

MEETING 104 – PART 1 - MINUTES of Full Governing Board Meeting

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Co-opted / Chair	16:50/ 19:40	Sam Barham	SJB	Headteacher	16:50/ 19:40
Peter How	PH	LEA	16:55/ 19:40	Maria Dyer	MD	Clerk	16:50/ 19:40
Elaine Penfold	EP	Parent	16:55/ 19:40	Hayley Hardy	HH	Parent	16:50/ 19:40
Ben Mitchell	BM	Co-opted	16:50/ 19:40	Lorraine Ovey	LO	Staff	16:50/ 19:40
Amanda Burrows	AB	Foundation	16:50/ 19:40	Jennie Harvey	JH	Deputy Headteacher	18:00/ 18:35
				Nikki Klingenberg	NK	Middle Leader for English	18:00/ 18:35
Apologies	Initials		Reason	Apologies	Initials		Reason
Cathie Scoffield	CS	Co-opted	Illness				
FOCUS		<ul style="list-style-type: none"> 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 					
1.	104.62	Apologies	Apologies were received prior to the meeting and were sanctioned CB informed the board of the resignation of our Parent Governor Stacey Slade. Parent Governor elections to take place in September 2022.				
2.	104.63	Declaration Pecuniary/non-pecuniary interest	None interests were declared				
3.	104.64	Minutes of <ul style="list-style-type: none"> June FGB Meeting – Part 1 	All outstanding actions from these minutes have been completed.				

		<ul style="list-style-type: none"> June FGB Meeting – Part 2 	<p><u>Both Part 1 and Part 2 Minutes were approved as a true and accurate record of the meeting.</u></p>
4.	104.65	<p><u>Premises, Health & Safety</u></p> <ul style="list-style-type: none"> - Spot Checks 	<p>PH met with the Premises Manager 13th July and all books/checks are up to date. PH mentioned there are a few minor things with the water checks but that the previous issues with the inspection have been resolved. PH added that everything seems in order for the Health and Safety audit taking place on the 20th July.</p> <p>PH walked around the school and looked on the new build and all the areas which the Premises Team will be working on over the Summer holidays, which all looks very promising. PH was also informed the kitchen will have hot plates installed over the summer, which will help the Catering Team with their food service, especially in future years with the increase in student numbers.</p> <p>PH added he had been made aware of the new fob/security system which is making it very secure for students. SJB added that all external doors will be a fob and keypad to enter/exit.</p> <p>Some of the Premises Team are attending a training course which will enable them to be able to inspect our school play equipment on a regular basis.</p> <p>PH updated the Board on the boundary fencing work – the planning application will be submitted in the next week and the works are forecast to be done during the Autumn half term holiday.</p> <p>PH looked at the Team Teach(TT) books and noted new reminders on them. SJB informed the board the reminder highlights that staff must seek a debrief following a physical intervention from our TT trainer. PH added there have only been two separate entries in the books since the end of May which is fantastic to see.</p>
5	104.66	<p><u>Policies</u></p> <ul style="list-style-type: none"> - Administration of Medicines - Appraisal - Attendance - Positive Behaviour Support - RSHE - Whistleblowing 	<p><u>Administration of Medication, Appraisal (Teacher), Attendance, Positive Behaviour Support, and Whistleblowing were all approved.</u></p> <p>RSHE – BM to work with TW & RC on wording and bring to the September meeting</p>
6	104.67	<p><u>Governor Items</u></p> <ul style="list-style-type: none"> - Meeting dates 	<p>Meeting dates 2022/2023 –</p> <p>MD to change February meeting from the 24th to 23rd</p>

		<ul style="list-style-type: none"> - Review - Objectives 	<p><u>Meeting dates for 22-23 approved.</u></p> <p>Review –</p> <p>CB feels this board works very well and knows that all Governors take their responsibilities very seriously, report back through the appropriate channels and meet regularly with staff. However CB added that Governors might have a different view and they might want to set up committees that feed into the Full Governing Board (FGB) meetings.</p> <p>SJB added we do have an adhoc pay committee.</p> <p>CB feels committees would be more remote in terms of the FGB meeting, where it feels a more effective use of Governor time to have monthly FGB meetings.</p> <p>SJB commented from a Headteacher point of view that having one meeting and one portfolio holder visit a month makes her work balance much easier, than having to attend some committee meetings as well as the other required Governor meetings.</p> <p>PH questioned if we'd need to be a bigger school/Multi Academy Trust (MAT) for a committee to avoid discussing the same things?</p> <p>HH is happy with how things are run currently.</p> <p>AB asked if there is a Headteacher appraisal panel and how does that work?</p> <p>CB confirmed it is conducted with the School Improvement Partner (SIP), Chair of Governors and one other Governor each year in September.</p> <p>AB added from other Boards she is aware of who have committees there seems to be a delay in the decision-making process. It is also good how members of our Board have a broad understanding of all roles instead of specific committees.</p> <p>EP added she likes coming into school as it's good for staff to see who governors are. EP feels able to build a relationship with staff, and has time to ask questions/find out information.</p> <p><u>Governors agreed to continue with FGB meetings as currently set up.</u></p> <p>Objectives –</p> <p>SJB told the board that wellbeing (recruitment and retention) and the expansion project have been added to the School Development Plan (SDP) objectives. The completed SDP will be brought to the FGB meeting in September</p>
7	104.68	Finance	SJB shared the finance overview.

			<p>The Local Authority (LA) has agreed to a 2.75% uplift from April 2023.. This was not included in the income section when the budget was set and it is a good show of faith from the LA that funding has been increased.</p>
8	104.69	Staff absence	<p>The staff absence review from 2016/17 to 2021/22 was shared. SJB is pleased, especially during Covid, to see that the staff absence percentage has decreased over her time as Headteacher. SJB has ensured that all staff are treated and supported under the correct use of the Staff Leave and Absence Policy. Absences due to staff undertaking CPD have increased and this shows we are investing in staff training.SJB confirmed that she reads all staff appraisals.</p> <p>During exit interviews it has become evident that most staff leave Lampard due to better pay opportunities elsewhere rather than any other reason.</p> <p>PH wondered if we add the Covid percentage back in how well we'd fair compared with other schools? SJB commented that our staff returned following lockdowns etc, however she's aware that at other settings they didn't include this so comparisons cannot be made.</p>
9	104.70	Curriculum Review	<p>JH gave an overview of the EMPOWER curriculum and explained the 4 focus areas. We have given equal access for all to our curriculum by using the Covid Catch-up fund to provide enrichment activities for our students.</p> <p>We hadplanned to offer family workshops so our families fully understand our curriculum, however due to Covid videos were developed instead. We are also improving our website and use of the Facebook page to make it easier for parents to navigate information.</p> <p>The CPD pilot for every Subject Leader enabled them to research best practice in their subject and upskill themselves. They were also given a slot in our training schedule to deliver quality training to their colleagues.</p> <p>We have started to use our time smartly to really understand the curriculum and embed it fully.</p> <p>The staff survey has shown that there is an increase in confidence in using Communicate in Print and Makaton. We have a Specialist Teaching Assistant (TA), and staff have appraisal targets linked to Total Communication, which we use in all classrooms.</p> <p>CB commented it is really pleasing to see that many of the next steps are linked to things highlighted in the staff survey</p> <p>CB asked if anything has not gone so well?</p>

		<p>JH due to staff absence we've had to use the Specialist TA in class more so they have not been able to make as many videos and vocabulary plans. SJB added that the specialist TA is also undertaking the Makaton trainer training and this will enable her to deliver accredited training to staff, thus there will be no need for external trainers and this will save money.</p> <p>JH added that using total communication is not expecting our students to be fluent Makaton signers but giving them the opportunity to communicate.</p> <p>PH how many students do we have who use Makaton as their primary way of communicating? JH, we don't have any that only communicate that way but by speaking whilst signing it gives all students the opportunity to better communicate their needs.</p> <p>PH how many would benefit from Makaton? JH many would benefit from using Makaton in terms of learning vocabulary. NK added that when signing it naturally slows down your speech which enables students who would struggle to listen to you, understand what you are saying. EP added she uses it with her own child and has done for many years, so it is fantastic to start the process with younger students. LO added it is also useful for older students to sign e.g. do you want some help, as they wouldn't want to draw attention to themselves amongst their peers.</p> <p>NK presented the reading and writing data.</p> <p>The curriculum statement of intent is broken into four steps and then sub-steps.</p> <p>We baseline assess our new students in September and undertake data collections in the Autumn, Spring and Summer Terms to enable us to build a picture of what our good progress would look like.</p> <p>NK trying to find texts that make writing more enjoyable, and has attended recent training where typing is seen the same as handwriting.</p> <p>AB asked where 65% made 51-150 steps of progress in reading compared to writing, what has the school done to help improve this? NK we are expected to do reading comprehension tasks and also ask questions of the students for 1-1 reading which enables us to understand their comprehension. NK also adds this to writing. However, some students are able to achieve more steps of progress than others, so 150 steps might be excellent for one student, 10 steps might be excellent for another.</p> <p>AB how do monitor teacher judgements are accurate?</p>
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10	104.71	HT report including SDP impact reporting	<p>SJB shared the HT report and SDP</p> <p>SJB added the Wellbeing Charter has been delayed due to the Interim Headteacher taking role from September, however the School Business Manager is looking into creating a wellbeing policy that has been put together with the help of staff, which is deliverable for the Interim Headteacher.</p> <p>SDP – overall review was shared.</p>
11	104.72	SWALLS Training	<p>CB and JH attended the All About Academies presentation by SWALLS and this presentation was shared on Governor Hub prior to the meeting.</p> <p>This has been raised at SENTient Trust meetings and all agreed that we need more information. CB also spoke to our SIP partner when she was here. She highlighted the pros and cons of MATs.and the various organisational structures which exist. CB felt that MATs can have benefits and therefore it might be worthwhile exploring some some specialist MAT's.</p> <p>On the 12th October the SENTient Trust will have a MAT conference which she will attend.</p>

			<p>CB will also visit some other schools with the Interim Headteacher who are in a MAT and report back at a future meeting.</p> <p>BM asked if Lampard could lead a MAT? SJB unfortunately not as there are not enough schools in the South West who are part of MAT's already.</p>
12	104.73	Portfolio Holder Reports	<p>EP and HH shared their portfolio holder reports on Governor Hub prior to the meeting.</p> <p>EP met with the Care and Safeguarding team on the 28th June, and will meet again in September. EP was unable to do the single central record check last Friday but will be in tomorrow to check that with the School Business Manager.</p>
13	104.74	Effective Governance	<p>It is empowering to hear and see how well the curriculum is working and the positive impact it's having on our students and their achievements. As we reflect on the past year there has been many successes and its great to be able to celebrate these in person with the FGB today.</p>