

**MEETING 86 – PART 1 - MINUTES of Full Governing Board Meeting 29<sup>th</sup> of February 2024**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
AMANDA B	AB		17:15PM- 19:23PM	ALISON RUBENCHIK	AR		17:45PM- 18:20PM
CRAIG BANYARD	CB		17:15PM- 19:23PM	JAMES ADAMS	JA		18:20PM- 18:55PM
BEN MITCHELL	BM		17:15PM- 19:23PM	LORRAINE OVEY	LO		17:15PM- 19:15PM
				JENNIE HARVEY	JH		17:15PM- 19:23PM
				LAUREN HAYDOCK	LH		17:15PM- 19:23PM
Apologies	Initials		Reason	Apologies	Initials		Reason
HAYLEY HARDY	HH		Personal reasons				
MAXINE SHEPHERD	MS		Medical appointment				
MARTIN BEVAN	MB		Private appointment				

<b>FOCUS</b>	<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>
118.233	<p><b>Apologies</b></p> <p>Apologies sent from MB, HH personal reasons, MB who attending a work meeting and final MS has a private appointment, all absences approved.</p>
118.234	<p><b>Declaration</b></p> <p>Pecuniary/non- pecuniary interest</p> <p>No declaration of interest for any attending governors.</p>

118.237	<u>Minutes</u>	<p>Part 1 minutes approved, unanimous vote.</p> <p><b>MB needs to sign off Team Teach book. ACTION.</b></p> <p>Part 2 minutes approved, unanimous vote</p>
118.239	<u>Headteacher Report (Bi-Monthly)</u>	<p>AB explains that it is every other month a report is produced. AB says thank you to JH for such a useful report. JH advises it is completed by all SLT in the meeting then it is reviewed as a team. JH talks over report.</p> <p>AB Submitted questions on the recent SENTient Peer Review which happened on the 26<sup>th</sup> JH lets AB know it went well.</p> <p>They had a positive visit, they now have 10 days to write a feedback report, AB asked for a summary of these visits.</p> <p>CB says it would be great to see JH feedback on the other schools within the group.</p> <p>LO asked if she could come along if maths based.</p> <p>AB- comments positively on JH awareness days, animals is developing and having a real impact on students. Staff absence reduction is a real positive. Regarding the child-on-child reporting of bullying, AB thought that bullying figures seemed high and JH explained the way that the data is gathered.</p> <p>Governors are invited to INSET Anti-racism training.</p> <p><b>ACTION- Get dates for training.</b></p> <p>AB asked JH for a data and judgment case study session to develop governor knowledge, suggested in April mFGB meeting.</p> <p>AB mentions to BM about the new way of working for Annual Reviews and wondered if he could evaluate this at a SEND visit or accompanying KR on one of the new style learning walks.</p> <p>CB said he was concerned on KR's time spent on tribunals. JH agreed it is because her paperwork is so good it doesn't get to tribunals.</p> <p>JH had a conversation with her as her role is becoming huge, so it will be looked at and talks within SLT will take place to discuss potential recruitment to provide support for the workload.</p> <p>AB thanks JH.</p>

118.240	<p><b>Academization Discussion/Update</b></p>	<p>AB spoke with Governors to reiterate that approximately <b>Formatted Table</b> ago we had decided because of our strong position and OFSTED outcome plus a newly appointed Head Teacher the school was in no rush to academize. This was voted on at the time and agreed.</p> <p>However, in early January 2024, AB and JH received a letter making them aware there are 2 multi academies in the North Devon these are Ventrus and Tarka Learning Partnership. The CEO of Ventrus called Gary Chown and the CEO of Tarka is now Richard Light they are both two ex-colleagues/ friends and have decided to form a new, large MAT within North Devon and beyond.</p> <p>The RSC, Regional Schools Commissioners are responsible for giving go ahead to schools and they want the country to be made up of large mats not small ones. JH, AR, and AB had a meeting with the Head Teacher at Pathfields and listened to Gary and Richard pitch what they plan to do. In JH, AR, and AB's opinion it's a no go they admitted straight away they know nothing about SEND schools. They felt it was an unprofessional meeting.</p> <p>JH had prepared for the meeting and had lots of questions which they were unable to answer. That option is going to happen eventually, but they felt they are no way ready for Lampard and DCC money is currently tight with little to no support. JH and AB then discussed having another chat with Guy Chappell, CEO of the Special Partnership Trust, (SPT). They asked GC to come speak to all governors in the March meeting.</p> <p>AB explains if we act now then we get to choose. BM agrees it makes sense, but worries its based-on gut feeling, and not convinced on the delay of a decision. JH does not feel like she is supported anywhere externally, even though SENTient is supposed to fulfil this aspect for Headteachers. She wants support by a CEO who has the right ethos and also gives the opportunity for her to network with other Heads as there is very minimal support currently through DCC and SENTient.</p> <p>LO says the government are on a push for schools to become part of a MAT. Schools can only join an already established mat and cannot make your own so what else is out there that is available. LO thinks we should consider it for the school's future and look to others and what they offer.</p> <p>CB said it does not have to be a local MAT, JH said geography is important.</p> <p><b>BM asks if Gc's MAT is strong.</b> JH responds yes, it's not <b>Formatted: Font: Not Bold</b> MAT but there are 6 special schools, and it is very strategic with who they include in their MAT.GC has been given the green light to grow his mat from the RSC.</p> <p><b>ACTION- GP to meet with governors in March. Action – JH and AB to investigate another special school MAT as well as the SPT</b></p>	
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118.241	<p><b><u>Premises, Health &amp; Safety Spot Checks</u></b>  <b><u>Premises Updates</u></b></p>	<p>AB reminds governors MB is not present so will be in contact on this next meeting. AB has an exceptionally long snagging list in relation to the new build and associated work. Last time it was discussed, it was decided not to do the governors letter so waited, however, there are still numerous unresolved issues with. Sixteen snagging points last Wednesday.</p> <p><b>ACTION AB to draft letter.</b></p> <p>AR explains the new ramp has tarmac that goes all around and where it stops is a gully and the water is sitting in the gully due to zero drainage. This is then overflowing and causing the hall to become full of mould. AB says to arrange health and safety visit to school. MB has confirmed that he will be carrying out a quarterly visit from now.</p> <p>Action – Ab requests that MB please provides a written report</p>
118.242	<p><b><u>Finance</u></b></p>	<p>AR talks over two projects.</p> <p>First project the fencing at the front of the school has come in at, £40,000 on the whole fencing replacement and this will include the shorter green fencing where transport comes in and leaves.</p> <p>The school will recycle the fencing in the farming area. AR retrieved 3 quotes the most expensive at £43,000 and the lowest £39,900. AR said the middle quote is a company the school has used before and can do it over Easter holiday. AB asks how much carry forward that uses, AR has not worked this out yet, but that we will still be left with funds.</p> <p>The second project is sound proofing the hall as the acoustics affect the children in a negative way. AR found a company and their quote came in at £10,758, another quote was £9604, and this is a company who will supply and fit it. The cheaper quote they could also ask them to do the art room which is really echoing. Governors agreed this was essential work in order to make those spaces fully accessible (sensorily) to students.</p> <p>Sound proofing approved unanimous vote.</p> <p>BM asks if we know it works, AR says the company give you a decibel rating and it will make a huge improvement. BM said the fencing was an eye sore and doesn't look safe, AR said it's not a direct benefit to children but its safeguarding the students.</p> <p><b>CB asks if there is a guarantee. AR responds yes, an exceptionally long warranty.</b></p> <p>All governors agree it will benefit the school and approved by unanimous vote.</p>

	<p><b>Staff input</b></p>	<p>JA speaks over his presentation on LYFTA and explains there are 2 lessons every half term looking at a different strand.</p> <p><b>AB asks if Lampard are the first school, JA responds “no there are a couple including River Mead and Swiss Cottage School and there are others too.”</b></p> <p>JA shows all attendees a demonstration of LYFTA online and the interactions while talking over the site and what it does.</p> <p><b>AB asks if the children recognise where we are on the world map JA responds yes.</b></p> <p>JA showed governors snippet video and AB says how absorbing the videos are and how that will positively impact students. AB liked how it develops the students to have a global understanding.</p> <p>CB says for students seeing people do good deeds around the world in an interactive way is brilliant as we live in an area that is not very diverse.</p> <p>JH says from her point of view that JA has done a fantastic job and what a rich resource LYFTA is.</p> <p>JA is gathering feedback about LYFTA in general to see what could make it better. LO says its one resource, but it will look very different in each class with different students and teachers.</p> <p>JA makes all governors aware there are workshops, they are all free included in the subscription. AB and all governors thank JA for his demo and presentation. CB says it might be nice to feed it into Future Fridays. LO says the sheets that JA gives out are highly informative for the teacher and TA's.</p>
	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Finance policy</li> <li>- Adoption support</li> <li>- Paternity Leave Shared</li> <li>- Maternity</li> <li>- Induction Policy &amp; Programme</li> <li>- Governor Code of Conduct</li> </ul>	<p>Finance policy- DCC, approved unanimous vote.</p> <p>Adoption support- DDC, approved unanimous vote.</p> <p>Paternity leave-DCC, approved unanimous vote.</p> <p>-Maternity- Approved unanimous vote.</p> <p>-Induction policy- JH made some amendments to the policy. approved unanimous vote.</p> <p><b>ACTION LH see if there is an existing pack for new governors.</b></p> <p>-Governor code of conduct- All voted, approved unanimous vote.</p>

		<p><b><u>Governors</u></b></p>	<p>AB has approached one person about becoming a Governor, however they are unable to commit. AB has written a letter for the community and JH printed and signed it off to ask them to contact us via the clerk if they are interested. Students are going to deliver the letters in upper school life skills lessons.</p> <p>AB would like to circulate the letter with the minutes to all governors.</p> <p>Action – LH to attach to minutes</p> <p><b>ACTION for LH to source the log for all governor CPD and training over the last 3 years.</b></p>
		<p><b><u>Governors Strategic Plan</u></b></p>	<p>AB lets everyone know she has only had a few comments from a governor, AB has amended it slightly and talks over it.</p> <p>CB thinks it would be good to add any other potential trusts under the academisation objective. AB agrees-</p> <p>AB also added the school improvement cycle for governors to consider going forward.</p> <p>The next agenda will include this when all Governors are attending.</p>
		<p><b><u>Portfolio Holder Reports</u></b></p>	<p>BM speaks over his GDPR report, and the incident reported before Christmas. BM want to highlight and explore ways to prevent it from recurring. This could be helped with GDPR refresher training every year as it is particularly important its every year not every 2 years.</p> <p>AB says it is good practice to do it at least annually.</p> <p><b>ACTION for JH to speak to the DPO about training.</b></p> <p>CB thinks governors should do it too and AB agrees all governors would like it to be annual, all voted in agreement to help protect the school.</p> <p><b>ACTION for LH- See if governors have an log in to online national safety. National college, Laura Dallae-Mullee, HLT.</b></p> <p>AB thinks GDPR should be a standard part of agenda, all governors agree it should be a standing item and it will be brief.</p> <p><b>ACTION AR to consult with DPO in terms of Privacy Policy.</b></p> <p>BM asks if in October's meeting GDPR was reviewed as it has not been updated. <b>ACTION LH- check this was agreed if not add to March agenda.</b></p> <p>BM note on security incident on security procedure is dated 2018 and asks if staff are made aware of it on refresher training. AB said</p>

			<p>we looked at the process in the Emergency Plan. Dated security incident management policy and procedure, reviewed, or updated since 2018. .</p> <p><b>BM asks JH "Where is the retention schedule ?"; JH responds she will find it as it was overseen by MD, AR has it.</b></p> <p><b>BM asks "Subject access - is it covered in the GDPR training?" JH responds yes and that the school has received a lot of SARs.</b></p> <p>AB asks JH about trying to find something the school can put in place to prevent human error such as looking at better use of Parent Mail. JH lets governors know Parent Mail is only used by 60% of parents. <b>ACTION for JH- Push on getting parents to sign up to avoid this happening again.</b></p> <p>BM speaks over his SEND Report and says looking at parents/carers engagement it links to our struggle to find parent governors. Some great engagement in PLG meetings and attendance annual reviews but trying to get engagement beyond that seems more difficult, AB said it's hard as not all students are local to the school. BM noticed how much time consultations take of KR's time.</p> <p>JH agrees and adds parent tours take up time. AB says to JH that she is building a great reputation for the school by taking the time to show families around herself.</p>
		<p><b><u>Effective Governance</u></b></p>	<p>AB thanks all governors for their time and summarised the meeting on how positive the sound proofing the rooms will be and improving the safety of the site with new fencing.</p> <p>LO added that the forward planning about academisation and what is needed to get there was helpful.</p> <p>AB thanked BM for the challenging work on GDPR.</p> <p>AB thanks all Governors and ended meeting.</p>



Signature of \_\_\_\_\_ Chair