

FOCUS	<ul style="list-style-type: none"> • <u>Ensuring clarity of vision, ethos and strategic direction</u> • <u>Holding the headteacher to account for educational performance of the school and its students</u> • <u>Overseeing the financial performance of the school and making sure its money is well spent</u>
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MEETING 79 – PART 1 - MINUTES of Meeting 13th February 2020 – Meeting Room

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff/HT	17:00	Kevin Harris	KH	Chair	17:00
Peter How	PH	LEA	17:00	Maria Dyer	MD	Clerk	17:00
Elaine Penfold	EP	Parent	17:00	Bill Robinson	BR	Co-opted	17:00
Christine Bevan	CB	Co-opted	17:00	Alison Rubenchik	AR	SBM	17:15 – left at 19:10

Apologies	Initials	Reason	Key to Minutes
Fiona Corbin – Co-opted	FC	Family	Bold Action
Claire Cowen-Brown – Co-opted	CCB	Family	Font Question
Eleanor Hanson – Staff	EH	Sick	<u>Underline</u> Decision
Andrew Redpath – Foundation	ASR	Business	
Andy Palmer – Parent	AP	Unspecified	

1	79.179	Apologies	Apologies received from; FC, ASR, CCB, EH and are sanctioned KH to contact AP	KH
2	79.180	Declaration pecuniary/non pecuniary interest	None received	KH
3	79.181	Minutes of meeting 16 th January 2020	<p>CB presented the version control document and the rationale for implementing the document. It was proposed that we only use this document on Lampard policies or other non-DCC documents.</p> <p>BR asked if the control document will be stored somewhere? CB said this will be the case, but the operational side would be decided by the Headteacher. It was explained that various staff update documents and MD would have overall responsibility to make sure the control form was updated. SJB confirmed that the Clerk has policies and oversight of those so would be the person to oversee the version control. There was concern that Governors would only read the information on the version control form. There is a policy tracker in place which lists when the policy is due to be updated and by whom, however it doesn't list the context of the change. <u>Governors decided to trial the document for the meetings until the end of the 19/20 academic year and will review in September 2020. This will start from the March meeting.</u></p> <p>MD to follow up with FC with Calvert Trust funding</p> <p>AR to follow up with FC regarding the Catering portfolio</p> <p>CCB to follow up with FC the sharing of the Google photo's of ex-students</p> <p>Minutes agreed and signed</p>	KH

4	79.182	<u>Health & Safety</u> - Spot Checks	There has been one addition to the Team Teach book since they were last checked and appropriate action was taken by staff. PH to speak to PS regarding the layout of the H&S book. AR to see if admin support is required.	PH
5	79.183	<u>Policies</u> <ul style="list-style-type: none"> • Accessibility Plan • Careers • Charging and Remissions • Finance • Governors Allowances and Expenses • Management of Outdoor Education, Visits & Offsite Education • Maternity & Adoption Support • Teaching and Learning Quality Assurance 	<u>All policies agreed and signed.</u>	KH
6	79.184	<u>Governor Term</u>	PH is happy to continue in this role. KH thanked PH for his commitment to the School. Governors agreed for PH to continue as our LEA Governor. MD to send application form to the LA and Babcock Governors Service	KH
7	79.185	<u>Emergency Plan</u>	SJB presented the Emergency Plan which replaces the previous much shorter document that. BR commented that this document is very good and enables people to know what to do in any eventuality. <i>KH having experienced the unannounced fire alarm and evacuation at the previous Ofsted, how often would the school need to practice these types of evacuations?</i> SJB replied that hopefully this would never happen, however if an event would occur we would follow the procedures in the Emergency Plan. <i>KH will this be input in the staff induction so that everyone is aware?</i> SJB it's not relevant to all staff, however the four staff named in the document will be made aware of it, receive updates and will keep a copy so they can act on it if necessary. <i>CB so we can demonstrate it'd be useful to the school staff, would it be ideal to do a staff training session?</i> SJB said this could be done in the Summer Term. However explained that most SENTient schools don't trial an invacuation/evacuation with students as it can cause them distress. Plan to be proof read and brought back to Governors next month.	SJB

			<p>MD to feedback to DCC that the flow chart isn't clear.</p> <p>SJB to add a 'mock' emergency to the summer schedule.</p>	
8	79.186	<u>Term Dates</u>	<p><u>Term dates agreed</u></p> <p>MD to publish on school website and inform DCC</p>	SJB
9	79.187	<u>Building Works</u>	<p>AR updated the board on workings that are taking place during ½ Term: fencing around the car park to help manage risk during school pick-up/drop-off times, the playground equipment installation, IT cabling works in preparation for Windows 10, and some windows/doors upgraded to the 'Dungeon'. Undertaking some of these works will remove the D1 & D2 items on our Building Condition Survey.</p>	AR
10	79.188	<u>SFVS</u>	<p>AR presented the SFVS and explained the previous one was submitted on the 19/20 figures, but DCC auditors have advised it should have been completed using the 18/19 benchmarking figures, although these are two years out of date. AR updated the document using the older data showing us better in line with or below similar schools.</p> <p>BR asked if the predicted pupil % changes in the next 3-5 years how will that impact on our plans?</p> <p>SJB we are unable to enter a figure in this as there are a lot of factors involved in growth which would need to be supported by the Local Authority before Governors can agree any changes to student numbers.</p> <p><u>Agreed and signed</u></p>	AR
11	79.189	<u>Finance/Bursar Briefing</u>	<p>AR updated on Governor's the following:</p> <ul style="list-style-type: none"> - iTrent is still not allowing her to reconcile and she has been unable to submit to FIPS since November 2019. However for February 2020 AR agreed with iTrent figures and will contact DCC regarding moving the money internally to the correct code. Looking at figures our deficit has decreased, which is the case for the past 3 financial years. <p>Governors to consider changing meeting dates for 2020/21 academic year to potentially gain a Finance Governor which will help AR. This will be actioned during the July meeting.</p> <p>MD to send out a survey monkey to Governors on preferred days and times.</p> <p>KH to draft an email to the SENTient Trust Clerk</p> <ul style="list-style-type: none"> - iTrent staff attended the Bursar Briefing and will offer a 5% discount for next year's iTrent. We will be saving approximately £200. Approximately 50% of schools solely have their Admin team inputting information and 50% of schools allow staff to use the self-service option. iTrent pointed Bursars to Youtube to enable staff to undertake training on iTrent, however as Youtube is blocked in schools, they are producing new guidance. <p>KH asked if there was anyone from DCC strategic team e.g Dawn Stabb? AR, no however DCC's top accountants were in attendance and they were made aware that the Finance Department haven't spoken to the</p>	AR

			<p>department overseeing iTrent, which is why the money isn't linking to the correct code which is creating issues for School Business Managers. PH asked how many times before that meeting has AR received any training on iTrent?</p> <p>June 2019 AR explained she attended a session where DCC informed the delegates that iTrent will be rolled out and that it'll be ran by HR/Payroll. There was no consultation of staff and no training provided. We are also unable to prepare for the financial year end as the figures are still not accurate due to the iTrent shut down for Managers and errors which AR has communicated to DCC about. AR has continued to be in contact with fiPS.</p> <p>Bursars were informed of the funding they will receive for 2020-21. The 2% increase whilst welcomed still does not address the school's core offer. SJB explained DCC are carrying out a core offer review in September and Governors welcomed this action. AR explained the High Needs Block funding gap continues to grow exponentially. Schools need to submit their budget to FiPs by the end of March 2020. SJB/AR will be attending a session on the 06.03.2020 to set our budget.</p>	
12	79.190	<u>Summer Club</u>	<p>SJB presented the feedback from KA on the Summer Club, which was again very successful and a profit was made, which will enable them to continue in future holidays along with a potential Easter Holiday Club.</p> <p>EP added that she attended a talk on Direct Payments and that many parents at the talk didn't know they could use Direct Payments to help pay for the Holiday Club. EP met with KA and suggested KA informed parents that they can be used to help pay for the Holiday Club.</p> <p>MD to draft letter on behalf of Governors to KA and summer club staff to thank them for their work</p>	SJB
13	79.191	<u>SENTient Trust Land Transfer</u>	The SENTient land transfer is still in progress.	SJB
14	79.192	<u>Portfolio Holders Report</u>	<p>CB met with TW 07.02.20 and observed two lessons, one included the H&S around biscuit making, the other was on the Equality Act. CB spoke with 4 students who will be leaving LCS this academic year, which was really hopeful.</p> <p>EP met with the start/finish ICT group and most information had been given to governors and noticed a decision had been made regarding the ICT provision. EP thinks having a range of iPads/laptops/PC's is helpful to enable all students to blossom in their ICT skills. EP also mentioned that we are still trying to appoint an IT Manager. BR added that his child has flourished from using the iPads and is teaching him things.</p> <p>EP met with SG/SJB regarding Achievement for All to hopefully enable us to achieve the quality mark. Achievement for All seems to have filtered through every aspect of school life and appears to have had a positive impact. Achievement for All has highlighted certain pupils who have higher needs that what they appear, which has highlighted their needs which we can work on to meet. EP added that CW was impressed with our school and the fantastic work SG has done over the past 2 years. An investment well made.</p> <p>EP also met with CCB and there will be an external Safeguarding Audit by Babcock in March 2020. EP gave some feedback to CCB of areas which can be</p>	KH

			<p>tightened up on before the audit. LAI has settled well into her new role and is now putting her skills into practice.</p> <p>BR to contact his portfolio lead to meet after ½ term.</p> <p>KH has had many meetings with SJB regarding strategic development and support we can gain from the LA.</p>	
15	79.193	<u>Effective Governance</u>	Governors agreed that the items discussed at this meeting have had/will have a positive impact on our students.	KH