  **SJB to ask TW to make sure this is on the school website.** |
| 12 | 100.12 | **Portfolio Holder Reports** | HH submitted reports prior to the meeting. HH asked on behalf of AR if the new Headteacher could be asked if they are willing on taking on the new wellbeing charter. HH has emailed this to CB to add to the interview list.  SJB added that she will invite HH to work with her and the wellbeing team, and will gather the information to help the new Headteacher along with Governors to make an informed decision on whether this should or shouldn’t be adopted.  HH mentioned that staff wanted to thank the governing board for listening to staff views during the previous round of Headteacher recruitment. Staff no know they can trust the board to make the right decision.  HH also asked if Governors would be interested in training from Babcock on the finance to help Governors understand the finance items that AR presents at our meetings?  No formal decision was made; however, Babcock are able to offer this training should our Governors wish to do it.  EP met with AR regarding the Single Central Record. EP also had her last meeting with the Assistant Headteacher for Care and Safeguarding before she left. Both reports are available to Governors on the Hub. She has a meeting tomorrow with the Assistant Headteachers for SEND and with SJB on 27th April for Evolve. EP has also met with the DDSL for a general check in. EP to arrange a meeting with JH around Safeguarding.  PH went to the Mock Interview morning and it was a very successful morning and hopes the students gained as much form this as those who doing the interviews did. PH expressed thanks to JW and others involved in organising.  HH added her child found the interview beneficial.  PH also visited the art exhibition in Barnstaple Library which was lovely to see. |
| 13 | 100.13 | **Effective Governance** | There has been lots of positive news from the Headteacher Report, TW update on Careers and gaining the careers accreditation is a huge positive for the school and students. It was also great that the school puts the welfare of our students at the forefront of everything especially, during the recent closure due to Covid. We are hopeful that we can recruit a new Headteacher in the next round of interviews. |