



LAKESIDE
SCHOOL

Lakeside School

**Minutes of the Full Governing Body meeting
held on 14th May at 17:03**

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

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

The meeting was quorate

ITEM		ACTION
1	Welcome and Apologies. Apologies were received from Di Chamberlain. As a Vice Chair has not been elected following Di Bellamy's departure, Bob West agreed to Chair this meeting. Apologies were also received from Rachel Dalby-Hopkins and Barry Ryder.	
2	Teacher Presentation – English (Andre and Amy) This presentation was cancelled as it clashed with marking of entry level exams and will therefore take place at the July meeting instead.	
3	Appointment of Vice Chair and Local Authority Governor The Governing body has received a nomination for Margaret Atkinson to join the governing body as an LA Governor from the County Councillor for Chandlers Ford (Judith Grajweski). Margaret informed the governing body of her interests, skills and background in support of her nomination including: her occupation as a Chartered Accountant; as a borough councillor; as chair of Chandlers Ford Parish Council; as a Trustee of Velmore Community Association and previously as a Trustee with the Homestart charity. Margaret was asked to leave the room at 17:11 for governors to discuss her appointment. Governors unanimously agreed to accept Margaret's nomination as LA Governor on to the governing body. Margaret returned to the room at 17:12 and was welcomed on to the governing body.	

	<p>ACTION: Clerk to add Margaret to the Governors Services CWA database and DBS check to be arranged by DBL.</p>	<p>CLERK/ DBL</p>
3	<p>Declarations of pecuniary interests. Margaret had completed a pecuniary interest form at the start of the meeting detailing her pecuniary interests including: being a partner at Atkinsons Chartered Accountants, being a Borough Councillor for Eastleigh, as Chair of Chandlers Ford Parish Council and a Trustee at Velmore Community Association. ACTION: Clerk to ensure Margaret's pecuniary interests are added to the table published on the school website.</p> <p>No new declarations were received from other Governors.</p>	<p>CLERK</p>
4	<p>Finance Update</p> <ul style="list-style-type: none"> • Budget Monitoring (report circulated with the agenda) No questions were raised. • Review of financial status and funding implications on school operations No questions were raised. • Devolved capital (report circulated with the agenda) DBL advised the governing body that the school has carried forward the devolved capital for 2016/17 and 2017/18. This capital is ringfenced for capital spend projects only and the school was planning to use this amount to replace the single glazed windows in the boarding house. Property Services at HCC have however agreed to replace the windows at their cost as the site is both residential and educational. DBL advised that there will also be additional capital due for 2018/19 and that schools will be notified of the amount in July. HCC have confirmed schools can spend the anticipated income prior to July. • Outreach (report circulated with the agenda) The report shows that all of the recorded costs of outreach have been met from both the contribution from Hampshire County Council and the income from respective schools. <p>Q. How does outreach work? A. Support can be provided to schools in a variety of ways. The aim is to work with the staff within the school setting including Headteacher and senior staff, teachers and LSAs to provide support e.g. to avoid the need for any fixed term exclusions. Support may be provided on an ongoing basis depending on the needs of the school and the pupil.</p> <ul style="list-style-type: none"> • Approve three-year budget plan (by 31st May) The three-year budget plan was circulated with the agenda including a detailed version with commentary detailing explanations of variances against this academic year's budget. 	

DBL noted that although the system had closed when the reports were circulated, HCC had re-opened and an additional fifty pounds of carry forward was added to 2017-18 – the correct numbers are detailed below.

Q. It would appear that some of the expenses stay the same level for three years, do the costs not go up in line with inflation etc?

A. Although some expenses have been budgeted at a particular level, it is known where some savings can be made, therefore the expenses listed would be the maximum amount needed.

DBL has met with Education Finance who are looking at schools with deficits in this current year and have not flagged Lakeside up as a concern based on the predicted budget. DBL informed governors that savings had already been made in this year where newly recruited staff had been appointed at a lower level than their predecessors, any future recruitment may also provide similar opportunity.

The budget was signed and agreed.

The figures agreed were as follows (numbers and words)

Numbers:

	2018/2019	2019/2020	2020/2021
Total Income	2,188,592	2,146,359	2,146,773
Total Expenditure	2,230,004	2,201,471	2,251,256
In year surplus/(Deficit)	(41,412)	(55,112)	(104,483)
Surplus/(Deficit) Brought forward	44,246	2,834	(52,277)
Cumulative Surplus/(Deficit) C/Fwd	2,834	(52,277)	(156,761)

Words:

	2018/2019	2019/2020	2020/2021
Total Income	Two million, one hundred and eighty-eight thousand, five hundred and ninety-two	Two million, one hundred and forty-six thousand, three hundred and fifty-nine	Two million, one hundred and forty-six thousand, seven hundred and seventy-three
Total Expenditure	Two million, two hundred and thirty thousand and four	Two million, two hundred and one thousand, four hundred and seventy-one	Two million, two hundred and fifty-one thousand, two hundred and fifty-six
In year surplus/(Deficit)	(Forty-one thousand, four hundred and twelve)	(Fifty-five thousand, one hundred and twelve)	(One hundred and four thousand, four hundred and

			eighty-three)
Surplus/(Deficit) Brought forward	Forty-four thousand two hundred and forty-six	Two thousand, eight hundred and thirty-four	(Fifty-two thousand, two hundred and seventy-seven)
Cumulative Surplus/(Deficit) C/Fwd	Two thousand, eight hundred and thirty-four Credit	(Fifty-two thousand, two hundred and seventy-seven) Debit	(One hundred and fifty-six thousand, seven hundred and sixty one) Debit

*Kirsty Hayes arrived at 17:28.

- **Finance Visit Report 11th April 2018 – discussion re concerns/actions**

The report was circulated prior to the meeting. Raised within the report were some concerns from DC including –

(a) Given the squeeze on school finances and the finite number of schools in our ‘catchment’ area how much longer will the programme be sustainable? Is this going to contribute to a potential budget problem? My understanding is that County are responsible for identifying the schools for possible inclusion in this programme and that County are also responsible for deploying VM should the programme not be sustained.

GE responded noting that if it was identified that work for the programme started to reduce within any twelve-month contract, that this would be flagged up in the meetings that he has with Chris Jones and Brian Pope regarding the programme. Notification in this case would be given that programme would likely close within the financial year. The member of staff overseeing the programme is on a fixed term contract, so if there was no demand for it, their contract would not be renewed.

(b) If we are receiving payment for only 75 days from schools, when or will County be asking how the rest of their contribution is being spent and will they be asking for a refund on their contribution?

HCC have never asked for a breakdown of how their contribution has been spent nor asked for any kind of refund on their contribution to date.

(c) There was no paperwork to show what had been agreed with each school so unable to check Lakeside had received all income due or met all its obligations.

GE advised that there is paperwork available (the basis upon which invoices are paid). DBL to co-ordinate with GT to ensure that she has access to the available paper work and can ensure the school has claimed all charges due for the work undertaken with other schools.

	<p>Q. Is there a contract for the service/a minimum amount of work required the school has to provide for Outreach?</p> <p>A. There is no formal contract for the provision, however GE advised that agreement between the school and HCC exist in email form for the service.</p> <p>ACTION: GE to retrieve email agreements.</p> <p>Q. Are we covering all the costs?</p> <p>A. Yes, as noted in the Outreach report all costs are covered. GE's time had not been included however he has not input as much time this year as previous years.</p> <p>Q. How are governors assured the service provided is of a high standard?</p> <p>A. There will be a presentation on Outreach at the September meeting.</p> <p>*Margaret Atkinson left the meeting at 17.53.</p>	GE
4	<p>General Data Protection Regulations Update</p> <p>The school data protection policy, mapping schedule, action plan, and privacy notice for parents, pupil and workforce were circulated prior to the meeting.</p> <p>DBL noted that she is on the waiting list for training via HCC. In the interim she has developed and is working towards the targets within the circulated action plan.</p> <p>Q. Do we need to be concerned that the action plan is not complete by the time the law comes in to force later this month?</p> <p>DBL confirmed that she has been advised by the legal team that so long as the school can prove that we are working toward compliance that this would be satisfactory, hence the production of the action plan to prove that we are progressing towards compliance.</p> <p>Q. Do we need to set up data sharing agreements?</p> <p>A. The majority of organisations that the school undertakes business with already have legal contracts arranged by HCC, therefore the legal agreements regarding data sharing would already have been managed through these contracts. In terms of ensuring data remains secure the school will need to take the appropriate steps as and when data is shared e.g. encryption to ensure that data stays safe.</p> <p>In terms of ensuring data security, DBL has drafted a Data Protection Policy and two privacy notices, one for workforce (which will be amended to include volunteers and therefore Governors) and one for parents and pupils. DBL noted that as HCC has not provided draft notices that she has based the schools on the DFE version to ensure we are meeting the requirements where we can.</p>	

	<p>DBL is working with the admin team to ascertain what data and information is kept and stored and why. A staff questionnaire has also been sent out so that DBL can ascertain what information is taken off site and for what purposes so that ongoing steps can be taken to ensure security of data.</p> <p>Q. Does much data ever go off site? A. Most staff work on the school site after school as they only have access to certain applications when logged in to the school network. Only a few staff choose to work from home and primarily the work done on their laptops would be medium term lesson planning etc. DBL will be working with those who do need to access personal data from home to ensure that that data is kept secure.</p> <p>Q. What kind of action plan will be put in place for this? A. Friday was the deadline for questionnaire responses, once DBL has analysed the responses she will be able to put an action plan in place to address any issues identified.</p> <p>* DBL Left the meeting at 18:03</p>	
5	<p>Minutes of Previous Meeting (FGB 12th March 2018). The minutes were agreed as a true record of the meeting.</p>	
6	<p>Matters Arising & Actions (12th March 2018)</p> <ul style="list-style-type: none"> • 6 (5) (7) BR to look at progress data of impact of intervention on pupil premium statement. ONGOING: BW and GT to arrange meeting ACTION COMPLETE - BW has visited and will finalise his report. • 6 (5) (13) It was agreed that KH and BR meet before the end of term to review the responses and feedback to staff ONGOING - KH noted that she had put the responses in to a table and will be forwarding to BR to complete his part. • 6 (5) (18) DC to follow up the action points from Special School Conference held 4th October 2017 ONGOING • 6 (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 ACTION COMPLETE • 7) ACTION: All Governors to complete Safeguarding training – ONGOING some governors noted that they had not yet completed this training and may need to ask DBL for a new link if it has expired. • 7) 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. ONGOING • 9) ACTION: Clerk to respond to BW to confirm agreement of subscription and agreed hours. ACTION COMPLETE • 11) KH to set meeting up with BR and GT ACTION: DC to send schedule so that KH can arrange meetings in hand. • 12) 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 	<p style="text-align: center;">KH/BR</p> <p style="text-align: center;">DC</p> <p style="text-align: center;">ALL GOVS</p> <p style="text-align: center;">GE</p> <p style="text-align: center;">DC</p>

	<p>Designated Teacher Report. ACTION COMPLETE.</p> <ul style="list-style-type: none"> • 13) ACTION: Clerk to add to CWA database. DBL to arrange DBS and identity check for Rachel. ACTION COMPLETE a discussion followed regarding the requirement to re-check governors when a new term of office started. The Clerk advised that all governors term of office ended and restarted in January this year. ACTION: DBL to arrange DBS checks for all governors who were re-appointed in January. • 13) ACTION: DC to arrange with GE to visit assembly either on a Tuesday at 10:20 or Friday at 1:20 after Easter ACTION COMPLETE 	DBL
7	<p>SLT Report and Matters Arising</p> <ul style="list-style-type: none"> • Leadership Team Report (circulated prior to the meeting) GE advised governors that as of Friday the school has a vacancy for a new Maths teacher, as the existing teacher will be leaving after nine years at the school. An advert is already on the Hampshire Education Jobs website. Questions on the report were invited. <p>Q. Are the attendance figures edging down again? A. Attendance has edged up when you look at the figure removing those pupils with the most profound social care and health difficulties.</p> <p>Q. Do the family meetings make a difference? A. On the whole yes, it is thought that parents tend to trust the school more than other professionals that may have worked with them. A variety of different tactics may be employed to improve attendance e.g. sanctions from parents, advise as provided by Social Workers etc.</p> <ul style="list-style-type: none"> • Attendance of previous year 11 at college. Carried forward to the agenda for the next meeting. • Progress against SIP (detailed within Leadership team Report) • Has the KCSIE come out yet? • Not as of yet. • HT Report from China Trip – impact/actions for Lakeside GE gave an overview of his trip to China and advised that there had been an offer of some distance Chinese language workshops, GT will be co-ordinating this opportunity. • Attendance clarification from March FGB The discrepancy between the leadership team report and the dashboard figure is because for the Dashboard the figure included those pupils with the most profound social care and health difficulties <p>Q. What is year 11’s attendance like at the moment? A. Most are attending currently however they are likely not to be in unless they have an exam as study leave has commenced.</p> <p>Data Dashboard One governor noted that it would be interesting to be able to view the past</p>	

	<p>data for the current year 11 against their existing data to see at what stage their progress starts to edge towards 'below target'. It was agreed that this information would be supplied for the next meeting.</p> <p>Q. Are there any reasons why there is a high percentage for those below target for English in Year 10 but other subjects are mostly on or above target?</p> <p>A. It is thought that there have been difficulties surrounding the subject of Shakespeare and that this has been challenging for pupils. It was noted that changing exam board would not help as all GCSE exam board require cover Shakespeare in the GCSE syllabus.</p> <ul style="list-style-type: none"> • Update re impact from work surrounding memory retention GT had informed governors at the last meeting that it had been noted that there were some issues around memory retention for a group of year 11 pupils who could not remember the names of items that they had been using in an off-site activity only hours before. <p>GT noted that Education Psychology will be coming in to support work in this area with both staff and pupils. It was noted that more memory work is required overall now in GCSEs where there has been a return to the wordier O'Level style of questions.</p> <ul style="list-style-type: none"> • Senior Manager report The report was circulated prior to the meeting (situated below the Leadership Team Report). No additional questions were raised. • Residential report No additional questions were raised. Physical holds not reviewed as DC and BR were not in attendance. The unannounced monitoring visit of 23rd March was circulated prior to the meeting. No additional questions were raised. 	
11	<p>Health and Safety (standing item) ACTION: KH advised all governors to read the Managing Asbestos in your school document (circulated prior to the meeting).</p>	ALL GOVS
12	<p>Safeguarding Matters (standing item)</p> <p>BR, GT and KH will be conducting the annual Safeguarding audit in September. KH will also be conducting a residential visit immediately following this meeting.</p>	
13	<p>Governing Body Administration (Standing Item)</p> <ul style="list-style-type: none"> • Governing Body Vacancies <ul style="list-style-type: none"> • 1 x Parent Governor • 1 x Co-opted Governor <p>No further action was discussed.</p>	

	<ul style="list-style-type: none"> • Whole governing body training (consider topic for 2018/19) Item to be carried forward to July meeting. • Governor progress re Hays Safeguarding Training Governors were reminded that the link that DBL provides to access this training has a short expiration, Governors to contact DBL if they have not completed this training and their link has expire for a new one. • Feedback from WGBT 2017/18 – Work as a Team (Co-Acting Styles) Item to be carried forward to next meeting. • Exclusions update record Covered in HT report. • Discussion re parents comments from parent questionnaire Parental comments on the back of the questionnaire to be provided by Richard for the next meeting. • Policies No policies were tabled for review. • Governor visits and associated actions <ul style="list-style-type: none"> • Assembly and Governors Award Presentation Has been completed • Future Governor Visits <ul style="list-style-type: none"> • Data Tracker – proposed visits, • Marking/Assessment Book Scrutiny To be carried forward to next agenda. • Update to Governor Induction Pack DC has advised that this is to be updated as some of the information is out of date. • NGA research exploring HT appraisal in English Schools – date for next HT performance review Item to be carried forward to next meeting. • Management review – feedback non-personal headlines to GB Item to be carried forward to next meeting. 	
13	Correspondence (standing item) No correspondence was received.	
14	Agree Future Agenda Items for 16th July 2018 (Standing Item) <ul style="list-style-type: none"> • English presentation moved to July meeting. • Outreach Presentation moved to September meeting • WGB training – select topic for 2018-19 • Feedback from WGB training 2017-18 	

	<ul style="list-style-type: none"> • Future Governor Visits (Data tracker and marking/book assessment scrutiny) • NGA research exploring HT appraisal in English schools • Management Review – feedback of non-personal headlines to GB • Impact Statement – this meetings contribution to school improvement 	
15	Date of next meeting (16th July 2018)	

MEETING CLOSED 19:03 hrs.

IMPACT STATEMENT:

- **3-year budget plan agreed**
- **Viability of the outreach programme reviewed and seen to be secure; it is also having a positive impact as shown be the feedback from those accessing it.**
- **Pupil data reviewed and areas of concern addressed**
- **LA Governor vacancy filled**
- **GDPR action plan reviewed, DP policy and Privacy Notices agreed**