

**MEETING 103 – PART 1 - MINUTES of Full Governing Board Meeting  
30<sup>th</sup> June 2022 – Via Zoom**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine	CB	Co-opted	16:57/19:53	Maria Dyer	MD	Clerk	16:50/19:53
Ben	BM	Co-opted	17:00/19:53	Lorraine Ovey	LO	Staff	16:59/19:05
Sam	SJB	Staff	16:57/19:35	Amanda Burrows	AB	Foundation	17:13/17:30
Cathy	CS	Co-opted	16:59/18:45	Hayley Hardy	HH	Parent	16:59/19:53
Apologies	Initials		Reason	Apologies	Initials		Reason
Peter How	PH	LEA	Holiday	Stacey Slade	SS	Parent	Unspecified
Elaine Penfold	EP	Parent	Unwell				

<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>		
1	103.46	<b><u>Apologies</u></b>	PH, EP apologies received prior to the meeting. CS and AB will be leaving early due to prior commitments. Above apologies and reasons for early leave were sanctioned.  SS – no apologies were received.
2	103.47	<b>Declaration</b> Pecuniary/nonpecuniary interest	No declarations were made

3	103.48	<b>Minutes of:</b>  May FGB Meeting – Part 1  May FGB Meeting – Part 2	Outstanding actions from the May FGB meeting: <ul style="list-style-type: none"> <li>• H&amp;S Audit – This will be mentioned under Item 4</li> <li>• Updating the placement of the school uniform photos in the Family Handbook – this has been done</li> <li>• Webcam for gov meetings – MD mentioned we have looked into fitting a wide-angle camera for future meetings, to enable face to face and virtual joint meetings. It will cost approximately £1,000, SBJ and AR (School Business Manager) propose Governors trial the existing camera for the July meeting.</li> <li>• Foundation Governor – this will be covered in item 7</li> </ul>
			<ul style="list-style-type: none"> <li>• HH to share training information with Governors – These are available on Governor Hub</li> <li>• CB and the Deputy Headteacher attended the SWALLS meeting and will <b>discuss findings at July meeting. CB will share PowerPoint with MD to add to the Hub.</b></li> <li>• Tackling persistent absenteeism – discussions will be held under item 11</li> <li>• Stakeholder survey results – see item 9</li> <li>• LO – literacy and maths presentations are guides for families to do at home and will be on our school website very soon.</li> </ul> <p>Part 2 actions have also been completed.</p> <p><u>Minutes agreed as a true and accurate record</u></p>
4	103.49	<b>Premises, Health &amp; Safety</b>	<p>MD had a conversation prior to the meeting with PH. MD reported to the board that PH has spoken with the Premises Manager and all appears to be ok, although PH has been unable to attend Lampard to check the books this month. PH also mentioned the H&amp;S Audit was taking place on the 22<sup>nd</sup> June, however due to the Auditor having Covid this has been postponed to 20<sup>th</sup> July.</p> <p>PH also mentioned to MD the planning application for the boundary fencing is due to be submitted soon, and he will update the board at a future meeting.</p>
5	103.49a	<b>Term Dates</b>	<p>It was proposed that the inset day on 17<sup>th</sup> April 2023 be moved to 3<sup>rd</sup> January 2023 to enable a smoother transition following the Christmas break. The inset day on the 30<sup>th</sup> June was moved to the 3<sup>rd</sup> July to avoid clashing with the Year 11 leavers events, as they leave school on the last Friday in June.</p> <p><u>The board approved the changes</u></p> <p><b>MD to: Share revised calendar with staff, update our school website (calendar &amp; letters home sections), and inform Devon County Council (DCC).</b></p>

6	103.50	<b>Policies</b> RSHE Communication Probation	<p><b>RSHE policy will be brought back to the July meeting</b> as Governors have asked for a 'Preparation for Adulthood' item to be added to the 'Aims' section.</p> <p><b>SJB to speak to the policy holder regarding this revision.</b></p> <p><u>Communication and Probation policies were approved</u></p>
7	103.51	<b>Governor Items</b>  Foundation Governor  Objectives	<p><i>Foundation Governor</i></p> <p>CB informed Governors that at the recent SENTient Trust board meeting AB was approved to be our Foundation Governor</p> <p><b>CB asked AB – What do you think you can provide that would enhance our Governing Body and indeed the education offer we can make to our students?</b></p> <p>AB is currently new into a role at the Breakthrough Transformation Trust and previously worked at Babcock LDP, and has recently worked with some of our Governors during our Headteacher interviews AB also met SJB a few years ago at Lampard in her role as SEN advisor. SEN</p>

			<p>has always been her passion, and during the recruitment and selection process for the Headteacher position she felt she worked well with and related to the other panel members. Noting that their ethos and outlook is similar to hers she would like to maintain links within the DCC special education sector and feels with her school improvement and leadership skills she can offer support and challenge via the governing board. Professional skill is her main offer but she has also been a Governor at four other schools previously and within other local authorities.</p> <p><b>SJB – every governor has a portfolio and wanted to know if AB would be interested in taking over the quality of education portfolio as her skills set can bring a lot to this role?</b></p> <p>AB – absolutely, as long as the board are happy to vote her in today. Her new CEO has agreed she can complete Lampard School governor business as part of her professional role.</p> <p>AB left the meeting at 17:25 to allow the panel to discuss her application to be the Foundation Governor.</p> <p><u>Following discussions, it was unanimously agreed that AB should take up the position of Foundation Governor and agreed it is a very positive development to have her join our board.</u></p> <p>AB re-joined the meeting at 17:29 and CB advised her of the Board’s decision.</p> <p><b>MD to share new governor paperwork and induction information with AB</b></p> <p><i>Objectives for 2022/23</i></p> <p>CB informed Governors this is an important part of work that feeds into the School Development Plan (SDP). After a meeting with SJB &amp; the Deputy Headteacher on 17<sup>th</sup> June they came up with some key areas to focus on and that the gov’s can achieve.</p> <p>It was felt that 4 objectives were appropriate. These objectives are:</p> <ul style="list-style-type: none"> <li>• Attendance <ul style="list-style-type: none"> <li>○ The attendance figures are much improved but are still struggling with persistent absenteeism due to illness. Understanding how behaviour, anxiety etc can affect attendance and looking holistically at how we can help these students. If we can’t get students into school they can’t make their best progress, and this year we are piloting strategies to help these students. In the staff survey understanding SEMH needs was identified as a topic and this sits within this.</li> </ul> </li> <li>• Online safety <ul style="list-style-type: none"> <li>○ Many of our students increased their online activity during covid lockdowns to communicate with their friends, in a way</li> </ul> </li> </ul>
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			<p>they have not necessarily needed to do before. Many of our outside of school incidents are linked to online safety and the consequences of saying something online they would say in person. We need to address their understanding – to make our students digitally literate but also to be safe.</p>
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			<ul style="list-style-type: none"> <li>• Curriculum             <ul style="list-style-type: none"> <li>○ Deputy Headteacher will bring quality assurance to the next governor meeting, and will equip tutors to be able to give parents better information on the progress their child is making,</li> </ul> </li> <li>• Impact of White &amp; Green Papers (Government intent by 2030 all schools to be part of a MAT).             <ul style="list-style-type: none"> <li>○ After the last sentient meeting it was agreed to set up a subgroup to gain more information for governors and schools as to what that means for us. CB is a member for this. The subgroup have agreed to hold a conference on 12<sup>th</sup> October with 5 representatives from each school to attend. We are mindful of the government's agenda but are also gaining the information we need to take steps forward Which are in the best interests of our school.</li> <li>○ Our School Improvement Partner (SIP) partner spoke to SJB and CB in depth about the pros and cons of joining a MultiAcademy Trust (MAT) her advice was to give ourselves time to choose the best option possible.</li> </ul> </li> </ul> <p><b>SJB added at the July meeting she will provide more detail on the objective/action plan, and the Interim Headteacher will bring the final details in September.</b></p> <p>CB added that more work needs to be done on these but we will revisit them during the next academic year.</p> <p><b>BH asked if we need to vote on these objectives at this stage as they are still in development?</b>          CB replied that we need to agree to these in principle to allow Senior Leadership to hone down on these and have clear timescales on when objectives are to be met.          SJB added the objectives are brought before the end of the academic year but the full document comes in September.</p> <p><b>BH asked if Ofsted come in the second half of the Autumn Term not this term, will it be the new objectives they will want to talk about?</b>          SJB confirmed it will be the new objectives that Ofsted will talk to Governors about, and each Governor will be linked to an objective so they are confident to speak about their area.</p> <p><b>BM also asked if there were any objectives that were borderline and cut or were these 4 standout?</b>          SJB starts pulling these together from February 2022 onwards. There were 7/8 objectives but are very closely linked so by being smart with the objectives it allows us to better train staff and allow them to consolidate their learning e.g. attendance and behaviour are linked, how to support students with SEMH etc. Therefore, by being clear with our intentions we have pulled them together and came up with 4 clear objectives.</p> <p><b>Item to be revisited in September and throughout the next academic year</b></p>
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8	103.52	<b>Pupil Numbers</b>	<p>SJB informed the board we are at 148 students from September. A place opened up due to a student moving provision and that space was filled within 2 weeks.</p> <p>We will ensure we give as much transition as possible for the new student.</p>
9	103.53	<b>Stakeholder Surveys</b>	<p>SJB shared the results from the staff and parent/carer surveys. Although the response was small the results were overwhelmingly positive. Unfortunately, as no names were given with less favourable responses SJB was unable to follow these up, but these comments are noted and we will work hard to bring even greater improvement next time. SJB will work with the Deputy Headteacher to increase the number of responses received when we do the next stakeholder survey.</p> <p>BM was pleased to see such positive comments from staff and parents/carers. The staff survey shows that staff feel able to make less favourable comments without fear of repercussions, and that parents/carers felt they are listened too.</p> <p>CB echoed BM's thoughts and that it was great to see increases in the strongly agree/agree choices. It was also good to see that despite some negative comments in the parent/carer survey 100% of respondents would 'recommend Lampard to another family'.</p> <p>Prior to the meeting, HH asked One staff commented 'I feel that the staffing structure is a bit top heavy and sometimes there is miscommunication.' Is there any feedback from that?</p> <p>SJB replied she spoke to SLT and also CB, and feel that maybe we protect staff with regard to the amount of work we do e.g. consultations that go beyond the school day to day and also the amount of strategic work that needs to be undertaken. , It should be noted that when benchmarked with other SENtient schools there are no concerns about the number of leaders.</p>
10	N/A	<b>Comfort Break</b>	Governors took a break of five minutes

11	103.54	<b>Attendance</b>	<p>During our recent SIP visit it became clear we need to have clear targets on how we are going to increase our attendance, especially amongst those who are persistent absentees.</p> <p>Our new targets will involve a holistic approach, as we have some students who have high anxiety which impacts on their attendance at school. We will be piloting Wellbeing Plans with some of our older students and will roll these out with other students if they are successful. We are also able to track our low/medium/high priority students during our daily attendance checks and take the appropriate action depending on where an absent student sits within the priority list.</p> <p>As of today, our attendance level is 83.39%</p>
			<p><b>CB - Will we have a strategic plan in September and will this sit within the SDP?</b> SJB – yes and it will be more targeted to identify trends earlier, focus on pastoral support and the higher end of student anxiety where they don't receive support from CAMHs – how can we bridge the gap will be identified.</p> <p><b>BM – What is PPG/Non-PPG and PLG's?</b> SJB – PPG is students who are eligible for Pupil Premium. PLG is the personalised learning goal and we have regular meetings with parents/carers to review targets.</p>
12	103.55	<b>TLR3</b>	<p>LO shared her TLR3 – Decision Spelling presentation.</p> <p>HH said the presentation was positive. SJB added as well as adding it to the TA/teacher induction that LO has regular opportunities to share training but to also imbedded this into the training so that should a member of staff leading this skill doesn't get lost with them.</p> <p><b>BM asked if decision spelling is a method widely used elsewhere?</b> LO came across decision spelling in a pervious school and it is used with some other TLR schools. Decision spellings allow students to decide and to reason as to why they chose to spell the word that way, and to question their choices to make the correct decision. It enables students to really listen to the sound of a word so they have a strategy to use to help them spell more difficult words.</p> <p><b>BM have you had students that have challenged the spellings of words?</b> LO there have been, and for some students it is about being phonetically plausible. Instead of the traditional spelling test but we do a 3-point quiz. 1 point to segment the word, 1 point to phonetically plausible or if they use the correct diagraph, and other point if it is spelt correctly. So, no student will get 0 points which encourages them all to try. CB thanked LO on an excellent presentation.</p>

13	103.56	<b>Portfolio Holder Reports</b>	<p>HH has attended 3 courses – Making Sense of Autism, Headteacher Work/Life Balance and Wellbeing, and Parent Engagement. HH found all courses interesting and has shared the training information on Governor Hub.</p> <p>HH will meeting with SJB and the Wellbeing Group on 11<sup>th</sup> July to discuss the Wellbeing Charter. She will then meet with the School Business Manager to discuss finance matters.</p>
14	103.57	<b>Effective Governance</b>	<p>CB summarised the meeting. We have appointed a Foundation Governor whose experience and skills will be used to enhance our education offer. We know what staff and parents think from the stakeholder survey data and this has been very positive and will inform further improvement.</p> <p>It has been wonderful to hear about the positive impact of TLR3 – Decision Spelling has had on our students, and the plans in place to future proof this should those staff who know how to use it leave Lampard.</p>