Lampard Community School

FOCUS	- 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

MEETING 75 – PART 1 - MINUTES of Meeting 18th December 2019 – Meeting Room

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff/HT	10:30	Elaine Penfold	EP	Parent	10:50
Fiona Corbin	FC	Co-opted	10:45	Maria Dyer	MD	Clerk	10:45
Claire C-Brown	CCB	Co-opted	10:55	Kevin Harris	KH	Chair	10:30
Christine Bevan	CB	Co-opted	10:30	Alison Rubenchik	AR	School Business Manager	10:50
Andrew Redpath	ASR	Foundation	10:30				

Apologies	Initials	Reason	Key to Minutes		
Andy Palmer - Parent	AP	Business	**Bold**	Action	
Bill Robinson – Co-opted	BR	Business	**Font**	Question	
Peter How - LEA	PH	Business	<u>Underline</u>	Decision	

1	76.135	**Apologies**	Apologies noted above all received prior to the meeting	KH
2	76.136	**Declaration** pecuniary/non pecuniary interest	None	KH
3	76.137	**IT Manager**	Following the IT issue raised at the November meeting an ICT start-finish group was put in place. Following the outcome of the start-finish group it was decided to put to Governors the reasons why the school would benefit from an IT Manager. **A presentation will be made by CCB/SJB in January regarding the sustainability of the ICT provision.** SJB presented the ICT Priorities and ICT Options to Governors for decision. Our current IT technician team have been very supportive and contactable at all times, however they don't have enough time to undertake all the works and have to refer decisions to CCB. SJB mentioned that due to our known pressures around finance considerations were made based on what options we could afford in terms *ASR queried column 1 and column 2 for 'Possible future options' as figures were the same, did one option include holiday work?* CCB replied that it didn't include holiday work, it's the support we'd require on top of our current technician support. *KH asked if the cost of this new post will be offset against the savings made from the tupe of Devon Norse catering and premises staff?* SJB said that whatever option we go for it will be no more than the cost of the previous IT Manager position, as it's in what was expected in our budget. *KH asked if these options are in addition to the current status of IT support?*	SJB

SJB confirmed that we'd want to keep Ap.rox in first year, but on reduced hours.
KH asked for clarification on the approximate cost PA column?
SJB said it's not additional to the current approximate cost PA column, the approximate cost PA replaces this.

FC asked what option the school would prefer?
SJB confirmed the school would prefer full-time support.
AR mentioned that we should be reducing our costs for the next financial year, which we are not, but we are keeping them the same. Therefor we need Governors to make the decision on which option we should go for.

CB questioned that at a previous meeting it was mentioned about the possibility of sharing IT support with Pathfield School?
AR Pathfield School Headteacher wouldn't want someone on site for only 2.5 days a week.
SJB added that Pathfield School would require more IT support than Lampard and there is a possibility that we'd lose our 2.5 days to them.

ASR if this role is advertised would you get a strong field of applicants?
SJB before we took out the contract with Ap.rox we did advertise and the applicant pool was poor. Ap.rox have also recently advertised for their company and they also received a poor applicant pool.

FC – if £40,000 is the annual cost would it be worth advertising further afield in the IT equivalent to the TES?
ASR added how about advertising with the local Further Education College?
SJB Petroc have recently got a technology hub
ASR mentioned that advertising with them might help us find a third year student/graduate.
AR mentioned that most applicants will look on Devon Jobs where all Devon County Council jobs are advertised.
KH said that we might be lucky to get someone in post for IT Team who is able to transform the IT side of the school like PS and his team have done with the premises.
AR said that we need someone to guide us for when we are doing the 3-5 year budget forecast as we have come across issues that we have not factored in to the budget e.g. Windows 7 – Windows 10.

KH requested that Governors are sent a copy of the advert so they can share it with contacts.
SJB said the advert should be ready week beginning 06.01.2020
ASR then asked when you looking for candidate to start?
SJB said we think they would be able to start around Easter.
ASR asked if it might be possible for the candidate to work 1 day a week in the interim?
SJB informed governors that this wouldn't help CCB with her capacity of work for the IT due to the current workload and capacity of the Care and Safeguarding Team.

FC asked if the Care and Safeguarding Team is new there would be a lot of work to get them up and running, alongside trying to manage the IT department?
SJB confirmed that it hasn't been easy, however the Care and Safeguarding Team have come together very well.
CCB said that she needs the new IT Manager to understand the technical language and is able communicate our needs to IT technicians. She would then be able to line manage the IT department from an educational point of view.

| | | | CCB mentioned that Ap.rox did an audit and timeline of what we need in terms of IT provision. The new IT Manager would be in a better position coming on-board now that Aprox have done the audit compared to what they would have been without the support from Aprox.

SJB mentioned that we have pulled out the work the IT Team did which should be an Admin task, however this has impacted on the Admin capacity and we'll need to recruit someone in IT who can support Admin with these tasks.

FC asked if our services are all provided from the same company e.g. Microsoft?
CCB said that it comes from a variety of places.
FC told the meeting that Microsoft do secondments and which might be useful to us.
SJB said this would be good to look into if an IT Manager was in already role.
CCB mentioned that the private sector is able to pay more that the public sector, so we would need someone who wanted to work in education.

<u>Governors proposed to go for Option 1</u>

School Business Manager/Headteacher to prepare advert and supporting documentation, to go live week beginning 06.01.2020 at the latest. | |
| 4 | 76.138 | **<u>Effective Governance</u>** | Governors thanked CCB for the work she has done and for holding the IT department since the previous IT Manager left. | KH |