



LAMPARD BOARD OF GOVERNORS

Minutes of Full Governor Board Meeting 96

Thursday 21st October 2021 at 5pm

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Elaine Penfold	EP	Acting Chair	5pm / 7.30pm	Cathy Scoffield	CS	Co-Opted	5pm / 7.30pm
Sam Barham	SJB	Head	5pm / 7.30pm	Claire Cowen-Brown	CCB	Co-Opted	5pm / 7.15pm
Hayley Hardy	HH	Parent	5pm / 7.30pm	Peter How	PH	LEA	6pm / 7.30pm
Katie Goodfellow	KG	Clerk	5pm / 7.30pm	Lorraine Ovey	LO	Staff	5pm / 7.15pm
Apologies	Initials		Reason	Apologies	Initials		Reason
Christine Bevan	CB	Chair	Personal commitments	Andrew Redpath	ASR	Co-opted	Work commitments

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 	
		Agenda	Preparation Notes & Meeting Aims
1	96.373	Apologies	Apologies received from CB due to personal commitments Apologies received from ASR due to work commitments PH to join the meeting at 6pm
2	96.374	Declaration Pecuniary/non pecuniary interest	No conflicts of interest were recorded

3	96.375	Minutes of September 30th 2021	<p>Actions from September's meeting were reviewed Happily, HH has managed to rearrange her schedule and is now able to continue as a full governing board member.</p> <p>Decisions regarding which version of KCSIE staff are to read will be made at the November meeting. CCB confirmed all staff have been given Part 1 in September. Governors confirmed that they have read KCSIE and agreed that they will make sure that they tick the confirmation on GovernorHub.</p> <p><u>It was agreed that a hybrid of NOS webinars and a one-hour specific online training session delivered by CCB will be adopted.</u></p> <p>SJB and CCB to meet to discuss safeguarding training and report back to governors in the November meeting</p> <p><u>Minutes were unanimously agreed as a fair and true reflection of the meeting</u></p>
4	96.376	Premises, Health & Safety - Spot Checks	PH visited school on 20.10.2021 and reviewed the Team Teach books. All entries were complete and up to date. He went through all the usual checks with PS and confirmed that everything happening with the build is up to date. PH reports that everyone at school has done a great job. Safety checks and reports have been carried out for the new build and are all up to date.
5	96.377	Covid - Risk Assessment - Wellbeing	A low number of positive cases at Lampard. 'Warn and Inform' letters have gone out to share this information with parents. AR and PS are currently doing a Covid webinar with PHE and if there are any changes in guidance and expectation, they will report this back and any updates will be acted upon. 14 CO2 monitors have been received and are being rotated around the school to monitor air flow. Windows and doors are being kept open for ventilation and as the weather gets colder students will be advised to wear more layers.

MATTERS FOR DECISION

6	96.379	Policies Exams and Accreditation Internal Moderation Policy Data Protection Data subject rights management policy Privacy impact assessment Curriculum Statement including	<p><u>Exams and Accreditation policy was approved unanimously</u></p> <p><u>Internal moderation policy was approved unanimously</u></p> <p><u>Data Protection policy was approved unanimously</u></p> <p><u>Data subject rights policy was approved unanimously</u></p> <p><u>Freedom of Information policy was approved unanimously</u></p> <p><u>Information Assurance policy was approved unanimously</u></p> <p><u>Schools GDPR Data Processor policy was approved unanimously</u></p> <p><u>Security Incident Management policy was approved unanimously</u></p> <p><u>Privacy impact assessment policy was approved unanimously</u></p> <p><u>Directed Time Budget policy was approved unanimously</u></p>
---	--------	---	--

		Directed Time Budget Governors Annual Statement Terms of Reference joint governor panel	Curriculum Statement to be brought to November meeting Action for November – CB to provide Governors Annual Statement Terms of Reference Joint Governor Panel – a panel is to be set up. EP and PH have already joined the committee so one additional governor is required to form the panel; at the meeting HH was invited and she accepted. SJB outlined the procedure and how a meeting of the committee will make decisions on teacher pay progression. Action: SJB to arrange pay committee meeting for second week in November.
7	96.414	<u>ASR's move from Governor to Associate Board Member</u>	Governors voted unanimously in favour of ASR continuing as an Associate Board Member Action: SJB to report back to ASR

MATTERS FOR INFORMATION

8	96.415	<u>New Play Equipment</u>	SJB described how through student voice activities, the students have identified they would like more equipment to be added to the play and sensory equipment in the school grounds; climbing and balancing equipment. SJB has been advised the Sports Premium can be used to purchase the equipment should there be a need identified which we can demonstrate in our stakeholder surveys. More equipment will further increase physical activity. SJB presented 3 quotes received to increase the amount of play equipment in accordance with the student voice, to the FGB. These quotes are close in costings but vary due to the level of groundworks identified within the quote. SJB recommended that despite it being the most expensive that governors vote for Quote 2 who are local and well regarded. PH explained that he has discussed this with PS and that SJB's recommended Option 2 has his support. HH asked what the pot currently holds, and SJB explained that it currently stands at £36,000. HH agreed that in this case Quote 2 is therefore affordable and the best option CS supported Quote 2 especially as it involves the use of a local company. <u>Governors voted unanimously in favour of Quote 2</u>
9	96.416	<u>Parent Pay rollout</u>	SJB explained that the driving factor behind adopting ParentPay was an intention to move towards a more efficient and cashless system in school, and that this was especially relevant following the pandemic. SJB explained the complicated process of ensuring SIMS and ParentPay are able to communicate, and CCB was able to support this by explaining the technical requirements involved. SJB announced that a soft rollout has taken place by launching to staff as a test and that school is now in a strong position to roll out to parents, and that this will take place on Friday so that it is ready to use at the beginning of November which is the start of the new half term. It was acknowledged by governors that this is very positive, but that some parents will prefer the old system of paying with cash/cheque and must not be disadvantaged.
10	96.417	<u>Technology Strategy</u>	KN presented the current school Technology Strategy and explained how she plans to lead the development of technology throughout the school in the coming years. SJB commented that KN is doing an excellent job in rolling out the Technology Strategy while SM is on maternity leave.

			<p>EP commented that she was glad to hear that the school website was part of the technology plan as she feels this is an area we could really add value with more up to date content.</p> <p>KN mentioned some apps she was introduced to on a recent course, including aids for VI students to count coins and to assist with reading. She added that these types of assistive technologies will always be considered and trialled in school.</p> <p>EP asked if any parent workshops were planned, bearing in mind how students with no technological support or access at home could potentially be at a disadvantage. KN explained that holding in-school workshops is usually the best way to ensure that students are disadvantaged as little as possible by lack of parental knowledge or input. SJB explained that due to the demands of lockdown and home-learning, school already holds a list of students where there is no technological access at home, so we are actually already in a good position to manage this.</p>
11	96.418	<u>SIP safeguarding review</u>	<p>CCB reported lots of positives from the recent SIP visit. Our SIP commented on the fantastic progress that has been made so far with CPOMS and NOS and it was agreed that the process cannot be sped up as it is important for staff to learn to use it effectively. This remains a priority. Feedback from staff has been positive from a usability point of view, and CCB and her team are focused on ensuring that it is as effective as possible. A current OFSTED priority is harmful sexual peer on peer behaviour and CCB was able to share the current work with the SIP, who suggested creating an Action Plan for the messaging to be fully rolled out through the curriculum which will be acted upon. Safeguarding and Behaviour policies have been updated in accordance with the most recent data. Focused training for staff will follow, as will student groups which will then inform reporting strategies and approaches to enable students to report as easily as possible as reducing barriers to reporting is a priority. CCB is expecting a lot of online behaviours to be reported, and is very interested to discover what this tells us to help planning the most effective reporting tool for them.</p> <p>The key message is that Lampard is taking harmful sexual behaviour extremely seriously and approaching it with the gravity that it deserves.</p> <p>Also raised by the SIP was the potential for blind spots on the playground areas. There is a plan with staff after half term.</p> <p>Learning walks will continue to be carried out by members of SLT next half term to monitor the rewards/motivators used in all classes to encourage positive behaviours with a view to producing an overview document to review and compare strategies used by each class.</p> <p>CCB explained that our SIP was very happy with the student voice aspect of the school, and commented that this is an area that many schools fall down on.</p> <p>SJB commented that there is a specific Action Plan for harmful sexual behaviours, and that this will cross over into governor training as this is such a key message. SJB also echoed the praise given by the SIP on the roll-out of CPOMS.</p> <p>EP commented on the amazing work done by CCB and her team in rolling out CPOMS in such a short time and extended her thanks to CCB for her hard work.</p>
12	96.419	<u>Expansion Plan update</u>	<p>SJB explained that despite everyone's best efforts there has been a significant and unavoidable delay with the building work. She explained that the impact of the delay is felt across the school, on staff due to increased workload, and on students due to the levels of disruption. The scaffolding in the playground has been impactful and the use of Forest School has also been significantly impacted. SJB stated that this has been a challenging phase of the expansion scheme. What was planned as a 6-week plan is likely to end up being 22-weeks. The students have shown good levels of resilience, and this is a credit to students and staff who have worked hard to ensure students get the sensory breaks they need to be able to manage. Students who moved class last week have been coping but the scenario of moving part way through a term is not ideal and a lot of care and support has gone in to make this work.</p> <p>SJB outlined the next stage of the plans including that the scaffolding should come down over half term, and no more roof work will make the most enormous difference to everyone inside the school building. The new MUGA is due to be completed by 3rd</p>

			<p>December, which will enable the commencement of the next stage of the build which will begin on 6th December. This is planned to be a 46 week build project.</p> <p>The delay to the building work means that it will be necessary to delay the planned increase in student numbers by 16. The students were originally planned to come in September 2022; but the earliest this can happen is January 2023. There is a significant concern of the upheaval should this increase happen in January 2023. The delayed works will have an impact on the budget. SJB, CH and AR will bring the different scenarios and impact of these e.g. on wellbeing, staff wellbeing and budget to the next Governors meeting. The scenarios will be mapped and brought forwards to governors for discussion to enable informed discussions with the Local Authority.</p> <p>CCB agreed that taking a measured approach will be critical. She agreed that this half term has been extremely challenging and this was echoed by LO. HH explained that her son has found the half term difficult, and that he has been unsettled due to the changes and the disruption. EP reported that her son has remained relatively settled through the changes and as long as he has his familiar teacher and TAs with him he is able to handle anything.</p> <p>SJB explained that the priority is getting the Upper School students settled in to their new space and creating a sense of ownership, and when this has happened and the students are ready SJB will offer the governors a tour and a chance to view and experience the new area. She feels that half term will give the students and staff time to process and accept the changes and the new environment.</p> <p>SJB described the reasons for the delayed stage including difficulties experienced by the building team with Covid related absences, with inaccessible and increasingly expensive building supplies among others, and newly identified works such as the SWW pipe. She shared her concerns that these will continue in to next year which will potentially impact on the next stage of the building works alongside the winter weather. This makes her feel sure that being sensible and practical is the right decision.</p>
13	96.420	<u>Portfolio Holder Reports</u>	<p>HH explained that she visited with AR yesterday and experienced how difficult it is working within the building works. She felt the impact the building is having on the staff team and expressed her concern for staff wellbeing. HH will meet with the wellbeing group after the half term break to check in and get an idea of how everyone is feeling. HH explained that AR is working hard and is staying on top of the finances and will come to the November meeting to discuss where the budget is at the moment. HH will meet with AR before the November meeting to have an update.</p> <p>EP has visited the school three times recently and will submit her reports after the half term.</p>
14	96.421	<u>Effective Governance</u>	<p>EP described a very positive SIP report, particularly regarding CPOMS, and celebrated the long-awaited move for Upper School students into their new classrooms. She also described the positive technology strategy which is developing well and benefiting the whole school. She thanked everyone for their hard work in making sure the students remain at the centre of everything happening at Lampard.</p>