

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 75 – PART 1 - MINUTES of Meeting 17th October 2019 – Meeting Room

ATTENDEES	INITIALS		arrived	ATTENDEES	INITIALS		arrived
Sam Barham	SJB	Staff/HT	17:00	Elaine Penfold	EP	Parent	17:17
Fiona Corbin	FC	Co-opted	17:17	Peter How	PH	LEA	17:00
Claire C-Brown	CCB	Co-opted	17:00 (left at 19:20)	Alison Rubenchik	AR	SBM	17:07 (left 19:00)
Christine Bevan	CB	Co-opted	17:00	Maria Dyer	MD	Clerk	17:00
Bill Robinson	BR	Co-opted	17:00				
Kevin Harris	KH	Chair	17:00				

Apologies	Initials	Reason	Key to Minutes
Andrew Redpath - Foundation	ASR	Holiday	Bold Action
Fiona West - Staff	FW	Work commitments	Underline Decision
Andrew Palmer - Parent	AP	Unspecified	Font Question

1	75.119	Apologies	Apologies received prior to the meeting from ASR (H), FW (B), AP (U) FC will be late	MD
2	75.120	Declaration pecuniary/non pecuniary interest	None to declare	KH
3	75.121	Minutes of meeting 19 th September 2019	<p>Governors were handed copies of minutes to read at the meeting. No comments made to Clerk, adopted by GB and signed as accurate by KH</p> <p>MD to add governor visits to each agenda and upload to Governor Hub</p> <p><u>Safeguarding governor – CB happy to undertake this role</u></p> <p>SJB asked CCB if all governors had read the ‘Keeping Children Safe’.</p> <p>CCB mentioned that it should show on each governors Governor Hub Profile. MD to see if a report can be generated with this information MD & SJB to update gov hub</p> <p>CB & SJB to meet after half term regarding governor training. SJB to cross reference training with the SDP.</p> <p>SEN Training has been booked for CB. Governors to let MD know if there is any training they’d like/need to attend</p> <p>Governors requested a meeting with ML, kitchen manager, at November meeting when the quarterly in-house catering is discussed. Christmas Dinner 18th December – governors to contact MD by 29.11.19 to book a dinner. Governors will eat with the School Council before the main school food service.</p>	KH

			<p>AP has made contact regarding BMX – awaiting follow up email from company</p> <p><u>Pay Committee will meet – PH/KH/FC – 4pm 28.10.19</u></p>	
4	75.122	<p>Health & Safety - Spot Checks</p>	<p>PH carried out Team Teach (TT) log and other H&S log checks.</p> <p>PH asked why the TT log has one entry for this academic year? Whilst incidents have increased they are not of a serious nature and TT has dramatically reduced and not needed to be used unless specified in a student's behaviour plan which parents sign.</p> <p>KH stated how it is good Lampard has gone from needing a seclusion policy plus security fobs/quiet room etc, to fobs off in main areas, a library instead of the quiet room and overall serious behaviour incidents are down.</p> <p>KH wished to thank the whole staff team for their work in changing the behaviour management at Lampard.</p> <p>PH noted the Premises Team need some new files/check books and that they should not staple paper into books. PH to arrange a meeting with PS, Premises Manager</p> <p><u>EP and AR are meeting on 31.10.19 to carry out checks on the single central record</u></p> <p>FC checked Evolve in September 2019</p> <p>KH asked if during peer review another school's site manager can meet with PS to review practises and for PS to see their practises?</p> <p>AR informed PS has been to Pathfield - PS to invite Pathfield back to walk round Lampard with him. PH to check with PS on this</p>	PH
5	75.123	<p>Policies</p> <ul style="list-style-type: none"> • Attendance Targets • Child in Care • Curriculum Statement • Directed Time Budget • GDPR • Governor Annual Statement • Quality Assurance 	<p>All policies agreed by GB after correction of some typos; missing or incorrect hyperlinks and rewording for emphasis. Signed as adopted by KH</p> <p>Action – make sure there is a Version Control Grid on page 2 of every policy</p> <p>MD to take highlights off data protection document</p> <p>AR to get advice from our DPO regarding 'charging' section of the GDPR policies, especially the FOI limit (£450 to reject request) and common charging to recover costs on staff and materials</p>	

6	75.124	<u>Internal Audit</u>	<p>AR shared the audit report with governors and mentioned the Auditor was thorough and fair during the two days she spent with the Admin Team.</p> <p>Although improvements had been made since the last audit (High grading) we only received a 'Good' grading.</p> <p>Issues:</p> <ul style="list-style-type: none"> - We ned to carry out a Governor Financial Skills Matrix - There was not enough challenge shown in the governor minutes for financial items - KH said he is disappointed with the 'Good' result as SLT/Governors have put in significant work over the last 3 years to address budget deficit and underfunding issues. All of this is reflected in the minutes and been challenged and overseen by DCC FIPS etc. <p>SJB said challenge needs to be demonstrated in minutes. Paperwork must be in place to show what was agreed at governors – showing work to be carried out and costings</p> <p><i>FC asked if we can go back to auditor and ask for reasoning behind this years 'Good' judgement instead of 'High' despite her narrative describing improvements on the 2017 audit?</i></p> <p>AR/KH said this is doubtful</p> <ul style="list-style-type: none"> - SDP needs to be linked to school budget - Inventory – we only need 1 inventory not separate inventories for IT or furniture etc. <p><u>AR will now photograph classrooms as 'proof' instead of having a written inventory</u></p> <p>SJB informed the governors that when the SDP is done April-April it will be linked to budget – e.g. CPD or staffing budget line.</p>	AR
7	75.125	<u>FIPS</u>	<p>AR explained as we are under FIPS monitoring she has to send report to FIPS by the 10th of every month.</p> <p>Reports are checked over by our Finance Officer.</p> <p>This month we have a higher than predicted budget deficit due to emergency kitchen repairs – the cost of a server shutter (replaced due to fire regulations) and emergency and costly asbestos removal (not shown on NPS survey).</p> <p><i>KH asked why does this not come from the capital budget as it clearly not a revenue item and impacts on the present student cohort funding gap?</i></p> <p>AR had previously asked Paula McCree, project Manager (North Devon Area) at DCC to fund this. DCC refused as the school has to make these types of repairs unless put onto DCC Capital Maintenance Scheme.</p>	AR

			<p>AR mentioned that the capital budget is in a deficit. Overall our remedial works amount to £250,000.00 but we receive just over £8,000.00 per annum from by DCC.</p> <p><i>PH asked who governors could meet to challenge this and get some of our work done through capital budget?</i></p> <p>AR said it will be PM but emergency works need to be planned 3 years in advance which Governors found incongruous.</p> <p><i>KH do we write a letter to DCC regarding managing the revenue budget to cover the capital budget?</i></p> <p>AR explained to FIPs why the deficit had changed. Although FIPs are aware communication with the different departments within DCC does not appear to be effective.</p> <p>SJB said this monitoring report demonstrates that we have a significant funding gap.</p> <p>Teachers' pensions have gone up from 16.48% to 23.68% and we are still awaiting the agreed funding from government to be put into our budget this will bring the deficit down. This should be evident in the November FIPs report.</p> <p><i>PH asked what the % is?</i></p> <p>SJB explained that the staff pay a % of their wage and it's matched by employer.</p> <p>AR clarified that NI is separate to this. DCC will continue funding uplift in teachers' pension for next 3 years.</p> <p>October FIPs report figures are not accurate due to the teachers' pay awards (increase not yet confirmed by DCC) and pension uplift. Figures should be confirmed and in the Pay Policy at the November meeting.</p> <p><i>FC queried if we need to tell DCC 3 years in advance for emergency/capital repairs now?</i></p> <p>AR stated that DCC advise that we start to make repairs now so that in 3 years' time the repair cost won't be as high.</p> <p>PH asked to meet with Paula McCree. <u>Agreed by all governors for her be invited to a governors meeting to talk about revenue, capital and forward planning.</u> AR to contact Paula McCree to arrange this.</p>	
8	75.126	<u>Financial Skills Matrix</u>	<p>AR handed out FSM forms to all governors and for Governors to complete, this will show if governors have the necessary skills to challenge the school finances/budget. Completed forms to be handed back at the November meeting.</p> <p>KH questioned roles boxes. AR advised all governors complete Finance Governors section. <i>PH asked if governors are providing AR enough support?</i></p>	AR

			KH said difficulty came from not having a governor with high level financial skills to help AR. Governors are actively looking for appropriate person to support AR.	
9	75.127	<u>GDPR</u>	<p>AR brought GDPR breach to the attention of Governors. AR shared the timeline of the breach from start to finish, following advice from the DPO.</p> <p>Staff have since been reminded about what they should/should not put in emails.</p> <p>AR also reported that we have received (this week) student information from other schools which we should not have received. <i>KH asked if we report this back to those schools?</i> AR confirmed that we do and we also let the LA know.</p>	AR
10	75.128	<u>2018-19 Data Analysis</u>	This section was deferred to the next meeting to allow proper time to analyse the data – particularly ICT.	CCB
11	75.129	<u>Parent Survey</u>	<p>This item has been deferred until the November meeting. MD to upload the document to Governor Hub prior to the meeting.</p>	MD
12	75.130	<u>ICT Infrastructure</u>	<p>CCB shared a presentation which showed the previous and current ICT staffing, ICT projects and ICT data</p> <p><i>BR asked do we need new servers due to the Aprox contract?</i> CCB confirmed this was the case.</p> <p>CCB stated that the main issues are:</p> <ul style="list-style-type: none"> - access to desktop for LS and MS as US data shows the loss of student skills during baseline assessments - Staff desktops etc need replacing as over 10years old. We can buy in bulk (this is expensive), loan, or keep current desktops for another year. - Strategic management. CCB had taken over line management of ICT but doesn't have the specialist knowledge or capacity to do the strategic management of ICT. SJB advised governors that we need to have a specialist advisor/manager so SBM can make recommendations to SLT and Gobs. <p><i>PH what is in the budget to cover this?</i></p> <p>SJB before the ICT manager left he and CCB wrote a 3 year spending plan.</p> <p><i>BR asked if we are directed to use Microsoft?</i></p> <p>CCB yes due to accreditations in Upper School.</p> <p>CCB have to consider impact on teaching and learning of our students. 10 minute tasks take hours on our 10 year old PC's.</p> <p>SJB stated that the iPad project has added extra pressure on infrastructure.</p> <p><i>PH asked about iPad budget</i> – SJB said there were hidden costs on iPad apps and insurances etc as funding was not given from DCC for this – just the hardware.</p>	CCB

			<p>CCB has asked Ap.rox for 7 month plan and costings.</p> <p>SJB mentioned that ICt data between boys and girls and PP shows significant differences.</p> <p><u>It was agreed that we consider to scale back iPad use and not to replace them when they come to the end of their life.</u></p> <p>KH suggested there is more data analysis to better benchmark and this is reported at next meeting and set up task and finish group to make considerations for strategic strands at November meeting, At least 1 Parent Governor and 1 Staff member in this group. Final outcomes to come to January GB meeting.</p>	
13	75.131	<u>Board of Governor Vacancies</u>	<p>Vacancies have been advertised for finance governor and clerk (internal)</p> <p>Governors have been proactive in speaking to personal contacts to see if they would be interested in becoming a finance governor. KH had two contacts but they are not able to, They will advertise the vacancy on the North Devon Accountancy website. PH had spoken to 3 also not able to take up the position – 1 is a partner at Thomas Westacott Accountants, who will share the vacancy with their employees. PH to share contact information with SJB.</p>	KH
14	75.132	<u>Portfolio Holders Report</u>	<p>BR had meeting with R Challis before tonight's governors meeting. It was a very good RSE/PSHE meeting and they will meet every ½ term. BR is looking forward to working with RC to see what RC will bring in the future to PSHE/RSE</p> <p>CB met with T Winter regarding careers and personal development. TW is doing a fantastic job. TW is benchmarking our gaps and has improved strategies to decrease gap. TW is starting the final units for the Level 6 Careers Advisor which will enable her to train other staff. CB will be involved in mock interviews and work experience visits.</p> <p>CB also met with SJB about appraisal/performance management today.</p> <p>CB went on the New Governor Induction training course. The training was positive and she met 4 SEN Governors at that training. CB is going on a SEN training course in November. CB also attended the internal Safeguarding training CCB to send presentation to MD for MD to upload to Governor Hub so all Governors can access it.</p> <p>BR attended the Ofsted Inspection training. BR to share handouts at the November meeting. BR to confirm to MD regarding New Governor Induction training.</p> <p>KH and CA had conducted the HT Appraisal process with HT and SIP</p>	Govs
15	75.133	<u>Effective Governance</u>	<p>KH noted that a variety of items were discussed at tonight's meeting and thanked governors for their time.</p>	KH

