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| **Attendee** | **Initials** |  | **Arrival / Departure** | **Attendee** | **Initials** |  | **Arrival / Departure** |
| **CHRISTINE BEVAN** | **CB** |  | **4.30PM-6.20pm** | **LORRAINE OVEY** | **LO** |  | **4.30PM-6.20pm** |
| **AMANDA BURROWS** | **AB** |  | **4.30PM-6.20pm** | **BEN MITCHELL** | **BM** |  | **4.30-6.20pm** |
| **MARTIN BEVAN (AssG)** | **MB** |  | **4.30PM-6.20pm** | **HAYLEY HARDY** | **HH** |  | **4.30PM-6.20pm** |
| **CRAIG BANYARD** | **CRB** |  | **4.30PM-6.20pm** | **MAXINE SHEPPARD** | **MS** |  | **4.30PM-6.20pm** |
| **JENNIE HARVEY** | **JH** |  | **4.30PM-6.20pm** |  |  |  |  |
|  |  |  |  | **LAUREN HAYDOCK** | **LH** |  | **4.30PM-6.20pm** |
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| **Apologies** | **Initials** |  | **Reason** | **Apologies** | **Initials** |  | **Reason** |
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| **KEY:**  Question  Decision  **Action** |  |  |  |  |  |  |  |
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**MEETING 114 – PART 1 - MINUTES of Full Governing Board Meeting 13th July 2023 - hybrid**

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| **FOCUS** | | * 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. | 114.189 | **Apologies** | No apologies received, all present and correct. |
| 2. | 114.190 | **Declaration**  Pecuniary/non- pecuniary interest | No conflict of interest on the agenda. |
| 3. | 114.191 | **Minutes of**  Part 1 Minutes – 22nd June 2023  Part 2 Minutes – 22d June 2023 | Minutes from past meeting reviewed.  Page 1 item 3, BM contacted CB to confirm the DAG letter had been sent.  JH confirmed the uniform letter had been done and sent out to all parents.  BM made everyone aware he has uploaded his report.  Page 2- Visit to the new build has been conducted and now completed before today’s meeting.  Item 5- CB met with MS on 7th of July for an induction meeting and is pleased to say MS will be taking on nutrition and enrichment  Item 6- All voting undertaken and concluded on the summer holidays farm area.  JH made everyone aware Ronnie and Reggie, the school Kune pigs, have been collected today and been moved to a farm in Dulverton ready for their arrival to the school in September.  Page 4 item 9, JH to has completed and added page to family handbook.  CB made everyone aware the Curriculum policy moved to July under item 6 of today’s meeting.  All Governors agreed to move the June 2024 meeting. MD needs to upload timetable to governor hub. HH asked if MD will upload the whole timetable to governor hub. CB said yes so it will be uploaded so all know dates.  Page 5- CB and all Governors had decided not to change the constitution but will review in September to try get more interest and recruit 2 more parent governors.  KN and BM had meeting and submitted report to be looked at today.  All agreed and voted on last meetings minutes- Unanimous vote. |
| 4. | 114.192 | **Premises, Health & Safety**   * Spot Checks   Premises Updates | MB updated all governors that there was no further updates no new build yet. MB hasn’t heard from PS if there were any issues and everything is moving nicely. MB wants to  raise for the next academic year about the lockdown procedures following on from the incident at Tewkesbury earlier in the week. Devon Health & Safety may run some training courses relating to this next year.  JH mentioned we are revisiting it and once the they have moved into building it will be done. This will include making a video to be seen online. MB suggested desktop exercises with scenarios.  AB asked, ‘Will it include an invacuation’?  JH responded, ‘Yes there will be procedures at yellow and orange level’.  MB raised if there is issues Ofsted are focused on security. JH spoke and clarified she is on to it.  CB summarised ‘All issues identified, MB will follow up with Paul about carpet issue in the new build and TW’s door as to having fobs with passwords. Feels DCC should supply rails as it’s a risk. JH identified this also. **MB will put in an email**. No further questions for MB. |
| 5 | 114.193 | **Head Teacher Report including School Progress Review** | JH asked if everyone had read the final version prior to the meeting? all agreed. JH first question from CB and AB has had her answers emailed prior to the meeting and will be uploaded alongside the minutes.  JH identified the first question 2.2 - CB asked if any other process, JH said throughout the year they have put a section into the Health, Safety and Wellbeing policy so no need for a separate policy. CB and MB said best way as there is lots of policies already and no need for more if notneeded.  2.1- JH spoke about how Attendance is a national issue, AB questions linked- felt that an example would provide greater clarity. JH said NK has replied to AB question. Jenny said LO could give a case study.  HH made everyone aware that NK has shared with staff members which actions have been done and what is working. They have done safeguarding chats with pupils, weekly check ins, questions raised about how home life can be impacting a pupil’s attendance. Pupil shared how happy and cared for by the school he felt. Since this attendance has improved.  JH answering a question on staff sickness due to the influx of staff.  JH said all the new student’s transition morning is happening tomorrow, they can adapt together. New build can be used tomorrow from Year 10 new classes and all children have had a tour with their classes so an exciting transition.  JH showed table on staff absences and explained why they have increased is due to the influx of staff.  HH asked if teacher strikes counts?  JH said this is classed as unpaid not sickness.  MB said lots of schools had increases with staff sickness as this was a post covid issue, wasn’t related to covid or bug across the school.  JH mentioned how today’s 6.5 percent pay review has been guaranteed with extra funding to schools, so the pay increase won’t be taken from the schools budget.  Error in monitoring cycle pulled out by JH.  JH mentioning how Annual Reviews by SLT and they chair them. JH confirmed this.  AB questions from prior to the meeting about phase leaders and when they move from key stage 1 or 2. JH said KrN answered these questions via email and explained they will be working with tutors and have regular reviews with facilitator’s working with students on annual reviews.  JH and MB said this is a real good step forward. JH attends reviews when children are transitioning and they are all supported.  JH going over Consultations- Third paragraph still the same and AB then mentioned there has been no confirmation from the 0-25 team and students finish tomorrow.  CB asked ‘If is there anything we can do’?  JH answered there is a crisis due to lack of staff within DCC. On-going with 0-25 team and JF wants to meet to try smooth out some wrinkles in the process. JH mentioned we are 100 percent compliant in careers education.  JH mentioned that **F**uture Fridays has been very successful. CB agreed and added it was going from strength to strength.  JH wondered if formal opening of the new build should take place before next governor meeting.  **CB phoned MD who confirmed next meeting was 21st September.**  JH suggested the new build opening ceremony will be 3.30-4PM in September. JH said she verbally invited Selaine Saxby, no formal invite just a discussion.  AB suggested the Mayor to be invited. JH said he is on the list as well as relevant DCC staff and the architect.  All voted to formally invite Selaine Saxby and other head teachers from SEN schools in the local area.  AB to make sure we don’t miss anyone key and mentioned to perhaps invite any school council members or a pupil rep that could come along, HH said yes school council year 11’s.  AB said they suggested 2.30pm for new build opening but CB said that could be disruptive, HH agreed and said this would affect transport. CRB agreed good idea as after school.  CB and all governors agreed to invite the local paper, relevant DCC staff,, mayor and other SEN heads. HH asked to ask SB, previous Headteacher, CB in agreement. Also, any Friends of Lampard can be invited too including Selina, Priest in Charge from St John’s Church and a local author, Michael Morpurgo. JH enquired if governors had suggestions for a theme or name for the building.  CRB Suggested pupils to help name the building as part of the transitioning.  CB suggested the name ‘Two rivers building’’  No other questions asked.  CB suggested to JH it would be helpful if she could number each section to help locate what we are referring too.  **JH Action- To number her sections in future reports.** |
|  | 114.194 | **School Development Plan** | JH talking about report- No questions for section 1.  Section 2- Questions from CB ‘It hasn’t been undertaken yet’; JH confirmed once you get the money to send a single person on the Mental Health Leaders course the next DSL is not funded to go on course. However it’s in the budget for next year.  AB asked about costs of the course?  JH explained its roughly around a couple thousand pounds but in 2025 it has to be in place, so the school is setting aside funds.  CRB suggested could we lock the member of staff undertaking the course in for a year before they leave after undertaking the paid course. JH confirmed that unfortunately this was outside of staff terms and conditions of employment.  AB asked if someone in mind, NK would be undertaking this.  Section 3- CB asked how well this training was received by staff?  JH responded very well received, impactful way to launch that we were having online safety advice for educators and children that gives support to parents or anyone in the school.  Part 4 –No questions  Part 5- JH has prepared, no questions.  CRB asked ‘In section 3 you have SmoothWalll software that follows up with the tutors but enquired what kind of theme is there’,  JH explained if a student puts in a key word online via a search engine the system will alert herself and Sophia with the students log in and time it was done. This is then followed up by the safeguarding lead to the tutor to find out with the student if this was done by error or in what circumstances. It’s usually a bespoke event but usually is a one to one chat with an error being made**.**  CRB asked ‘Do you get parents sign up to online national safety?’’  JH answered yes and HH explained she is signed up to it but all parents can access it but often don’t.  **ACTION FOR SM- CRB suggested getting one parent and one teacher to sign up to the online course to help educate and become accredited. Ensure all parents have access to this.**  CB explained 2 years ago all parents were given log in. JH to make sure parents get this again. CB said all governorshave access to it.  CB would encourage all governors to routinely and annually undertake safeguarding and other courses offered to them online, a certificate will be issued upon completion and should be sent onto MD to be filed.  CRB offered to help SM set it up to assess engagement and will attend in September to help.  **CB question to JH ‘Upon reflection looking at report which is overwhelmingly positive is there anything you felt didn’t go as well as you had hoped?’’**.  JH responded she was disappointed in level of engagement with parents online, it remains a challenge and has offered Teams meetings with parents in the past with no attendance. JH suggested something to work on and there is a need to think outside of the box to help improve due to the school’s geographical location.  LO asked if we have an outreach like hiring a minibus etc. to encourage parents to attend?  CBR said could all SEN schools work together. LO volunteered to help with the outreach. Lampard learners. JH responded she will look into it.  No further questions. |
| 7 | 114.195 | **Policies**   * Curriculum, Teaching & Monitoring * Attendance * Positive Behaviour Support (Previously Behaviour Policy) * Managing Information Disclosed | Curriculum, teaching and monitoring- 2 yearly, bi annually reviews, CB explained report all approved. Unanimous vote  Attendance policy- All approved, unanimous vote  Positive behaviour- All approved, unanimous vote. AB mentioned how excellent this was.  Managing information disclosed– All approved, unanimous vote. CB noted it hasn’t been updated for a while on the Devon county Council website so based off the information we have. |
| 8 | 114.196 | **Portfolio Holder Reports** | CB confirmed report from BM has been uploaded. BM advised on his SEN visit and where he met with KN. CB apologised as hadn’t seen one of the reports, 3 reports where uploaded- 3 from BM one from HH. CB gave thanks to BM and HH.  BM spoke how the report reflected the pressure KN is under and lack of certainty with regard to 0-25 team. Lampard goes above requirements, recently assessed award. TW does great work. HH reported on her meeting with NK and the efforts made by the safeguarding team to support parents.. Colours are prioritised, follow up with phone calls etc and its all ongoing. Report uploaded. CB gave thanks to HH, AB doing her curriculum on Thursday.  CB update- highlight this week HH and the Head Teacher appraisal will be dealt with in September under Part 2 in CB has completed MS induction, also more governor news firstly asked CRB and BM to change co-opted status. BM will convert to foundation governor and CRB to become LEA governor.  **This update will be sent by CB/MD to Governor Services and SENtient respectively.By November that will free up 2 coopted governor place on the board.**  CB updated all governors about a perspective new governor who had been referred by someone in the room.  CB explained there was a telephone conversation and this person came for a tour of the school. She will be preparing her paragraph and will be attending September’s meeting for possible approval by the board. This person has experience in nutrition, faculties management, premises and health and safety, No questions on reports |
| 9 | 114.197 | **Effective**  **Governance** | CB summarised:  Pre-meeting tour of the new build completed; all governors very impressed on the positive impact it will have on the lives of students. Confirmation on positive developments from head teacher reports by JH. Lots to celebrate at the end of the academic year. CB and all Governors send thanks to LH for being appointed Clerk and a special thank you to the Catering Team for the excellent cake and refreshments for this evening’s meeting. |