



MINUTES - Meeting 6<sup>th</sup> December 2018

<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>			
	65.968	<b>Agenda</b>	<b>Preparation Notes &amp; Meeting Aims</b>	<b>Led by</b>	<b>Time</b>
<b>1</b>	65.969	<b><u>Apologies</u></b>	Apologies received from Andrew Palmer (B), Fiona Corbin (F) and Julie Hunt (B). PH sent apologies as he will be arriving late.	KH	17:00 – 1m
<b>2</b>	65.970	<b><u>Declaration</u></b> pecuniary/non pecuniary interest	None declared.	KH	17:01 – 1m
<b>3</b>	65.971	<b><u>Minutes of meeting</u></b> 22 <sup>nd</sup> November 2018 & matters arising.	Governors had previous sight of minutes. No comments sent to Clerk. KH and SJB confirmed completed actions- minutes were signed and agreed as accurate.	KH	17:02 – 5m
<b>4</b>	65.972	<b><u>Health &amp; Safety</u></b> - Spot Checks	PH reported to Governors all up to date and accurate.	PH	17:07– 3m

**MATTERS FOR DECISION**

<b>5</b>	65.973	<b><u>Policies</u></b> <ul style="list-style-type: none"> <li>Pay Policy</li> <li>Finance Policy</li> <li>Equality Policy/objectives</li> <li>Accessibility Policy</li> <li>SEN information</li> <li>Gov Allowance policy</li> </ul>	<p>SJB explained that SEN information had not been fully complete. It will be ready to be sent onto KH tomorrow. SJB currently working on the Accessibility policy and Equality policy which will be available for Governors to approve in the January Meeting.</p> <p><b>All other policies agreed by BoG.</b></p>	KH	17:10 - 10m
<b>6</b>	65.974	<b><u>Governor Vacancy</u></b>	BoG unanimously voted for Mr Robinson as Parent Governor who previously sent in his statement. SGV to inform Mr Robinson and invite to next meeting in January.	KH	17:20 - 5m
<b>7</b>	65.975	<b><u>Term Dates</u></b>	<b>New Academic Term dates for 19/20 were approved by BoG</b> with a minor amendment (inset day in November to be moved to 28 <sup>th</sup> October).	SJB	17:25 – 5m

**MATTERS FOR INFORMATION**

<b>8</b>	65.976	<b><u>Careers Programme</u></b>	SJB presented the Careers Programme and explained that information had been sent to governors prior to meeting and that TW will be meeting with Julie Hunt tomorrow in school.	SJB	17.30 – 10m
<b>9</b>	65.977	<b><u>Premises conditions</u></b>	Completed schedule of works was presented to BoG by AR. AR informed governors that the Premises Manager had broken down all costings of work in school and is currently carrying out maintenance work in order to avoid things dilapidating which would mean an increase in repair costings.	AR	17.40 – 10m

			<p>The broken down costings have proven to be much lower than NPS estimated. The report shows the school has made a saving of £31,450 by carrying maintenance work in-house. SJB reported that by having the work done in house, the school is becoming a safer and more respectable environment for the pupils and staff and the staff morale is higher due to the respect, care and consideration PS and NG treat staff with. When the budget is set next February the school will then be able to decide on an affordable figure to spend on further maintenance work and PS will prioritise the areas. It was also reported that all electrical work has been completed and certified. Costings on all work have been reduced. <b>AP asked who funds the in-house work</b> to which AR clarified it comes out of the school budget. CCB spoke about the positive effect on staff to have repairs done straight away and for the pupils not to see the school in a sad state. <b>KH would like a letter to be sent to the premises team to thank them for their hard work and how the positive impact their work is having on the school.</b></p>		
10	65.978	<b>Catering</b>	<p>Due to the success of going in-house with the premises team, AR explained the benefits of coming away from Devon Norse into an in-house catering team. She has recommended we directly employ the current Norse catering team if they would be prepared to leave Norse and be TUPED across. She explained that having an in-house catering team would have a huge benefit by having control over the food and suppliers and therefore being able to improve the menu. The school would cover all health and safety training courses. AR explained that this option would be cost neutral, but more effective. <b>KH asked who owns the equipment in the kitchen</b> to which AR clarified it all belongs to the school and not Devon Norse. <b>KH put forward the proposal to move away from Devon Norse and all governors agreed.</b></p>	AR	17.50 - 10m
11	65.979	<b>GDPR</b>	<p>AR explained the GDPR update which advises that all governors adopt a school email address instead of using their own personal ones. BoG did not agree with this proposal due to the number of email accounts they currently hold and are fearful they would miss important emails. It was therefore agreed that all information for Governors would be uploaded onto the secure web page and <b>not</b> emailed. <b>Website password to be changed asap by BP.</b></p> <p>Regarding the DPO role, AR reported that other SENTient school have felt it is worth paying into the service. Governors felt this was worth doing and for AR to report to governors at the next meeting.</p>	AR	18.00 – 10m
12	65.980	<b>Staffing structure</b>	<p>SJB informed that Gillian Douglas did not produce a report but that Jackie King's SiP report has been fed into the staffing structure changes regarding roles and responsibilities and effective deployment as well as raising the UPR staff's profile in terms of their responsibilities in line with the career progression. SJB explained that at present the school is running at a loss in terms of staffing costs and spoke about whether the decision that needs to be made moving forward should be whether to reduce staffing costs or increase the number of pupils and classes. At the moment the main focus is to build on the quality of teaching and making sure every member of staff is working at the required level in line with their role. In terms of staffing absences SJB explained that she has been working closely with AR and have been applying the Absence Policy very thoroughly and fairly as well as looking at absence</p>	SJB	18:10 – 15m

			<p>figures. She reported that there has been a slight improvement in attendance percentage but the school is still running on some weeks at a 10% lower staffing level due to long term illness. SJB said the school is working closely with HR regarding absence and have put their suggestions in place. Staff are aware that termly reviews regarding class staffing structures will be taking place and we have just actioned our first staff moves based on student needs. SJB informed governors that the recent staffing absences put an enormous pressure on other members of staff and that she needs to ensure that school is robust and resilient enough to stand a certain percentage of absences. SJB spoke about the positive effect of being part of the whole school community has on the positive mental health of staff and that there feels a strong camaraderie amongst them. They ensure they all work together to ensure that all student needs continue to be met when staffing levels are lower than usual due to sickness.</p>		
13	65.981	<u>Attendance (postponed from Nov)</u>	<p>Attendance Students Academic year 17/18 was presented and explained. The overall attendance at school is lower than the national rate but this has been due to a big increase in pupil's illness. SJB mentioned that a significant amount of work has been done around attendance, new registration timings have made a positive impact, holiday requests from parents will be reviewed in the near future. Good attendance is celebrated in school with the pupils.</p>	CCB	18:25 – 10m
14	65.982	<u>Satellite Provision</u>	<p>SJB explained about the potential SEN Satellite Provision based at East-The Water. This would suit a particular phase within the school's current cohort. There is an available building identified through a free school application which is in good condition and built as 'autism friendly'. The NAS build it and was designed with an autistic child in mind. SJB is waiting for the LA to get back to Lampard with a date to meeting in January 2019. If this project went forward, it would have to be financially viable and it could provide the school with extra space for a particular phase. Keith Bennet who has already opened two satellite provision is due to visit Lampard to advise SJB, KH and AR, who will then consider this option further. SJB will put together a business plan with guidance from the BoG.</p>	SJB	18:35 – 15m
15	65.983	<u>Holiday Club</u>	<p>Holiday Club Feedback was presented and governors were informed that it was successful. A total of 17 pupils accessed it and the feedback was very positive. 1:1 support for some students and the cost of extra staffing was covered by those specific families. SJB spoke about the huge amount of work that goes into organising it and that it may run at a loss next year as there is no local community funding to access any more. CCB feels strongly that it is important to keep it running as it is significant for the students and for the school's positive reputation within the community. <b>EP reinforced the importance of it for a parent whose child is due to start at Lampard and it is really beneficial for that child to have access to the environment it provides.</b> She shared that having a routine and structure during school holidays for her child to attend helped him a lot in previous years and is important for the school to continue to provide this service. BoG agreed it should go ahead and that the school will need to put to one side a small amount of money to get it going and set it up. <b>KH would like KA to receive a letter thanking her for all her hard work and efforts in running this club.</b></p>	SJB	18:50 – 10m



**LAMPARD BOARD OF GOVERNORS**

<b>16</b>	65.984	<b><u>SDP Updates</u></b>	SJB briefly informed BoG that the School Development Plan continues to strive forward. All governors were sent the individual feedback against each objective which linked governors can follow up on with specific questions or to see evidence. She also has written a brief overview of progress of all objectives, in the Headteacher's report.	SJB	19.00 – 10m
<b>17</b>	65.985	<b><u>Headteacher's Report</u></b>	This has been uploaded onto the Governors secure website for their information.	SJB	19.10-10m
<b>18</b>	65.986	<b><u>SENtient</u></b>	Nothing to feed back.	SJB/KH	19.20 - 5m
<b>19</b>	65.987	<b><u>Portfolio Holders</u></b>	Review Portfolio roles and commitments	Governors	19.25 – 5m
<b>20</b>	65.989	<b><u>Effective Governance</u></b>	KH felt it was a really positive and informative meeting and thanked all attendees wishing them a very Happy Christmas and New Year (for those he would not see in school prior to end of term)	Governors	19.30 – 5m