



LAMPARD BOARD OF GOVERNORS

Minutes of Full Governor Board Meeting 94 Tuesday

13th July 2021 at 5pm

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Chair	5pm / 7.50pm	Elaine Penfold	EP	Parent	5pm / 7.50pm
Sam Barham	SJB	Head	5pm / 7.50pm	Claire Cowen-Brown	CCB	Co-Opted	5pm / 7.50pm
Hayley Hardy	HH	Parent	5pm / 7.50pm	Andrew Redpath	ASR	Co-Opted	5pm / 7.36pm
Katie Goodfellow	KG	Clerk	5pm / 7.50pm	Nikki Klingenberg	NK	Staff member	6pm / 6.25pm
Lorraine Ovey	LO	Staff	5pm / 7.15pm	Jennie Harvey	JH	Staff member	6pm / 6.25pm
				Kristel Norris	KN	Staff member	6pm / 6.25pm
				Tamsin Winter	TW	Staff member	6pm / 6.25pm
Apologies	Initials		Reason	Apologies	Initials		Reason
Bill Robinson	BR	Parent	Work commitments	Peter How	PH	LEA	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	
1	94.373	Apologies	Apologies received from BR and PH due to work commitments

2	94.374	Declaration Pecuniary/non pecuniary interest	No conflicts of interest were recorded
3	94.375	Minutes of June 22 nd 2021	Actions from June's meeting were reviewed. <u>Minutes of June's FGB meeting were unanimously approved</u>
4	94.376	Premises, Health & Safety - Spot Checks	SJB confirmed that PH met with PS today for an update meeting and that PH is copied into notes and records from all planning meetings. PH also reviewed and checked the Team Teach books.
5	94.377	Covid - Risk Assessment - Wellbeing	<p>CB explained that she and SJB met virtually the previous day and that there have been no changes to the RA. They had a general discussion about how to move forward, and agreed that this should be done with caution until the end of term. SJB explained that there has now been a positive case from a lateral flow test in the school, and are awaiting confirmation from a PCR test. SJB added that this situation was dealt with efficiently and effectively, and the students and staff affected were all off site incredibly quickly. School followed all protocols which worked very well, and the way in which the bubbles are set up allowed staff to identify people affected and act quickly and efficiently. AR reached out to PHE for confirmation of protocols and guidance and this was very helpful. The RA was ready and was also useful.</p> <p>HH asked if it would be a good idea to maintain the bubbles into September for safety. SJB replied that this possibility has been worked into the plans and the way the curriculum is structured can be achieved very quickly and efficiently. Mostly the students remain in their year group 'bubbles' anyway. SJB explained that we have learned a lot from Covid and have been able to keep 'the best bits' moving forward.</p> <p>HH explained that she was able to meet the wellbeing group virtually and was able to confirm that the general opinion on the best way to distribute the 'Thank you' Covid token from DCC was to offer all staff a £10 voucher. This has now been actioned and will be distributed confidentially at the end of term.</p>

MATTERS FOR DECISION

6	94.378	Dates of Meetings <u>2021-2022</u>	<p>CB proposed moving the Full Governing Body meeting back to the last Thursday in the month to take pressure off the beginning of the week and asked for Governors' opinions.</p> <p>SJB, CCB and LO were in favour. EP and PH (through CB) expressed a preference for Thursday. ASR said he was happy with Thursday as a general rule. HH has an on-call commitment as a Scout Leader on Thursdays, but she felt this could be managed.</p> <p>It was agreed that FGB meetings will move to Thursday.</p> <p>KG to add a list of all the relevant dates to GovernorHub tomorrow.</p>
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7	94.379	<p>Policies</p> <p>Behaviour Policy – CCB Attendance – CCB Administration of Medicines – AR Employee Code of Ethical Conduct - AR Exams and Accreditation - TW</p>	<p>Behaviour Policy – CCB Small changes have been made as requested. ASR commented that he feels it is an excellent policy. EP and CB agreed. <u>This policy was approved unanimously</u></p> <p>Attendance – CCB Small changes have been made as requested. <u>This policy was approved unanimously</u></p> <p>Administration of Medicines – AR AR confirmed that the policy is on the website so parents/carers are able to access this at all times, but it was agreed that all students will receive a copy of the policy with their admissions paperwork. <u>This policy was approved unanimously</u></p> <p>Employee Code of Ethical Conduct – AR KG - Lampard details to be inserted into the cover sheet. <u>This policy was approved unanimously</u></p> <p>Exams and Accreditation – TW This will be brought back in September as further additions need to be made.</p>
8	94.380	<p>Finance</p>	<p>AR explained that there will be a few fluctuations in the budget currently due to staff movement, maternity situations and a slight increase in staff pay. CB asked if AR knew when things would settle down and become more concrete, and AR explained that she believes this will be around December. AR reassured governors that she was confident that she has a good understanding of the figures and is very careful to track everything regularly.</p>

MATTERS FOR INFORMATION

9	94.381	<p>Inventry</p>	<p>AR explained that she has been assessing the different web-based welcome technologies available as this is a safer and more immediate way of monitoring and recording the movement of visitors, staff and students. It also offers excellent fire evacuation safety processes.</p> <p>AR has been looking at figures for the best value opportunities. One company is slightly cheaper for the first 3 years, but the IT support team analysed the interconnectability and felt that Inventry is the more efficient system as it can be connected easily to SIMS. She also explained that Inventry have a base in Exeter whereas SG World are based further away, so if anything did go wrong a technician coming from Exeter is a far more viable option.</p> <p>AR is also working on developing an ID card with a chip for staff which would work in conjunction with Inventry and would assimilate staff entry fobs and printer access.</p> <p>AR asked governors to approve both Inventry and the ID card system. SJB explained that this is a way of future proofing the school's safeguarding and admin systems as we expand, and ensuring optimum GDPR, safety and safeguarding practices.</p> <p>CCB added that she has used this system in other locations and she is fully supportive of this system from a safeguarding point of view.</p>
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			<p>HH asked what happens to visitor photographs when they leave – are they stored or deleted? AR explained that they are deleted and stickers are shredded. This was AR’s first consideration when looking at the different systems and is confident that it is fully GDPR compliant.</p> <p>CB felt that this is the future and she has used similar systems for many years, but that it is important to keep the face to face personal touch alongside this.</p> <p><u>Inventry and the ID card system was approved unanimously</u></p>
10	94.382	<u>Curriculum</u>	<p>JH talked though the implementation of the EMPOWER curriculum. She explained that this is the first year of the EMPOWER curriculum and despite challenges from lockdown it has gone very well. JH hopes to be able to invite parents into school for training as soon as it is safe to do so post-lockdown. NK Lampard’s English Lead explained the progress made within the English curriculum, the Maths Lead Kristel Norris explained the progress within the mathematics curriculum and SJB was able to discuss the progress made within the PSHE curriculum. All Subject Leads were happy and proud to report solid levels of progress being made by students; data showed significant steps of improvement for students across the curriculum which everyone agreed was very encouraging.</p> <p>JH next gave an update on the impact of Covid and the resulting home learning offer. She shared that in a recent survey parents 100% of those responding regarded the home learning package to be good or excellent which is a great piece of feedback for the tutors who worked so hard to personalise every element.</p> <p>TW then gave a detailed report on progress made within KS4 in the English, Maths, ICT and Functional Skills curriculums which was extremely positive. All Lead Tutors were able to outline and explain the next steps and targets for the 2021/2022 academic year.</p> <p>ASR asked TW how the phonics programme is being received by older students and what kind of resources are available. TW replied that this programme is not for every student as many are free readers, but the students who do benefit from daily phonics are able to access individualised, age-appropriate resources and this works well.</p> <p>CB thanked all the staff involved and commented how reassuring it is see how much hard work is being done, how the school is thriving in what has been an extremely challenging year and to see that all targets have been met, which must be celebrated.</p>

11	94.383	<u>The Big Ask</u>	<p>JH discussed the biggest survey of children ever undertaken – The Big Ask – and explained how she has been passionate about enabling Lampard’s students to ensure their voices are heard as part of this project. JH talked governors through how students responded anonymously to the questions, and how they managed each question with some anecdotal evidence.</p> <p>JH concluded that the majority of Lampard students are happy with their lives. They are happy with friendships, online, at school and at home. The students do not appear to be overly worried about their future at this stage, but their priorities tended to be far more focused on their immediate needs than the bigger picture. JH looks forward to repeating this survey next year to give some comparisons to draw from, and to improve accessibility by rewording some questions and including Makaton and CiP support to make the survey more comprehensible for all our young people.</p>
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			<p>EP explained that she took part in the survey at home with her son and found that he did find it tricky and that some of the language used wasn’t particularly helpful. However, she was interested to see that he was very sure about some of his responses and the process was valuable for EP.</p>
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12	94.384	<u>SDP Impact report</u>	<p>SB explained how the success reported in the Impact Report is credit to the determination and tenacity of Senior Leaders and Subject Leaders to set up the best Medium-Term Plans. She described how EfL has been a wonderful addition to the school and is a credit to TG and SM in their development of its use this year.</p> <p>SJB explained that considerable work is ongoing on the Technology Strategy and this very important area of development which will be presented to governors in September.</p> <p>SJB mentioned the development of wellbeing and mental health and explained that CCB is training to be a Mental Health Lead which will be invaluable to the school. This year, training staff to see every interaction as an intervention was found to be impactful, and Lampard have seen a continued reduction in behaviour incidents which is very positive. Our Independent Speech and Language Therapist has focused on teaching emotional language with classes and she has been able to produce individualised class reports which gives staff the opportunity to give next steps and for staff to gain a greater appreciation of students' understanding.</p> <p>SJB described how staff and students have been brilliant in managing the extra challenges brought by the building work. She explained that recruitment has been successful with teachers, but she has found that there has been a significant reduction in the number of applicants for the TA roles. SJB feels this may be as a result of Covid and the furlough scheme and hopes that this will change in September.</p> <p>SJB feels very positive that despite this being an incredibly challenging year there is so much to celebrate. She is very proud of everyone and all the work that has been done.</p> <p>CB commented that she was struck by the extraordinarily high levels of achievement despite the incredibly difficult year. EP agreed with this statement.</p> <p>SJB talked governors through the different areas within the School Development Plan for 2021-22 including Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Management. She reported that it has been evident that the students have really missed social and community activities, and that JH has started working on a 'Learning Outside the Curriculum' document to enrich the holistic education Lampard provides and to start to fill the gaps that Covid has caused. Staff are working hard to ensure that these experiences are linked to specific learning to ensure it is measurable and monitorable.</p> <p>There is also a lot of work ongoing to link learning to the most appropriate technology, and to use tech to support teaching and learning rather than to replace it. This will be supported and described in more detail in the Technology Strategy which will be brought to governors in the September FGB meeting.</p> <p>CB commented how closely the SDP links to the strategic priorities and to the SIP. She said that she was very impressed with the robustness of document, and mentioned that support for the document was echoed by PH in an earlier conversation.</p>
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			<u>The SDP for the next academic year was approved unanimously</u>
13	94.385	<u>Expansion Plan update</u>	<p>SJB described how there have been a few delays caused by various reasons including an unforeseen need for an extra asbestos survey and the rerouting of a water pipe. PS is monitoring any changes very closely. This means that the September increase in pupil numbers is unlikely to happen as there will be no capacity and it would not be the responsible thing to do. The impact of the delay will inevitably cause a delay to the start of phase b which would see a delayed start for 2022/23s additional 16 students; this will likely now be January 2023 Whilst out of our control, this will have an unavoidable negative impact on the 2022/2023 funding and therefore on the budget.</p> <p>The site works and the associated sounds and smells are having a small impact on behaviour but staff are managing this well.</p>
14	94.386	<u>Safeguarding</u>	<p>CCB spoke about how Lampard has now reached the point where we need to streamline and co-ordinate all systems to ensure the best possible management of information. CPoms is a system which does this and is currently used by many schools including a fellow SENTient school. CPoms is a web-based system which is very secure and contains different levels of permissions. It also links to SIMS which provides a slick and efficient system. A key benefit is monitoring of patterns and issues, and email alerts when information is logged so that the right members of staff receive relevant information instantly.</p> <p>Following feedback from other schools CCB has decided to start small and begin a staged roll out from September starting with the behaviour data, moving on to the medical information. CCB has been working on implementation and configuration and training up the appropriate staff members, and she feels that we are in a strong position. After training, it will be therefore used in September by all staff to record safeguarding concerns and call logs. Regular reviews will ensure accuracy, follow ups and an auditing trail.</p> <p>CCB also discussed the National Online Safety resource which she described as an online one-stop shop for everything Online Safety related. This system provides lots of curriculum resources, training, webinars and parent guides for all members of the school community. Training will not replace face to face training but will provide variety in certain topics and opportunities to expand and extend learning. Engaging and accessible content is accessed by an app making it very user-friendly. Users can create watchlists of recommended content for staff and parents/carers which is extremely valuable, and offers opportunities for mapping and building curriculum resources into the curriculum planning. CCB will be launching National Online Safety with parents and carers in September, and will put a 'coming soon' notice in the end of term newsletter letting everyone know what to expect.</p> <p>CB commented that she has completed some training through the website and found it to be an excellent and user-friendly resource, and that it is an excellent initiative.</p>

15	94.387	<u>Behaviour and Attendance overviews</u>	CCB explained the positive trends seen in behaviour data, with excellent levels of reductions seen year on year. Attendance trends are also very positive and show that students have returned very quickly to pre-lockdown levels which CCB is very happy to see. CCB also looked at Lampard absence rates compared to national SEND school averages, and all this data shows some very positive levels for Lampard.
16	94.388	<u>Portfolio Holder Reports</u>	EP met with LDM about Evolve and CCB about CPoms and National Online Safety this month, both of which were very positive and useful meetings. She will meet with TG and LS tomorrow to discuss SEND which she anticipates will be a valuable meeting. HH submitted reports detailing her meetings with AR and the Wellbeing Group, both of which were valuable and positive. HH extended her thanks and appreciation to all the staff for their support and hard work this year.
17	94.389	<u>Effective Governance</u>	CB commented on the level of detail covered in this meeting and the valuable and very positive data presented by members of staff. She commented that despite the challenges of this past year Lampard has continued to thrive and offer students a rich and positive learning environment, which must be celebrated and commended.
PART TWO			

