



## LAMPARD BOARD OF GOVERNORS

### Minutes of Full Governor Board Meeting 97

Thursday 25<sup>th</sup> November 2021 at 5pm

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair	5pm / 7.30pm	Peter How	PH	LEA	5pm / 7.30pm
Elaine Penfold	EP	Parent	5pm / 7.30pm	Katie Goodfellow	KG	Clerk	5pm / 7.30pm
Sam Barham	SJB	Head	5pm / 7.30pm	Claire Cowen-Brown	CCB	Co-Opted	6.30pm – 6.50pm
Hayley Hardy	HH	Parent	5pm / 7.30pm				
Apologies	Initials		Reason	Apologies	Initials		Reason
Lorraine Ovey	LO	Staff	Personal commitments	Claire Cowen-Brown	CCB	Co-Opted	Work commitments
Cathy Scoffield	CS	Co-Opted	Illness				

<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>	
		<b>Agenda</b>	<b>Preparation Notes &amp; Meeting Aims</b>
1	97.373	<b>Apologies</b>	<p>Apologies received from LO due to personal commitments</p> <p>Apologies received from CCB due to work commitments, however attended part of meeting.</p> <p>Apologies received from CS due to illness</p>

2	97.374	<b>Declaration Pecuniary/non-pecuniary interest</b>	No conflicts of interest were recorded
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3	97.375	<b>Minutes of</b> October 21 <sup>st</sup> 2021	<p><b>Curriculum Statement from JH to be presented at January's meeting</b></p> <p><b>Governor's Annual Statement from CB to be presented at the January meeting</b></p> <p><u>Minutes were unanimously agreed as a fair and true reflection of the meeting</u></p>
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4	97.376	<p><b>Premises, Health &amp; Safety</b></p> <p>- Spot Checks</p>	<p>PH confirmed that he visited the school on 24/11/21 and had a good walk around to inspect the building work. The students were planting trees which was lovely to see. PS has built some planters which enhance the space in the junior playground and believes the trees which are being planted will really lift the whole area around the bank. PH confirmed that all books appear to be in order. AR has instructed PS to keep a specific contractor sign in book to keep a clear record of visitors to the school. PH noted that there are still 14 CO2 monitors, and that PS reported that they are all within limits. PH asked PS about the integration of the new classrooms to the old building in terms of fire alarms, and PS assured PH that everything is in order. SJB confirmed that there was a planned fire alarm practice today which had been successful. PS has advised PH that he is meeting the new H&amp;S contact from DCC in January. All the records are up to date and new records have been introduced. PH reported 4 entries in the TT books, in terms of RPI these all appeared to be fairly minimal. SJB described to Governors what statutory processes and liaising with the Local Authority had taken place to put in place additional support in the interim.</p>
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5	97.377	<p><b>Covid</b></p> <p>- Risk Assessment - Wellbeing</p>	<p>CB reported that she has recently signed off a new Risk Assessment. There were small changes relating to close contact requirements and lateral flow testing of siblings. SJB explained that the government are currently trying to support students back into education and promote students being in school.</p> <p><b>CCB to confirm coding for absences.</b></p> <p>SJB reported that there are non-Covid coughs and colds going around at the moment which is impacting both staff and student absences. Covid-related absence hasn't been as impactful at Lampard as it has been at some settings. EP asked what happens if students are feeling unwell but cannot or will not test, and SJB reported the school is very mindful that this is an issue for many special schools and that the school bears this in mind and accepts parents are able to self-diagnose in those circumstances and to ensure their child self-isolates for the required time. Regarding Wellbeing, SJB asked governors if they would support buying staff a Christmas dinner to eat with the students at a cost of £160 to the school, <u>this was approved unanimously.</u></p> <p>HH has been invited to come into school and work with the Wellbeing Group on the Wellbeing Charter in the new year. HH has accepted and a date for this will be arranged tomorrow.</p>
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## MATTERS FOR DECISION

6	97.379	<b><u>Policies</u></b>	<p>Disciplinary Policy and Procedure (AR) <u>This policy was approved unanimously</u></p> <p>Pay Policy (AR) <u>This policy was approved unanimously</u></p> <p>Parental Leave Shared (AR) <u>This policy was approved unanimously</u></p> <p>Capability (AR) <b>To be presented at January's meeting</b></p> <p>Volunteers in School (AR) <u>This policy was approved unanimously</u></p>
			<p>Admissions Policy (SJB) <b>To be presented at January's meeting</b></p> <p>SEND Information Report (LS) <u>This report was approved unanimously</u></p> <p>Online Safety Policy (CCB) <b>To be presented at January's meeting</b></p> <p>SEND policy (CCB/LS) <u>This report was approved unanimously</u></p> <p>Children in Care (CCB) <b>To be presented at January's meeting</b></p> <p>Support Staff Appraisal Policy (SJB) <u>This report was approved unanimously</u></p>

**MATTERS FOR INFORMATION**

7	97.414	<u>New Governor Update</u>	<p>CB announced that TW has successfully recruited Ben Mitchell who is an Enterprise Coordinator working with SEND schools throughout Devon. CB has spoken to BM and reported that he is very keen to be involved with Lampard and to join the Governing Board. He has sent his paragraph outlining his experience and seems very capable with lots of experience. SJB and CB have previously discussed his status and their preference is for him to join the FGB as Co-Opted Governor; CB proposes that he attends the FGB in January.</p> <p>PH agreed that this was a good plan.</p> <p>Although he has checked with his employers who have stated there isn't a conflict of interests in taking up the position, CB explained that there could be a small chance that there could be a conflict of interest, and that is a question the FGB may want to ask in January.</p> <p>Regarding the Parent Governor vacancy – following recruitment within school and the withdrawal of one applicant, Stacie Slade, parent of a Middle School student has been elected.</p> <p><b>KG to send Stacie Slade's contact details to CB to make contact before January's meeting</b></p>
8	97.415	<u>Finance</u>	<p>AR presented the financial report for October / November and explained that as it has not yet been made clear what will happen with staff pay rises the current budget is still an informed estimate. Initial pay rises for teachers are not currently likely to happen, but pay rises for support staff are still planned. If the support staff pay rises happen they will be backdated to April 1<sup>st</sup> 2021. Currently Lampard has 26 teaching staff and 66 support staff. AR has spoken to DCC and they are aware that all schools are waiting for this information and are in the same position. AR is able to track predicted staff costs and actual staff costs, but feels that this will be a much more valuable exercise when the decision on pay rises are confirmed. There currently is a lot of uncertainty on figures. CB asked when things will be clearer? AR explained that we have been waiting for this information since April and hopes that the decision will come by Christmas.</p> <p>HH asked is anyone on an A grade will receive a pay rise, and AR explained that this has been confirmed.</p> <p>AR is committed to producing the tracking document as soon as the information and the correct figures are available.</p>

CB asked if AR could prepare staffing cost information for January's meeting and AR agreed if pay information has been confirmed at this stage.

DCC have invited Lampard to apply for a HAF grant which offers opportunities for FSM eligible families to receive different forms of support including food hampers. Lampard has 69 students who would therefore qualify, and schools must contribute 15%. AR and SJB felt that if successful in obtaining the grant, to uplift the offer to all students because to provide a hamper only to FSM-eligible students would seem unfair. AR suggests Lampard take the money from the catering budget and uplift the offer providing the same for all students to make it fair to all. AR predicts that this would total approximately £800.

SJB explained the school is aware that there are families who aren't quite eligible for FSM but who would appreciate this level of support. Throughout Covid the school has endeavoured to provide an equitable offer for all families. She added that this decision would depend on whether the school is accepted for the HAF grant.

PH agrees that everything must be inclusive and fair to all, but that spend of this kind must be discussed and considered seriously.

CB agreed that students mustn't be disadvantaged. CB proposed that as the school can afford it, if Lampard does receive the HAF grant this should be passed. This was agreed unanimously

AR shared with governors that Lampard has received £14,100 grant to support Covid containment. The cleaner who has been employed specifically with Covid containment in mind is already budgeted for. AR proposed that this grant should go towards something more long term especially in light of increased numbers, and proposed that the money be used for extending the canopy in the outside area for the youngest students in Mole and Otters to provide more outdoor learning space. Also, to convert an area for outdoor eating and learning situated outside the food tech room/Venn/Torridge.

AR explained that there is money in a contingency fund which is now not needed for the new build; it has been kept in the budget for a number of years awaiting the LA's decision to expand and refurbish areas of the school. She proposes that some of this is added to the grant to add a double canopy in Otters Garden and the units on the ground at the side of the Food Tech room

Four quotes were put forward by AR from £52,000 to £28,000, the governors discussed the specifications from each quote, the four companies were not identified. AR proposed the quote of £28,000 as this quote was provided by a local company, we have used them before and the quality of their work and service has always been excellent. AR explained there would be a small amount of the contingency fund left over. AR explained that SLT are becoming increasingly concerned with a slope in the junior playground as this is becoming more dangerous; it is boggy and drainage isn't good. AR proposes that the rest of the contingency fund be used to improve this area of the playground.

PH commented that he feels strongly that we need some contingency fund kept with all the work ongoing.

AR felt it was important that the fund is used for something positive.

SJB explained she felt monies should be used to ensure the areas are safe and usable.

PH asked if the canopies in Otters match what is there now?

AR stated that quotes A and D match the existing canopy exactly.

SJB added that prices are going up all the time which is making seeking quotes difficult. HH asked if the area of playground that are being considered for improvement is used a lot? AR and SJB explained that this is used daily, with a high volume of traffic, requiring close staff supervision to ensure the students stay safe. SJB explained she is concerned that someone will slip and hurt themselves. AR added that the students are frequently slipping in the mud and needing clean dry clothes.

CB added that as at the moment we don't know exactly what needs doing in the junior playground so it makes it hard to decide and difficult to budget for.

PH agreed and said we would need more quotes for the improvements to the playground to make an informed decision

AR agreed that this would happen, but she wanted governor approval before asking PS to gather quotes.

The governors discussed the quotes and funding for one or two canopies. CB felt conflicted as the junior playground seems to be very important, and was concerned in leaving the school with little contingency and this made her feel very nervous. AR explained that the area in the junior playground is small and she doesn't expect it to cost much more than £5,000.

SJB explained that there is now an additional class in the Otters garden which means that the existing canopy is not sufficient. In regards to the proposed canopy area, there are students who struggle to eat in the hall due to sensory issues, and the outdoor seating would provide age appropriate options for packed lunch eaters who find it difficult to access the hall

CB asked if the outbreak money must be spent in a certain time, and if it would be audited?

AR explained that it has been allocated for 2021-2022 and would be audited.

SJB asked if there was a reduction in price if we cut the plans from two to one canopy? AR said this reduced the cost of the project by approx. £4,000 SJB suggested that this was a potential compromise.

PH asked if one canopy would do what is required?

SJB confirmed that it would give the second class in the Otters' playground a covered outdoor learning area.

PH felt that this is the best option as it would leave more money in the contingency CB agreed that she feels happier with this proposal.

AR suggested that additionally we could put a limit on the spend for the playground, and asked if everyone is happy with quote D?

CB stated that clearly there is confidence in this company for good reason and she is happy with ARs recommendation.

CB proposed that we go for quote D with a single canopy which will reduce the cost by a significant amount, and then look again at adding the third canopy when the issue in the playground has been costed up and there is a clearer idea of the funds available.

This was approved unanimously.

£6,000 was delegated to PH to approve for the work on the playground in behalf of the FGB

9	97.416	<b><u>Destination Data</u></b>	<p>TW presented her Post-16 destination data analysis and asked governors what extra information they would like to see added to the tracking data – <b>what would be useful to know?</b></p> <p>CB commented that the work TW has completed is huge, very detailed and informative. PH commented what a fantastic piece of work TW has produced.</p> <p>TW commented that we're lucky that the Post-16 settings we work with are so happy and willing to share the information</p> <p>SJB commented that it's due to the work and the effort that TW has put in to building relationships with the providers.</p> <p>TW added that NEETs are very rare. SJB felt that it would be very interesting to track non and low -attenders to Yr11 and beyond.</p> <p>CB added that she appreciates the holistic approach TW has taken, as it's important to know about students' life events.</p> <p>TW added on a recent visit to Petroc recently it was valuable to learn who has passed their driving tests, as these and other important non-educational life events affect students' ability to access employment.</p> <p>EP added that as a parent of a child with special needs child there's a sense of security while they're within the safe environment of school, but that its scary to consider the future and what will happen when they leave. She suggested that it would be really powerful for parents to hear the success stories as it will give them encouragement and optimism for the future as their children grow. Feedback on these issues is vital for parents.</p> <p>TW added that this will be a huge benefit of an Alumni culture, as the young people can give these positive stories personally to parents, students and governors.</p>
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			<p>SJB added that the Post-16 pathways on offer for our students are strong and flexible and have improved hugely, and offer students positive Post16 opportunities as evidenced through the destination data.</p> <p>PH commented that there has been coverage about this in the media recently, and the concerns voiced by Elaine are universal. He feels that this evidence will encourage parents of students joining the school and offer them comfort and optimism about what their children can achieve in their futures.</p> <p>PH offered TW his thanks for all the work she has completed in this area.</p> <p>EP added that TW has completed amazing work without the support of a dedicated governor. SJB explained that where TW hasn't had the challenge of a consistent governor, she has sought this challenge through the Careers Hub and credit was given to her for this.</p>
10	97.417	<b><u>Pay progression</u></b>	<p>EP described how the recent Pay Progression meeting was very efficient and very positive. All teachers who applied were accepted as they had provided excellent evidence of their work and their value to the school was clear. SJB confirmed that the teachers are very skilled and work very hard, and that there is a lot of additional work is ongoing within the school.</p> <p>The Headteacher progression was also approved.</p> <p>HH described that she enjoyed the process and enjoyed hearing about everything that is going on and all the hard work being undertaken by the staff.</p>

11	97.418	<b><u>Safeguarding Training - Governors</u></b>	<p>CCB introduced her governor training action plan, and recapped that safeguarding is the focus for governor training this year.</p> <p>CCB will host a one-hour training on a particular focus, and there will be an optional follow up webinar on offer to give a deeper dive on the area. She will ensure that all governors are linked to National Online Safety.</p> <p>CCB proposes</p> <ol style="list-style-type: none"> <li>1. General Introduction to Safeguarding for Governors followed up by modules to be completed on NOS – proposed date of Thursday 9<sup>th</sup> December. This will be virtual on Zoom.</li> <li>2. Peer on Peer Sexual Harassment – Spring term</li> <li>3. Online Safety – Summer term</li> </ol> <p>CB commented that she likes the development through the year, and also the links to NOS webinars</p> <p>CB requested a change away from a Thursday for the spring and summer sessions to make attendance easier for HH and CCB agreed.</p> <p>PH and HH agreed that this is a great plan and they are happy to commit to these sessions.</p> <p><u>This was agreed unanimously</u></p>
12	97.419	<b><u>Expansion Plan update and Headteacher's Report</u></b>	<p>SJB explained that the 'timeline for additional students' paper, shared with Governors, covered the impact of the huge delay to Stage A of the expansion plan, a delay which is beyond school's control. She confirmed that DCC has funding to continue with the project, and that Stage B will start in January and will be a 46 week build with a completion date in November 2022. SJB is aware that, based on experience, this start time will be very tight. She referred to the 'timeline for additional students' paper which contained two scenarios: one with a start date in Jan 2023 for the next 16 students, causing a deficit on the planned budget. AR is in discussions with DCC accountants who are aware of the deficit and the reasons why Lampard would not be ending the next 2 or 3 financial years as planned.</p> <p>She shared her determination that impact on students must be minimised moving forward. SJB recapped the impact of the delay to the completion of Stage A on students and staff so far, and described her reasons for wanting the school to adopt a slower timescale to take the pressure off the build time and to put back the start date of the next increase of 16 students to September 2023. She accepts that this will have an impact on the budget and she asked governors which scenario they would want to choose: January 2023 or September 2023 intake. Either scenario fulfils the project brief that the school will have increased to 180 by September 2024.</p> <p>PH asked if a discussion with the building teams had taken place?</p>



			<p>SJB confirmed that this is the case.  <b>PH asked if the decision needed to be made now?</b>  SJB confirmed that a quick decision is very important. She explained that at the end of this academic year, there are 17 leavers, which make 17 places available for September starters. Decisions made now impacts the numbers we are able to accept and when and sends timely information to the LA.</p> <p>CB felt that our existing students must be prioritised and protected, and that means that Scenario 2, delaying the new intake until September 2023, is the only option. <b>CB then proposed that Lampard make enquiries with DCC to see what contingency funding they have available which could assist the school.</b>  <u>This decision was approved unanimously.</u></p> <p>SJB addressed her Headteacher’s Report and outlined all the work that is going on in school. She described how EdTech are currently identifying the most useful and appropriate assistive tech for our learners. Decisions will be made on specific staff training when SM is back from maternity leave, and as she is the expert this is an appropriate time.</p> <p>SJB confirmed that the new play equipment needed will be at no cost to the school. SJB updated governors on the recruitment for a 0.6 AHT with responsibility for SEND. She thanked EP for agreeing to be part of the interview process for this role.</p> <p>SJB then explained that the school is surprised at the low parent take up for NOS so far. She is hoping that the face to face workshop will provide more information about this. An online workshop will be offered as a follow up for parents who are unable to make the face to face meeting. NOS offers lots of benefits internally at school, and also allows us to signpost parents to the resource when any issues arise.</p> <p>EP added that she promoted NOS and the workshop on the FB page and she intends to attend one of the sessions and share feedback. She will speak to CCB about any further opportunities for promotion.</p> <p>SJB wondered if NOS is a resource that isn’t used until its needed. In this way she feels that we are ahead of the curve and are laying proactive groundwork to provide parents and carers with a valuable resource readily available whenever its needed.</p> <p>SJB described how positive Future Fridays has been and how students are now using the language around it which is great to hear. She confirmed that students are now being offered more opportunities to enrich their education</p> <p>CB commented that she felt SJB’s Headteacher’s Report a very comprehensive and concise report which was a pleasure to read.</p> <p>EP commented that it is lovely to read about the enrichment that the students are accessing, playing sport and accessing activities off site. She enjoyed reading about all the phases in school going out on trips.</p> <p>SJB agreed that it is really lovely for all the students to access all these opportunities, and their faces as they return to school are so happy and animated that the value of the trips is clear to see.</p>
13	97.420	<p><b><u>Portfolio Holder Reports</u></b></p>	<p>CB thanked HH and EP for their visits and the resulting reports  EP added that she has meetings planned in December with LS and with CCB to go through audits. She also hopes to meet with AR soon.  HH hopes to catch up with AR in January. Reiterated that time spent with AR has been very beneficial and she has seen all the work she is doing  SJB passed on thanks for the visits and explained how valuable they are to SLT  CB reported that she was invited to the licensing of the Priest in Charge at St John the Baptist Church on behalf of Lampard and met Selina Gardner the new Priest. Selina Gardner wants to come and visit Lampard as soon as she can which is really positive. CB also spoke to the bishop, the Rev Robert Attwell who was very interested in the school and the recent investment by DCC in the new buildings. She invited him to visit Lampard, and he asked CB to pass along his thanks to the FGB for their leadership in such challenging times.</p>

14	97.421	<b><u>Effective Governance</u></b>	CB commented on what was a very busy and valuable meeting. Decisions were made about improving students outside spaces, and governors heard about tracking of students Post-16 destinations which will be hugely valuable for all our students.
			Governors agreed a safeguarding training timetable, and also agreed a timeline for new student intake.