

<b>FOCUS</b>	<ul style="list-style-type: none"> <li>• <u>Ensuring clarity of vision, ethos and strategic direction</u></li> <li>• <u>Holding the headteacher to account for educational performance of the school and its students</u></li> <li>• <u>Overseeing the financial performance of the school and making sure its money is well spent</u></li> </ul>
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## MEETING 60 – PART 1 MINUTES – 19/4/18 – US Work Room

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff	5	Elaine Penfold	EP	Parent	5
Fiona Corbin	FC	Co-opted	5	Alison Rubenchik	AR		5
Fiona West	FW	Staff	5	Sally Newby	SN	Clerk	5
Peter How	PH	LEA	5	Kevin Bastable	KB	Foundation	5
Andrew Redpath	AR	Foundation	5.30				

Apologies	Initials	Reason	Key to Minutes	
Claire Cowen-Brown	CCB	Work commitment	<b>Bold</b>	Action
Kevin Harris	KH	Unwell	Underline	Decision
Hayley Holland	HH	Family commitment	Font	Question
Andrew Palmer	AP	Work commitment		
Julie Hunt	JH	Holiday		

1	60.864	<b>Apologies</b>	Apologies received as above	PH
2	60.863	<b>Declaration</b> pecuniary/non pecuniary interest	Governors to consider items on this agenda and raise with the Clerk areas they believe they may be conflicted in terms of pecuniary or non pecuniary interest in addition to previously declared business interests	PH
3	60.864	<b>Minutes of meeting 22<sup>nd</sup> March 2018</b> and matters arising	<p>Governors had previous sight of minutes. No comments sent to Clerk.</p> <p>Regarding the Budget; Alison confirmed that the school has now been given some money for the repair work of the boilers. <b>AR asked if Lampard would be in more deficit if they were to replace the members of staff who have left since the start of the academic year?</b> Alison confirmed that this would be the case but the budget is not closed yet and there is the potential for applying for capital money through the Special Provision Plan, available for special schools which could be used for improving the spaces for students, such as playgrounds. <b>Kevin Bastable asked if the surplus which is showing now is going to have an impact?</b> SJB replied that County is aware of the surplus and are actively involved in supporting us.</p> <p>PH confirmed completed actions – minutes were agreed and signed</p>	PH

			as accurate.	
4	60.865	<b><u>Health and Safety</u></b> – spot checks	PH checked TT logs - all up to date. Due to new Premises Maintenance Manager only started on 16 <sup>th</sup> April 18,it is too soon to do the spot checks and these will be carried out next week.	PH
5	60.866	<b><u>Policies</u></b>	Governors had previous sight of policies. Complaints Policy. Administration of Medicines Policy. Data protection Policy. All three policies agreed and signed as above.	PH
6	60.867	<b><u>Staffing Needs</u></b>	Only one member of staff has approached SJB as they are looking for a higher paid job. If the school is running with less staff, those still in post will naturally pick up extra work. We may lose staff as a result in the future. However, the recent staff wellbeing audit reflected a high percentage of staff who are very happy working at Lampard and feel supported even though there are even higher expectations from them.	SJB
7	60.868	<b><u>IT iPad update</u></b>	Elaine Penfold noted she was very impressed with the iPad presentation that took place in school today. SJB reported that the trainer has offered the school free support for the IT Curriculum review. The apps are given every 2 weeks and staff are learning in a manageable way and all staff feel that the interactive whiteboards are amazing. All Governors are invited to come in to see how they iPads are working. <b>Peter How asked if the students are enjoying it and have there been any negatives?</b> SJB replied that the students are really enjoying using them and the only negatives we have experienced so far is when particular students struggle with the transition of finishing working on the Ipad and moving on to the next lesson/task.	SJB
8	60.869	<b><u>Pupil Numbers</u></b>	SJB reported that the school's capacity continues to be at 120 and at the moment although we currently have 121 on roll. We have to be open to taking on more students over PAN but making sure we consider the safety and wellbeing of our current students. Any students we are consulted about above PAN will be looked at very carefully against the Risk Assessment. <b>Fiona Corbin asked if the Risk Assessment had been updated as the school is considering increasing the number of students?</b> SJB replied that it has been updated. Peter How noted that if the school can take on more students without prejudicing current students then that is a positive thing for the future of the school and its budget. <b>Fiona Corbin asked if 0-25 Team will keep expecting the school to take on more students each year if we keep moving up the limit?</b> SJB replied that it has been made very clear and is agreed at County that we are at maximum capacity and that KH has read all of the consultation responses sent to County that have taken the school over 120 (2 over the year) and have been in agreement with them.	SJB
9	60.870	<b><u>Benchmarking info</u></b>	Consider best value requirements. Presentation by AR showing the expenditure over the last few years including staffing costs, premises, etc. which enables you to compare our expenditure either other similar schools in a chosen area. <b>Peter How asked how Lampard compares in terms of staffing?</b> AR explained that we are keeping the costs down and we are in the middle against other Special Schools. <b>Andrew Redpath asked if it can show the costs per pupil?</b> SJB replied that in terms of cost per pupil, Southbrook are the most similar school to Lampard but do not have students below KS3. Our KS1 and 2 students require a higher staffing in general and therefore cost more to the school. <b>Peter How asked if the school manages without employing supply teachers?</b> Fiona West replied that not employing supply teachers gives our students consistency but it can become tricky to manage when a member of staff is on long term sickness	AR

			<p>leave. SJB said that with the HLTA and STA structure this is possible, manageable and effective for our school. The Governors asked if other schools have more children in each class but more TAs to help the teacher and therefore employ less teachers. SJB stated that last year we placed 14 students in one class and it was too high a number to be the most effective. Peter How asked what the average number of students is per class? SJB said between 8 and 10 students. Peter How stated it would be worth looking into more detail at staffing numbers and costs as it is the biggest expense the school has. SJB said that this piece of work is being done and the staffing numbers are reviewed constantly. Elaine Penfold asked if there is a legal requirement of ratio of students per staff in class? SJB replied not that she was aware of and the numbers in each class are determined on the students' needs.</p>	
10	60.871	<b><u>New website</u></b>	It was agreed the Pale Cream heading was more suitable.	SJB
11	60.872	<b><u>Special School's training for Governors</u></b>	The dates are 21 <sup>st</sup> June and 4 <sup>th</sup> July. 21 <sup>st</sup> of June classes with the next governors meeting but both Kevin Harris and Elaine Penfold have asked for a place on this date. Information to be re-sent as a reminder to all governors.	SN
12	60.873	<b><u>SDP Progress</u></b>	All areas are making good progress. The School Development Plan for 2018-19 will be developed alongside the Governors and then written in preparation for September and the school will be working with governors in their respective key areas. Peter How asked if there are going to be many changes? SJB explained that there are a high number of areas that need looking at and changing and it is her intention to do little by little to ensure it is done very well.	SJB
13	60.874	<b><u>Assessment Data</u></b>	<p>Data Presentation by JD. In reading 40% of readers have met their target and the tutors have extended the individual targets. For those who appear not to make progress half of these are working at level 3 or above and are collected in larger bands so it is hard to identify the progress through the data but evident on their skills lists. In writing the student who has regressed. The class team are ensuring key strategies and interventions have been put in place. In S&amp;L from the students who appear not to make progress, approximately half are at level 3 or above. Kevin Bastable asked what is the data collected? JD explained that we moderate new skills list and carry out observations in class and the tutor has to sign and highlight when a student has achieved the skills list. This gets formally collected three times a year and analysed. Peter How asked if there is any correlation in progress with the students who are working with the Independent Speech and Language Therapist that we employ? JD confirmed that many of the students who have received intervention do exceed their targets and that she works closely with CCB and the tutors and they decide which students need interventions. SJB stated with also at Annual Review meetings key information or concerns about progress is passed on to JD/CCB. Peter How asked if the school was pleased with the results? SJB and JD stated they were very pleased with the progress the students have made and that many of our students are flourishing. Provision is continuously reviewed and their confidence is continually improving.</p> <p>In Maths the students working in Level 3 again appear not to have made as much progress because of the larger data bands but progress is evidenced in their skills lists. JD explained that the students who appear not have made progress have difficulties with their self-esteem and the work is centred on these students confidence in having a go by themselves, and this is working. In SSM</p>	JD

			<p>JD explained that we support students with a lot of visual work as well as in Data Handling. In ICT one child has regressed but it is hard to identify the key skills, but now with the iPads in place this will change. <b>Kevin Bastable asked as to why 62% have made no progress in ICT?</b> SJB explains this is due to the lack of ICT facilities in the first part of the year as Governors were aware due to the ICT suite being used for a classroom and the iPads being rolled out. This will now change with the iPads in place. <b>Andrew Redpath asked if CASPA is of any help in capturing this data?</b> JD explained that CASPA concentrates on the future targets and not actual progress but Cathie Hamilton is helping her in developing next steps with what and how we collect data. <b>Elaine asked if there will be another data presentation?</b> JD explained this will take place at the end of the year and this will be presented to parents with the end of year reports.</p>	
14	60.875	<b><u>Sentient</u></b>	<p>SJB reported to governors about the meeting that she and KH attended at Babcock regarding the potential for SENTient to develop specific working partnerships with Babcock if their recent Government strategic school improvement bid is successful. A second meeting has been arranged. Date to follow. <b>To be discussed at the next meeting in May (PH)</b></p>	SJB/KH
15	60.877	<b><u>Headteachers report to Governors</u></b>	<p>Board of Governors had previous sight of the HT report (copy enclosed).</p>	SJB
16	60.878	<b><u>Portfolio Holders</u></b>	<p>SLG member to contact portfolio holders and invite them in for a school visit</p>	KH
17	60.879	<b><u>Effective Governance</u></b>	<p><b>Peter How asked what difference has this meeting made to Lampard School?</b> SJB replied that from the Data presentation the school can take the questions asked by Governors and share with the leadership team as well as identifying areas of success/progress and any subjects that need further scrutiny.</p>	PH