

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 69 – PART 1 - MINUTES of Meeting 16 May 2019 – Torridge

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff	5	Toni Gillard	TG	Guest	5
Elaine Penfold	EP	Parent	5	Sam Barham	SJB	HT	5
Claire C-Brown	CCB	Co-opted	5	Alison Rubenchik	AR	Guest	5
Bill Robinson	BR	Parent	5	Sally Gonzalez	SG	Clerk	5
Sam Gilronan	SG	Guest	5				

Apologies	Initials	Reason	Key to Minutes
Andrew Redpath	AR	Clash of commitments	Bold Action
Fiona Corbin	FC	Family Commitment	Underline Decision
Christine Bevan	CB	Work Commitment	Font Question
Peter How	PH	Work Commitment	
Kevin Bastable	KB		

1	Apologies	Apologies received prior to the meeting from PH, CBevan, FCorbin and ARedpath.	KH
		K Harris thanked P How for coming in during the week to check all record books and logs as he was unable to attend today. K Harris also thanked F Corbin for chairing the April meeting as he was unable to attend himself.	
2	Declaration pecuniary/non pecuniary interest	Governors had previous sight of the agenda items and no pecuniary/non pecuniary interest declared.	KH
3	Minutes of meeting April	Governors were handed copies of minutes to read at the meeting. No comments/amendments declared and these were signed as accurate by Kevin Harris.	KH
4	Health & Safety - Spot Checks	P How came in during the week to carry out spot checks. All in order and reported how reduced in numbers and how positive the TT log looks.	PH
5	Policies - Communication policy Administration of medicines -Family handbook -TOIL policy -Flexible working policy	Administration of Medicine policy: E Penfold asked if all parents are asked to update their child's medical information. A Rubenchik stated that half termly checks will be done to ensure all medication records are in date. S Barham will ensure all tutors carry out checks consistently during parents' evenings. Flexible working policy - amendments to be made and policy to be presented at the next meeting. Communication policy – amendments to dates to be made. All other policies were approved by BofG.	KH
6	ICT Lease	C Cowen-Brown explained the school's Servers' Lease comes to an end in October and Ap.Rox have researched and found a similar operational lease	CCB

		<p>at the same cost we are paying at present. A Rubenchik stated DCC unable to allow the school to take out this lease, however recommended a VELP loan using Scomis who would supply like for like. CCB spoke about the two options DCC are prepared to consider: for Lampard to either purchase the servers upfront or accept a loan directly from them using Scomis. This loan has been check by Ap.Rox. The BofG felt that despite the efforts from Lampard to replace the existing scheme, they have no option but to accept the loan offer from DCC.</p> <p>A Rubenchik to complete the loan form and submit.</p>	
7	<u>Better governor</u>	<p>KH explained that although it offers up-to-date legal advice it does not appear to be cost effective to join. K Harris proposes to use other sources which are cost free.</p> <p>BofG unanimously vote against joining.</p>	KH
		MATTERS FOR INFORMATION	
8	<u>Playground zoning</u>	<p>T Gillard informed Governors a survey was carried out and the students felt there was not enough to do at break times. They also felt that they were not always able to find an adult when needed and that they didn't want to commit to signing to a lunch time club for a whole term. Now the 'zoned areas' have been introduced pupils feel able to freely move around the different zones. Three phase lunch time clubs remain, but students are not requested to pre-book. Zoning is based on research and has proved to support children to manage less structured times (lunch-time) by giving them a choice of activities to independently choose from, giving them a sense of trust and responsibility which promotes positive behaviour. Bespoke signs have been made to promote independence in choosing. Both playgrounds now have a quiet zone and the school is now looking to introduce a 'common room' for US pupils. All zones have a maximum number of students to ensure safety and they also provide mixed and split skills sessions. The development of Otters' play space has been completed and feedback from both staff and students has been very positive. These changes has also allowed for the school to introduce a duty rota that facilitates using staff to their full capacity. Any repairs needed in the near future have been budgeted for.</p> <p>E Penfold queried if the school has requested any donations towards this project</p> <p>T Gillard confirmed donations from parents and staff have been received and that information regarding fund raising events will appear in the school's newsletter. TG also spoke about the next step, to pilot having student leaders leading zones where appropriate, to be trialled next September.</p> <p>C Cowen-Brown stated that there was a lot of preparation before introducing the zones and the transition has gone very smoothly.</p> <p>E Penfold asked about existing feedback from changes in student's behaviour when having to leave the zones and go back into class.</p> <p>C Cowen-Brown said the school will be tracking behaviour during lunchtime and after lunch</p> <p>B Robinson asked about any 'territorial issues' taking place in the different zones</p> <p>S Barham explained how the zones are very free flowing and some of the older pupils are now playing together with the younger pupils and managing their behaviours safely. T Gillard also stated that it allows pupils to maintain friendships when moving onto different phases.</p>	TG
9	<u>Sports Premium</u>	<p>There has been investment in the playground zoning as it promotes physical activity and also in supporting swimming lessons. The school has hired a professional disability football coach who is involved in leading the lunchtime football clubs. He recently took a team to a tournament in Exeter which was</p>	TG

		<p>very successful. The school has also been able to hire professional dancers and for students to attend weekly dance lessons at a dance studio. The School has also invested in jumpers with logos on, for students representing Lampard in sporting events. Students took part in the North Devon Ability games as result of this funding.</p> <p>Comments have been received from the students regarding the impact of the spend and these will be published on the website.</p> <p>The next step is for the school to train staff in water safety which would allow us to potentially rent out private pools to accommodate our pupils' needs more.</p> <p>K Harris felt the Pupil Premium spending feedback has been very positive. S Barham said that T Gillard had worked incredibly hard and methodically and has kept staff informed with every decision made.</p>	
10	<u>Headteacher's report</u>	K Harris stated how purposeful the report is.	SJB
11	<u>Budget</u>	<p>A Rubenchik gave a quick update informing governors that figures have been submitted to FiPs with reasons. A Rubenchik confirmed she has not been able to secure a meet with K Bastable as of yet to look at the budget. Scenarios one, two and three were presented and explained by A Rubenchik. S Barham explained that the 4th scenario needed to show that an increase in student numbers does not have an impact on the school's deficit and therefore demonstrates the funding needs to be increased by DCC. S Barham communicated to governors they are very welcome to come into school to look at figures and share ideas. May</p> <p>Financial Management report was shared with governors and will be submitted to DCC.</p>	AR
12	<u>Premises update</u>	<p>School's costings have been reduced by £60,000 within 5 months of P Shapland being appointed and almost £250,000 of work has either been carried out or removed from the conditions report. Summary of conditions report April 2019 was presented to governors and P How had previous sight of it. K Harris spoke about how pleased he is with work and efforts from P Shapland and the premises team.</p> <p>K Harris spoke about the positive impact when walking around the school buildings and suggested to consider a job evaluation for the Maintenance team.</p>	AR
13	<u>Pupil premium and sports premium</u>	<p>S Gilronan explained that there is little attainment and attendance difference between PP pupils and non PP pupils due to the work being carried out to minimise the gap but a small difference in behaviour data. A discussion took place regarding behaviour data analysis. Catherine Wilks (our Achievement For All coach) comes to Lampard twice a term. The school has termly student progress meetings which focuses on the students' progress towards their targets and attainment targets. The School has bought 'Evidence for Learning' software as a way of evidencing progress and this term tutors are starting to use evidence for learning in personal learning goals and hopefully will produce a report at the end of term for parents. Tutors at present are getting familiar with it.</p> <p>KH asked if PP is spread across the resources and if there is a need to show requirements.</p> <p>K Harris requested the report uploaded onto the governors' page with a breakdown of PP costs.</p> <p>B Robinson queried if there are assessment packs.</p> <p>S Gilronan explained the framework is linked to each student's EHCP outcomes and tutors are now linking the evidence to the EHCP outcomes</p>	SG

			which will be used for evidence prior to planning the next steps. S Gilronan confirmed meetings with the Sentient group who are trialling it.	
14		<u>New clerk</u>	<p>K Harris explained the different avenues tried to appoint a new Clerk. H Bromhead was interviewed. She is not a member of staff.</p> <p>BofG agreed to accept her appointment.</p> <p>S Barham confirmed H Bromhead will have the opportunity to attend a Clerk to Governors training programme.</p>	KH
15		<u>Ethical leadership</u>	<p>S Barham spoke about the Ethical Leadership Framework which provides a framework of guidance to Leaders and Governors in making decisions. .</p> <p>The Ethical Commission have formed a framework of values and characteristics and this framework is being embedded into schools through pathfinder projects. We have been accepted onto the pathfinder project. The first step will involve carrying out an audit of the school.</p> <p>S Barham suggested for governors to read the report ‘ Navigating The Moral Maze’.</p> <p>C Cowen-Brown explained it gives the framework which Lampard aspire to be.</p> <p>K Harris felt it provides the vehicle to follow and the Ethical Leadership and would bring all values from the school together.</p> <p>A Palmer spoke about a similar model the police force uses.</p> <p>S Barham confirmed this could feed back into appraisals however a key factor is how it is received by staff and parents. Lampard has two new governors and leaders and feels this comes at the right moment and would be beneficial for it to appear in the school development plan.</p> <p>B Robinson felt this should open discussions with staff and parents.</p> <p>F West shared it would help with the budget issues and ethical values.</p> <p>A Palmer registered interest to get involved with it.</p> <p>SBarham to add an item on to June’s Governors agenda.</p>	SJB
16		<u>Forest school</u>	<p>S Barham spoke about a staff working party who would like to have chickens near the allotment site, to support wellbeing and positive mental health of the school community.</p> <p>K Harris proposed checking the school’s deeds before going ahead to make sure there are no clauses that would not permit this project to go ahead.</p> <p>C Cowen-Brown asked about the security of site and safety of the chickens.</p> <p>S Barham confirmed the new fence around the site prevents trespassers.</p> <p>E Penfold asked if they would be rescue chickens.</p> <p>S Barham stated that they would be donated by Futures Farm.</p> <p>BofG decided to go ahead with this project, providing the deeds allow it.</p> <p>S Barham confirmed the project would also enable the school to teach animal care on site.</p> <p>E Penfold will liaise with the working group.</p>	SJB
17		<u>Sentient</u>	<p>S Barham spoke about the discussions from the LA/SENTient regarding the quality of Education and Health and Care Plans across the county.</p> <p>SJB shared with Governors the high volume of consultations this year.</p> <p>K Harris pointed out it would be beneficial to have indicative costs on these consultations to show hidden costs in the budget.</p> <p>S Barham shared that to complete the consultation, an Assessment Framework has to be completed which for Lampard involves a visit out to the setting. Not all SENTient schools include a visit to the schools as part of their consultation. SJB feels it is important to be confident in completing the Assessment Framework with a clear understanding of the student needs.</p> <p>S Gilronan delivered a presentation regarding her secondment with ‘Whole School SEND’ and the LA are very keen to work with her through this</p>	SJB/KH

			secondment. Lampard plans to be part of the Orchard Manor Forest School event in June.	
18		<u>Portfolio holders</u>	F Corbin, E Penfold have been in school for visits. K Harris would like to see learning walks introduced in the Autumn Term. B Robinson came in to school to complete his induction with S Barham. A Palmer to come into school to look into the Ethical Leadership. KH congratulated E Penfold and F Corbin for submitting their reports. SGV to send out reminders for governors to complete and return visit reports.	Governors
19		<u>Effective governance</u>	Positive feedback from the work on playground zoning and LS and pupil premium spending.	Governors
20		<u>AOB</u>	Date of July's meeting has been re-scheduled from 18th July to Tuesday 9th July. Behaviour with case scenarios to be presented at the July meeting.	SJB