



PERSONAL, SOCIAL AND ACADEMIC ACHIEVEMENT FOR ALL

**Lakeside School
Minutes of the Full Governing Body meeting
held on 18th March 2019 16:47hrs**

Present	Gareth Evans (Headteacher)	GE
	Di Chamberlain, Chair (Co-opted)	DC
	*Rachel Dalby-Hopkins (Co-opted)	RDH
	Kirsty Hayes (Parent)	KH
	Bob West (Co-opted)	BW
	Hazel Round (Co-opted)	HR
In attendance	Michael Williamson (Staff)	MW
	*Adam Proszko (Maths Teacher)	EP
	*Deirdre Blower (Business Manager)	DB
	Jenny Spirit (LA Clerk)	JS
	Toby Sim (Deputy Head)	TS
Apologies:	Margaret Atkinson (Local Authority)	MA

Meeting started at 1647hrs

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

The meeting was quorate (5)

ITEM		ACTION
1	Welcome and Apologies. Apologies were received and accepted from Margaret Atkinson. No other apologies were received.	
2	Declaration of Pecuniary Interests No new declarations were received.	
3	Maths presentation by Adam Proszko AP handed round his presentation slides prior to the meeting. He started by outlining to governors that the general impression of maths as a subject is that it is 'difficult' and 'boring'. He highlighted that the aim of his department is to bring maths 'to life' by making it relevant and interesting for pupils e.g. by using sport and shop related questions. The objective is to show to every student that maths exists in day to day life and is an essential life skill following school e.g. good mental arithmetic means you could save money when shopping at a market or knowing you have the correct change etc. AP's goal is to give the teachers a scheme of work and to support them delivering this. AP gave an example of a GCSE question (the costs of a holiday) and demonstrated the workings of the answer. He noted that the question involves not only a calculation but also reading and thinking skills in order to figure out how to answer the question. Most GCSE pupils are entered for the Foundation paper which means the maximum level pupils can attain is 5 (equivalent to a C) which will gain the pupils access to college.	

Signed:

Di Chamberlain, Chair of Governors

	<p>Q. What do you do to help year 7's that are presenting at the school working at say year 5 level?</p> <p>A. Baseline assessments are done when pupils start at Lakeside which will highlight their gaps in knowledge and the areas that need to be worked on to get them on track. Students who are working below expected age are given numeracy support by a qualified teacher and one to one support during the lesson.</p> <p>Numeracy assessments take place once or twice a year so that students' success and areas for development are identified. AP runs the boarding school maths club once a week in which he sets maths games for pupils. Positive feedback has been received from the pupils attending this.</p> <p>Q. How do the pupils who do not board receive extra input?</p> <p>A. Pupils identified as 'red zone' students from assessments are given extra support.</p> <p>AP gave an overview of the curriculum maps for key stages' three to five. End of topic tests are used to assess what students can successfully do after each topic has been taught. Baseline assessments are undertaken by all pupils three times per year, these show what level the pupil is currently; as each assessment is done progress can thus be measured. The department provides students with homework packs to be completed during half term breaks to support their learning. If this is not completed during the holidays, it is finished during tutor time. Extra support can be given for this if needed.</p> <p>Q. Are there any high achieving pupils and how are they challenged?</p> <p>A. There are several pupils who have been identified as higher achievers from their baseline assessments, they are given extra challenging questions to work on.</p> <p>*AP left the meeting at 17:08hrs</p>	
4	<p>Finance Update</p> <p>Budget monitoring report/ Review financial status and funding implications on school operations</p> <p>The budget monitoring report was circulated prior to the meeting. DB highlighted areas of concern in red in the comments section of the report. DB noted that although a number of budget lines were in deficit the school is still waiting on income from the Local Authority and that she and GE have been emailing them to chase. DB noted that although the report shows the Teaching costs in deficit; income is due from Education Personnel and additional income was received from the DFE as a result of the teachers' pay-award shown at GL code 7697. Costs for IT software also appears to be overspent, however income has just been received that will show in the report to be distributed prior to the next meeting. For Furniture costs, the school is again waiting on funding from the Local Authority regarding the Year 6 classroom. This will be credited to an income code before the end of the financial year. DB explained that top-up funding for the Spring Term tends to arrive in the last few days of March. The school is also waiting on additional SEN and Outreach income too.</p> <p>DB highlighted that there would be an in-year deficit as in previous years. Traditionally Outreach income has supported the school's operational costs. The costs to schools per year for pensions will be significantly rising (previous contribution was 18% and has now risen to 22%) and the Outreach income is not expected to cover the shortfall. The government may give additional amounts to cover this increase, but operational</p>	

Signed:

	<p>costs will need to be reduced and monitored in the interim to reduce potential deficit. The school needs to limit its reliance on Outreach income and keep its operational costs within its budget share.</p> <p>Q. Has the income we receive for residential care increased year on year? A. GE noted that the LA provides funding on a per pupil basis for the residential aspect of the school. The amounts were agreed approximately seven years ago. GE has had a meeting with finance to ask for this to be reviewed in light of increasing costs.</p> <p>Q. How do we measure the impact of the Yoga on the students? A. ACTION: GE to find out.</p> <p>SFVS Report The draft report was circulated with the agenda. No questions were raised, all agreed to approve the report, the Chair signed and dated the form.</p> <p>Section 128 Checks completed DB noted that following the request at the last FGB meeting for section 128 checks to be completed on all existing governors, that this had been completed and no governors were flagged.</p> <p>*DB left the meeting at 17:35</p>	GE
5	<p>Minutes of previous meeting (FGB 21st January 2019) The minutes of the previous meeting held on 21st January 2019 were circulated prior to the meeting. 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 1 and 2 held 11th February 2019 The minutes were previously circulated for governor's information, they were also agreed and signed.</p>	
6	<p>Matters arising & actions (FGB 21st January 2019)</p> <p>4) DC to visit school to complete (SFVS) on 11th February – Action Complete.</p> <p>5) GE to contact Wolverdene, Osborne and Shepherds Down schools (to agree protocol in case we need to use other governors for complaints/hearings). ACTION: GE will raise with colleagues next Tuesday at Heads meeting.</p> <p>*RDH arrived 17:37</p> <p>6) 7, (9) BR to discuss with DB (governors required to sign to confirm they have read the KCSIE, DB to create a list to sign) Action Complete.</p> <p>6) 7, (14) HR unable to get in to the pay and personnel section of the governors portal. Action - DC to check and see if the latest version of policy was on the Governors Portal and it has been uploaded.</p> <p>6) 7, (15) 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). Ongoing – ACTION: All governors.</p>	GE ALL

Signed:

	<p>6) 10 BW to set up a meeting (ref Pupil Premium review of provision). With Gareth Sanders and Toby Sim ACTION: BW to confirm availability. ONGOING ACTION</p> <p>7) BR to arrange for February half-term time; DC to attend that assembly (Governors Awards). DC to attend assembly on Tuesday 26th March at 10:20.</p> <p>7) DC to complete before next meeting (Holds for safety book check) DC to check when in school on 26th March.</p> <p>7) GE to ensure the next report contains this information (parent questionnaire report to include previous years results to allow like for like comparison). The next questionnaire out in late June to be reported in the September meeting which will show this information.</p> <p>7) Clerk to add progress against SIP to the March meeting agenda - Action Complete.</p> <p>7) Senior Manager Report - BR will ensure the section 128 checks are recorded on the Single Central Record - Action Complete.</p> <p>8) BR to forward link to the Clerk who will then forward to all governors for completion (Safeguarding E-learning link) action complete. ACTION: all governors complete the training</p> <p>11) Clerk to inform governors services of our response (subscription to Clerking service for 2019/2020) – Action Complete.</p>	<p>BW</p> <p>ALL</p>
<p>7</p>	<p>HT/SLT Report and Matters Arising</p> <ul style="list-style-type: none"> • Leadership Team Report <p>The SLT report was circulated prior to the meeting. GE noted that the year 6 temporary outreach assessment class had grown last year from four to ten pupils.</p> <p>Q. How many pupils are there this year? A. This year will be a maximum of five pupils (starting 18th March). Funding was agreed in November for the children attending from now until September. The pupils are not on roll at the school but attend with a SENCO from their primary school and a primary specialist supply teacher provides lessons. The children must have Lakeside mentioned in their EHCP in order for them to be eligible to attend.</p> <p>Q. Do we need to consider the designation of the school? The OFSTED inspectors did not feel this needed to be considered, only the HMI they will need a copy of the letter for legal coverage.</p> <p>Q. How is teaching provided for the KS2 pupils? A. Lakeside teachers are always delving into the KS2 curriculum to support the pupils who arrive in year 7 having not achieved what was expected at KS2. A qualified primary teacher supports the pupils for two weeks during their transition.</p> <p>Q. Do we need a governor attached to outreach?</p>	

Signed:

	<p>A. KH noted that this was primarily around updating where pupils are with the Social Worker.</p> <ul style="list-style-type: none"> • Residential Report The written report was circulated prior to the meeting. Q. Has any work started on the boarding house bathrooms? A. Property Services have visited the school and we are on a waiting list for the work to be carried out. A conversation followed agreeing that the priority for replacement of fixtures at the school is for replacing two ovens in the kitchen which are old and close to being condemned. Q. How long is the temporary acting up for the cover for Head of Care anticipated to be going on for? A. Until the end of summer term, an advert will be going out shortly for the role. Q. What is the project mentioned that involves self-esteem work with the boarders? A. This is where the pupils take photos of their activities and reflect on how they have given them confidence etc. • Monitoring of exclusion data Covered in item 12 	
8	<p>Attendance report No issues noted.</p>	
9	<p>Audit of pay awards and performance management process It was noted that following the Pay and Personnel meeting held today that it would be useful for the governors involved in auditing to have summary information on the difference between meeting and exceeding expected performance for staff performance reviews. The reviewers confirmed that robust and consistent processes were in place and they had been able to see the improvement from the last review.</p>	
10	<p>Safeguarding Matters (standing item) Nothing additional to report.</p>	
11	<p>Pupil Premium - Review provision and policy for Looked after Children, Vulnerable groups, SEN To be added to the agenda for the next meeting.</p>	
12	<p>Governing Body Administration</p> <ul style="list-style-type: none"> • Governing body vacancies <ul style="list-style-type: none"> ○ Co-opted governor - DC noted that Di Bellamy will not be continuing following the hearing and so will resign, we will therefore shortly have this post vacant. DC will be meeting a potential new governor next week. ○ 1 x Parent Governor – an advert did go out in September to ask parents at Lakeside if they would like to be a governor. Following guidance from governors services, the next stage is to look for someone who has had a child that attends or has attended a special school • Exclusions update record (period following previous FGB) <ul style="list-style-type: none"> - 1 drug and alcohol related 	

Signed:

	<ul style="list-style-type: none"> - 1 persistent and disruptive behaviour - 7 physical assaults against an adult - 1 physical assault against a pupil - 6 verbal abuse/threatening behaviour against an adult - 1 verbal abuse/threatening behaviour against a pupil. <p>Q. Are there any trends? A. A pupil in year 7 has an issue with biting due to early life trauma.</p> <ul style="list-style-type: none"> • Policies The Pay and Personnel Committee looked at three new model policies which have been negotiated by HCC via the unions including Managing Sickness, Performance in Schools and Capability. GE and HR will ensure that the Lakeside staff handbook will also match what is noted in these policies. A summary of the latest changes is usefully listed at the front of the updated document. It was highlighted that in agreeing to accept this policy that additional activities will take place in view of the changes e.g. return to work interviews. All governors agreed to accept the model policies. • Governor Visits and associated actions All governors agreed that the recent WGB training on pupil wellbeing and attainment was very useful. <p>KH noted that she had completed two boarding house visits, one prior to and one following OFSTED. ACTION: KH to forward to Clerk for uploading to the governors portal.</p> <p>DC gave a mixed review of the recent Secondary Governors Conference.</p> <p>GE noted that the Hampshire Travel team have recently visited the school and awarded the school Bronze for the national school travel awards (linked to improving air quality) the school will aim for the silver award within a couple of years.</p> <ul style="list-style-type: none"> • Governors Hub The clerk reminded governors that they need to activate their accounts for Governors Hub within 7 days of receiving an email from noreply@hants.gov.uk Governors Hub will be replacing the current system for logging in to the governors area of the Hampshire website – all guidance, forms, booking of courses will take place on this system so it is essential to register for access when the email is received. 	KH/ CLERK
13	<p>Correspondence No correspondence was received.</p>	
14	<p>Agree Future Agenda Items for next meeting (Standing Item) Standard item at all meetings: Gareth Sanders – Data Manager Outreach Governor Data Dashboard Impact Statement – this meeting's contribution to school improvement`</p>	

Signed:

14	Date of next meeting – 13 th May 2019	
----	--	--

MEETING CLOSED 18:46hrs

IMPACT STATEMENT:

- Updated knowledge around maths teaching in school
- Monitored income and expenditure in line with budget
- Agreed Schools Financial Value Statement for submission to county
- Ensured no governors flagged as a result of Section 128 checks
- Satisfied themselves that standard of teaching being appropriately monitored and challenged
- Monitored progress against School Improvement Plan
- Agreed three replacement policies in line with HCC recommendations
- Reviewed reasons for exclusions and established no specific trends

Signed:

Di Chamblain, Chair of Governors