



Lakeside School
Minutes of the Full Governing Body meeting
held on 12th March at 17:00

Present	Di Chamberlain, Chair (Co-opted)	DC
	Gareth Evans (Headteacher)	GE
	Kirsty Hayes (Parent)	KH
	Hazel Round (Co-opted)	HR
	Mike Williamson (Staff)	MW
	*Bob West (Co-opted)	BW

In attendance	*Deirdre Blower (Business Manager)	DBL
	Jenny Spirit (Clerk)	JS
	Gary Taylor (Deputy Headteacher)	GT

Apologies: N/A
Absent: N/A

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

The meeting was quorate.

ITEM		ACTION
1	Welcome and Apologies. No apologies were received.	
2	Declarations of pecuniary interests. No new declarations were received. BW declared an interest in Item 9 and 10 of this meeting.	
3	<p>Finance Update</p> <ul style="list-style-type: none"> • Budget Monitoring (February 2018 report circulated with the agenda) Q. Note 2 – it is noted that General Maintenance may exceed budget, is there any way of predicting how many items may need to be fixed before the end of the financial year? A. There is no way to predict what may need to be repaired, but the cost to fix most items is small. There are also service plans in place for certain aspects of maintenance e.g. doors and locks. Q. Note 5, are we likely to receive OFSTED Fee for Boarding House? A. GE confirmed it had been refunded in previous years and is confident it will be received before the end of the financial year. GE has contacted Chris Jones who has passed his enquiry on to Liz. Q. Note 7, Which staff vacancy is being referred to? A. The vacancy referred to is in the care team in the boarding house. Q. Note 8, link courses for pupils educated off site - where this is due to exceed budget how will this be covered A. Additional funding has been received but is on a different line and will offset the exceeded budget. Q. Regarding the note about the budget share information for 2018/19 representing a £33 increase on 2016/17 representing a real terms reduction due to increased costs, how will this be offset? A. The school PAN has been increased to 92 which represents an increase of pupils, this means the school will receive additional funding per pupil which will safeguard the school financially. 	

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	<ul style="list-style-type: none"> • Agreement of SFVS for submission to HCC (draft statement circulated with agenda) DBL and DC met recently to review the statement. DC signed the printed copy at the meeting after approval by governors. • Review of financial status and funding implications on school operations It was noted there will be a carry forward amount to next financial year but that costs will need to be carefully considered. • Report of Finance Meeting Visit 8th February (circulated with agenda) Questions were invited, none were received. 	
4	<p>General Data Protection Regulations Update DBL noted that HCC will be providing some templates for data mapping and training for schools. The template will include school data within it, so the data that is unique to the school will need to be mapped additionally. It was noted that governors may need to add GDPR to their monitoring programme to ensure all staff are made aware of the regulations. It was confirmed that a staff training session is part of DBL's action plan for GDPR.</p> <p>Q. Is any sensitive data taken off site by staff? A. It was confirmed that primarily most of the data that is taken offsite by teachers to work from home are spreadsheets that they have created themselves. It was highlighted that as part of some roles e.g. social worker, access to personal information is required at all times to ensure that children are safeguarded. It was agreed that the school may need to check that as per HCC/IT policies any data that is taken off site is appropriately encrypted.</p>	
5	<p>Minutes of Previous Meeting (FGB 15th January 2018). The minutes were signed and agreed.</p> <p>Approval of confidential Pay and Personnel Committee minutes (15th January 2018) The minutes were signed and agreed following item 15 of this meeting.</p>	
6	<p>Matters Arising & Actions (FGB 15th January 2018)</p> <ul style="list-style-type: none"> • 2) Clerk to email pecuniary interest form to HR. Clerk to ask Mel to add to the pecuniary interest table on the school website. ACTION COMPLETE • 5) 7) BR to look at progress data of impact of intervention on pupil premium statement. ONGOING: BW and GT to arrange meeting ONGOING • 5) 9) DC noted that she had not reviewed the latest physical holds information ACTION: DC to check when she visits the school tomorrow ACTION COMPLETE • 5) 13) It was agreed that KH and BR meet before the end of term to review the responses and feedback to staff ONGOING • 5) 18) DC to follow up the action points from Special School Conference held 4th October 2017 ONGOING <ul style="list-style-type: none"> • 6) DC to ask Mel to put the SIP and SEF on the Governors Portal as separate items not just in with September documentation. ACTION COMPLETE • 9) Clerk to update CWA with extending terms offices for above 	<p>BW/GT</p> <p>KH/BR</p> <p>DC</p>

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	<p>appointments. ACTION COMPLETE</p> <ul style="list-style-type: none"> 9) Clerk to ensure form is completed by MW ACTION COMPLETE 9) Parent Governor vacancy - DBL to give clerk contact details to see if a date could be arranged to meet with DC at school. ACTION COMPLETE. The Clerk spoke to RS's mum who confirmed her interest in the role, but unfortunately, she unable to attend meetings a Monday evening as she would not have childcare for her son. As her son was not likely to be boarding at the school for much longer arranging an alternative day would also unfortunately not resolve this issue. 9) LA Governor Vacancy - DC to contact Margaret mid-February. DC invited Margaret to the school on the date she met with the proposed Co-opted Governor but as she had a course was unable to attend. ACTION: DC to email Margaret to arrange another date. 11) KH to set meeting up with BR and GT ACTION: DC to send schedule so that KH can arrange meetings. 12) WGB training - DC to confirm actual date ONGOING Governors were informed that the proposed date has been cancelled, DC will be contacting governors services regarding training when more governors are in post. 12) Clerk to add PREVENT as an agenda item. ACTION COMPLETE <p>DBL left the room at 17:40</p>	<p>DC DC/KH DC</p>
7	<p>SLT Report and Matters Arising</p> <ul style="list-style-type: none"> Leadership Team Report (circulated prior to the meeting) Questions from governors were invited: Q. Has the LSA recruitment process finished? A. Yes, 4 LSAs will be starting on a temporary contract. Q. Do we need 4 LSAs? Only 2-3 are mentioned in the report? A. Recruitment has taken place based on current and future requirements i.e. known needs for incoming pupils and expected maternity leave etc. <p>GE informed governors that he and DC will be interviewing on 21st March for a general subjects teacher for year 6 (including PHSE and PE) as the Year 6 teacher will be leaving at Easter.</p> <p>Q. What provision will there be for year 6 for the summer term in the interim while a teacher is appointed? A. Other teachers will cover, HLTAs will also continue to provide support.</p> <p>Q. Where do the year 6 SATs results show? A. They will be reported against the children's respective primary school. One year 6 child due to return to his original school that week.</p> <ul style="list-style-type: none"> Next steps following the recent residential and short inspections The final OFSTED short inspection report was circulated with the agenda together with the Residential report. No questions were raised. Progress against SIP (section 1 and 2 update circulated with agenda) <ul style="list-style-type: none"> Q. Regarding item 1.1, what specifically is the school doing to build leadership expertise and capacity and are any further resources required? A. GE noted that peer related observations take place, Winchester University had assisted with observations in the autumn term and the proforma used had been updated based upon their 	

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input. There are three staff attending teacher training conversion courses, training for two staff for ELSA is being investigated, 24 staff completed the ASD training last term which is being upgraded to include challenging behaviour, PATHS training has been completed. Applications for CPD training that is linked to SIP and/or staff development is usually approved.

Q. Ref. 1.2 - is it known what has happened to the two pupils who have had a hiccup where their apprenticeships were with Carillion?

A. One pupil is currently applying for another new apprenticeship. Plans for the other pupil re not yet known.

Q. Has career pathway planning for year 9 started

A. Yes.

- **Attendance**

It was noted that the dashboard report shows attendance of 92% but the Leadership team report noted 89% attendance to February 2018 half term. GE to confirm reason for discrepancy but it was felt the higher figure was when long term non-attenders were taken out of the data

- **Attendance of past year 11 pupils at college – update**

This item was not discussed.

- **Senior Manager report**

Q. What is being referred to in the ‘Condition Data Collection programme’?

A. This refers to school equipment

Q. How much asbestos do we have in the building?

A. GE confirmed that there is ASBESTOS in the walls within the school buildings. He will be attending training and noted that all staff have been reminded of the processes and that should they sign any contractor in for building works and ensure that they sign the ASBESTOS register to agree that they have been made aware. Contractors are therefore not allowed to drill holes etc. in the walls in order to ensure the ASBESTOS remains undisturbed.

DC noted that she would like to know more about the Mental Health awareness course. Shannon and Linda will be feeding back what they have learnt on Wednesday 28th March which DC will attend if possible.

- **PREVENT Update**

It was noted that PREVENT should be covered within the Safeguarding e-learning. Governors were reminded that they need to contact DBL to receive their unique link for completing this training. **ACTION:** All Governors to complete Safeguarding training

- **Notice board fire safety**

It was noted that the school will need to review the amount of paperwork on the noticeboards and replace some of the older boards which do not meet fire regulations.

- **Residential report including: update on door artwork**

A schedule of works for the bathrooms (as mentioned in the OFSTED

ALL GOVS

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	<p>report) will be scheduled for the summer holidays.</p> <p>The boarding house doors will now be painted rather than the door artwork vinyls which were considered too expensive. KH has arranged for Art and Design students at Totton College to design plaques for the boarding house doors which will be attached to the doors with tamper proof screws. The students will provide a brief which the pupils will approve before the plaques are created. Governors felt this was a good opportunity for pupils from different colleges to work together.</p> <ul style="list-style-type: none"> • Monitoring of Exclusion Data See item 12 (Exclusions update record). • Parent questionnaire results Q. How does this compare with the previous questionnaire results? A. The responses are very similar, most parents tend to answer most questions as 'strongly agree' or 'tend to agree'. <p>It was noted that the list of comments was not included with the report ACTION: GE to ask Richard to provide parents comments for governor review. The next round of parent questionnaires will be around June/July. Governors requested that comparison data be given when these results were published.</p>	GE
8	<p>Pupil Progress data – Review Lakeside Dashboard (Dashboard report circulated with agenda)</p> <p>It was observed that good progress has been made for year 8 and 9. Q. Are there any issues regarding year 11 pupils that may be impacting their progress? A. Attendance and personal issues affect a few pupils. The new format of GCSE questions has reverted to a more wordy, older O'level style of questions. GT also noted an issue with overall memory retention which had been revealed recently following an offsite activity. Education Psychology will be working with the school on this matter. Personal issues such as lack of sleep, failure to take medicines etc. contribute to the ability to concentrate and perform in exam situations. Speech and language therapy and sessions with Phil Navarro are to be arranged.</p>	
9	<p>Clerking Service Subscription 2018-19 (hours to be agreed) A response to Governors Service is required to continue subscription to the Clerking service for 2018-19. The number of contracted hours for the clerk is 60 hours per annum. All agreed to continue with the subscription and hours. ACTION: Clerk to respond to BW to confirm agreement of subscription and agreed hours.</p>	CLERK
10	<p>Advice, Support and training subscription 2018/19 A response to Governors Services is only required should the governing body wish to cancel the subscription. All agreed to continuation of the subscription.</p>	
11	<p>Health and Safety (standing item)</p> <ul style="list-style-type: none"> • Sign off holds for safety record DC has completed on her on visits to school. DC has seen also reviewed that latest ELVOLVE paperwork. 	

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12	<p>Safeguarding Matters (standing item) The updated 'Designated teacher for looked after and previously looked after children' statutory guidance published in February 2018 was circulated prior to the meeting. Page 8-11 lists out the responsibilities of the governing body in this respect and suggests questions that governing bodies should ask of their respective schools. ACTION: MW would ask Amy to look at the updated guidance with a view to checking whether the questions would be addressed within the annual Designated Teacher Report.</p>	MW
13	<p>Governing Body Administration (Standing Item)</p> <ul style="list-style-type: none"> • Appointment of new co-opted governor Information regarding the skills and experience for proposed Co-opted governor Rachel Dalby was circulated at the meeting. DC and GE have also met with Rachel and propose the governing body select her as a co-opted governor, all agreed. ACTION: Clerk to add to CWA database. DBL to arrange DBS and identity check for Rachel. • LA Governor As previously noted DC to contact Margaret Atkinson to arrange a date to meet at the school. <p>Additional roles and responsibilities will be discussed once new governors start office.</p> • Agreement on next subject teacher presentation English – Andre and Amy to be invited to the FGB on 14th May • Whole governing body training This has been cancelled and will be re-arranged once new governors commence office. • Exclusions update record 1 physical assault against a pupil has been recorded since the last meeting. • Policies None tabled for this meeting. • Safeguarding Previously covered. • Governor Visits and associated actions <ul style="list-style-type: none"> ○ DC attended school assembly ○ KH visited with Totton College Art Teacher regarding the door plaques ○ HR visited for the audit of performance management of teaching and support staff, the report was circulated prior to the meeting. HR noted there were a couple of gaps in completion of the forms but overall was satisfied that the audit showed that the forms are being used systematically and in line with the school policy. <p>Q. When pay decisions are made is this recorded in the performance management documentation? A. a copy of the letter is included in the staff Personnel file.</p> 	CLERK/ DBL

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	<p>HR is confident that audits can be alternated yearly for teaching and support staff.</p> <p>BW left the room at 18:36</p> <p>A discussion followed regarding GE's CPD trip to China. GE noted possible outcomes that could potentially be arranged including: future links with the Chinese schools, distance sharing of knowledge, possible outreach work, video links, pupil and cultural links. It was also noted that there was an additional cost involved for the work visa (about £170) which had not previously been noted.</p> <p>It was agreed that another Governors Award Presentation was due. DC felt it would also give governors the opportunity to thank the boys for the part they played in the excellent Ofsted results.</p> <p>ACTION: DC to arrange with GE to visit assembly either on a Tuesday at 10:20 or Friday at 1:20 after Easter.</p>	DC
13	<p>Correspondence (standing item) No correspondence was received.</p>	
14	<p>Agree Future Agenda Items for 14th May (Standing Item)</p> <ul style="list-style-type: none"> • English teacher presentation – Andre and Amy to be invited • Outreach Presentation (July meeting) 	
15	<p>Date of next meeting (14th May 2018)</p>	

MEETING CLOSED 18:50 hrs.

IMPACT STATEMENT:

- Reviewed finances and agreed report for submission to county
- Ensured plans in place to meet new GDPR requirements
- Monitored attendance/exclusions/pupil progress/pupil behaviours and expectations
- Monitored health and safety and safeguarding
- Ensured performance management processes for teaching and non teaching staff followed agreed procedures
- Monitored parental feedback from recent questionnaire

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