

## MEETING 113 – PART 1 - MINUTES of Full Governing Board Meeting 22<sup>nd</sup> June 2023 - hybrid

Attendee	Initials	Arrival / Departure	Attendee	Initials	Arrival / Departure
Amanda Burrows	AB	5-7.30	Craig Banyard	CRB	5-7.30
Ben Mitchell	BM	5-7.30	Maxine Sheppard	MS	5-7.30
Hayley Hardy	HH	5-7.30			
Christine Bevan	CB	5-7.30	Lauren Haydock	LH	5-7.30
Lorraine Ovey	LO	5-7.30			
Martin Bevan (AssG)	MB	5-7.15			
Apologies	Initials	Reason	Apologies	Initials	Reason
Jennie Harvey	JH	unwell			

FOCUS		<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.	113.174	<b><u>Apologies</u></b>	One apology – JH unwell
2.	113.175	<b><u>Declaration</u></b> Pecuniary/non-pecuniary interest	CB and all governors introduced themselves to the prospective new Clerk of Governors  AB declared an interest in the farm area and will be abstaining from the discussion and voting.  <b>No other interests recorded</b>
3.	113.176	<b><u>Minutes of</u></b> Part 1 Minutes – 25 <sup>th</sup> May 2023	<b>Error on minutes CB mentioned twice in attendees section MD to rectify</b> CB confirmed thank you letter has been sent to CS <b>MD to scan letter for BM from DAG regarding governor support</b> <b>JH to draft letter regarding early ordering of school uniforms</b> <b>BM to upload visit report in July</b> Minutes agreed as true and accurate reflection of May meeting
4.	113.177	<b><u>Premises, Health &amp; Safety</u></b> - Spot Checks Premises Updates	MB confirmed new build is going well, handover tomorrow, issue with lift has been rectified. All pressure testing is still being concluded, however no delays expected.

			<p>During the summer the outside landscaping work will be completed.</p> <p>The fire core fittings have been installed as key operated, this has now been clarified and there will be a change over to the same as in the existing site to press locking in line with the whole school fire assessment.</p> <p>AB asked if the governors can see the new build at the next meeting.</p> <p><b>To be arranged for 4.30pm at the July meeting.</b></p>
5	113.178	<b><u>Co-opted Governor</u></b>	<p>MS was introduced as the prospective co-opted governor after submitting a letter of interest to join the Governing Body.</p> <p>CB asked why the interest.</p> <p>MS now has the time as family have grown and thinks Lampard is a fantastic school.</p> <p>BM asked what role in Lampard MS has</p> <p>MS confirmed she is a STA in Upper School and will be Treasurer for the PTA.</p> <p>MS left the room</p> <p>CB asked governors their views</p> <p>HH feels MS is very invested in the school</p> <p>AB very lucky to have MS on the Board,</p> <p>AB asked where do you think her skill would be used.</p> <p>CB feels wellbeing, kitchen skills around nutrition.</p> <p>LO confirms MS is adaptable, conscientious and has a lovely manner.</p> <p><b>CB nutrition/enrichment for MS portfolio.</b></p> <p>Governing Board voted unanimously to join the GB</p> <p>CB brought MS back and congratulated MS on her appointment.</p>
6	113.179	<b><u>Finance</u></b> Budget monitor Finance updates (if available)	<p>AR presented a PowerPoint which will be filed with these minutes</p> <p>The governors discussed the May finance monitor and questions are recorded on the PowerPoint.</p> <p>Then governors discussed the initial outlay and benefits of the farm area to all the students at anytime of the day</p> <p>AB abstained from the discussion and voting.</p> <p>MB as associate governor also abstained.</p> <p><b>Governors voted unanimously to go ahead with the farm project</b> as it is part of the SDP using the outdoor area creatively</p> <p>The governors then discussed the quotes for the junior playground pen to be re fenced.</p> <p><b>Governors voted unanimously to go ahead with the erection of new fencing on H&amp;S grounds</b></p>
7	113.180	<b><u>Student Progress</u></b>	<p>SM presented the governors with a PowerPoint entitled Students Independent Progress, attached to the minutes</p> <p>SM explained she is working towards having 5 years' worth of information to be able to drill down on what progress we should expect from our students.</p> <p>CrB asked how can you ensure across the school everyone is assessing the students the same</p> <p>SM confirmed we baseline our students when they are new and there is some slight difference between how tutors mark</p>

			<p>the students work but the school has training and support in place for the tutors</p> <p>AB asked if staff have opportunities to moderate</p> <p>SM confirmed every term has moderation meetings and we look at the students work and progression, then look at any particular student who may not have progressed as expected, and investigate why.</p> <p>AB wanted to know if the school has case studies of any anomalies</p> <p>SM confirmed the school are starting to build files of the anomalies, for example if a student is off, they may have to wait a whole term to readdress a particular subject.</p> <p>SM's presentation showed how the students make progress or not and how the school can pinpoint and work with a particular student to help them progress.</p> <p>CrB asked if at parents evening tutors speak about student independence.</p> <p>SM confirmed we talk a lot about independence and it helps the parents understand more about the students' progress</p> <p>AB asked how you train staff in this programme</p> <p>SM confirmed there are meetings, we let the staff practice with the programme and SM is always around to assist the teachers. The school is developing it's language about independence and following the MITTA programme.</p>
8	113.181	<b><u>Destination Data</u></b>	<p>TW introduced herself and presented a PowerPoint titled Destination Data, copy attached with minutes.</p> <p>TW explained what destination data is and how we track our ex-students journey, we are now looking at least 5 years post Lampard.</p> <p>BM asked if a student shows as a NEET do you still track them</p> <p>TW confirmed the school does continue tracking as sometimes a NEET will possibly go into college after a year away from education, however most stay as NEET</p> <p>AB asked why does the school track, what does it achieve</p> <p>TW told the governors the reason the school tracks is to ensure our curriculum is assisting the students with their futures, if no students are able to live independently there is something wrong with our curriculum</p> <p>AB asked if the tracking had yet to change anything the school does</p> <p>TW confirmed the tracking is relatively new however we are starting to see patterns but more information is needed.</p> <p>MB asked if the school records volunteering activity for students.</p> <p>TW confirmed the school records everything, have the students a family, have they passed their driving licence, volunteering, we capture social packages etc.</p> <p>CrB asked how the school collates it tracking if the students have left 4 or 5 years ago</p> <p>TW said the school has formed an alumni association, we also phone and contact our ex-students in different ways</p> <p>TW also told the governors the collating of destination data is not our choice it is a statutory requirement however it does</p>

			<p>assist with our curriculum planning which includes Future Fridays.</p> <p>BM concluded it is very important and he is impressed with TW's presentation as it is head and shoulders above other schools' destination data</p>
9	113.182	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Curriculum, Teaching &amp; Monitoring</li> <li>- Health, Safety and Wellbeing</li> <li>- Curriculum Statement EMPOWER</li> <li>- Drugs &amp; Alcohol</li> <li>- Directed Time Budget</li> <li>- Managing Sickness Absence</li> <li>- Internal Moderation</li> </ul> <p>Appraisal Policy</p>	<p>AR confirmed all amendments have been made</p> <p>Health, Safety and Wellbeing Policy</p> <p><b>JH to add the following paragraph to the Family Handbook</b></p> <p><b>Students, in accordance with their age and aptitude, are expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>To exercise personal responsibility for the health and safety of themselves and others</b></li> <li>• <b>To observe standards of behaviour and dress consistent with safety and/or hygiene</b></li> <li>• <b>To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency</b></li> <li>• <b>Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.</b></li> </ul> <p>AB asked how staff deal with any member of staff who is showing signs of abuse, drugs or alcohol</p> <p>AR discussed if there are any signs of abuse the line manager will become involved and usually AR will have a HR meeting or if the member of staff is taking time off due to the abuse the Head Teacher and School Business Manager will follow the Managing Absence Policy</p> <p><b>Curriculum Teaching and Monitoring policy will be moved to July 2023</b></p> <p><b>Governors voted unanimously to adopt all policies.</b></p>
10	113.183	<p><b>Governors</b></p> <p>2023/23 meeting dates</p> <p>Reconstitution</p>	<p>Governors looked at the proposed meeting dates, AB would like the June meeting moved by a week to the 20<sup>th</sup> June.</p> <p>AB proposed if there is only a short time between the last meeting and not a lot has happened in the school, the meeting could be used as a training session or have a different style of meeting.</p> <p><b>Governors agreed to move June meeting to 20<sup>th</sup> June 2024 and leave everything else as it is.</b></p> <p>Governors discussed changing the Constitution of the Governing Board, DCC advised that the Board can change if they have a clear reason for change.</p> <p>BM feels it is important a parent governor is a current parent at the school and that the current number of Parent Governors should remain the same as their input is important.</p> <p>CrB agrees it should be a current parent.</p>

			<p>There are a large number of new parents joining the school in September 2023 and a governor recruitment drive could bring further interest in the role.I.</p> <p><b>BM asked what would the constitution could look like.</b></p> <p>CB told the governors nothing has been decided yet, but feels it would be a good idea to wait until September 2023 and assess the level of interest thereafter.</p> <p><b>Proposal to leave it now and address it in November 2023.</b></p> <p>Voted unanimously.</p>
12	113.184	<b>Academisation</b>	<p>CB explained the context of this item and highlighted that this issue was included in the School Development Plan and was an objective in the Headteacher's performance management review. JH prepared a paper which governors had sight of prior to the meeting, copy of paper attached with minutes. JH summarisation is Lampard has nothing to gain by joining a MAT or academy at this time.</p> <p>A full discussion took place and all aspects of the issue were considered. Governors concluded that they cannot see any benefits for the school at this moment in time.</p> <p><b>Agreed unanimously not to move forward to academisation.</b></p>
13	113.185	<b><u>Parent/Carer Stakeholder Survey</u></b>	<p>All governors had sight prior to the meeting and found it very interesting and positive.</p>
14	113.186	<b>Portfolio Holder Reports</b>	<p>HH discussed a meeting with the Safeguarding team, where she looked at CPOMS. HH highlighted that the team are spending increasing amounts of time helping a lot of families with form filling. HH will write up the meeting and submit for the next meeting.</p> <p><b>BM has had two meetings and will prepare his reports for the July meeting</b></p>
15	113.187	<b>Effective Governance</b>	<p>Agreed funding for farm area and the junior pen area which is a positive for the student's wellbeing.</p>