

MEETING 101 – PART 1 - MINUTES of Full Governing Board Meeting  
28<sup>th</sup> April 2022 – Via Zoom

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Elaine Penfold	EP	Parent/ Chair	16:55/20:05	Sam Barham	SJB	Headteacher	17:00/20:05
Peter How	PH	LEA	17:00/20:05	Hayley Hardy	HH	Parent	16:55/20:05
Ben Mitchell	BM	Co-opted	16:57/20:05	Lorraine Ovey	LO	Staff	17:01/19:45
Maria Dyer	MD	Clerk	16:53/20:05	Alison Rubenchik	AR	School Business Manager	17:55/18:33
Kristel Norris	KN	Assistant Head - SEND	18:43/19:34	Jennie Harvey	JH	Deputy Headteacher	18:25/18:50
<b>Apologies</b>	<b>Initials</b>		<b>Reason</b>	<b>Apologies</b>	<b>Initials</b>		<b>Reason</b>
Christine Bevan	CB	Co-opted	Family Commitments	Cathie Schofield	CS	Co-opted	Personal Commitments
Stacey Slade	SS	Parent	Unspecified				
<b>Key</b>							
<b>Bold</b> – Action							
<u>Underline</u> – Decision							
Colour - Question							

<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.	101.15	<b><u>Apologies</u></b>	CB and CS apologies received prior to the meeting and were sanctioned.
2.	101.16	<b>Declaration</b> Pecuniary/non-pecuniary interest	No declarations were made
3.	101.17	<b><u>Minutes of</u></b>	<u>Part 1 Minutes were unanimously approved</u> Actions from those minutes/actions arising: <b>MD to add hybrid meeting item to May agenda</b>

		<p>March FGB meeting – Part 1</p> <p>March FGB meeting – Part 2</p> <p>April Extraordinary meeting</p>	<p>MD updated the board on ASR role as an Associate Governor Portfolio Links and Budget Scenario are agenda items today Careers presentation is not yet on the school website due to a technical issue. This is being looked into by our IT Team. <b>Check progress of this item at the next meeting</b></p> <p><u>Part 2 Minutes were unanimously approved</u></p> <p><b>SJB to clarify staff leaving at the next meeting</b></p> <p>Headteacher interview – feedback forms for Governors – this was actioned prior to the interview day. EP also checked information for BM about attending a section of the interviews .</p> <p>EP thanked Governors for their input during the Headteacher interview process, especially CB for all her input and tireless work in recruiting a Headteacher for the school, and also LO and staff for their help during the day.</p>
4.	101.18	<p><b><u>Premises, Health &amp; Safety</u></b></p> <p>- Spot Checks</p>	<p>PH has not been able to meet with Premises Team and SJB regarding the boundary fence. The Premises Manager queried if we are going for a 2m or 3m high fence? SJB confirmed this will be brought to the meeting today by AR. PH will help the team during the process, if any planning permission is required.</p> <p>The Premises Manager informed PH yesterday of what work has been done over the Easter Holidays which included drains in the Middle School playground, flooring in the new Forest School classroom, and the annual legionella checks (via NPS). There are some items that need addressing in the legionella checks, which the Premises Team are in the process of getting this. The items that need addressing are due to externally organised works, not works undertaken by the Premises Team.</p> <p>PH checked all the other premises checks and these were all up to date and accurate. A deep clean also took place during the holidays, and we have now taken delivery of some extra CO2 monitors (26 monitors throughout the school in total). These have provided a good discussion point over ventilation, mainly in smaller office areas.</p> <p>PH added he walked around the new build area, and all seems to be working functionally. A future item of work that needs to be considered by the school is the staff car park, to enable more vehicles to park.</p> <p>The Team Teach books were also checked and there have been no entries since PH last checked.</p>
5.	101.19	<p><b><u>Covid</u></b></p> <p>- Risk Assessment</p> <p>- Wellbeing</p>	<p>SJB mentioned the RA100 (Covid RA) no longer applies, but we have to update our RA22 (general school Risk Assessment (RA)) to add the additional information around ventilation and CO2 monitors etc. This will be available to share with staff tomorrow.</p> <p><b>EP asked if the RA22 will continue to be updated?</b></p> <p>SJB confirmed it will be updated during the annual cycle of updating RAs unless advice is given to change any aspects of it,</p>

			<p>or we need to add any additional measures. As this RA covers the general working of the school, various staff are responsible for certain areas of the document e.g. premises and catering.</p> <p><b>PH asked how attendance has been the first week back after the Easter Holidays?</b> SJB confirmed we have some students and staff who are unwell, either with or without respiratory illnesses. We are still of the mindset that it is understandable that some of our oldest students continue to wear face coverings due to their anxiety. When visitors come in they still wear face coverings. We are carrying on as normal, but have some contingencies in place. We hope to be able to invite parents in to school for the Queen's Jubilee Celebration. It is parents evening next week, some are face to face, some are virtual. The virtual appointments are not all due to Covid anxieties but tend to work better for those families who live far from the school.</p> <p><b>EP asked if the staff absences has impacted on other staff?</b> SJB mentioned the absences since Easter have been a small percentage of staff, so on this occasion it has not impacted greatly on those staff who were in work.</p> <p>SJB acknowledged how challenging last term was for staff, in terms of staff illness and those who were in school taking on more responsibility to help cover.</p> <p>Once we are able to talk about next steps with staff regarding the Headteacher vacancy, it will help reduce any anxieties.</p> <p>SJB added that Senior Leadership (SLT) looked at the Wellbeing Charter, the next step will be to do this with the Wellbeing Group.</p> <p><b>SJB to arrange with HH to meet with the Wellbeing Group before the end of term</b></p> <p>EP thanked all staff for their help at the end of term for the Headteacher interviews, as this would have impacted on their already strained capacity.</p>
6.	101.19	<b>Policy</b> a) Joint Terms of Reference - Marland	<u>The policy was approved</u>
7	101.20	<b>Governor Items</b>	<p>CB end of term for Co-opted role and Chair of Governors</p> <p>EP has spoken to CB, who is happy to continue in her role as Co-opted and Chair.</p> <p>SJB commented that from a Headteacher point of view that CB has been a fantastic Chair and always puts the school in the forefront of all she does.</p> <p>EP added her agreement and is in full support of re-electing her.</p>

			<p>HH added her question had been answered on CB being happy to continue, so was happy to also re-elect CB</p> <p><u>The board unanimously agreed to re-elect CB to both Co-opted Governor and Chair of Governors</u></p> <p>Recruitment Drive</p> <p>SJB informed the board we have a potential person to fill one of the vacancies.</p> <p>MD asked the board to let her know of any potential contacts who might be interested in any of the vacant positions.</p> <p><b>MD to check with SENTient regarding the process of Foundation Governor recruitment/approval.</b></p> <p>Portfolio Responsibilities</p> <p>SJB shared the document prior to the meeting, however a couple of amendments arose at the meeting.</p> <p>MD to make the amendments and re-upload the document to Governor Hub</p> <p><u>The Governors wholly agreed to the proposed Portfolio Responsibilities</u></p>
8	101.21	<b><u>Term Dates</u></b>	<p>SJB presented the 2022-23 term dates and informed the board that staff twilight sessions were being done as full inset days. Where possible inset days have been added to the start/end of a holiday, however the inset day in June is due to it being the best time for us to arrange transition for our new students.</p> <p><u>The 2022-22 term dates were approved.</u></p>
9	101.22	<b><u>Finance</u></b>	<p>AR presented the updated budget scenarios to the board. The programme (Access) the school uses to input their budget was updated after our last Governor meeting, and includes the recent pay increases etc.</p> <p>As we delayed starting some new students it means we have lost a significant amount of income from Devon County Council. However even if we did have those students and funding at present we would still be in a deficit in 2025/2026. At the moment there are some unknowns that could occur over the next five years e.g. staff pay increases, or an increase in school income, which could make a change to our budget/deficit.</p>

			<p>AR is also aware that depending on who is appointed to the Headteacher role this could affect the budget which would alter the forecast.</p> <p>SJB added that staffing is where savings can be/have been made. Since she has become the Headteacher the school has not replaced staff like for like, but have waited to see if replacement recruitment has been necessary. However, she added this year recruitment has been more difficult due to Covid, which has also been experienced by other Headteachers.</p> <p>AR added once we lock our budget it is checked over by DCC. She is yet unaware as to if we will have to reapply to FIPs.</p> <p>EP thanked AR for her work on this.</p> <p><u>Scenario B budget was approved.</u></p> <p>Catering update</p> <p>AR shared some taster meal feedback from the School Council, and added the Catering Team are very proactive and want to try different foods and meet the requirements of our students.</p> <p>Since moving our catering provision in house, we have seen a 46% increase in student meals. Our main concern from moving inhouse was that the previous catering provider sent replacements should a member of staff be unwell. Due to Covid we faced a challenge with two catering staff being absent at the same time. However due to many of our staff having relevant Food Hygiene certification they were able to help in the kitchen to ensure our students received meals.</p> <p>AR added that 50% of our students receive Free School Meals, and only 9% of those bring their own lunch. This is likely due to their needs or not liking the menu choices available.</p> <p>SJB added that when the Assistant Headteacher for Key Stage 4 met with some of our Alumni, they asked if the Catering Team will be providing food when they return to school for a presentation event.</p> <p><b>EP asked if our menu will need to show the calories?</b> AR said at present we aren't required to do this; however, we will follow the Government guidance so will update if necessary.</p> <p><b>EP also asked if students have started to grow some produce for the kitchen to use in their meals?</b> AR responded this has not happened but Upper School are looking into ways of working with the Catering Team.</p>
10	101.23	<b><u>Premises</u></b>	AR asked Governors to approve one of the two options for the boundary fencing works.

			<p>Option one – 2-meter fencing Option 2 – 3-meter fencing, which would require Planning Permission</p> <p>There is some money in the budget for fencing, at the moment it looks to cost around £35,000 however we have a little more set aside to help cover any increased costs.</p> <p>PH added it is a blow that we need to take money from the budget for this, but it was out of our hands that the boundary fence was in the wrong place, and due to site security we need to get it done.</p> <p>SJB added it is a cost that we won't benefit from immediately, however in the future this is an extra area for outdoor learning.</p> <p><u>Agreed to approve this works for the 3m fencing.</u></p> <p>Improvement and repairs – There have been lots of works undertaken, a new CCTV system is in the process of being installed, and a new fence to separate some outdoor space and the Forest School area.</p> <p>It is not yet clear how much work the Premises Team will be able to undertake over the Summer, however a plan will be presented to Governors once the amount of expansion works due to take place during the same period is known.</p> <p>SJB mentioned Fifield's want to give back to the school with a charitable donation via the Considerate Contractors scheme. They will be upgrading our Therapy Room area. <b>SJB to thank Fifield's on Governors behalf for their generous donation.</b></p>
11	101.24	<b>Student Progress</b>	<p>JH presented the student progress data. Tonight's data only shows their attainment but we also track their independence in learning/skills in their subjects.</p> <p><b>JH will report on student independence progress at our next meeting.</b></p> <p><b>PH asked when did the school start to use the new tracking system?</b> JH confirmed we started using the new system in September 2020, so we have four terms of data so far, our fifth term has just been completed.</p> <p><b>PH also asked if we set specific targets, does the system provide generic targets for individual students?</b> JH said with the previous system (Caspa) the targets were generic, however with the new system we can offer bespoke targets for each student. This will occur once we have a minimum of three years' worth of data on the system for them.</p>

			<p>SJB added the data also feeds into progress meetings, which alongside attendance it gives us a clear picture of why certain students might not be progressing as expected in certain subjects. E.g. always being late and missing Phonics, which is done in the mornings. We also use the data for student annual EHCP reviews and PLG meetings.</p> <p><b>EP asked if the data flagged up any students that have made more or less progress than expected?</b></p> <p>JH this was evident mainly for our new students due to their previous setting's assessments not matching our baseline or where they previously had a 1:1 teaching assistant who would help them complete their work. Some current students who were making steady progress pre-Covid, have not continued with this level of progress, and some students who have moved phase or class have struggled with this transition, so haven't accessed their learning as well as they could. Despite this we have not been surprised by this.</p> <p>SJB added the data is a good starting point to further discussions especially for students making least progress, but also those exceeding their expected progress, which enables us to check our pathways going through school are suitable for all learners.</p> <p><b>PH what will Ofsted make of this compared to where we were 3 years ago?</b></p> <p>JH we are tailoring our assessment approach to meet all students needs. We have a bespoke curriculum and assessment process. We are always seeking the next step. Evidence for Learning adapt their programme/app to suit our wants/needs. This is all criteria that should stand out to Ofsted.</p>
12	101.25	<b><u>Residentials</u></b>	<p>SJB informed the board due to potential staffing issues due to Covid, it was decided by the school not to have residential trips this year. However, activity days were to take their place. Middle School are currently at St Georges House, and we have booked again for next year.</p> <p>We use Catch-up and Pupil Premiums to help cover most of the costs so that all students have the same opportunity to attend an enrichment activity.</p> <p>Next year we will start the payment plan in September to allow families a longer time to be able to make payments towards the activity week or residential.</p> <p><b>SJB to share the Residential/Activity Week document with MD to upload to Governor Hub</b></p>
13	101.26	<b><u>SEND Green Paper</u></b>	<p>KN presented information to Governors on the latest SEND Green Paper Report.</p> <p>The paper is under review until July 1<sup>st</sup> 2022, and is the biggest SEND update since 2014. The aim is for all those who have SEND</p>

		<p>can live happy, healthy and productive adult lives, and for them to receive a more holistic and supportive approach to their 0-25 journey.</p> <p>KN highlighted the reports key findings and aims which include:</p> <ul style="list-style-type: none"> <li>• Students with SEND are disproportionately affected by Covid and Covid has exacerbated an already failing system highlighting the problems faced by families on their SEND journeys through early years, education and on into adult life</li> <li>• There is a need to identify needs more quickly and for these to be met more consistently</li> <li>• Support needs to be determined by need and not by which the area they live</li> <li>• Aiming for excellent inclusive mainstream provision as being a standard</li> <li>• Create a single national SEND and alternative provision framework with clear standards about what the expectation are around provision and what students can expect to receive as standard - no matter where you live</li> </ul> <p>15.8% of 1.4 million students in the UK were identified with Special Educational Needs (SEN), 12.2% of students were requiring SEN support, an increase from 11.6% in 2016, and a 3.7% of students had an Education Health Care Plan (EHCP), and increase from 2.8% in 2016.</p> <p>The report also highlighted the need for appropriate SEND training for teachers in mainstream schools, and also the need for all schools to become part of a Multi-Academy Trust (MAT) by 2030.</p> <p>SJB addressed considerations we would need to keep in mind when forming a MAT. The main consideration is that DCC will no longer lead on SEND but their main focus will be to ensure all students have a place within a provision. We can set up a specialist MAT e.g. SENTient trust schools. If we form a specialist MAT it means we can outreach our services to mainstream providers, so that more schools can benefit from our expertise. However if we join a mainstream MAT our staff could be required to work across all those AMT schools and be pulled away from providing their expert provision at Lampard.</p> <p>Also, school funding is changing so that all schools across England receive the same funding for their pupils, which could benefit schools within DCC as we are currently one of the lowest funded. This will not take place until all schools in the country have their EHCP's digitalised, as this will enable the Government to download the data to see how much funding each school should received based on the individual students on roll at that time.</p> <p>Lastly, the Local Inclusion Plan will state provision student entitled to, the multi-disciplinary team will choose which schools appropriate for that student and give the parents a list to chose from, not parents picking any school and going to a tribunal..</p>
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			<p>Private placements will be under the same tariff for funding whereas at the moment they can charge more for this.</p> <p><b>SJB asked Governors for thoughts that she can add to the (South &amp; West Association for Leaders of Special Schools) SWALSS response?</b></p> <p>PH thinks it is great that there is more of an emphasis on SEND. He added that in the construction industry previously under a Section 106 they might have to give a contribution to the primary or secondary school only, however this has changed so now SEND schools are also included.</p> <p>SJB added these SEND reforms do take time to be put into practice, however at present we are well placed for many of the proposed changes. SJB is interested in how parents will take the proposed reduced parental preference process. It would be lovely to think that most SEND students can better access mainstream provision as teachers are prepared effectively and resources to understand and meet their needs and help them thrive.</p> <p>KN added that before the previous reforms it would take a long time for mainstream students to obtain an EHCP.</p> <p>SJB added that the Government will be able to see better with these digital EHCP's to make sure the provision for individual students is value for money. There might be things that work really well, and we can tweak those and perhaps remove things that aren't working well.</p> <p><b>PH asked SJB what the view was from the SENTient Trust?</b></p> <p>SJB the schools within SENTient Trust up until now have been very well supported by DCC, especially during Covid and during her headship. Due to this support we haven't felt the need to move to a MAT. SJB said in her opinion she hopes there will be a Headteacher in SENTient who will be willing to oversee us all as a MAT and enable us be a strong SEND provider and able to support to all mainstreams</p> <p>KN knowing the pressures on schools from the 2014 changes, it is good to see the Government are thinking of how these new changes will be for SEND schools and students.</p> <p>EP added it is great in theory and is very ambitious but is unsure how some of the aspects will work in practice. As a school, Lampard, has already implemented some of the items in the Green Paper. EP thinks a link with a mainstream school will enable those students, who don't necessarily get appropriate provision, to receive excellent SEND input.</p> <p>SJB added a MAT needs to support the SEND school to be strong for the students within it whilst supporting the mainstream schools within a potential MAT.</p> <p>HH is worried as her children came from a MAT provision prior to attending Lampard School, and things didn't always work well within the MAT.</p>
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			<p>SJB added that we have the power to choose which MAT we join, unless you receive an 'inadequate' grade you are put into an academy. <b>SJB feels Lampard will be approached by some MAT's in the future, but is interested in the views from the SENTient Head's and will bring these to the next FGB meeting.</b></p> <p>PH asked if we can step-away from a co-operative trust? SJB it can happen, as it did with another school within the SENTient Trust recently.</p> <p><b>MD to add presentation to Governor Hub</b></p>
14	101.27	<b><u>Portfolio Holder Reports</u></b>	<p><b>MD to add to add reports to Governor individual folders, and the Meeting Documents folder on Governor Hub</b></p> <p>EP made two visits to school and BM made a visit. Their visits were insightful and the reports are available on Governor Hub.</p>
15	101.28	<b><u>Effective Governance</u></b>	<p>EP noted we have voted for CB to continue as Chair, agreed our portfolio responsibilities, term dates, final budget scenario. We have received positive student progress reports from JH which highlights students of concern and whom need extra support put in place. We also discussed the residential/activity weeks which is another positive move post Covid. We also have received an insight into the SEND Green paper and future challenges this might pose for the school.</p>