



**PERSONAL, SOCIAL AND ACADEMIC ACHIEVEMENT FOR ALL**

**Lakeside School  
Minutes of the Full Governing Body meeting  
held on 21<sup>st</sup> January 2019**

<b>Present</b>	Gareth Evans (Headteacher)	<b>GE</b>
	Di Chamberlain, Chair (Co-opted)	<b>DC</b>
	*Bob West (Co-opted)	<b>BW</b>
	Hazel Round (Co-opted)	<b>HR</b>
	Michael Williamson (Staff)	<b>MW</b>
<b>In attendance</b>	Ellie Pole – Science Teacher	<b>EP</b>
	*Deirdre Blower (Business Manager)	<b>DB</b>
	Jenny Spirit (LA Clerk)	<b>JS</b>
	Barry Ryder (Head of Care)	<b>BR</b>
	Toby Sim (Deputy Head Teacher)	<b>TS</b>
<b>Apologies:</b>	Rachel Dalby-Hopkins (Co-opted)	<b>RDH</b>
	Margaret Atkinson (Local Authority)	<b>MA</b>
	Kirsty Hayes (Parent)	<b>KH</b>

**Meeting started at 1645hrs**

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

**The meeting was quorate**

<b>ITEM</b>		<b>ACTION</b>
<b>1</b>	<b>Welcome and Apologies.</b> Apologies were received and accepted from, Kirsty Hayes, Rachel Dalby-Hopkins and Margaret Atkinson.	
<b>2</b>	<b>Science presentation by Ellie Pole</b> EP described that the aim of the Science department, which is for all pupils to be engaged in their science lessons and questioning the world around them, for pupils to meet or exceed expected progress and to close any gaps in learning. EP described the classroom environment which she has altered since commencing at Lakeside this academic year. She noted that the displays at the front of classrooms are kept as simple as possible to provide a calm learning environment as this is believed to help pupils with ADHD. Displays are therefore kept to the sides of the classroom.  EP has organised the science preparation room/chemical store and has labelled resources clearly for herself and other staff to use. EP described some of the open-ended questions and activities that she has asked to spark pupils' interest. She noted that the aim for year 7 and 8 is to develop a love of science. For year 9 the focus is on the entry level certificate and concentrating on pupils' focus, achievement, practice and self-esteem. For year 10 and 11 (KS4), the focus is on challenging the mind-set, preparing for the exam room, managing workload, working on scientific language as learning science is like learning another language, the struggle with failure and meaningful practical work.  EP described the SENECA revision E-learning pack that pupils use outside of school. The package automatically marks the work as the pupils go through it. EP also demonstrated some the resources she has used to fill some gaps in knowledge. E.g.	

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	<p>she realised that some of the boys were not as familiar with the digestive system as they should have been (covered in KS3) so she developed a more fun and interactive/removable velcro ‘parts of the body’ visual aid. She noted how this aid took the pressure off from a more writing focussed way of learning to a more visual and fun way of learning.</p> <p><b>How do they boys react to the exams if there are tasks like this with less pressure?</b> The focus is continually about helping the boys with their language, even in science lessons, they are still given extended writing to complete to prepare for the exams. They undertake extended writing every day in their other subjects too in order to prepare for the exam situation. All teachers are always conscious of supporting the pupils with their language no matter the subject they are teaching.</p> <p><b>Q. For the pupils who are undertaking exams in the summer, what are you able to do for them in the remaining time?</b> A. EP described how, dependent on the topic she adapts to the question at hand, sometime changing how she pitches a question or asking the pupils what they think the answer may be to a question. This helps to build their confidence as they realise in answering that they know more than they realise and that they need to apply what they know to their answers in the written work.</p> <p><b>Q. Is the SENECA E-learning charged for?</b> A. No, it is free.</p> <p><b>Q. How do you monitor pupils’ access on SENECA?</b> A. EP can log in and check pupils progress</p> <p><b>Q. How good is the pupils’ language?</b> A. This varies from pupil to pupil</p> <p><b>Q. How can any language barriers be overcome?</b> A. EP noted that when she marks pupils’ work, she is marking their use of the English language as well as the context of the answers.</p> <p>BW entered the room at 17:15hrs</p> <p><b>Q. Do you use a challenge chart for pupils using SENECA?</b> A. This has not been used but may be considered in future.</p>	
3	<p><b>Declaration of Pecuniary Interests</b> BW declared his interest in the subscription to Governors Services items in number 11 on this agenda.</p>	
4	<p><b>Finance Update</b></p> <p><b>Budget monitoring report/ Review financial status and funding implications on school operations</b> The budget monitoring report had been circulated prior to the meeting. DB highlighted to governors an additional allocation of £6,893 in support of the additional 1% increase for teachers’ salary. This amount was not included in the mid-year budget as confirmation had not been received, hence why it is not showing against a budget line.</p>	

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**Q. Who is the union rep mentioned in the report?**

A. The union rep is HCC wide (not school specific). The budget line on the monitoring report relating to that amount is for a staff member that HCC pays through payroll. The person in question works as a bus driver for the school. The School pays them directly and reclaims the cost from HCC.

**Q. With regards to skip hire, is there any reason this amount has increased?**

A. A number of classrooms have been refurbished in recent months as some of the furniture is over twenty years old and this was the only suitable way to dispose of it.

**Update on replacement for Statement of Financial Expectations**

The HCC Scheme for financing schools dated October 2018, announcement and document was circulated prior to the meeting.

**Q. What are the main implications?**

A. There are no significant changes; the changes included are primarily around where approvals will go etc. and reflected the change to IBC.

**Financial Benchmarking**

HCC Benchmarking data (per pupil) for 2016/17 and 2017/18 was circulated prior to the meeting.

**Q. Why have the schools we are referenced with changed from 2016/17 to 2017/18?**

A. The charts are based on number of pupils and budget allocations, which varies year on year, so the schools that we are compared to will change to be in line with those that have similar numbers and budget allocations to what we have at that point in time.

DB highlighted that where many of the comparisons show increased spending compared to other schools this is a positive e.g., we may have a higher pupil to staff ratio than other schools which is better from the point of view of the pupils. GE reminded governors that due to careful management the school's budget had never gone into deficit.

DB noted the school had received the additional capital income promised in the budget for a particular project. The amount received was £12,341 which will be the schools' contribution to replacing ovens for the kitchen.

**Q. Why do we have such a high level of spending on premises compared to other schools?**

A. We provide many things on site, including cleaning and catering that other schools contract out, which may be on other budget lines depending on how those schools have coded their costs. Some schools also have more modern and new buildings so they would not need to spend as much on premises as Lakeside. Our property is much older.

**Q. Hampshire Legal Services On-line free staff training on GDPR, do we use this, and would it be useful for governors?**

A. For staff e-learning we use Educare, which is paid for and has approximately thirty different subjects. We are therefore getting the GDPR training as part of this.

**Q. Regarding the Internal Audit findings, was there any implications for us?**

A. No there was not.

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	<p>DB brought the completion of the SFVS by 31<sup>st</sup> March to governors' attention.  <b>ACTION:</b> DC to visit school to complete on 11<sup>th</sup> February</p> <p>*DB left the meeting at 17:20</p>	<b>DC</b>
<b>5</b>	<p><b>Minutes of previous meeting (FGB 19<sup>th</sup> November 2018)</b>  The minutes of the previous meeting held on 18<sup>th</sup> November 2018 had been circulated in advance for governors' information. There were no comments or amendments and the minutes were approved as an accurate record and signed off by the Chair.</p> <p>The minutes of the extraordinary meeting on 5<sup>th</sup> December 2018 were also agreed and signed.</p> <p>DC noted that GE will be approaching the following schools to agree an approach for the use of temporary governors in the case of complaints etc. <b>ACTION:</b> GE to contact Wolverdene, Osborne and Shepherds Down schools.</p>	<b>GE</b>
<b>6</b>	<p>Matters arising &amp; actions (FGB 19<sup>th</sup> November 2018)</p> <p>4 - Head teacher to provide details on the number of days between now and the January FGB meeting that the desirable number of LSAs provision has not been met. (GE). We are now in a in a better position to afford the LSAs we need. GE noted that there is no guarantee of a teacher having an LSA for every lesson but as far as budgets allow, classes have sufficient spread of LSAs. Due to confirmation of funding there is now less of an upcoming concern as opposed to the previous meeting. Confirmation of funding means the existing vacancies can now be recruited to.</p> <p>4 - Financial Benchmarking - Governors agreed to use the benchmarking information provided by HCC which is more relevant and up to date as opposed to that provided by DFE (DB). Action complete, covered in item 4 above.</p> <p>4 - Statement of Financial Expectations replacement - to be added to agenda for next meeting (CLERK). Action complete.</p> <p>7 (6) Annual declaration of pecuniary interests - clerk to pass collated information to IT Technician for uploading to the school website. Action complete, the pecuniary interests for governors for 2018/19 is now published on the school website.</p> <p>7 (9) - Action for next meeting – governors required to sign to confirm they have read the KCSIE, DB to create a list to sign. <b>ONGOING</b> – BR to discuss with DB.</p> <p>7 (14) Pay Policy - the approval of this policy will be carried forward to this full governing body meeting – approved at 15<sup>th</sup> October at the EFGB. <b>ACTION:</b> Confirm HR will update Lakeside's pay policy. <b>ONGOING</b> - HR unable to get in to the pay and personnel section of the governors portal, DC to check and see if the latest version of policy is there.</p> <p>7 (15) 15 - Pay Committee dates to be arranged and confirmed - DB will let HR know suggested dates. Action complete.</p> <p>7 (15) Annual Website check - Clerk to add to agenda for next meeting, Action complete - HR has sent the email to GE and BR sent in late September to check that what was outstanding was now complete. The only out of date information noted was</p>	<b>BR</b>  <b>DC/HR</b>

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	<p>regarding the pupil premium report (BR and BW to meet. It was noted that the SEN policy report was also something that was not recorded on the website, however it was agreed that this as thought to be for mainstream schools, all agreed that on that basis it was not a requirement for this school.</p> <p>7 (15) WGB training - Pupil Wellbeing and Attainment 4<sup>th</sup> March 17:00 with Steve Morton, DC to confirm date with governor services. Action Complete.</p> <p>7 (15) 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 (All). NOT COMPLETED. <b>ACTION ALL</b></p> <p>7 (16) 16 - GE to give number of complaints received in the past academic year to Clerk for circulation prior to next meeting. Action complete – There were three complaints; Chair aware of all three.</p> <p>10 BW to set up a meeting (ref Pupil Premium review of provision). With Gareth Sanders and Toby Sim <b>ACTION: BW</b> to confirm availability.</p>	<p><b>ALL</b></p> <p><b>BW</b></p>
<p>7</p>	<p><b>HT/SLT Report and Matters Arising</b></p> <ul style="list-style-type: none"> <li> <p><b>Leadership Team Report</b></p> <p>The SLT report was circulated prior to the meeting. The finalised OFSTED report from the Residential inspection held from 6<sup>th</sup> to 8<sup>th</sup> November was also circulated with the agenda. GE noted that this is the final and published report showing the school as outstanding for the sixth year in a row.</p> <p>The HT/GE confirmed that in order to achieve an Outstanding judgement, that all levels of safeguarding including any referrals made to the LADO (Local Authority Designated Officer - for safeguarding, including any allegations against staff) are routinely flagged up and robustly investigated by the Ofsted inspector during the three-day inspection.</p> <p>GE informed the governing body that the Head of Residential Care will be leaving to start a new job with the residential team at OFSTED and will be leaving at Easter.</p> <p><b>Q. Are we doing governors award again?</b>  A. <b>ACTION</b> BR to arrange for February half-term time; DC to attend that assembly.</p> <p><b>Q. Regarding the penalty notice/warnings sent, are the pupils any worse here than at their previous schools, has their attendance got worse?</b>  GE noted that this is unfortunately a normal passage of behaviour for some pupils. Some may have had large periods of time of non-attendance at their previous schools. He noted that a balance needs to be struck between encouraging the children to attend school and working with families and social workers etc. before issuing penalty notices to pupil's parents.</p> <p>DC noted she had not checked the Holds for Safety book as yet this term.  <b>ACTION:</b> DC to complete before next meeting.</p> </li> </ul>	<p><b>BR</b></p> <p><b>DC</b></p>

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	<p><b>Attendance of previous year 11 at College update</b>  GE noted that the school was continuing to support the 2 NEET pupils who left the school in 2018.</p> <p><b>Progress against SIP</b>  Not discussed at this meeting. Timetabled for March meeting when more meaningful timing to report on progress.</p> <p><b>December 2018 parental questionnaire findings</b>  The summary report of the results was circulated with the agenda. Following discussion, it was agreed that it would be helpful to have the previous years numbers on the report alongside the current years <b>ACTION:</b> GE to ensure the next report contains this information. Governors agreed that this would make it clear as to whether it was possibly the same parents giving similar answers year on year.</p> <p>Governors expressed their surprise at the results showing that a small number of parents believe that they are not being informed about how their child's behaviour has improved at school when weekly reports are sent, phone calls home are made, and annual reviews take place. GE highlighted that the survey is undertaken by Richard who then provides the summary. Governors are assured that these reports take place but that it is the parents right to respond accordingly to their own respective situation and perception.</p> <p><b>ACTION:</b> Clerk to add progress against SIP to the March meeting agenda</p> <p><b>Q. Has any of the funding noted by the National Governors Association (an additional £350 million) been awarded to Lakeside for SEND pupils?</b>  A. It was assumed that this was allocated to mainstream schools as all our pupils fall within the category not just a proportion as in mainstream and we are funded accordingly.</p> <ul style="list-style-type: none"> <li>• <b>Senior Manager Report</b>  The written report was circulated prior to the meeting.</li> </ul> <p>DC highlighted that in the latest Governors Service newsletter, they have advised that all existing governors should have a section 128 check. Although schools are not obliged to, the DFES has recommended that we should. In view of the advice from governor services the school will conduct a Section 128 check for all existing governors, and all new governors will need a 128 check in addition to their initial DBS check.  <b>ACTION:</b> BR will ensure the section 128 checks are recorded on the Single Central Record.</p> <p><b>Q. Following the Health and Safety Hampshire update, are there any implications for us</b>  A. No, none.</p> <ul style="list-style-type: none"> <li>• <b>Residential Report</b>  The written report was circulated prior to the meeting. No questions were raised.</li> </ul> <p><b>Q. Will the next fire drill this term be on a different day and at a different time</b></p>	<p><b>GE</b></p> <p><b>CLERK</b></p> <p><b>BR</b></p>
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	<p><b>(to the previous one held 6<sup>th</sup> December)</b>  A.Yes, the fire alarm tests alternate between morning and evening.</p> <ul style="list-style-type: none"> <li>• <b>Monitoring of exclusion data</b>  DC has been provided with the latest data for the autumn term.  Number of pupils 21, number of days lost 21.5 <ul style="list-style-type: none"> <li>- Bullying – 1 incident</li> <li>- Drug and alcohol – 7 incidents</li> <li>- Persistent disruptive behaviour – 2</li> <li>- Physical assault against an adult – 7</li> <li>- Physical assault against a pupil – 16</li> <li>- Racist abuse – 1</li> <li>- Verbal abuse/threatening behaviour against an adult – 2</li> <li>- Verbal abuse/threatening behaviour against a pupil – 5</li> </ul> </li> </ul> <p>GE noted that although these numbers are slightly higher than in previous years, it is in part caused by a small contingent in year 10 and 11.</p>	
8	<p><b>Safeguarding matters (standing item)</b>  BR noted there is currently an online E-learning course for Safeguarding for governors being produced by the government <b>ACTION:</b> BR to forward link to the Clerk who will then forward to all governors for completion.</p> <p>DC enquired about the Thematic Audit Review. BR note that we had been audited in 2017 and we came out at the top (out of ten schools who were audited).</p> <p>EVOLVE paperwork – DC has signed off and given to DB.</p>	BR/CLERK/ALL
9	<p><b>Annual Website review</b>  Covered in item 6 (7, 15) above.</p>	
10	<p><b>Pupil Premium - Review provision and policy for Looked after Children, Vulnerable groups, SEN</b>  Covered in 6 (10) above.</p>	
11	<p><b>Governing Body Administration</b></p> <ul style="list-style-type: none"> <li>• <b>Governing body vacancies</b> <ul style="list-style-type: none"> <li>○ 1 x Parent Governor. GE noted that there is a year 6 pupil coming through whose parent is already a governor at their existing school so there may be an opportunity to recruit them in the near future. It was noted that the long distance that families would need to come from for meetings make it very difficult to recruit to this role.</li> <li>○ 1 x Co-opted Governor</li> </ul> </li> <li>• <b>Subscription to Governors Service Advice, Support and Training package 2019/2020</b>  The email from Governors Services with the proposed subscription package costs was circulated with the agenda. It was confirmed that the subscription prices are staying at the same rate as the previous financial year. The governing body only need s to notify governors services by 22<sup>nd</sup> March if we wish to cancel otherwise, we do nothing. All agreed to accept.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Subscription to Clerking Service 2019/2020</b> An email from Governors Services with the subscription costs for the clerking service was circulated with the agenda. The email noted that the charges have increased for the coming year. The cost is now £1620 as we subscribe to the Advice, Support and Training package. All agreed to accept. <b>ACTION:</b> Clerk to inform governors services of our response.</li> <li>• <b>Exclusions update record</b> Covered in item 7 above.</li> <li>• <b>Policies</b> None were reviewed</li> <li>• <b>Governor Visits and associated actions</b></li> <li>• <b>Training</b> DC noted that she will be attending the secondary schools governors conference in March and invited others to accompany her.</li> <li>• Governors Services have recommended that our mission statement is included at the top of our governing body documentation. It was agreed that the school mission statement 'Personal, Social and Academic achievement for all'. The clerk will add to all future meeting agendas and minutes.</li> </ul>	<b>CLERK</b>
<b>12</b>	<b>Correspondence</b> None received.	
<b>13</b>	Agree Future Agenda Items for next meeting (Standing Item) Standard item at all meetings: Maths presentation. SFVS report Progress against SIP Pay and Personnel Committee will meet before the FGB on 18 <sup>th</sup> March at 4:00pm. Impact Statement – this meeting's contribution to school improvement'	
<b>14</b>	<b>Date of next meeting – 18<sup>th</sup> March 2019</b>	

**MEETING CLOSED 18:24hrs**

**IMPACT STATEMENT:**

- Updated knowledge of how science delivered in Lakeside
- Monitored and ensured budget on track and comparing favourably with other like schools
- Monitored attendance and exclusions and parental satisfaction with Lakeside provision
- Monitored health and safety and safeguarding provision
- Agreed level of support for annual Governor Services contracts

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Di Chamblerrlain, Chair of Governors