



Lakeside School
Minutes of the Full Governing Body meeting
held on 15th July at 16:45

Present	Gareth Evans (Headteacher)	GE
	Kirsty Hayes (Parent)	KH
	Hazel Round (Co-opted)	HR
	Mike Williamson (Staff)	MW
	Di Chamberlain, Chair (Co-opted)	DC
	Rachel Dalby-Hopkins (Co-opted)	RDH
In attendance	*Deirdre Blower (Business Manager)	DBL
	Sue Stanik (LA Cover Clerk)	JS
	*Wendy Higgins (Careers/Post 16 Education)	WH
Apologies:	Bob West (Co-opted)	BW
Absent:	Margaret Atkinson (Local Authority)	MA

Meeting started at 4.50pm

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

The meeting was quorate

ITEM		ACTION
1	Welcome and Apologies. Apologies accepted from Bob West.	
2	Absent Margaret Atkinson.	
3	Declaration of Pecuniary Interests No new declarations received.	
4	Presentation – Careers/post-16 Education – Wendy Higgins Wendy Higgins informed governors that she had worked at the school for 19½ years in various roles. This meant she knew many of the boys well and this had helped her when she became careers lead two years ago. This year the highest ever number of year 11s had gone on to college or apprenticeships, with only one of the current year 11 still unplaced. Boys had been placed in various colleges including BCOT, Richard Tauntons, City, Sparsholt, Eastleigh and Borden. The areas the boys had gone into included public services, bricklaying, sports coaching and carpentry. One boy had been placed out of county in West Sussex with an organisation called the Camelia Botner Foundation. The school had not known of this organisation previously, but it offered a number of possibilities, including a pottery shop and garden centre. Q. Will the student be able to progress well afterwards, given that he is out of county? A. The provision seems good and students are able to earn money whilst working there to save for their future requirements. The school believed that given the requirements of this particular student going out of county was the	

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best solution.
Copies of "The SEND Gatsby Benchmark toolkit" were tabled. This document gave details of steps in supporting career progression in SEN schools. Lakeside was meeting 70% of the benchmarks in the toolkit. Governors noted that Lakeside was also working with Derek Sumner, the enterprise advisor at the Careers and Enterprise Company, whose services were available to any Hampshire school. In addition, the school had a 2-year contract with Hampshire Careers Service which provided pupils with 10x½ days support for pupils a year. This started with an interview in year 9 and continued into year 11.

Q. Has working with these advisors had an impact?

A. Yes, there has been a vast improvement in placing students. It has been very important to start talking about careers at a much earlier age to encourage pupils to think about their futures.

Q. Do all students know they will need to do work experience?

A. Yes, and most are very keen to do this.

Wendy continued by informing governors that a number of boys had visited a Science exhibition at the Ageas Bowl and had been very keen to try out the interactive options. In years 7 and 8 thinking about careers was being introduced into PSHE sessions with boys being helped to write CVs. This area still needed more cross-curricular work.

Q. Which are the best companies for finding placements for pupils?

A. Many opportunities are with private individuals or found through personal contacts, although one had recently been found through Facebook. One problem in finding placements was that the school's students were spread far and wide and went to a number of colleges.

Q. Who pays for transport to work experience placement?

A. It could be parents paying or school transport could be used.

Q. Is there any information for companies about the responsibilities involved in offering a placement?

A. There is no information sheet as such, but the school can provide employers with information and Hampshire CC carries out safeguarding and health and safety checks.

KH knew of potential opportunities in the care sector and agreed to pass these on to Wendy.

As no governor was currently associated with careers progression it was agreed that DC would take this on.

Governors noted that former pupils got in touch with the school on occasion and were prepared to come in and talk to pupils about their work. These had included a former pupil who had gone into the Royal Marines and a gamekeeper. Such visits were very motivational for existing pupils, but the school relied on ex-pupils making contact with them and did not keep case studies of individuals.

Lakeside also tried to give support to those year 12 and 13 students whose college placements did not work out.

Q. Is there still a military preparation college at Totton?

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	<p>A. No, but there is still a college at Gosport, although this will soon be phased out.</p> <p>Governors thanked Wendy for her presentation. *(Wendy Higgins left the meeting at 5.20pm)</p>	
5	<p>Finance/Business Update (Deidre Blower, school business manager, joined the meeting for this item only.) DB reported that as it was only the first quarter of the financial year there was little deviation from the planned budget. Staffing appeared static. There had been a slight downward revision to reflect the actual amount of Pupil Premium money received (budget line 7694) to £49,650. The Schools Financial Value Standards had been changed significantly, with a data dashboard giving comparative data. Governors would need to look at this at the beginning of October. Deirdre was due to attend a training event on this issue in September. There was likely to be a separate training event for governors. It was agreed that DB would contact DC regarding a date in October to meet and discuss financial matters. *(DB left the meeting at 5.26pm).</p>	DB
6	<p>Minutes of Previous Meeting 13th May 2019 The minutes of the last meeting of the full governing body held of 13th May 2019 were agreed as an accurate record and were signed by the chair.</p>	
7	<p>Matters arising and actions Item 3 A data sheet giving information about progress from year 7 of current year 9 and year 10 pupils was tabled. This sheet had been produced in response to a governor request for further data in order to carry out their monitoring role. Governors felt that the information as presented to them was difficult to interpret due to the inconsistency of colours in the bar charts. It was also difficult to interpret the data because there had been a considerable amount of turbulence in both years over the timespan in question. However, TS was able to provide useful clarification to the written data which aided understanding. There was considerable discussion as to whether governors required the amount of detail provided in this latest data sheet. The Lakeside Dashboard dated 12th July 2019 was also tabled. This information was meant to give governors a snapshot view of progress on any given date. The head suggested that this was sufficient data for governors to receive in a full governing body meeting because it was not appropriate for details of individuals to be shared with the full governing body. This snapshot information could be supplemented by a visit of two governors to inspect anonymised individual data. Detailed consideration in the full governing body risked governors becoming involved at an operational level. It was agreed to request a further set of the comparative data sheet so that governors could decide if this was useful to them. The governing body did not want to become involved in the day-to-day operation of school but were only seeking sufficient data to satisfy themselves that overall trends were</p>	

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	<p>positive. There was an acceptance that, given the small numbers of pupils in each year group; the level of turbulence and fluctuations in progress arising from an individual pupil's circumstances or interest in a particular topic, the data had to be interpreted carefully. Governors also noted that Ofsted had reduced the amount of data schools needed to produce.</p> <p>Q. What do Ofsted look at when they visit? A. Ofsted observe lessons and also look at work from a sample of pupils in each year group. In addition, they also consider the dashboard data and tracking and compare this with pupil workbooks.</p> <p>Item 6</p> <ul style="list-style-type: none"> • GE to find out what the impact of yoga was. ACTION: Ongoing • GE to raise with colleagues at heads meeting a protocol in case we need to use other governors for complaints/hearings. GE noted that the group schools agreed that we need a reciprocal agreement and would be discussing with their respective governing bodies and will feedback to GE. GE reported he had contacted a number of local special schools and was awaiting replies from a further two schools. So far none had agreed to the protocol proposed. ACTION: Ongoing • All 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). ACTION: Ongoing • 6), (6) 10 BW to set up a meeting (ref Pupil Premium review of provision). With Gareth Sanders and TS ACTION - BW to confirm availability. Action complete, BW submitted report on 26th April, ACTION: GE to send report to DC for circulation to governors • All other outstanding actions under item 6 had been completed <p>Item 7 DC to view physical holds records – ACTION: Ongoing</p>	<p>GE</p> <p>GE</p> <p>All</p> <p>GE</p> <p>DC</p>
8	<p>HT/SLT Reports and Matters Arising A report on the following issues had been circulated to governors:</p> <ul style="list-style-type: none"> • Leadership Team Report <ul style="list-style-type: none"> ○ Progress against SIP • Senior Manager Report • Residential Report • Monitoring of Exclusion data • Attendance • Feedback from Parents Evening / Parents Questionnaire <p>Governors were informed that the school had purchased some more climate-friendly ovens. The recent trip to Brean Sands had been successful and had cost considerably less than a similar trip in Hampshire.</p> <p>Feedback from Parents Evening / Parents Questionnaire Parents evening had been successful. The school was still analysing the</p>	

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	<p>parents' questionnaire and would present information at the next FGB.</p> <p>ACTION: GE</p> <p>Q. What happens if a parent has difficulty attending parents evening?</p> <p>A. The school can provide some help, if a parent has made an effort to attend but needs picking up from the local station, for example.</p> <p>Q. What if a parent has other children to look after?</p> <p>A. The school visits the home of every child before they start there and can help those who are struggling to access social care.</p>	GE
9	<p>Pay and Personnel Meeting 4 July 2019 (Minutes circulated to governors) (MW left the meeting for this item.)</p> <p>Governors considered proposals from the Pay and Personnel Committee which had been considered in detail and were recommended for acceptance by that committee.</p> <p>There should be two assistant head teacher posts advertised internally in the first instance, one with a pastoral/behavioural role and the other with responsibility for academic and progress issues. This was necessary due to staff departures, including the imminent retirement of BR as head of care. The appointments would allow the school to continue to have 4 senior leaders, as at present, and were affordable under the current budget.</p> <p>This proposal was agreed by the governing body. (TS left the meeting at this point.)</p> <p>The deputy head teacher should be paid a non-residential allowance in order to reflect the need for him to be on call under the proposed new structure. This payment would come into effect from September 2019.</p> <p>Governors agreed to this second proposal.</p> <p>There should be two senior grade D positions in the residential house once BR had left (existing staff). This would be effective from 1st September 2019 in order to allow for an orderly handover of duties before BR left at the end of September.</p> <p>Governors agreed to proposal 3. (TS and MW re-joined the meeting at end of this point.)</p> <p>The committee had also discussed the level of staff sickness which was not currently a cause for concern.</p> <p>I t was noted that it was currently extremely difficult to recruit Design and Technology teachers and the school was currently re-advertise to fill a vacancy.</p>	
10	<p>Health and Safety (standing item)</p> <p>Governors noted that Hampshire CC has selected 60 schools to carry out a safety audit and Lakeside was among those selected. ACTION: KH would come in for a governor health and safety visit on 16th July and report to next FGB meeting. There were no health & safety issues to report to this meeting.</p>	KH
11	<p>Safeguarding Matters (standing item)</p> <p>KH reported that she had been in school for a safeguarding visit on 21st</p>	

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	<p>May. She gave an oral report on this visit and undertook to write it up later. ACTION: The school had been using the audit tool and KH was due to look at draft 3 on her next visit to the school. KH reported that the school was using Educare for initial CEOP training. Q. Has the number of students increased? A. The total for the last two years was 92. KH also reported that the therapy room and attachment and trauma training were in operation. Q. Are there any safeguarding incidents which the governing body needs to know about? A. No.</p>	KH
12	<p>Governing Body Administration</p> <ul style="list-style-type: none"> • Governor recruitment and succession planning Governors noted that it was still necessary to recruit a further parent governor. It was hoped that a parent of new year 7 pupil might be interested. • Exclusions update record The figures for exclusions were tabled, broken down by type of incident. Q. Do the incidents of physical assault on a pupil and on an adult refer to the same incidents? A. No, these are discrete incidents. • Policies and updated policy schedule Q. Has the whistleblowing policy been updated? A. Not yet Governors noted that the SEND policy had been revised to take account of new terminology (EHCPs) and was available on the website. The substance of the policy was unchanged. Governors signed off this policy for a further year. Governors noted that TS was working on the assessment policy and was consulting staff on changes. It was agreed to consider this at the next meeting. • Governor Visits and associated actions <ul style="list-style-type: none"> ○ Tracker system, 26 June. Report from DC and RDH had been circulated to Governors ○ Outreach. Report from DC had been circulated to Governors ○ ACTION: Feedback re staff disciplinary process - Ongoing • Governor training and associated actions <ul style="list-style-type: none"> ○ WGBT for 19/20- not yet booked. ACTION: DC • Election of Officers 19/20 <ul style="list-style-type: none"> ○ DC was elected unopposed to be chair for a further year ○ RDH was elected unopposed to be vice Chair <p>Governors noted that DC would like to relinquish the role of chair and it was suggested that a successor should be trained up. It was agreed that DC and RDH would discuss this further.</p> <ul style="list-style-type: none"> ○ Other responsibilities were agreed as follows: ○ Finance – RDH (MA) ○ eSafety and Safeguarding – KH (RDH) 	RDH DC

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- Shared feedback from governor visits
- Agreed Governor officers and job roles 2019/20
- Agreed GB Terms of Reference

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