



Lakeside School
Minutes of the Full Governing Body meeting
held on 17th July 2017 at 17:00

Table listing attendees: Present (Di Chamberlain, Dianne Bellamy, Mike Williamson, Bob West, Hazel Round, Kirsty Hayes), In attendance (Geoff Ward, Deirdre Blower, Gary Taylor, Barry Ryder, Chris Hook, Jenny Spirit, Alex and Gareth), Apologies (Gareth Evans, Olwen Greenwood).

Absent

The meeting was quorate.

Table with 3 columns: ITEM, Description, ACTION. Contains 3 items: 1. Welcome and Apologies, 2. Declarations of pecuniary interests, 3. TLRs Presentation with Q1-Q4.

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	<p>A4. Not yet – the programs need to be written.</p> <p><b>Q5. What is a “red zone” pupil?</b></p> <p>A5. A pupil identified as struggling pastorally or academically. Intervention strategies will be formed from information provided by Heads of Department.</p> <p>Governors expressed their thanks for the presentation, and commented that they appreciated that staff have taken note of Governors’ suggestions and that the added pastoral information has improved communication throughout the school. Governors said that the system demonstrated the individuality of each case – a “one size fits all” system was not viable.</p>	
4	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>The <b>updated Budget Report and Devolved Capital Report</b> were circulated to Governors prior to the meeting. DBL explained the nature of some items. Expenditure was broadly on target for the first financial quarter. Income was more problematic as it did not arrive throughout the year, but tended to arrive towards the year end.</li> </ul> <p><b>Q1. Is it possible to use the devolved capital fund to buy smartboards for example?</b></p> <p>A1. It could be done.</p> <ul style="list-style-type: none"> <li><b>Procurement Card Purchases.</b> Changes made to process for using Procurement Card, explained in Finance Visit Report 10/7/17, mean no longer needed as Standing Item on Agenda.</li> <li><b>Outreach cost report.</b> Changes made to recording outgoings/income for outreach now clearer in budget report so no longer needed as Standing Item on Agenda.</li> <li>It was noted that the headings “Income” and “Expenditure” were transposed on the finance information from the 5<sup>th</sup> June minutes. Minutes to be amended.</li> <li>The <b>Staff Attendance report</b> was presented to Governors.</li> </ul> <p><b>Q2. Is this information all on SAP?</b></p> <p>A2. There is further information recorded here.</p> <p><b>Q3. What will the information be used for?</b></p> <p>A3. It will flag up patterns and possible areas of concern or trends.</p>	
5	<p><b>Minutes of Previous Meeting</b> (FGB 5<sup>th</sup> June 2017). The minutes were agreed subject to an amendment at Item 4, income and expenditure figures transposed and Item 9 referring to the Ofsted report.</p> <p><b>ACTION:</b> Clerk to amend minutes and forward to Chair for signature.</p>	CLERK
6	<p><b>Matters Arising &amp; Actions</b></p> <ul style="list-style-type: none"> <li>MW confirmed that Wi-Fi had been installed and that a secure, password protected, Governor’s page had been made available on the website. Melonie Cozens (MC) will maintain the data on the school website for Governors to access. Three tablets had been purchased for use by governors’. It was agreed that HR and KH would be issued with tablets for school use. The third would be kept at school for use at FGB meetings.</li> </ul> <p><b>Q1. What about confidential minutes?</b></p> <p>A1. They do not appear on the website.</p> <p><b>ACTION:</b> Clerk to ensure that documents are forwarded to MC for inclusion on the website.</p> <p><b>ACTION:</b> HR to discuss the website structure with MC and bring proposals to the September meeting.</p> <ul style="list-style-type: none"> <li>SMT to ascertain the existence of the Business Continuity and Disaster Recovery plans and the Critical Incident plan. <b>ONGOING.</b> There was some discussion concerning fireproof safes and storage. The Finance Group will report to the next meeting.</li> </ul>	<p>MW</p> <p>CLERK</p> <p>HR HR</p> <p>SMT</p>

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	<ul style="list-style-type: none"> <li>Financial benchmarking exercise to be carried out when information is published.</li> <li>Evaluate the possibility of “business mentors” for year 10 and year 11 pupils to come into the school and provide a “real world” viewpoint. Some discussions have taken place but no actions arising yet. A Careers Advisor will attend to provide information on CVs, interview techniques, etc. <b>COMPLETE</b>.</li> <li>Whiteboard to be replaced with a touch-screen board. Follow-up meeting to be arranged with staff in summer term. <b>ONGOING</b>. Awaiting costings.</li> <li>Risk Assessment, Risk Plan and policy to be drawn up. To be revisited in view of the recent episodes in Manchester and London. <b>ONGOING</b></li> <li>Retrieve data on pupils that are not subject to pupil premium <b>ONGOING</b></li> <li>Pay &amp; Personnel panel to consider DBS checking, discuss with the new Business Manager and agree timescales. <b>COMPLETE</b>. It was agreed that DBS checks would be carried out on appointment and would be repeated if any cause for concern is raised.</li> <li>Equalities policy is to be reviewed <b>ONGOING</b></li> <li>Report to Governors on the latest Safeguarding Meeting, Single Central Register check, to be issued. <b>ACTION:</b> KH to submit report.</li> <li>GE to check with other special schools as to whether FGB minutes should be posted on the school website.</li> <li>LLP Report to be circulated. <b>COMPLETE</b> The report was circulated to Governors and subsequent meetings have indicated that appropriate actions are in place.</li> </ul>	<p><b>Bus.Man.</b></p> <p><b>Bus.Man.</b> <b>BR</b></p> <p><b>GT</b></p> <p><b>KH</b></p> <p><b>GE</b></p>
<b>7</b>	<p><b>Minutes from Pay and Personnel Committee 12 June 2017.</b></p> <ul style="list-style-type: none"> <li>The TLR3 projects for 2018 were agreed as per the P&amp;P Committee minutes. <ul style="list-style-type: none"> <li>outdoor learning looking at education of pupils whilst outdoors and when returning to classroom</li> <li>the general outline of the second project surrounding outcomes for looked after children was agreed but further clarification needed in terms of full project remit. See item 8 below.</li> </ul> </li> </ul> <p>HR agreed to look at revised information re pay policy when updated MPP available from EPS in time for first committee meeting in September.</p>	<p><b>GT</b></p> <p><b>HR</b></p>
<b>8</b>	<p><b>HT/SLT Report</b></p> <p>Governors commented that the June report showed a variance from the May report. Some data had been queried and would be amended. It was also noted that the dashboard report did not appear to have changed. Case studies should indicate the reasons.</p> <ul style="list-style-type: none"> <li>Staffing update. The report was circulated to Governors.</li> <li>Progress against SIP. The report was circulated to Governors. There was some discussion regarding the English statistics and comments, and possible anger management courses. The Pupil Questionnaire was circulated to Governors. Governors queried the content of question 2. It was agreed that it would be amended.</li> </ul> <p><b>Q1. Is there a parents’ questionnaire?</b> A1. It is currently in progress.</p> <ul style="list-style-type: none"> <li>A quote has been received for the work on the windows necessary under H&amp;S requirements.</li> <li>Attendance update. The report was circulated to Governors</li> <li>Bullying update. Report to be circulated by CH.</li> </ul> <p>DC presented some statistics on pupil exclusions for the year, broken down by</p>	<p><b>GE</b></p> <p><b>BR</b></p>

Signed: .....



	<ul style="list-style-type: none"> <li>○ 8<sup>th</sup> January 2018</li> <li>○ 12<sup>th</sup> March 2018</li> <li>○ 14<sup>th</sup> May 2018</li> <li>○ 16<sup>th</sup> July 2018</li> </ul> <p><b>It was agreed that next subject presentation would be on Science</b></p>	
<b>14</b>	<b>Correspondence.</b> Some congratulatory letters have been received in respect of the Outreach programme.	

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Di Chamblertlain, Chair of Governors

15	<b>Future Agenda Items</b> (Standing Item) <b>Sept Meeting:</b> Proposals for Website structure. Look at including something around enabling pupils to develop themselves in 17/18 Vision Looked After Children report Governor recruitment. Schools SEF so can feed into next round of SIP Sign off Holds for Safety record Agree TLR3 Projects for 17/18 <b>Oct meeting</b> Agree budget (needs to be on SAP by end Nov) Agree SIP	DC
16	<b>Date of next meeting:</b> 25 <sup>th</sup> September 2017	

**MEETING CLOSED 19:15**

**IMPACT STATEMENT:**

Signed: .....

Di Chamblairlain, Chair of Governors