**::**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attendee** | **Initials** | **Arrival / Departure** | **Attendee** | **Initials** | **Arrival / Departure** |
| **Amanda Burrows** | **AB** | **5.10pm**  **7.15pm** | **Ben Mitchell** | **BM** | **5:15pm**  **7:15pm** |
| **Jennie Harvey** | **JH** | **5.10pm**  **7.15pm** | **Jo Worsey** | **JW** | **5:15pm**  **7:15pm** |
| **Lorraine Ovey** | **LO** | **5.15pm**  **7.15pm** | **Justin Elliott** | **JE** | **5:30pm**  **7:15pm** |
| **Martin Bevan** | **MB** | **5.15pm**  **7:15pm** | **Jenni Sellick** | **JS** | **5:30pm**  **7:15pm** |
| **Apologies** | **Initials** | **Reason** | **Apologies** | **Initials** | **Reason** |
| **Katherine Horder** | **KH** | **Personal Appointment** | **Craig Banyard** | **CB** | **Work commitments** |

**MEETING 125 – PART 1 - MINUTES of Full Governing Board Meeting 26th of September 2024 at 5:15pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **FOCUS** | | * 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 | |
|  | 125.313 | **Apologies** | Apologies sent from CB and KH due to a work commitment and a personal appointment. |
|  | 125.314 | **Declaration** Pecuniary/non- pecuniary interest | No declaration of interests from any governors.  Business declaration form for the year filled out by those present.  Action: absent governors to fill in please |
|  | 125.315 | **Minutes** | All governors approved minutes. Unanimous vote. |
|  | 125.315 | **GDPR** | JH no GDPR to report. |
|  | 125.316 | **Premises, Health & Safety**  **Spot Checks Premises Updates** | MB let all governors know Paul Shapland has done a fantastic job over the summer and all governors should send personal thanks. **ACTION-AB asks MB if he can send an email on behalf of all governors to PS**.  MB said there are now only three things remaining on the snagging list.  AB asks MB if is happy with the snagging list work that has been completed.’’ **MB responds yes, it is a fantastic improvement.**  AB gives thanks on behalf of all the governors to MB. |
|  | 125.317 | **Proposed structure of terms of reference for first and second and pupil discipline committee** | AB updates all governors.  AB suggest a reconstitution from three parent governors to be reduced to 2 and increase co-opted from 4 to 5. This will mean JW, MB, KH, JH and JE will be co-opted. AB and BM are foundation governors, LO staff Governor and CB is LA.  All governors agree to the proposal.  AB proposes CB teaching and learning to include monitoring online filtration. LO staff wellbeing, JH being Head Teacher will submit bi-monthly reports. BM SEND, GDPR and careers, AB is Chair and will retain finances and strategic plan. MB health& safety along with premises, KH pupil voice, JW safeguarding including single central record checking. AB thinks this gives a great portfolio with only two vacancies which will be for parent governors.  AB welcomes JE and JS, AB introduces the governing body and those who have sent apologies.  JE talks to governors introducing himself and his past experiences in work and life. JE is currently appointed to the maintenance team at Kingsley School in Bideford. AB explains she knew JE from Breakthrough and what a commendable job he did in the job and with students.  MB asks JE what he thinks of the school. JE replied he really liked the school and had been here previously to help the school make space for the animals. JE had the full tour of the school.  BM asks JE if there is anything he is unsure about taking on the governor role, JE thinks it will be a journey as you go. JE very interested in the role.  AB introduces JS. JH asks JS asks how she felt visiting the school, JS was really impressed with the size of the school and how wonderful the school is. JS is retired but has worked with children since the age of 16 in various areas and has a grandson with additional learning needs. JH thinks that JS experience could really bring something to the board.  JS has lived in the local area for over 40 years.  AB ask JE and JS if they could kindly leave the room while governors speak.  All governors express their like for the new potential governors.  AB confirms that all governors are happy to do a reconstitution, all governors agree. Unanimous vote.  AB asks if they would like to appoint JE and JS as Governors all governors agree, unanimous vote.  JE and JS return to the room AB nominates and MB seconds.  AB congratulates both and thanks them. The re constitution date will take effect from the October meeting or as soon as possible after that..  **Action LH to action induction.**  AB as its the new part of the year a disciplinary committee needs to be appointed with committee one and committee two AB proposes AB, BM and CB as committee one and committee two will be MB, JW and JE, all governors agree. Unanimous vote.  AB proposes as there are four new governors that a buddy system is set in place so that new governors have someone they can go to for questions and queries or worries. Proposal is AB buddies JS, LO buddies JW and BM buddies JE and CB to buddy KH, LO offers to buddy KH, AB agrees. MB will also be a second buddy to JE as part of the premises portfolio.  AB asks that if JE and JS want to shadow visits and their buddy can support organising their first portfolio visit. |
|  | 125.318 | **Election of Chair and Vice Chair** | AB lets all governors know it's time to vote for a Chair Governor, and as we have lost HH there will need to be a vote for Vice Chair.  AB asks if anyone would like to put themselves forward as Chair Governor for this year. MB proposed AB to remain chair as she has done a fantastic job. JH seconds the vote and all governors agree. AB is to remain Chair and all Governors give their thanks.  AB asks is there is any nominations or proposal for vice chair, MB offers to be vice chair, JH nominates MB as vice chair. AB seconds, all governors thank MB.  **ACTION LH to amend MB to vice chair.** AB wants the governing board to support one another. |
|  | 125.319 | **SDP review and GDP** | JH talks over the SDP document on the screen and simplifies the document for the new governors.  AB explains the budget information. MB says there is not one school in Devon who won’t be in deficit. JH explains the school is very strategic with funds.  AB tells governors DF (Deirdre Fitzpatrick) has reviewed the SDP, she said it was very positive and the focus the school has had matches the needs. DF was really pleased with the review and what we have been able to show as a school.  JS asks ‘’Do you need a certain number of TAs to children?’’, **JH answers' 'Yes, we work on a 1 to 3 ratio at Lampard.’’**  AB asks what the national attendance is %.’’ **JH responds ‘’It is 91% for mainstream schools, and we are at 89.6% which is good for special schools, there is always fluctuation.** ‘’  AB asks ‘’Why the persistent absence is so high?’’ **JH agrees it is high, but we have a clear narrative around these absences and can ask Nikki Klingenberg (NK) for more information on this at the next meeting.**  **LH Action to invite NK to next meeting to talk about attendance data, including the increase in persistent absences from last year.**  JH says the changes in transport from this term hasn’t been a huge issue, but it has impacted some families and there are some appeals in place.  BM says attendance isn’t just an issue at our school. BM thinks it will be helpful if NK could attend to talk about attendance and how we can improve as a school.  JH says they work with each family with different approaches to absences.  AB and all governors thank JH for review. AB asks if JH has drawn up the coming year’s SDP, JH responds yes and will bring it to October meeting as an agenda item.  **ACTION LH to include SDP 24-25 as agenda item for October meeting.**    AB talks over rationale on GDP. AB thinks the GDP reflected the SDP and what governors could do is have smaller priorities which are unique to governors. AB has worked extensively on the GDP over summer and broke it down into 4 categories, AB speaks over the GDP. LO says its more connected and it's much more manageable and sends thanks, BM agrees. AB says over October and November we will have small slots to create the Board’s vision. |
|  | 125.319 | **Policies**  Employee Code of Ethical Conduct, Employee Code of Conduct, Employee Code of Conduct – addon (These three policies are now combined into one)  Positive Behaviour Support (Prev Behaviour Policy)  Keeping children safe in education Part 1 (KCSie) ALL Governors | AB explains to new governors what policies are.  Employee code of conduct- Agreed, Unanimous vote  Positive behaviour support-Agreed unanimous vote. BM had comments on the policy and JH will pass these to Nikki, who will report back.  Keeping children safe in education Part 1 KCSIE- Agreed, unanimous vote but to be signed at October meeting.  Action – ALL Governors to read Part 2 and sign to say they have read it (Clerk to keep record) |
|  | 125.320 | **Governors Business** | AB shows governors business interest form. All governors to sign and declare any business interests.  All governors to update contact details. AB reminds governors of meeting dates which can be found on Governo Hub. ACTION AB to email JE the dates.  AB nominates three people for pay committee, AB proposes MB, BM and AB. All Governors agree, unanimous vote. |
|  | 125.321 | **Effective Governance** | AB ask governors what effective governance. MB says the two new governors.  BM says the big review on the SDP, GDP what great progress has been made. BM wanted to commend MB and PS on the premises improvements which has a major impact on the students.  AB closes part 1 meeting 19:10pm and thanks all governors for their attendance. |