

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 76 – PART 1 - MINUTES of Meeting 21st November 2019 – Meeting Room

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff/HT	16:50 left at 19:46	Elaine Penfold	EP	Parent	16:59
Peter How	PH	LEA	16:55 left at 19:46	Maria Dyer	MD	Clerk	16:50
Claire C-Brown	CCB	Co-opted	16:50 left at 19:46	Kevin Harris	KH	Chair	16:50
Christine Bevan	CB	Co-opted	16:30	Alison Rubenchik	AR	SBM	16:55 left at 18:45
Andrew Redpath	ASR		16:55 left at 19:46	Sam Gilronan	SG	Assistant Head SEND	16:50 left at 18:30

Apologies	Initials	Reason	Key to Minutes	
Fiona Corbin – Co-opted	FC	Family	Bold	Action
Bill Robinson – Co-opted	BR	Work commitments	Font	Question
Fiona West – Staff	FW	Family	<u>Underline</u>	Decision
Andy Palmer - Parent	AP			

1	76.135	Apologies	<p>FW – family FC – family BR – Work</p> <p>KH informed governors of FW resignation and expressed his thanks to FW for all she has done whilst on the governing board.</p>	KH
2	76.136	Declaration pecuniary/non pecuniary interest	None	KH
3	76.137	Minutes of meeting 17 th October 2019	<p>MD to bring a signing sheet for the Keeping Children Safe in Education document to the next governor meeting.</p> <p>PH has had a meeting with PS and is meeting with AR tomorrow. PS has been to Pathfield School for a peer review. PS can go to Southbrook School, however they are in the process of changing their provision to that similar of our premises provision. AR has asked for PS to arrange a visit to a mainstream school. PH has found out from PS that the peer review enabled him to learn more about the processes involved in school premises maintenance and management.</p> <p>Version control form for policies – this is still ongoing. MD and CB to meet to complete by 16.01.2020</p> <p>AR gained advice from DPO regarding charging for information requests. The response was “subject access requests can only be charged if vexatious, malicious or will take up excessive time. The charge is a minimum of £10”</p> <p>SJB asked how would be know if this is the case? AR replied that it would be identified in what the request asks for and if the individual keeps asking for additional information.</p>	KH

			<p><u>Governors decided that charging for information will be decided on a case by case basis.</u></p> <p>AR to contact PMcree regarding site visit with Premises Team/Governors to discuss capital funding and future planning of works.</p> <p>PH to share contact info with SJB for governor finance vacancy.</p> <p>Minutes agreed and approved.</p>	
4	76.138	<p><u>Health & Safety</u> - Spot Checks</p>	<p>Health and Safety checks completed and all ok. PS has redone the log books so that paperwork is in order and not on separate attached sheets.</p> <p>Team Teach – there have been 3 minor incidents and the actions from those incidents have been appropriate.</p>	PH
5	76.139	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Admissions • Capability • Data protection • Disciplinary • Governor code of conduct • Maternity • Pay policy • SEND information report • SEND policy 	<p><u>KH has asked that policies (if amended) have a cover sheet with the amendments noted to help governors when checking policies before the meeting. This will take place from 16 January 2020</u></p> <p>Admissions policy – CB queried that paragraph 8 mentions 120 places, why is this when we currently have 132 students? SJB clarified that we hold the risk of extra students and the LA are aware of this. KH asked if 132 students would take us into Group 6? AR said it doesn't as the next bracket is 150 students.</p> <p>SEND Policy – SG mentioned that this policy will be updated again shortly to make it more accessible to our parents/carers.</p> <p>All policies approved by governors</p>	KH
6	76.140	<p><u>Transport Issues</u></p>	<p>AR informed governors of the transport issue at the start and end of the school day.</p> <p>80% students come on transport, which when the current system was put in place it was for 80 students not 132 students.</p> <p>In May 2019 DCC Compliance Fleet Office (CFO) attended site to look at our arrangements and advised that school sites are the responsibility of that school, however the CFO can offer suggestions.</p> <p>SJB explained to governors that currently we mitigate the risk of an incident by having a member of staff at the front and back of the transport lines, however it is busy with parents collecting and our students who often walk across the car parks.</p> <p>ASR asked where the students wait for their transport and how long it takes for students to get on their transport? AR told ASR that students wait in the hall or drama room depending on their taxi or bus. It can take 5 mins or it can take longer if an there is issue in school or traffic issues etc.</p> <p>AR presented 5 options to governors:</p>	AR

Option 1 – SLT marshal the top car park controlling the traffic and pedestrians – this happens at several other schools. – no initial cost to the school – except for the cost of all SLT being away from their usual duties for 15 minutes per day at the beginning of the school day, 6 members of SLT, 5 days per week – a total of 7.5 hours a week of SLT time. 7.5 hours per week x 38 week per annum = 285 hours per annum. SLT joint salary for 285 hours per annum **£87,098.85**

Option 2 – SLT or usual staff on morning duty marshal the top car park and railings/barriers with new pathway at both the top and the bottom car park **£7,000** with additional £87,000 if SLT Marshalls

Option 3 – 6a and 6b the top car park is closed off to school transport, this becomes parking for our 3 school minibuses, staff parking, disabled parking and visitor parking. All school transport will pick up and drop off the students at the bottom car park, we will use painted lines to help them and where we usually park our minibuses this will become a turning circle for the taxi's and minibuses. The taxi's and minibuses will queue and when they arrive at the drop off space, our staff will walk the students out of or into school. The cost to the school would be £5,500 (highways) and £6,500 (barriers) total of approximately **£12,000** for new road marking lines to be drawn and the railings/barriers for the new pathway. We would still use the railing/barriers as there will still be movement around the top car park, parents, visitors, deliveries etc.

Option 4 – 6b Removal of the grass verges in the bottom car park – creating more space for school transport to queue, and for more staff parking if our intake increases and we employ more staff. Within this option there are 5 further options dependent upon how many new car parking spaces we need – totalling approximately **£34,800** – however this could be carried out in stages.

- a) £6,000
- b) £6,500
- c) £2,000
- d) £5,300
- e) £15,000

Option 5 – New fencing to run the whole length of the school, the school would be secure, no members of the general public and get onto the site, without being allowed in by intercom to the main office and the students would not be able to get off site. **£56,500.**

SJB mentioned that the issue has been raised about parking and transport by our neighbours, and our concerns were also raised with Devon County Council when we were asked to increase our student numbers.

PH asked how confident are we with option 2?

SJB confirmed that it is an unknown risk of students stepping in to car park as a taxi/bus arrives but it could happen and this option will help students continue to be independent when leaving school.

PH if we do the work down the bottom car park will option 2 still be relevant?

AR said yes it would as students would still come in the main entrance

PH asked if the options were from the DCC Officer or Lampard options?

			<p>AR said the CFO came up with the turning circle and changing the parking lines options, and that PS came up with ideas for the lower car park and that the school has done Risk Assessments.</p> <p>KH asked EP what her experience is as a parent? EP mentioned it can be chaotic even though students are escorted.</p> <p>KH asked about reported incidents and near misses? AR said we have had 1 incident with 2 buses (no students were onboard at the time).</p> <p>Further discussion was had by Governors about options for transport, parking and strategic planning for the school.</p> <p><u>It was decided that the school will do a trial of option 2 (with possibility of fencing or hedging) and if the trial successful to bring 3 quotes back to governors.</u></p>	
7	76.141	<u>Mission Statement</u>	<p>SJB presented the updated Mission Statement which now includes a sentence on future employment and celebrating our strengths and differences</p> <p><u>The Mission Statement was agreed by governors</u></p>	SJB
8	76.142	<u>Residential</u>	<p>AR presented a report which showed the funding previously given by the governing board for residential trips.</p> <p>For 2019/20 residential trips: Lower School requested £3780 Middle School requested £1164 Upper School requested £1536</p> <p>KH asked once the subsidy is taken off the total payment amount who picks up the outstanding? AR clarified that the outstanding residential cost is paid by the parent/carer</p> <p>ASR asked where Pupil Premium comes into it? AR mentioned that this has been taken into account for these costs. ASR then said that this is a good use of Pupil Premium as it shows a progression of students throughout each phase.</p> <p>EP asked about the Lower School residential as last year they didn't go? SJB replied that this was due to the students in Lower School last year. This year the Lower School staff feel it would be safe for students to go, however the only option they feel is appropriate is the Calvert Trust, who don't give free staff places.</p> <p>KH asked if friends of Lampard can fund residential trips? AR said they can fundraise/contribute towards this, however it is too late for them to be able to contribute this year as the trip is in March 2020.</p> <p>EP asked if the upper year groups (e.g. Year 6) can go on the residential and the lower year groups of Lower School go on activity days? SG mentioned that this would be tricky as our classes have mixed year groups.</p> <p>ASR asked when we gauged interest from parents were they given the cost?</p>	AR

			<p>SG said parents were given an approximate cost in the initial letter.</p> <p><u>It was decided that SLT will consider putting in a payment plan for parents at the start of the academic year to help parents to be able to afford trips/residential that will occur during the year.</u></p> <p>KH asked about the impact on the budget for the Middle School residential? AR mentioned that this will come out of the 2020/2021 budget due to the time of year we will receive the final invoice.</p> <p>ASR asked if there was a good interest for the Middle School and Upper School residential? AR confirmed that the uptake was more than last year.</p> <p>SJB mentioned that there is no funding put aside for the students who stay at school for the activities weeks and that the funding needs to be fair to both those who go on the residential and those who stay in school for activities.</p> <p><u>Governors agreed they will not support the Calvert Trust residential for Lower School but will support funding for activity days.</u></p> <p>SG to bring activity day funding request to next governor meeting for governors to decide on the funding Lower School will receive.</p> <p><u>Governors agreed they will support the Middle School residential and agreed to fund £1164.</u> - EP was unable to take part in the vote for Middle School residential.</p> <p>SJB asked if governors have ever made a decision on a cap of the amount parents/carers will pay? AR informed her that this was never done.</p> <p><u>Governors agreed they will support the Upper School residential and agreed to fund £1536.</u></p>	
9	76.143	<u>Calculation Policy Update</u>	<p>SG presented to governors the Calculation Policy that was presented at the South West SEND conference which was held by NESTA and the South West Teaching School Council.</p> <p>The main points of the presentation included:</p> <ul style="list-style-type: none"> • Maths was looked at with our Teaching Alliance School due to it being picked up in the last Ofsted inspection. • SLT became aware of inconsistencies in resources used by staff across phases to teach maths and that not all teachers were confident in teaching maths/moving students up to the next maths level. • Working with Woolacombe School enabled us to create a whole school Calculation Policy • We had to undertake a SEND review which provided us with some recommendations – develop middle leaders; consistency of language and resources, and developing their skills and knowledge • Training provided by Woolacombe School • Improvements we have seen already in school e.g. imagery/visuals used around school <p>Calculation policy to be created and added to the policy cycle.</p>	SG

			<p>ASR asked how this impacts on our older students? SG said the calculation policy will be progressive, the manipulatives used will be put in the policy and will be appropriate for the level the students are working at.</p> <p>KH asked how will we make sure the standard equipment is the only equipment is used? SJB said that in previous years non-standard equipment was used because there was no policy. Also the maths lead would change each year and would buy different resources.</p> <p>KH enquired how this would be rectified? SG said there will be an equipment list for maths. AR added that the cost code for purchasing resources now has to go via the phase leader which will mean the phase leader will have overall approval of what items are ordered to enable consistency in resource purchasing.</p> <p>SG mentioned that our project and another project are the only two projects submitted to the DfE.</p> <p>PH asked how this fits in with iPad use? SG said it'd be good to look at the images used on the apps but firstly our students need the concrete learning embedded before using the iPad apps.</p> <p>CB asked if SG will be conducting an evaluation of the impact and how long will this take? SG will do this once the policy is in place. Hopefully the policy will be in place in the Spring Term and the evaluation can take place in the Summer Term.</p>	
10	76.144	<u>Budget Monitor</u>	<p>AR presented the monthly budget monitoring report.</p> <p>Our planned revenue was lower than our now forecasted deficit due to the asbestos found in the kitchen works over the summer. Although the pension grant from the government was slightly higher than expected. The figures might change slightly as we are still waiting for DCC to confirm the teacher pay scales.</p> <p>KH asked if this is worse than month 7? AR said month 8 is better than month 7 as month 7 didn't know funding amount for teacher pensions</p> <p>This monitor report is now with DCC for them to see where we are financially.</p>	AR
11	76.145	<u>Financial Skills Matrix</u>	<p>MD to send a reminder to those Governors who did not return their completed Financial Skills Matrix</p>	KH
12	76.147	<u>Headteachers Report</u>	<p>SJB drew attention to the issue of the land transfer from DCC to the SENTient Trust due to issues with the original company. Each SENTient Trust School have been asked to pay £1500 from the 2020/2021 budget to complete this process, this is to keep the costs equal to all SENTient Schools.</p> <p><u>Governors agreed for this payment to take place.</u></p> <p>ASR asked how SJB got on with the discussions with the Local Authority (LA)? SJB informed the board that the meeting lasted 5 hours and involved her sending an email to the LA asking them to consider our next steps.</p> <p>SJB also informed the governors that the LA have gone to the Government to ask for £15million to help fund additional SEN school places and that two school in</p>	CCB

			particular would benefit from the funding, along with a new SEN school being build.	
13	76.148	<u>2018-19 Analysis</u>	<p>SJB shared the data headlines showing students who achieved or exceeded their target. Reading and writing has improved since having the iPad apps. Maths using and applying will be addressed through the Calculation Policy. Maths number has improved since use of iPad apps.</p> <p>The analysis also identified the Pupil Premium students need to be worked with are boys in maths.</p> <p>SG to share a report on Pupil Premium at the next governor meeting.</p> <p>CCB shared the behaviour data presentation. There have been a reduction in team teach incidents year on year and that our attendance has increased from 91.7% in 2017/18 to 93% in 2018/19. Our overall absence rates and persistent absenteeism is significantly lower than the national average. The report also showed that behaviour incidents decrease over the year but slightly increase at the second half of the summer term which has been a yearly trend.</p> <p>SJB mentioned that our in-house team teach training will now be a 1 day session instead of two day sessions.</p> <p>PH asked how we are able to do this?</p> <p>CCB said it is due to a different cohort, staff now build better relationships with students and don't always need to use the restraint techniques as they can use descalation techniques instead. SJB added that team teach now allow the school to build their own training package and if necessary we can go back to doing 2 day training depending on our cohort/staff confidence.</p> <p>ASR said it is good that we are using the data to see where pressure points in behaviour are e.g. lunchtimes and that governors are getting updates on behaviour so that they can support if necessary regarding student placements that might not be appropriate.</p>	SJB/ CCB
14	76.149	<u>Parent Survey</u>	<p>CCB shared the data from the parent survey 2018/19 results.</p> <p>KH asked how this data is shared with staff, as it is very positive?</p> <p>CCB said it was shared with staff during a morning briefing and is also available in the staff shared area and governor hub.</p> <p>CCB mentioned that the question regarding 'dealing with bullying' this is always low as most parents/carers select the not applicable option as they have not experienced bullying at Lampard so were unable to agree/disagree.</p>	CCB
15	76.150	<u>Mental Health Strategy</u>	<p>CCB shared the Mental Health strategy</p> <p>The document is primarily made up of the school contribution to the 8 focus areas and is guided by Public Health England. We audited staff to gather information on how we can support staff and student mental health in these specific areas, such as; anti-bullying assemblies, staff training and work on hate crime.</p> <p>The document will be updated annually. CCB has asked for governors to send her any feedback they have to be sent to her directly.</p> <p>MD to upload strategy to Governor Hub</p>	CCB

16	76.151	<u>Governor Training Update</u>	<p>SJB shared Governor Training Action Plan that was produced with CB.</p> <p>Following training SJB/MD/KH attended it was decided that MD Clerk training will be added to this action plan.</p> <p>EP/CB to meet with SJB/SG to complete the SEND audit.</p> <p>SJB to confirm with Deirdre Fitzpatrick the training date and to share with governors via the Governor Hub.</p> <p>MD to add to the hub potential dates that Babcock can attend to complete the governor training.</p> <p>Governors to pick two dates so MD can arrange training.</p>	SJB/ CB
17	76.152	<u>ICT Start-Finish Task Group</u>	<p>EP has joined the start-finish task group</p> <p>BR to let SJB know if he can join the start-finish task group.</p> <p>SJB shared the framework that SM/LAu produced. They will bring evidence linked to items on the framework during the December start-finish group meeting.</p> <p>SJB also informed Governors that a decision will need to be made regarding the IT Manager position.</p> <p><u>It was decided that Governors will meet before the Christmas lunch to make a decision on potential recruitment</u></p>	SJB
18	76.153	<u>Portfolio Holders Report</u>	<p>CB met with SJB regarding the governor CPD action plan. CB had a walk round the school and learnt; that students have to do PE in the corridors during inclement weather, and how engaged students were during an online safety lesson with the use of iPads.</p> <p>PH viewed some of our students at Petroc today in the multi-trades section and they were all very engaged and very well behaved.</p> <p>ASR met with JH regarding the curriculum plan, which is developing well and the use of CPD especially for teaching assistants in helping to move the school along. ASR mentioned that JH received £1500 from the Foyle Foundation for library funding.</p> <p>EP met with AR to go through the single central record and will meet with her half termly. EP met with SG to discuss pupil premium and SEND and will complete the SEND audit shortly. EP also met with CB and made a start on the safeguarding audit.</p> <p>EP and CB attended SEND training and shared the Devon Expectation for Inclusive Provision in Mainstream Schools for all Children and Young People (CYP) document during tonight's meeting.</p>	Govs
19	76.154	<u>Board of Governor Vacancies</u>	<p>Staff governor vacancy to be advertised and staff to be informed in a morning briefing</p>	KH

			MD and KH to focus on the recruitment of the finance governor	
20	76.155	<u>Effective Governance</u>	We have had a successful meeting as there was so much focus on our students.	KH