



Lakeside School
Minutes of the Full Governing Body meeting
held on 15th January 2018 at 17:00

Present: Di Chamberlain, Chair (Co-opted) DC
Mike Williamson (Staff) MW
Bob West (Co-opted) BW
Hazel Round (Co-opted) HR
Kirsty Hayes (Parent) KH
Gareth Evans (Headteacher) GE
In attendance: Jenny Spirit (Clerk) JS
Deirdre Blower (Business Manager) DBL
Barry Ryder (Head of Care) BR
Gary Taylor (Deputy Headteacher) GT
Apologies: Olwen Greenwood (Local Authority) OG
Absent: N/A

The meeting was quorate.

Table with 3 columns: ITEM, ACTION, and content. Item 1: Welcome and Apologies. Item 2: Declarations of pecuniary interests. Item 3: Finance Update with multiple Q/A pairs.

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|   | <p>A. DBL noted that some income did not come through until March last year.</p> <p>The HT informed governors about another form of income (spend to save) plus possible savings which could be made if the school were to rent Vauxhall Zafiras through Hampshire’s rental scheme for three to four year 7 pupils and an additional vehicle for three year 6 pupils based in Basingstoke. It was confirmed that these vehicles do not need a D1 licence as they are cars and not minibuses, therefore any staff member could drive them e.g. if they were going to attend training or meetings a long distance away. They could also be used as additional space for school trips.</p> <p><b>Q. Does the budget line 4270 include these projected costs?</b></p> <p>A. The line above (4263) would include this, the next budget report will show the cost. If the vehicles arrived in March, the first charge would not show until April’s budget monitoring statement.</p> <ul style="list-style-type: none"> <li>• Agree statement of Financial Expectations - Page10 statement of financial expectations (as circulated at 20<sup>th</sup> November FGB)</li> </ul> <p><b>Q. Do all school staff who drive on school business have business insurance?</b></p> <p>A. DBL confirmed that when staff sign expense claims they are signing documentation to say they have the business level of cover. They also provide the school admin team with a copy of their insurance documents.</p>   |  |
| 4 | <p><b>Minutes of Previous Meeting</b> (FGB 20<sup>th</sup> November 2017).<br/>The minutes were signed and agreed.</p> <p><b>Approval of non-confidential Pay and Personnel Committee minutes (20<sup>th</sup> November 2017)</b><br/>The minutes were agreed by the attendees that were present and signed.</p>   |  |
| 5 | <p><b>Matters Arising &amp; Actions</b> (FGB 20<sup>th</sup> November 2017)</p> <ul style="list-style-type: none"> <li>• 6) A discussion took place as question had been raised about how the support staff pay was determined. It was agreed that the school pay a policy should be referred to.<br/>DBL left the room at 1720 to retrieve an electronic copy of the pay policy, a paper copy was found. DBL returned to the room at 17.22.<br/>The pay policy was retrieved, and it was agreed that the Headteacher make all pay recommendations for support staff to the Pay and Personnel committee for approval.</li> <li>• 7) A meeting will be planned for February to review current year’s PP progress data and other evidence. BR to look at progress data of impact of intervention on pupil premium statement. <b>ONGOING:</b> BW and GT to arrange meeting</li> <li>• 9) DC noted that she had not reviewed the latest physical holds information <b>ACTION:</b> DC to check when she visits the school tomorrow <b>ONGOING</b></li> <li>• 10) The HT Performance panel includes, BW, KH and OG. <b>ACTION:</b> DBL to liaise with LLP Sarah Keil to arrange new date. Had been due to take place the following day but postponed due to OFSTED inspection. <b>ACTION COMPLETE.</b></li> <li>• 13) Staff Wellbeing questionnaire - <b>ACTION:</b> It was agreed that KH and BR meet before the end of term to review the responses and feedback to staff <b>ONGOING.</b></li> </ul> | <p><b>BW/GT</b></p> <p><b>DC</b></p> <p><b>KH/BR</b></p> |

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|          | <ul style="list-style-type: none"> <li>• 15) OG to confirm continuation in her role post 28<sup>th</sup> January to Clerk. <b>ACTION COMPLETE</b> – OG confirmed that she will be stepping down from her post and has handed in her resignation.</li> <li>• 18) Equalities Policy – <b>ACTION:</b> BR to check if this policy is actually due for renewal. <b>ACTION COMPLETE</b> review and approval of policy covered in section 12 of these minutes.</li> <li>• 18) HR and DC went to Special Schools conference on the 4<sup>th</sup> October and noted actions going forward in a report circulated prior to the meeting <b>ACTION:</b> DC to follow up the action points. <b>ONGOING</b></li> <li>• 18 <b>ACTION:</b> DBL to provide Clerk with information on GDPR to upload to the Governors Portal. DBL noted that there is a need to first process map data from all sources. DBL to report progress at next governors meeting in January. <b>ACTION COMPLETE</b> Information circulated to governors as per section 8 of this meeting.</li> </ul>  | <b>DC</b> |
| <b>6</b> | <p><b>SLT Report and Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Leadership Team Report (circulated prior to the meeting)</li> </ul> <p>DC noted that the report headings did not tie in with the School SIP. GE confirmed that the SIP headings will be used as the basis for the report in future.<br/> <b>ACTION:</b> DC to ask Mel to put the SIP and SEF on the Governors Portal as separate items not just in with September documentation.</p> <p>Attendance for Autumn term 2017 was 89.1%, although when those with the most profound MH issues and parents in dispute with the LA are removed this rises to 91%. Attendance figures show percentage increase year on year from 2015.</p> <p><b>Q. What has led to this increase?</b><br/> A. The persistence and hard work of the Social Workers and Learning Support staff day in day out every single day. There have also been additional rewards for marginal improvements and praising recognition letters. It was highlighted that the OFSTED inspector noted that GE was one of the only HT's she has met that rightly regarded non-attendance as a Safeguarding issue.</p> <p><b>Q. Does the school fine parents for pupil non-attendance?</b><br/> A. The fines can be counterproductive to encouraging attendance given the large costs to low income families. Where the rewards systems are working it has not been felt necessary.</p> <p>Governors were informed that the residential OFSTED inspection had taken place this week and the residential award had also been Outstanding. The inspector was impressed with quality of the residential reports, congratulations were given to KH. The school received outstanding in every category for the residential inspection.</p> <ul style="list-style-type: none"> <li>• <b>Senior Manager Report</b> (circulated prior to the meeting)<br/>No additional questions or comments were raised.</li> <li>• <b>Residential Report</b> (circulated prior to the meeting)<br/>No additional questions or comments were raised.</li> <li>• <b>Progress against SIP</b><br/>No additional questions or comments were raised.</li> <li>• <b>Monitoring of Exclusion data</b></li> </ul> | <b>DC</b> |

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|   | <p>Exclusions update covered in section 12 of these minutes.</p> <ul style="list-style-type: none"> <li>• <b>Parent questionnaire feedback</b><br/>The task is almost complete, there are few telephone calls still to be made.</li> <li>• <b>OFSTED feedback/actions</b> (report circulated prior to the meeting)</li> </ul> <p>The actions noted in the OFSTED report for leaders and those responsible for governance include:</p> <ol style="list-style-type: none"> <li>1) Extend the work to develop pupils' aspirations for their futures so that this begins earlier – noted in the SIP</li> <li>2) Continue to develop leadership at all levels - also noted in the SIP.</li> </ol>  |                     |
| 7 | <p><b>Monitor training needs/take up</b><br/>Agreed to postpone until governor vacancies are reduced.</p>   |                     |
| 8 | <p><b>General Data Protection Regulations update</b><br/>The school action plan for GDPR and Hampshire's legal team were circulated. A full update will be given at the next meeting.</p> <p><b>Q. What is the deadline for compliance?</b><br/>A. The legislation comes in to effect on 25<sup>th</sup> May 2018, but we don't need to be compliant by then but do have to show that we are working towards compliance.</p> <p><b>Q. Are there any obvious issues we are likely to have?</b><br/>A. DBL noted that as she is relatively new to post she would need to check back how we looked after student data from the past. It was confirmed that sensitive, confidential and Safeguarding data is locked away.</p>   |                     |
| 9 | <p><b>Governor Recruitment/Vacancies.</b></p> <p>DC confirmed that OG and DB had both stepped down from their role as governor.</p> <p>DC confirmed that the school is registered with SGOSS and INSPIRE but no potential leads have come from this.</p> <p>As all governor posts are ending on 28<sup>th</sup> January the following results of elections and nominations were confirmed:</p> <ul style="list-style-type: none"> <li>○ <b>Results of Parent Governor recruitment/election</b><br/>GE confirmed KH as Parent Governor to continue from 29<sup>th</sup> January 2018.</li> <li>○ <b>Results of Staff Governor recruitment/election</b><br/>GE asked all staff, MW was the only candidate and therefore no election was required. MW was confirmed as the staff governor to continue from 29<sup>th</sup> January 2018.</li> </ul> <p>The Co-opted governors were asked to leave the room to conduct their appointment.</p> <ul style="list-style-type: none"> <li>○ <b>Election of co-opted governors (DC, HR, BW)</b><br/>Following discussion, it was agreed to accept DC, HR and BW as Co-opted governors. They will continue from 29<sup>th</sup> January 2018.</li> </ul> <p>The Co-opted governors returned to the room.</p> <p><b>ACTION:</b> Clerk to update CWA with extending terms offices for above appointments.</p> <ul style="list-style-type: none"> <li>○ <b>Personal declaration forms</b><br/>Governors Services personal declaration forms were circulated to all governors prior to the meeting. By signing the form, the governors declared</li> </ul> | <p><b>CLERK</b></p> |

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|    | <p>that they know of no reasons (listed) why they would be disqualified.<br/> <b>ACTION:</b> Clerk to ensure form is completed by MW</p> <p><b>Current constitutional vacancies</b></p> <ul style="list-style-type: none"> <li>• <b>Co-opted governor</b><br/> As a result of mail out to 34 local businesses, one interested party has come forward. DBL is awaiting a response to email arranging for a visit to the school. GE noted a previous employee of IBM. DC notes she will be going to 'Probus' groups in Romsey and Wellow to encourage applications of interest.</li> <li>• <b>Parent Governor</b><br/> There is one constitutional vacancy remaining for a parent governor. RS's mum had expressed an interest. <b>ACTION:</b> DBL to give clerk contact details to see if a date could be arranged to meet with DC at school.</li> <li>• <b>LA Governor</b><br/> The Clerk contacted Judith Grajewski the County Councillor for Chandlers Ford who has nominated a lady called Margaret Atkinson. The Clerk spoke on the phone to Margaret last week. In terms of her experience she is a Chartered Accountant, Borough Councillor and Chair of Chandlers Ford Parish Council. She was initially concerned about the time commitment, the Clerk explained to her that there are 6 two-hour meetings per year for FGB, plus possible additional responsibilities i.e. additional roles. Margaret confirmed that she felt this would thus fit in with her existing commitments. She noted that she would like to attend a meeting before committing to the post and I have passed her details on to DC to arrange a visit to the school in February as Margaret is very busy as a chartered accountant where it is Tax Self-Assessment Returns time. <b>ACTION:</b> DC to contact Margaret mid-February</li> </ul> | <p><b>CLERK</b></p> <p><b>DBL/<br/>CLERK</b></p> <p><b>DC</b></p> |
| 10 | <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>○ <b>Update</b><br/> Nothing more to report</li> <li>○ <b>Sign off holds for safety record</b><br/> Already covered</li> <li>○ <b>Health and Safety Governor</b><br/> As DB has resigned there is a vacancy for this governing role. Following discussion, it was agreed to re-visit once governor recruitment has taken place. It was highlighted that the annual audit takes place around June/July time, so it was agreed it would be prudent if a governor was elected to this role by then.</li> </ul>  |   |
| 11 | <p><b>Safeguarding Matters</b></p> <ul style="list-style-type: none"> <li>• <b>November safeguarding visit report</b><br/> The OFSTED inspector had highlighted how valuable and thorough all the Safeguarding documentation that OG had organised was to the inspection process, thanks were made to OG.</li> <li>• <b>Safeguarding governor</b><br/> Following discussion KH agreed to be Safeguarding governor <b>ACTION:</b> KH to set meeting up with BR and GT.</li> </ul>  | <p><b>KH</b></p>  |
| 12 | <p><b>Governing Body Administration (Standing Item)</b></p>   |   |

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- Monitored Safeguarding
- Reviewed planned actions for filling governor vacancies
- Reviewed plans for meeting new General Data Protection Regulations

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Di Chamblertlain, Chair of Governors