

**MEETING 88 – PART 1 - MINUTES of Full Governing Board Meeting 26<sup>th</sup>  
January 2021 – Via Zoom**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair	16:58	John Andrews	JA	Co-opted	16:57
Sam Barham	SJB	Head	16:58	Andrew Redpath	ASR	Co-opted	16:59
Claire Cowen-Brown	CCB	Co-opted	16:57/ 18:50	Hayley Hardy	HH	Parent	16:57
Eleanor Hanson	EH	Staff	17:17/ 18:50	Peter How	PH	LEA	17:01
Elaine Penfold	EP	Parent	17:02	Bill Robinson	BR	Parent	16:59
Maria Dyer	MD	Clerk	16:57	Alison Rubenchik	AR	School Business Manager	17:15/ 18:10
<b>Apologies</b>	<b>Initials</b>		<b>Reason</b>	<b>Apologies</b>	<b>Initials</b>		<b>Reason</b>

<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	88.288	<b>Apologies</b>	EH arrived late due to Parents Evening.
2	88.289	<b>Declaration</b>	None
3	88.290	<b>Minutes of:</b>  <b>24/11/2020</b>  <b>08/12/2020</b>  <b>07/01/2021</b>	24 <sup>th</sup> November 2020 – Part 1 <b>MD contact Governors to arrange the next Visioning Day.</b>  <b>SJB to send latest flow chart</b>  Single Central record meeting postponed. <b>EP to reschedule meeting with AR when school visits are able to resume.</b>  <u>Minutes agreed and signed</u>  24 <sup>th</sup> November 2020 – Part 2  <u>Minutes agreed and signed</u>  8 <sup>th</sup> December 2020 – Part 2  <u>Minutes agreed and signed</u>  7 <sup>th</sup> January 2021 – Part 2

			<u>Minutes agreed and signed</u>
4	88.291	<b>Premises, Health and Safety</b>	<p>PH met with the Premises Manager on 19<sup>th</sup> January 2021</p> <p>The Premises Manager has undertaken all the necessary health and safety checks, such as; emergency lighting, water heating and tree inspections. All of which have passed the checks.</p> <p>This month the Premises Team have been busy arranging works for February half term, as well as undertaking repairs around school.</p> <p>PH was made aware an advert has been placed for a day time cleaner. SJB explained we had shortlisted and invited candidates to interview, however one candidate had found alternative employment and the other did not arrive for the interview, so we have re-advertised.</p> <p>PH also checked the Team Teach books and since 2<sup>nd</sup> December to 18<sup>th</sup> January noted a group of specific incidents.  <b>PH asked CCB if there were any issues we need to be aware of?</b>          CCB said there are some exceptional circumstances around the students involved in the incidents. The Care and Safeguarding Team are in close contact with the Tutors and additional support has been put in place for those students. The teachers are working closely with the families.</p>
5	88.292	<b>Finance</b>	<p>AR presented the monthly monitor.</p> <p>The following questions were received prior to the meeting:</p> <p>1 - I understand that when you raised the issue of the non-payment of the majority of our Covid claim with the DfE you received a generic response. Is it your view that any further representation to them is a lost cause?</p> <p>2 - Do you, or SJB, know what action is being taken at county level to address this gap in budgets? Do you, or SJB, know what representations are being made to Devon County Council (DCC) by other School Business Managers or Headteachers and if so, what response they have received? Are you aware of other Governing Bodies making representations to DCC and if so, what response have they received?</p> <p>3 - I understand the point you make about the underspend on salaries covering the Covid overspend (not that it was ever in the budget in the first place!). Nonetheless it appears that this is bound to have ongoing negative impacts upon our ability to ensure that we have sufficient resources to cover the safety and effectiveness of the school moving forward. How can we mitigate this? What will be the overall impact on our budget projections? Have DCC given any indication about what their response to this gap will be at FIPS next month?</p> <p>AR has spoken to our Finance Officer who is the Finance Officer for several DCC schools. No DCC school received funding for category 4 claims, we were unable to put this into the first category as this was for Easter and half term holiday period, and the school was not open to students during these periods.</p>

		<p>Governors are able to contact DfE should they wish, however it is a similar story across the SENTient Trust as well.</p> <p>The new claim period opens within the next few .weeks, but is only for money spent in the last couple of weeks on Free School Meal (FSM) vouchers.</p> <p>We have since been advised to use Edenred which is funded by the Government.</p> <p>DCC know we are unlikely to get the £33000 back which the school applied for through the Covid claim ; they see our accounts each month.</p> <p>The capital fund money was spent on the fencing etc, AR always keeps an amount of money in the capital fund and the school should receive further capital funding later in the financial year. There are some areas where money has been saved e.g. from staff not traveling to attend training courses but we have spent more in other areas such as water costs due to extra handwashing.</p> <p>DCC check and scrutinise our accounts each month as we are being monitored by FiPS and they contact us if they have a concern.</p> <p>CB shared her disappointment that the whole claim hasn't been sent back as the money was spent to ensure the school is safe for students and staff.</p> <p>AR shared on a positive note we have received 26 laptops from central Government to help students access home learning.</p> <p>SJB has been made aware through her union correspondence, some mainstream settings have had no choice to dip into the Catch-up funding which is meant for teaching and learning, to enable them to be Covid secure, Lampard has not done this and is focusing spend on student catch-up. In February 2020 when we set our budget Covid was not known and has created pressures on that budget, whereas this year when we set our budget with known additional expense from Covid and will continue to attempt to make savings where possible.  <b>ASR agreed with not contacting the DfE but wondered if the local MP has been in contact and might be worth contacting them?</b></p> <p>SJB confirmed we have not received any recent contact from the local MP. She shared that known schools who have reached out have not had overly effective support.</p> <p>JA feels the need to be proactive as Governors we should contact the DfE and local MP/Councillors</p> <p>AR said DCC have seen the claims and if they thought we could challenge the DfE to receive some more money they would, as this lost money is now going to come out of DCC's pot of money. She reminded that DCC have supported us with our core offer moving forward and are going ahead with the expansion plan. They continue to monitor and challenge us should we spend money on items they deem unnecessary.</p> <p>SJB suggested CB raises this issue at SENTient Trust meeting.          ASR suggested the SENTient Trust write a letter to the constituency MP's regarding the challenges faced during Covid.</p>
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<p><u>Governors agreed CB raises this issue at the next SENTient meeting with a view to the Trust taking it forward..</u></p> <p>BR raised concerns should the school cut activities for students to reduce the deficit lost by the unsuccessful Covid claim.</p> <p>PH added it seems natural for schools to be reporting negative numbers on an annual basis, however we made a good case to DCC which resulted in our Core Offer funding being increased. DCC must be looking at us with confidence especially with the investment given to us over the last 6 months.</p> <p>EP asked with the laptops that have been supplied, does this mean that every student now has access to IT at home?</p> <p>CCB we haven't received enough devices for all students across school, however through our parent calls we have identified who of our students have access to IT to help with home learning. We have received 33 devices so far, however as this is not enough for all students to have access to a device, we have been able to provide for those who don't have access to IT at home.</p> <p>AR added we can apply for WiFi or a mobile phone for students at home, however we have not yet had any requests from parents.</p> <p>EP asked about FSM vouchers as she has been made aware that some parents have not received the first set of vouchers?</p> <p>MD – explained that the FSM vouchers are done on a fortnightly basis as there is a minimum order requirement. If we ordered on a weekly basis we would not be able to order for some students as they are in school more days than others meaning they are under the minimum order amount. Parents have been advised to contact Hawk Select if they haven't received their voucher/code, and if they were still having issues to let the school office know as we can print it for them. The next set of vouchers will be ordered as soon as the next student rota is finalised and parents will be contacted so they know to look out for the email.</p> <p>SJB understands the high level of anxiety this causes for families. Schools hear the news on FSM vouchers at the same time as parents, and the guidance from the Government/DCC follows a little while after.</p> <p><b>MD/AR to put together a FSM update letter</b></p> <p>AR understands some Governors are having difficulty reading/understanding the budget/monitor sheet. Trial next month an easier to read version after speaking to the Finance Officer at DCC</p> <p>Emergency contingency money has not all been used yet, but would like to use up to £15,000 to repair/improve the work on the paths done on the junior playground which has not been completed to a satisfactory standard. Both our H&amp;S Advisor and an independent advisor have agreed it is unsafe without high levels of staff supervision DCC solicitors reviewed the contract produced by the playground equipment company and we were advised to pay. The school continue to feel the remedial works were not repaired to an acceptable standard.</p> <p>Quotes received for repairs ranged between £13000 - £21,000 and one company can get the repairs completed in half term. The works include repair to the existing pathway, drainage to the slope and adding railway sleepers.</p>
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			<p>BR said safety of our students is paramount, and we need to find out what caused the mis-selection of the previous company. SJB explained they were recommended by colleagues within Trust, however believe the issues are related to the works being carried out at Lampard were contracted out instead of being done by the main company.</p> <p>PH asked where this fund was on the budget monitor report? AR confirmed it was in the School Development Plan section. JA is this included in the forecast? AR confirmed it was.</p> <p>PH has spoken to the Premises Manager about the quotes, but is concerned why one company is significantly cheaper? AR a company does come in cheaper, but have they been used by another local school and they were cheaper for them and they are satisfied with the work.</p> <p><u>Agreed to allow the school to spend up to £15000 for these repair works.</u></p> <p>School Transport:</p> <p>The H&amp;S Officer from DCC Fleet Service came to observe our new transport system in place during this lockdown. They are happy with what we have in place, however were concerned that students could get out of their vehicle in to the traffic flowing in the opposite direction of the car park. A member of our Senior Leadership Team is now on duty each morning and afternoon, to ensure students are safe when exiting a vehicle.</p>
6	88.293	<b>Policies</b>	<p>Adoption policy</p> <p><u>Approved</u></p> <p>Lettings policy</p> <p>JA asked in a normal year what is our income from lettings? MD confirmed we have not had any lettings at Lampard for a few years. However we need the policy in place should a potential letting arise.</p> <p><u>Approved</u></p> <p>Management of Outdoor Education and Off-site visits</p> <p>BR enquired what a SOP is, what the current process is for checking them, and who on the Governing Body does/would do this? SJB clarified a SOP is Standard Operation Procedures – every Evolve uses a SOP template which is customised to the trip. Fiona Corbin used to do this. SJB oversees all SOPs and agree/deny a trip. We are in regular communication with the LA lead. For residentials the LA need to sign these off.</p> <p><u>EP agreed to review the SOP's on a periodical basis</u></p> <p><b>SJB to contact LDM to set EP up as a user on Evolve</b></p> <p><u>Approved</u></p>

7	88.294	<p><b>Covid:</b></p> <p><b>Risk Assessment</b></p> <p><b>Wellbeing</b></p>	<p>Risk Assessment:</p> <p>CB and SJB met on the 25<sup>th</sup> January to discuss and sign off the current version of the Risk Assessment. This version has been amended following updated guidance on our return to school for the Spring Term and the Governors meeting on the 7<sup>th</sup> January 2021.</p> <p>SJB explained the Risk Assessment protocol for the benefit of new Governors who are not aware of how the Risk Assessment gets updated.</p> <p><b>SJB to go into the RA in more detail during the new governor induction meeting with HH.</b></p> <p>Wellbeing Group Feedback:</p> <p>There are several wellbeing groups that have been set-up. The 'Strengthening the Community' group have arranged virtual yoga/singing sessions and quiz nights. 'Enhancing the Environment' group have started to enhance the staffroom following their survey/feedback from staff. Staff are also feeding back thoughts on Medigold to AR.</p> <p>CB it is positive to hear these are going ahead and appear to be working well.</p> <p>EH added that from speaking to colleagues it has been positive to hear that staff are meeting virtually outside of school. The new layout in the staffroom means you can eat or work in the same room without being distracted by those who are doing the opposite, as there is now a dedicated work area and a dedicated eating area.</p> <p>CCB reiterated how much staff miss having the quick conversations/tiny interactions with each other during the day, so we are trying to do that in a very different way, but continuing to cement a community feel.</p> <p>SJB said 'consistent communication' was identified through staff consultation and as a result does a weekly staff briefing via Microsoft Teams and shares the information via email after so everyone gets the same information at the same time.</p> <p>ASR asked how the behaviour of students has been affected? CCB on the whole they are amazing and coping very well. The biggest difference is that during this lockdown we have more students on site and some students were not part of our cohort during the first lockdown.</p>

			<p>EH agreed with CCB comments and the students have been exceptional. SJB added that this lockdown has been hard on families and it's a credit to their families that these students have coped so well.</p> <p>CCB is working with the Assistant Headteacher for SEND on a training package for staff, so we are equipped to support our students when we're back to normal and they have had time to process it.</p> <p>EP added that she received an email from the Assistant Headteacher for Teaching and Learning regarding how impressed a parent was with the home learning pack. EP shared on the parent Facebook group if parents could complete the Ofsted survey for Lampard as well as sharing their views with Lampard staff.</p>
8	88.295	<b>Housekeeping</b>	<p>Prior to the Christmas break we invited all parents to provide nominations, should they wish, for the two Parent Governor positions that would be vacant from the 18<sup>th</sup> January 2021.</p> <p>We received nominations from three parents. The voting took place at the start of the Spring Term, and HH and EP were elected by Parents to fill the two vacancies.</p> <p>The board congratulated HH on her appointment and EP on her reappointment.</p> <p>HH introduced herself to the board. She has a background in finance, was a Support and Teaching Assistant, has undertaken various training to enable her to support her children who have additional needs, and is heavily involved with SEN parent support groups, a Scouting group and a previous Chair of a PTA.</p> <p>Due to the changes in Parent Governors this left a vacancy on the Second Committee and Safeguarding Governors.</p> <p><u>BR agreed to join the Second Committee alongside PH and ASR</u> <u>HH agreed to become a Safeguarding Governor alongside EP</u></p> <p><b>MD to book HH onto the safeguarding governor training</b></p> <p><b>SJB to contact HH to book in the Headteacher section of new governor induction training.</b></p>
9	88.296	<b>Portfolio Holder Reports</b>	<p>EP – safeguarding meeting with CCB and undertook the safeguarding audit, and discussed Ofsted views and attitudes section. As far as EP is concerned the school is meeting everything required in terms of safeguarding. Discussed annual safeguarding training, which has been difficult to deliver due to Covid restrictions. EP hoping to meet with CCB prior to February Half term</p> <p>EP also met with the Assistant Head for SEND (AHT SEND) regarding SEND. The AHT SEND has been very proactive in arranging SEND induction training and also liaising with Teachers on how to get parents more involved with uploading evidence to Evidence for Learning. EP is signed up for Governor Leadership on 3<sup>rd</sup> March to help with her Vice-Chair role, and Safer Recruitment training on 25<sup>th</sup> February.</p> <p>ASR had a zoom meeting with the Assistant Headteacher for Teaching and Learning (AHT TL) regarding the quality of education on 10<sup>th</sup></p>

			<p>December 2020. The AHT TL outlined curriculum initiatives and that some students have regressed during the epidemic, however the Evidence for Learning pilot has gone well. ASR would like to get back into school to speak to some students/view their work.</p> <p><b>SJB to look into setting up a virtual meeting with school council/ASR</b></p> <p>CB has undertaken her Covid Governor responsibilities, which are ongoing. CB also attended Safer Recruitment and Allegation Management refresher training last week which she found very useful.</p>
10	88.297	<b>Effective Governance</b>	<p>This meeting has shown despite the continuing challenges posed by Covid our staff are working to the highest standards to maintain positive and effective relationships with families and keep school safe for students.</p> <p>It is good to hear about rebuilding the sense of community again with the efforts of the staff wellbeing group.</p>