

**MEETING 108 – PART 1 - MINUTES of Full Governing Board Meeting
26th January 2023 - hybrid**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair/Co-opted	4.30/7.35	Alison Rubenchick	AR	School Business Manager	6.00/7.00
Hayley Hardy	HH	Vice-Chair/Parent	4.45/7.35	Sally Gonzalez	SG	Clerk	4.30/7.35
Lorraine Ovey	LO	Staff	4.45/7.35	Cathy Scoffield	CS	Co-opted	4.45/7.35
Ben Mitchell	BM	Co-opted	4.45/7.35	Amanda Burrows	AB	Foundation	4.45/7.35
Jennie Harvey	JH	Head	4:45/7.35	Michaela Morris	MM	Parent	5.00/7.35
Apologies	Initials		Reason	Apologies	Initials		Reason
Peter How	PH	LEA	Personal Commitment				

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.	108.115	Apologies	Peter Howe due to Personal Commitment.
2.	108.116	Declaration Pecuniary/non-pecuniary interest	CB announced a declaration of interest in the temporary Associate Governor vacancy which is discussed in Item 6.
3.	108.117	Minutes of November FGB Meeting – Part 1 and Part 2, and Pay Panel	All actions recorded on minutes of November have been completed. CB/AB queried PAN student numbers and agreed to change to 2 over PAN.

			<p>Wellbeing Group meeting was cancelled due to Ofsted visit clash and new date to be re-arranged. With these amendments made, <u>Part 1 minutes were agreed and signed off as accurate by CB.</u> <u>Part 2 Minutes were agreed as true and accurate records and signed off by CB.</u> <u>Pay Panel agreed staff pay proposals and declared as accurate records.</u></p>
4.	108.118	<p>Premises, Health & Safety</p> <ul style="list-style-type: none"> - Spot Checks - Premises Updates 	<p>In PH's absence, JH reported the new building's completion and handover date remains as 19th May 2023. The 12 month review of Phase B of the building work has been completed and Insurance Agreement checked by DCC. HH queried incident with toilets to which JH confirmed was not a major incident.</p>
5	108.119	<p>Policies</p> <ul style="list-style-type: none"> - Admissions - Adoption - Anti-bullying - Child in Care - Curriculum Statement - Governor Code of Conduct - Lettings <p>Online Safety</p>	<p>All amendments were submitted prior to meeting and actioned by MD. Admissions policy – <u>agreed.</u> Adoption policy - <u>updated and agreed.</u> Anti-bullying – <u>agreed.</u> Child Care policy – updated to reflect school caters for pupils with 'special guardianship arrangements' and <u>agreed.</u> Curriculum Statement – <u>agreed.</u> MM asked about the possibility of the school letting the sensory room to the public. JH reported it is a very small space which can only accommodate for up to 3 children and one adult, but will investigate if possible. Lettings – <u>agreed.</u> MD to communicate with governors when amendments have been made prior to the meeting.</p>
6	108.120	<p>Governors</p>	<p>Governors discussed pro and cons of school continuing to subscribe to use Zoom at a cost of £14.95 per month or changing over to TEAMS which is free for the Governors' meetings as hybrid meetings will continue. HH stated she cannot use TEAMS as it freezes in the area she lives. <u>It was agreed to defer this decision until February</u> to give HH the opportunity to trial TEAMS. Succession planning – Portfolio responsibilities have been re-aligned and changes made. CB asked if Governors were happy with their portfolio responsibilities and if they want to request any changes. All Governors happy and no changes requested. Succession planning to be broadened and reviewed every September giving governors opportunities to change their roles and responsibilities. Training and development to be considered by governors. HH stated that she would have to step down as a parent governor in a year's time when her son leaves Lampard, however it was noted that her term of office did not expire until January 2025 BM queried if there are any current governor vacancies. Presently there are three vacancies, one for a co-opted governor, one parent governor and one foundation governor. AB queried process to recruit a Parent Governor who is not a parent of a child at the school. This can be done by recommendation. CB clarified that any parent of any child could become a parent governor. LO – is there a Hub with vacancies? These are advertised on several sites and Governor Hub. CB declared an interest as PH has indicated he has to step back from his governor role for some time due to personal reasons. CB suggested that her husband could cover his responsibilities until PH feels able to return as he is a former DCC Health and Safety Advisor and has the required experience and in-depth knowledge of the school and personnel; he retired last September and therefore</p>

			has no conflict of interest with DCC. CB also shared he is a governor at other Sentient schools and PH is supportive of the proposal for him to become a temporary Associate Governor. <u>Unanimous vote in favour of this proposal.</u>
7	108.121	Term Dates	Proposed inset days and term days agreed.
8	108.122	Finance	<p>Governors had sight of the SFVS which has been checked by CB and JH. MM named on it as Finance Governor. <u>Governors voted unanimously in agreement to submit to DCC.</u> Budget signature to be discussed at the February meeting.</p> <p>Benchmarking – CB queried comparison with schools in Bristol, London and Telford areas and the relevance of it. AR clarified the DfE chooses these and not the school. CB suggested benchmarking training for Governors to be organised. AB feels the benchmarking tool provided by the DfE was not very useful. AB asked why the reserves are so much lower than other schools. AR explained that unfortunately the school is unable to carry forward as much funding as other schools, perhaps due to the fact we are paid lower per pupil. AB asked why the admin/clerical costs are so high? AR explained it is very difficult to compare school on school and the 5 schools compared to Lampard on the score card are all out of the county, and if compared to other SENTient schools, we are very low on admin costs.</p> <p>AR to present information at the May meeting regarding devolved capital funding published on 19.1.23 to make the schools more energy efficient. This capital has to be spent by March 2023. AR investigated and was able to clarify the amount the school should receive. AR explained some rooms in the school have no direct natural ventilation or light. These are the hall and Library. Her proposal is to use the money to improve these rooms. 3 quotes have been obtained by PS. CB asked if the money is being given to us or we need to apply? AR explained it is offered for schools to make improvements to be more energy efficient. The ventilation work for these rooms would be considered as building improvements. HH asked if any surplus will be taken back? AR shared this may be knocked off the following year's capital fund. BM – what would the rest of money spent on? AR explained the partition wall needs to be removed to open up the reception/admin office to provide one open office with proper ventilation, light and heating which will then become more energy efficient. Proposal includes modifying front desk reception. Quotes include partitions taken down and reception desk area improved. AR proposed accepting the quote from a company the school has used before. CB asked if this will come out of energy efficient pot? AR confirmed it would. AB asked if the proposals fulfil the requirements from DCC? AR confirmed they do as they include improvements for ventilation. <u>Governors voted unanimously in favour of preferred quote and suggested works.</u></p> <p>AR spoke about The School Development Plan which mentions outdoor space, which with increased pupil numbers it is becoming smaller. One space that has been lost which students enjoyed was the basketball area, where Outdoor Gym equipment could be fitted for the students to benefit from. Funds have been carried forward and Sports Premium could be used for this. AR stated that she had investigated a number of options and for a company to provide and fit 7 pieces of equipment would be very expensive indeed, however if the school were to source the equipment, prepare the area and install the equipment this would be less than half the price quoted by the company. AB asked if the equipment is made of metal or wood? AR confirmed they are metal ones and the school can choose the colours of each piece. AB also asked if the school could choose the 7 pieces? AR said the school would choose 7 pieces to suit the</p>

			<p>needs of the pupils. AB also asked if they come with a Guarantee? This would be for up to 2 years once the equipment is installed. AB asked of any maintenance costs involved once installed? The premises team are able to maintain them, but not repair. They are already trained to carry out any maintenance so there would be no maintenance costs.</p> <p>CB stated that in the past Governors agreed it is more beneficial to spend funds on improving the school and investing in our students rather than carrying it over to the next academic year. AB stated sports equipment is very important in terms of the provision for the students of Lampard to support their sensory needs and promote fitness. CB felt the rational for this proposal is strong and <u>Governors agreed unanimously to go ahead with it.</u> AR will upload information for Governors to have sight of quotes and rational.</p>
9	108.123	Cornwall Special School Partnership/Guy Chapple	<p>JH and CB found GC's honesty refreshing and the benefits of joining the partnership worth considering. GC is passionate about continuing professional development within the school, and identified a real commitment to CPD. MM shared that the down side of joining means the school would lose their autonomy and the centralisation of services such as admin. Could mean loss of jobs. CB stated it is therefore important to do a cost benefit analysis and due diligence. JH attended a head teachers conference last week and found most schools spoke very highly of this partnership and they felt they still had enough level of autonomy. AB asked if the headteachers backed up information from GC? JH confirmed they did. CB confirmed no decision needs to be made until more information is gathered. Would joining the Partnership involve any redundancies? CB was told there wouldn't be any, as staff roles would be absorbed. JH to continue to gather information.</p>
10	108.124	Portfolio Holder Reports	<p>Three reports received, one from BM and 2 from CB. CB met with AR and assured with all processes in place. Next visit for CB scheduled in February to check systems in place. Safeguarding issues in school are linked to online safety when children out of school.</p>
11	108.125	Effective Governance	<p>Decisions have been made on spending which will benefit and positively impact on the pupil's quality of life both indoor and outdoors in the school environment. Next meeting agreed to take place on Thursday 23rd February at 5pm.</p>