

MEETING 110 – PART 1 - MINUTES of Full Governing Board Meeting 23rd March 2023 - hybrid

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB		5.00pm- 7.10pm	Lorraine Ovey	LO		5.00pm- 7.10pm
Jennie Harvey	JH		5.00pm- 7.10pm	Martin Bevan	MB		5.00pm- 6.00pm
Alison Rubenchick	AR		5.30pm- 6.00pm	Amanda Burrows	AB		5.00pm- 7.10pm
Hayley Hardy	HH		5.00pm- 7.10pm	Michaela Morris	MM		5.00pm- 7.10pm
Ben Mitchell	BM		5.00pm- 7.10pm				
Apologies	Initials		Reason	Apologies	Initials		Reason
Cathy Scoffield	CS		Family commitment				

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.	110.142	Apologies	Apologies received prior to the meeting from Cathy Scoffield. CB announced Peter How's decision to resign as a Governor and will expand on this under Section 7.
2.	110.143	Declaration Pecuniary/non-pecuniary interest	No conflict of interest or declarations of pecuniary/non-pecuniary interests were declared.
3.	110.144	Minutes of February 2023 – Part 1 and Part 2 Part 2 – 3 rd March Extraordinary Meeting Minutes	Part 1 Minutes: Apologies from CB for not being able to upload the minutes from the Extraordinary meeting earlier. HH's wellbeing portfolio visit was cancelled due to staff sickness and needs to be re-arranged. Benchmarking information to be presented at the May meeting. Applications for teaching vacancies have been received in school; CB will be part of the interviewing process.

			<p>Please see update regarding MB's Spot Check visit/updates in Section 4. CB to arrange visit into school after Easter to meet with AR to check the Single Central Record.</p> <p>Part 2 Minutes: HH declared she had no sight of these due to an error in the Governor Hub.</p> <p><u>Part 1 and Part 2 Minutes along with the Extraordinary meeting minutes were approved as accurate records.</u></p>
4.	110.145	<p><u>Premises, Health & Safety</u></p> <ul style="list-style-type: none"> - Spot Checks Premises Updates 	<p>MB reported that due to other commitments it has proved difficult to write and submit a report as promised. However, MB met with the Premises Manager, PS and also with DCC, South West Norse and Cathie Hamilton (CH) to discuss concerns/issues with the new building. Whilst in school the Team Teach books were being worked on by staff and therefore spot checks have been postponed. MB will review the Team Teach books next week.</p> <p>MB informed the new build is going to be 5 weeks late, mainly due to issues around the sports hall. MB will attend an update meeting on 5th April with DCC, South West Norse and CH and will report back on this at the next FGB meeting..</p> <p>MB has raised issues with the hall's ceiling lights in the Sports Hall and; South West Norse will report on life expectancies on LED lighting at the next meeting. Carpets have been signed off and cannot be changed at this stage. MB suggested these are replaced with more appropriate flooring when worn out. JH shared it has been very frustrating when arguing the case for hard flooring to be fitted rather than carpet. The only area with hard flooring will be the hall and around sinks. MB reported PS's concerns on size of drainage holes used on the roof and will meet with him to clarify builders' rationale. LO asked which is the new end proposed date? This is set for 23rd June 2023. BM asked if the delay will impact on the new students arriving? JH explained that a planned transition is in place and delays in the new build should not affect the students. LO asked if the carpark and other outside area will be affected? MB explained the builders' compound will be greatly reduced and that area finished accordingly. BM asked what happens if they then delay another 5 weeks? JH replied existing classrooms will need to be juggled around. MM asked about school involvement with finishing touches? MB shared the premises team are able to work on these.</p>
5	110.146	<p><u>Policies</u></p> <ul style="list-style-type: none"> - Equality Objectives and Information - Governors Annual Statement - Pupil Disciplinary 	<p>Governors had sight of all Policies prior to the meeting. Equality Objectives and Information – CB made suggestions with formatting and confirmed it is to be reviewed every 4 years. CB asked whether an action plan would be formulated for the Equality Objectives. JH stated that this would be developed separate from the School Development Plan – <u>Policy agreed.</u></p> <p>Governor Annual statement – <u>Policy agreed.</u></p> <p>Pupil disciplinary and grievance committee – it specifies the terms of reference for the first and second committee and has been re-written by CB. CB asked if the title needs to be changed? AB feels the formality is probably necessary. AB</p>

		<p>and Grievance Committee</p> <ul style="list-style-type: none"> - Feedback - Work Experience - Overtime - TOIL - Pay Policy 	<p>suggested to change the name to Disciplinary, Grievance and Complaints Committee Structure. MD to check if it is acceptable to alter name, if so will do so. <u>Policy agreed.</u></p> <p>Feedback Policy– optional policy – <u>Policy agreed.</u></p> <p>Work experience – <u>Policy agreed.</u></p> <p>Overtime – CB informed this is a DCC policy which was reviewed in 2019. <u>Policy agreed.</u></p> <p>TOIL – <u>Policy agreed.</u></p> <p>Pay policy- this was reviewed last November but AR suggested to put it forward again to ensure everyone is familiar with it. JH explained it had been amended to allow recruiting an ECT on a more appropriate pay scale. <u>Policy agreed.</u></p>
6	110.147	Finance	<p>AR presented the Budget Plan. Deadlines have been brought back to 24th March 2023; and wages come out on 25th March 23 and this has proved tricky to reflect. JH and AR met to review figures and staffing and an agreement not to change staffing structure was made. AB asked how does the school determine recruiting new staffing without having accurate numbers? JH explained recruiting needs to take place now as this was the most opportune time within the academic year and are pressurising the 0-25 Team to confirm numbers. MM asked how the teachers are budgeted? JH replied they budget for the highest paid teachers, and there will be a saving if this does not happen. AR reported DCC have lost a few Finance members of staff and the Finance Consultant assigned to Lampard does not have experience with special schools and therefore the decision to not subscribe for this service next year would be sensible. CB asked how much the subscription is? This is around £600 per year. AB asked if we don't buy into Devon, who externally is there to draw on when advice needed? AR shared HR1 and Auditors and the audit checks and legalities will continue by DCC. AR reported there are some discrepancies with the information given to the school by DCC. AR met with the Finance Officer at Pathfield and they are in the same situation. AR shared there is provision in the budget to update the MS toilets which does not have to be spent by a certain date and AR is proposing to spend the money which is for energy efficiency purposes in modernising the dungeon by kitting it out to support students with their Life Skills. CB asked when would this be proposed? AR replied it would be in April, but has still not been provided with the figures. AR reported DCC have queried the request to publish and lock the figures but then informed 0-25 Team will be coming into school to discuss funding, but this is once the figures are locked. AB asked when more accurate figures will be shown? The expenses are not likely to change. AB feels it is important for a Governor to visit AR to show due diligence has been applied. MM to agree a date to visit AR in school after the Easter break. AR to email possible dates. BM shared it would be useful to have some narrative with the figures. AB is happy to go through the figures in more detail and suggested for some finance training for Governors to allow them to understand the figures presented. JH asked if MM would be able to do this for the governors? MM would be happy to do</p>

			<p>this and asked by when? CB feels this is not necessary to be done before the next meeting. MM asked if the finance report are included in the Head Teachers report? CB replied it is done separately.</p>
7	110.148	Governors	<p>PH wished for Governors to be informed of the reasons for his resignation which are family related and will involve him needing to provide ongoing support. CB will be sending a letter to thank him for his support over the last 12 years. MB is happy to continue to cover in the premises role for the time being. No parents have applied for the parent governor vacancy. There are now 2 co-opted and 1 parent governor vacancies. MD sought advice from Devon Education Services who have informed it is possible to reconfigure the Governing Body. Juliet Hughes informed the Governing Board can consider reducing the number of governors, for example to 2 parents and 2 co-opted with 2 foundation, one headteacher and one staff governor. Governor staffing to be reviewed at the June meeting. JH to speak to staff and report on any interest. JH suggested to speak to Mim White from Petroc to consider their staff. CB asked for governors to think of ways forward and present these in June. BM suggested recruiting a governor with the same expertise in the building industry to cover the portfolio responsibility for Premises, Health and Safety and Team Teach.</p> <p>Decision regarding TEAMS/ZOOM: JH suggested continuing with Zoom to include HH, but HH reported she feels Teams is safer and she can, if necessary attend via phone, but reported she prefers attending in person. MM is happy to continue to use Teams as due to her changed job role it is tricky for her to attend in person. CB proposed to move to Teams and dispense of Zoom and all governors agreed.</p> <p>Clerk to Governor vacancy update: CB and JH have discussed and investigated a number of options. SG has agreed to continue as minute taker for 10 meetings per year with MD continuing to provide all admin support. CB feels this could prove problematic if MD's role expands; therefore the Clerk to Governors vacancy remains open and as an interim solution the current arrangement continues.</p> <p>CB shared the Ofsted report has been published and the school is officially 'good'. MM asked if the school has a subscription to the Key? JH reported staff use it and login details can be shared with her.</p>
9	110.149	Strike Action	<p>JH reported more NEU action took place this month but the school remained fully open.</p>
10	110.150	Portfolio Holder Reports	<p>One report has been received from AB who visited the school on Future Fridays and Comic relief day. AB shared it was a good visit and got a lovely feeling of the school. Although CB has not completed a portfolio report, she was in school for the mock interview process and reported it was good to see the pupils developing and growing. CB had been asked by Pathfield school to sit on a hearing which was cancelled at the last moment. CB highlighted the reciprocal arrangement Lampard has with Pathfield and Marland schools. CB has also been involved with the shortlisting for the teacher vacancies. CB will be in school for the interview process next week.</p>

			CB and JH will be meeting to discuss Deputy Head position. BM visited the school today to meet with TW and KN and will submit his report for the next meeting.
11	110.151	Effective Governance	The Ofsted report has been published meaning everyone will have access to it. The report confirms and validates what we know already that Lampard is a good school, the pupils are happy, have a good relationships with staff and peers and are safe and well cared for. The Budget has been discussed. The next meeting will take place on 27th April 2023.