



**Lakeside School**  
**Minutes of the Full Governing Body meeting**  
**held on 24 September at 16:45**

<b>Present</b>	Gareth Evans (Headteacher)	<b>GE</b>
	Kirsty Hayes (Parent)	<b>KH</b>
	Hazel Round (Co-opted)	<b>HR</b>
	Mike Williamson (Staff)	<b>MW</b>
	*Margaret Atkinson (Local Authority)	<b>MA</b>
	Di Chamberlain, Chair (Co-opted)	<b>DC</b>
	Rachel Dalby-Hopkins (Co-opted)	<b>RDH</b>
	*Bob West (Co-opted)	<b>BW</b>
<b>In attendance</b>	*Deirdre Blower (Business Manager)	<b>DBL</b>
	Julia Burton (LA Cover Clerk)	<b>JS</b>
	Barry Ryder (Head of Care)	<b>BR</b>
	*Gary Taylor (Deputy Headteacher)	<b>GT</b>
	*Andre Russell (Teacher)	

**Apologies:** None received

**Absent:** None received

**Meeting started at 4.50pm**

\*Additional information e.g. arrived, left etc.

**The meeting was quorate**

ITEM		ACTION
1	<b>Welcome and Apologies.</b> No apologies were received	
2	<b>English Presentation</b> Andre Russell, Acting Subject Lead in English, attended the meeting and gave a short presentation to Governors on where English is at in the school.  The presentation summarised the following: <ul style="list-style-type: none"> <li>• Aims</li> <li>• Staff</li> <li>• Key Stage 3 and Key Stage 4 curriculum updates (hard copies of each were tabled for governors' information).</li> <li>• Achievement at both Key Stage 3 and Key Stage 4.</li> <li>• Examination results for English Entry Level Certificate (hard copies also tabled for governors' information)</li> <li>• Explained the areas where additional support and reassurance was required and the reasons for this and how this was addressed</li> <li>• Positive feedback</li> <li>• In the context of the national cohort students will fall a level below but the majority have met the targets</li> <li>• Staff pupils relationships</li> <li>• Issues around non-attendance</li> </ul> <p><b>BW asked if the non-attendance issues only related to English?</b> No, not only in English, non-attendance applied to other subjects as well.</p>	

Signed: .....

The presentation also provided an analysis of the subject, showing the improvements that had been made, together with the other challenges faced.

AR drew governors' attention to the examination questions and the presentation gave an example of how the questions have become more challenging and require a deeper level of thought, together with a distinct focus on Spelling Punctuation and Grammar (SPaG). An example question was also tabled for governors' information and showed how students are expected to be able to read, comprehend and analyse the subject/extract independently.

The approach in school is to help students understand the question to enable them to meet these requirements, using the "scaffolding" method to work towards meeting the success criteria. AR explained how this was done.

Governors were also informed that the English team has redesigned the success criteria to help students understand what they are looking for and the questions they have to ask. It was noted that these can also be applied across other subjects. This information is then incorporated into a tracker to show students how they are progressing.

The way forward is to raise standards across all subjects and examinations:

**DC asked how staff are working to raise the standard?**  
This work is carried out in staff meetings.

The presentation also focussed on:

- **Reading** – Both students and parents are held more accountable with increased communication and an intensity of focus on reading writing and examination techniques.
- **Writing** - increasing pupil familiarity with exam criteria and provide more support and resources, together with an increase in shared opportunities and experiences.
- **Exam techniques** - increase focus on comprehension and interpretation of exam questions together with:
  - Planning responses and time management
  - Increase opportunities to work in exam hall to familiarise students with the environment
  - Promotion of healthy eating
  - Promote a buddy system

These actions can be emphasised across both Key Stages and will be subject to review in department meetings.

**Q: Do students read the original text/language**  
Yes, but where a film is available students are also exposed to that to explore what the poet/writer has reviewed.

GE commented on how the scaffolding approach is useful across all subjects. It was noted and agreed that examinations are getting harder for schools like Lakeside and the continued drive is to stay at GCSE entry level, rather than vocational choices. GE summarised the entry levels and how these equate to GCSE grades. It was further noted that pupils do not feel stigmatised with this approach and governors agreed that the main aim and objective is to try to get students back into mainstream education.

Signed: .....

	<p>There were no further questions and DC thanked AR for his presentation.</p> <p><b>5.21pm – AR left the meeting.</b></p>	
3	<p><b>Finance Update</b></p> <p><b>Budget monitoring report</b> The budget monitoring report had been shared with governors in advance.</p> <ul style="list-style-type: none"> <li>• DB summarised the changes that will apply with the pay awards, which came into effect from September 2018.</li> <li>• Schools will receive a one off top up pay grant which will be factored in to the budget share for the next financial year.</li> <li>• Deficit forecast for 2019/20 – mid-year review will provide an opportunity to look at the budget figures to improve this going forward.</li> </ul> <p><b>Q – what opportunities will we have to look at additional income?</b> Not many. There are no opportunities for hiring accommodation due to the nature of the school with weekly residential students. Any additional hiring could only be on Fridays, and any increase in the current Friday activities would involve additional site staff and associated costs. One potential could be additional support funding on top of the support already provided.</p> <p><b>Expenses Forms</b> DC confirmed that she had completed her mileage expenses form and that in the absence of a Vice-Chair, this had been signed off by the Headteacher.</p>	
4	<p><b>General Data Protection Regulations (GDPR) update</b> Governors were informed that these have been updated to include volunteer status and were shared with governors. An action plan is also included. Governors discussed how data sharing is recorded. Information sharing is quite restricted and the school is following the Hampshire County Council guidelines and advice. The school is GDPR compliant. It was noted that no school is expected to get it right straight away.</p> <p>It was also noted that Survey Monkey is not GDPR compliant and future use of this may need to be reconsidered.</p> <p>DC explained that she is still receiving exclusions information that needs to be anonymised and this will be actioned.</p> <p>DB was thanked for her update.</p> <p><b>5.35pm DB left the meeting.</b></p>	GE
5	<p><b>Declaration of Pecuniary Interests</b> There were no pecuniary interests declared for this meeting.</p>	
6	<p><b>Annual Declaration of Pecuniary Interests</b> DC confirmed that pecuniary interest forms will be circulated to complete the register of pecuniary interests. It was noted that this is an annual requirement and needs to be published on the school website.</p>	DC/Clerk
7	<p><b>Minutes of previous meeting (FGB 16<sup>th</sup> July 2018)</b> The minutes of the previous meeting held on 16 July 2018 had been circulated in advance for governors' information. There were no comments or amendments</p>	

Signed: .....

	and the minutes were approved as an accurate record and signed off by the Chair.	
8	<p><b>Matters arising &amp; actions (FGB 16<sup>th</sup> July 2018)</b></p> <p><b>Item 4 – MW to email slides to Clerk for putting on Governors’ portal</b> These slides are now on the portal. DC recommended that some of the slides would be useful for governors to consider to when visiting the school as evidence of good practice.</p> <p><b>Q. Is trauma training now included in the staff handbook?</b> Not yet, but plans to include it are in place this academic year.</p> <p><b>Item 6 – DB to arrange for Admin staff instead of Chair to summarise number of exclusions by type – this matter is ongoing.</b></p> <p><b>Item 9 – Updates to SIP in colour format – GE confirmed the dates are now included but not in colour format.</b></p> <p><b>Item 12 – Clerk to update CWA with Governor roles and representatives – actioned and completed.</b></p> <p><b>Item 12 – DC to update HT job role document – actioned and completed.</b></p> <p><b>Item 12 – GE to add positive highlights from questionnaire to website – it was noted that these will be ready to circulate with these minutes.</b></p> <p>There were no other matters arising or questions.</p>	All
9	<p><b>HT/SLT Report and Matters Arising</b> The HT/SLT report had been shared with governors in advance and questions were invited. The report covered:</p> <ul style="list-style-type: none"> <li>• <b>Leadership Team Report</b> including: <ul style="list-style-type: none"> <li>○ Attendance of previous year 11 at College update</li> <li>○ Progress against SIP</li> <li>○ Agree SEF and SIP for 2018/19 academic year</li> </ul> </li> </ul> <p>HR commented that it had been very helpful to have the evaluation of progress made against the SIP.</p> <p><b>DC asked if there was any particular reasons why the SATs results were not quite as expected?</b> No, there are no particular reasons. GE added that he is pleased with the results and also explained the circumstances where there may have difficulties, particularly around the use of primary KS2 SATs papers.</p> <p><b>DC asked about the GCSE results</b> It was noted that information had been shared with governors to show where pupils are expected to be in Maths and other subjects and these can be discussed in further details at the tracker meeting.</p> <p><b>BW asked about the poor results in history</b> This is mainly due to non-attendance and absences.</p> <p><b>Is there anything that can be done to take this forward?</b></p>	

Signed: .....

	<p>It is all about continuing to build confidence, self-esteem and a can-do attitude. It also helps having mock exams early.</p> <p><b>HR asked if history is a subject of choice?</b> It is more a difficulty with the exam process rather than the subject as this is so different from the classroom environment.</p> <p><b>KH asked if CDT and ICT are going to transfer across to the system?</b> This has been discussed and the mainstream style of approach is being looked into, along with looking at history <u>or</u> geography as the way forward. On the best 8 rating, Ofsted do look at it and Lakeside outshines all competitors with the huge range of subjects offered in the school. It is all about enriching the students' lives and giving them every opportunity to succeed.</p> <p>Governors also discussed post-16 options and the expectations. It was agreed that conversations will be needed with post-16 establishments about entry criteria.</p> <p>It was agreed that an evening will be arranged in October to share information and look at the plans for the next year. The SEF will highlight the Ofsted Outstanding in both areas. SEF will be circulated to governors during the week before the SIP meeting and will need to capture how the monitoring and self-evaluation in all subjects will be rolled across. Leadership succession targets and areas will also be looked at.</p> <p><b>Meeting date confirmed - 15 October 2018 5.00 – 6.30pm</b> (SLT/English Lead/Maths Lead/Governors)</p> <ul style="list-style-type: none"> <li>• <b>Senior Manager Report</b> It was noted under this item that the policies will be added on to the portal. DC also added that the Keeping Children Safe in Education (KSIE) report needs to be read, in particular in relation to how it applies to governors. It is also crucial that the Statement of Purpose for Residential is included in the minutes as part of the Ofsted criteria.</li> </ul> <p><b>Action for next meeting</b> – governors required to sign to confirm they have read the KSIE.</p> <ul style="list-style-type: none"> <li>• <b>Residential Report</b> HR asked about the problem with the sprinklers in the boys' bedroom. BR explained about the problem and how this has been actioned adding that no further problems have been identified.</li> <li>• <b>Social Workers Report</b> DC commented that having its own dedicated Social Worker was invaluable to the school and governors agreed. The early intervention is an asset to students and staff. The report highlighted feedback on bullying and actions taken how this can be built upon.</li> </ul> <p><b>KH asked who monitors the recommendations from the Social Worker report?</b> The SLT are aware and will take necessary action. This also provides good evidence of Safeguarding Audit.</p>	<p><b>GE/GT</b></p> <p><b>All</b></p>
--	--	---------------------------------------

Signed: .....

	<ul style="list-style-type: none"> <li> <b>Looked After Children report</b>  <b>HR asked if there is anything the school can do to support care homes where there are student issues with attendance?</b>  Social Workers are working with care homes to support them with any attendance issues.   <b>Governors also discussed about where students have been relocated and have longer distances to travel to school - has this presented any issues?</b>  No, no obvious issues and governors were informed of one student who moved to the north of the county who wanted to stay at Lakeside and is continuing to work successfully at the school.   Governors also discussed the benefits and achievements of students attending “military college”.   <b>Governors also discussed ePeps and how this is shared with parents?</b>  Printed copies were previously sent to parents but they are not now sent to a central system (virtual school) for distribution. </li> <li> <b>Progress re DHT recruitment</b>  Details of the DHT recruitment had been included in the report. Two candidates have been shortlisted to be carried forward following the advert going national, after which it is anticipated to have a shortlist of 4. Closing date 8 October 2018. BW and DC will be shortlisting. DB will send out shortlisting/recruitment schedule. </li> </ul>	<b>DB</b>
10	<b>Health and Safety (standing item)</b> There were no health & safety issues to report to this meeting.	
11	<b>Safeguarding Matters (standing item)</b>  Annual Safeguarding ready for submission Keeping Children Safe in Education (KCISE) – September 2018 (training) – see under Senior Manager Report (Item 9) above)	
12	<b>Attendance – review Annual Report from Social Worker</b> See Item 9 above.	
13	<b>Pupil Premium</b> <b>MW’s Annual Report from designated teacher re promoting educational achievement of Looked After Children had been previously circulated. No issues raised.</b>	
14	<b>Policies</b> Policies had been shared in advance: <ul style="list-style-type: none"> <li> <b>Safeguarding</b>  Changes noted in respect of KSIE. No other major changes. Policy based on Hampshire County Council (HCC) model policy. </li> <li> <b>Child Protection</b>  Changes noted in respect of KSIE. No other major changes. Policy based on HCC model policy. </li> <li> <b>Health &amp; Safety</b> </li> </ul>	

Signed: .....

	<p>Changes in respect of KSIE, no other major changes – based on HCC model policy.</p> <ul style="list-style-type: none"> <li>• <b>Statement of Purpose for Residential</b> It was noted that this is reviewed annually. Governors approved the Statement.</li> <li>• <b>Pay Policy</b> This is based on the HCC policy document which has not yet been updated for 2018/2019. The approval of this policy will be carried forward to the next full governing body meeting.</li> <li>• Fourteen other policies had been updated for September 2018 and shared with governors prior to the meeting.</li> </ul>	<p><b>FGB 19 Nov</b></p>
<p><b>15</b></p>	<p><b>Governing Body Administration</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding vacancies - election of officers for 2018/19 academic year</b> <ul style="list-style-type: none"> <li>○ Elect Vice Chair of Governors – RDH agreed to be Vice-chair</li> <li>○ Confirm whether RDH to be on HTPM panel. RDH will be on the HTPM panel and will liaise with KH to take this forward.</li> <li>○ Pay &amp; Personnel Committee. Membership was amended and will now be HR/DC/KH (not RDH)</li> <li>○ Pay Committee - HR/DC/KH/BW. Dates to be arranged and confirmed.</li> </ul> </li> </ul> <p><b>6.28pm GT left the meeting.</b></p> <ul style="list-style-type: none"> <li>○ Development &amp; Training Governor (DTG) – DC will continue to act as DTG.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Annual Website Check</b> (ensure statutory items are up to date) HR has looked at the website and summarised the updates that are required to meet the legal requirements. HR will send details to GE, BR and Mel Couzens.</li> <li>• <b>Governance Network Hub</b> Hampshire Governor Services are setting up a system whereby governors from one GB can visit other GBs and the question was asked if Lakeside School governors want to get involved.</li> </ul> <p>DC feels Lakeside has a very good governing body with a lot to offer; different in content and context but not in the way we run our business. Governors discussed what can be gained and agreed that it will provide opportunities for sharing good practice and good governance. Governor Services are facilitating the provision but it is the responsibility of governing bodies to make arrangements. Governors agreed there are advantages of the process and could be useful and also agreed to talk to other special school GBs. DC to take this forward.</p> <p><b>6.39pm BW left the meeting.</b></p> <ul style="list-style-type: none"> <li>• <b>Review induction for governors</b> This matter is ongoing, but feedback on the induction for governors received so far showed that all the aims have been met.</li> <li>• <b>Decide Whole Governing Body Training (WGBT) topic and book date</b> Agreed Pupil Wellbeing and Attainment. DC to arrange with Governor Services for Spring Term 2.</li> </ul>	<p><b>RDH/KH</b></p> <p><b>DC</b></p> <p><b>HR</b></p> <p><b>DC</b></p> <p><b>DC</b></p>

Signed: .....

	<ul style="list-style-type: none"> <li>• <b>Governing body vacancies</b> <ul style="list-style-type: none"> <li>○ 1 x Parent Governor – Parent governor vacancy information shared with parents to look to filling this vacancy.</li> <li>○ 1 x Co-opted Governor – looking for applicants.</li> <li>○ Parents' Evening in December could also be a useful date to recruit new governors</li> </ul> </li> </ul> <p><b>6.46pm MA left the meeting</b></p> <p><b>Action point</b> – governors to produce information for newsletter – a couple of sentences about themselves and their role on the governing body. Details to be forwarded to GE.</p> <ul style="list-style-type: none"> <li>• <b>Exclusions update record</b> – Admin staff to produce breakdown for next meeting</li> <li>• <b>Governor Visits and associated actions</b> <ul style="list-style-type: none"> <li>- KH shared details of her health &amp; safety visit.</li> <li>- Safeguarding and Residential visit had also been shared with governors in advance. KR provided feedback.</li> <li>- SEN Conference on 10 October in Portsmouth - DC and HR attending.</li> <li>- Date confirmed for the assessment data tracker – <b>Monday 12 November 2018 at 4.00pm.</b></li> </ul> </li> </ul>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>DC</b></p>
<b>16</b>	<p><b>Correspondence</b> No correspondence had been received directly by DC. It was noted that she had been copied in to correspondence with Social Worker, which gave details of a chronological and comprehensive response to a complaints issue.</p> <p><b>Q. How many complaints have we had over the last academic year?</b> GE will need to check and report back to governors.</p>	<b>GE</b>
<b>17</b>	<b>Agree future agenda items for next meeting</b>	
<b>18</b>	<b>Date of next meeting – 19 November 2018</b>	

**MEETING CLOSED 1905 hrs.**

**IMPACT STATEMENT:**

Updated understanding of how English delivered at Lakeside  
 Monitored budget  
 Monitored implementation of GDPR  
 Held SLT to account re general day to day operation of school/pupil progress including attendance, exclusions etc.  
 Discussed annual reports from Social Workers and Designated Teacher for Looked After Children  
 Discussed recruitment re DHT and governors  
 Approved various Policies  
 Ensured Lakeside website updated to meet national requirements

Signed: .....