


<u>FOCUS</u>	<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 57 – PART 1 MINUTES											
DATE		18/01/2018		US Work Room							
ATTENDEES		INITIALS			arrived	ATTENDEES		INITIALS			arrived
Sam Barham		SJB		Staff	5	Andrew Palmer		AP		Parent	5
Kevin Bastable		KB		Found	5	Elaine Penfold		EP		Parent	5
Fiona Corbin		FC		Co-opted	5	Andrew Redpath		ASR		Found	5
Kevin Harris		KH		Co-opted	5	Peter How		PH		LEA	5
						Julie Hunt		JH		Co-opted	5
						Alison Rubenchik		AR		Clerk	5
Apologies			Initials	Reason			Key to Minutes				
Claire C-Brown - Co-op			CCB				Bold		Action		
Fiona West - Staff			FW				Underline		Decision		
							Font		Question		
1	57.817	<u>Apologies</u>								KH	
2	57.818	<u>Declaration</u> pecuniary/non pecuniary interest			Governors to consider items on this agenda and raise with the Clerk areas they believe they may be conflicted in terms of pecuniary or non-pecuniary interest in addition to previously declared business interests.				KH		
3	57.819	<u>Minutes of meeting</u> 23 rd November 2017 & matters arising.			Minutes on Governors secure website. Please annotate any matters arising or highlight perceived errors to the Clerk no later than 24 hours prior to the meeting. This will allow a response to the issues raised.				KH		
4	57.820	<u>Health & Safety</u> - Spot Checks			FC to report to governors				FC		
5	57.821	<u>Election of Parent Governor</u>			Meet and discuss new parent governors				KH		

6	57.822	<u>Policies</u> <ul style="list-style-type: none"> • Behaviour Principles • Charging & Remissions • Dinner Money • Equality Objectives • Lettings • Marking Policy 	<p>New policies on Governors secure website. Please annotate any matters arising or highlight perceived errors to the Clerk no later than 24 hours prior to the meeting. This will allow a response to the issues raised.</p> <p>Lead Governors to discuss implications of policies on their area of school business.</p>	KH
7	57.823	<u>Link Governor proposal</u>	Discussion on link governors roles and commitments	KH
8	57.824	<u>Clerk to GB</u>	Discussions on Clerking of Governing Body	KH
9	57.825	<u>Budget Update, Skills Audit and Conditions Report</u>	GB Budget monitor Finance skills audit Conditions Report (Premises/Maintenance)	AR/SJB
10	57.826	<u>Local residents</u>	Parking problems	SJB
11	57.827	<u>Whole School Risk Assessment</u>	Overview of recent risk assessment	SJB
12	57.828	<u>Sentient Trust</u>	Feedback from Trust meetings	SJB
13	57.829	<u>Portfolio Holders</u>	Review Portfolio Holders roles and commitments	KH
14	57.830	<u>Headteacher report to governors</u>	On Governors secure website. GB to read in advance of the meeting and bring any questions linked to their portfolio areas to the Clerk in advance of the meeting allowing HT to make an informed response	KR
15	57.831	<u>Effective Governance</u>	<ul style="list-style-type: none"> • What difference has this meeting made to Lampard students 	Governors
PART TWO				
16	57.832	<u>Exclusion</u>	Report on fixed term exclusion	SJB
17	57.833	<u>Site Management</u>	Conditions report/potential maintenance and cost implications	SJB

	 Action or Decision	Owner
57.817	<u>Apologies & Correspondence</u> KH welcomed governors CCB ill FW ill	KH
57.818	<u>Declaration</u> None to declare	KH
57.819	<u>Minutes of meeting 23rd November 2017</u> Governors had previous sight of minutes. No comments sent to Clerk KH confirmed completed actions - <u>minutes were agreed and signed as accurate.</u>	KH
57.820	<u>Health & Safety Spot Checks</u> KB carried out spot checks all in order and no comments	KB
57.821	<u>Election of Parent Governor</u> All governors introduced themselves and HH introduced herself to governors, left room, governors discussed. HH returned KH welcomed onto Board of Governors as a parent governor, HH given induction pack and paperwork to complete AR to send paperwork to DCC once completed	KH
57.822	<u>Policies</u> <ul style="list-style-type: none"> • Behaviour Principles – no longer relevant as covered in Behaviour Policy • Charging & Remissions • Dinner Money • Equality Objectives – no longer relevant as covered in Equality Policy • Lettings • Marking Policy BoG agreed the Lettings policy and gave SLT authority to amend costings. Offsite Activity Policy adopted Governors had previous sight of the policies which were <u>agreed and signed</u>	KH
57.823	<u>Link Governor proposal</u> KH discussed the portfolio responsibilities previously linked to SEF, since OFSTED report KH feels this should be updated to cover areas identified by latest Ofsted report. KH gave governors copy of link areas (copy enclosed). KH asked if BoG want to move away from the previous SEF link to the more current areas i.e. safeguarding, pupil premium, SLT etc. Governors discussed areas that they are most suited for.	KH

	<p><u>BoG agreed new link areas – AR to update table on agenda</u></p> <p>FC concerned that the safeguarding training is not suitable for SEN schools and not in North Devon AR to discuss with Babcock at Safeguarding Training</p> <p><u>FC no longer able to carry out the Health checks PH volunteered to take over the spot checks.</u></p> <p>Link governor feedback for June meeting</p>	
57.824	<p><u>Clerk to GB</u></p> <p>KH informed the BoG's that there would be a conflict of interest since AR joined SLT and need to advertise for a new Clerk. BoG's discussed the benefits of employing an internal or external Clerk.</p> <p><u>BoG's agreed unanimously to advertise Clerk vacancy internally, if no suitable candidate then to advertise externally.</u></p> <p>AR to advertise vacancy in school staffroom</p> <p>KH thanked AR for over 8 years of clerking</p>	KH
57.825	<p><u>Budget Update, Skills Audit and Conditions Report</u></p> <p>AR briefed GB on email received from Finance (copy enclosed).</p> <p>AR gave out Finance Skills Audit to relevant governors, governors to return at February meeting</p> <p>Governors made aware of the Conditions Report and progress of Premises Maintenance Manager vacancy.</p>	AR SJB/AR
57.826	<p><u>Local Residents</u></p> <p>SJB briefed governors on parking problems a resident reported they were upset by staff parking outside their house and it is difficult for the resident to move in and out of their drive. Although staff try to avoid parking on the road due to the amount of staff we now employ we have very little space in the staff car park</p> <p><u>GB agreed that SJB speak to the resident and suggest as they are disabled they may be able to ask SWHighway to paint lines outside their house and to speak to staff to ask them to park sympathetically.</u></p>	SJB

57.827	<p><u>Whole School Risk Assessment</u></p> <p>SJB informed BoG that the RA are all up to date and thanked MD for her work in achieving this.</p>	SJB
57.828	<p><u>Sentient Trust</u></p> <p>SJB briefed governors on recent Trust meetings. The new Tiverton facility is almost built, the Trust SBM's to discuss the financial feasibility and prepare a business plan.</p> <p>AR to report back from Trust SBM's meeting at March governors</p>	SJB
57.829	<p><u>Headteachers Report</u></p> <p>BoG had previous sight of the HT report (copy enclosed).</p> <p>PH interested in how long the iPad project has taken to roll out. SJB told governors that the rolling out is taken longer than expected as each iPad has to be personalised one by one and not as a whole as originally thought. Staff are looking at involving the parents as they need informing their child has access to an iPad. If a student has an iPad they have the capacity to take photos and email that image. We have to ensure we safeguard the students by putting in appropriate supervision measures, ultimately making them safe for use.</p> <p>SJB informed BoG's that the cost of the project is increasing as it is taking up more and more time from our ICT staff, one has had their hours increased. The cost of apps and licenses is another cost that was not factored in.</p> <p>CCB to give governors a breakdown of costs and implications of the iPad project at February meeting.</p> <p>2 members of staff are going to Bristol to look at a school that only uses iPads</p> <p>iPad update each governor meeting – AR to put on agenda</p>	SJB
57.830	<p><u>Portfolio Holders</u></p> <p>AR to remove existing table and update with new link governors</p>	KH
57.831	<p><u>Effective Governance</u></p>	BoG

	<p>Voted in a new governor and now have a full body of governors reviewed policies and confirmed new link areas</p> <p>ASR asked when the next assessments results will be given to BoG</p> <p>SJB asked that it be added into March meeting</p>	
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DATE MINUTE	ACTION	BY WHOM
57.821	<p><u>Election of Parent Governor</u></p> <p>HH returned KH welcomed onto Board of Governors as a parent governor, HH given induction pack and paperwork to complete AR to send paperwork to DCC once completed</p>	AR
57.823	<p><u>Link Governor proposal</u></p> <p>Governors discussed areas that they are most suited for.</p> <p><u>BoG agreed new link areas</u> – AR to update table on agenda</p> <p>FC concerned that the safeguarding training is not suitable for SEN schools and not in North Devon AR to discuss with Babcock at Safeguarding Training</p> <p>Link governor feedback for June meeting</p>	AR BoG
57.824	<p><u>Clerk to GB</u></p> <p>AR to advertise vacancy in school staffroom</p>	AR
57.825	<p><u>Budget Update, Skills Audit and Conditions Report</u></p> <p>AR gave out Finance Skills Audit to relevant governors, governors to return at February meeting</p>	Finance governors
57.826	<p><u>Local Residents</u></p> <p>GB agreed that SJB speak to the resident and suggest as they are disabled they may be able to ask SWHighway to paint lines outside their house and to speak to staff to ask them to park sympathetically.</p>	SJB

57.828	<u>Sentient Trust</u> AR to report back from Trust SBM's meeting at March governors	AR
57.829	CCB to give governors a breakdown of costs and implications of the iPad project at February meeting. iPad update each governor meeting – AR to put on agenda	CCB AR
57.830	<u>Portfolio Holders</u> AR to remove existing table and update with new link governors	AR
57.831	ASR asked when the next assessments results will be given to BoG SJB asked that it be added into March meeting	AR