



PERSONAL, SOCIAL AND ACADEMIC ACHIEVEMENT FOR ALL

**Lakeside School
Minutes of the Full Governing Body meeting
held on 13th May 2019 16:52hrs**

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
	Michael Williamson (Staff)	MW
	*Margaret Atkinson (Local Authority)	MA
In attendance	*Gareth Sanders (Data Management)	GS
	*Deirdre Blower (Business Manager)	DB
	Jenny Spirit (LA Clerk)	JS
	Toby Sim (Deputy Head)	TS
	*Barry Ryder (Head of Care)	BR

Apologies:

Meeting started at 1652hrs

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

The meeting was quorate (5)

ITEM		ACTION
1	Welcome and Apologies. No apologies were received.	
2	Declaration of Pecuniary Interests No new declarations were received.	
3	<p>Data Management Presentation by Gareth Sanders GS explained to governors that his aim in producing the data dashboard report is to highlight the most important data in the school, including focus on the core subjects of English, maths, science and IT. In addition to the report being used for governors it can also be used to demonstrate to OFSTED inspectors how progress is being measured at a summary level. It was noted that in the past inspectors may have spent several hours looking at data and drilling down to ascertain the progress of pupils, but now the focus is more on viewing the work of pupils and looking at the quality of learning and triangulating this with evidence within pupils' books. A summary report is therefore needed to provide inspectors and governors with a report that shows them what they need to know without requiring additional analysis too.</p> <p>Q. What basis is pupils progress measured on? A. Internal CATs (Cognitive Ability Tests) are used to measure progress. Teachers are required to report to GS the results of these tests.</p> <p>Q. How are governors assured that this information is timely?</p>	

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	<p>A. GS requests that teachers complete and respond by a specific date each half term so that he can complete the reports.</p> <p>GS noted that CATs are used to generate predicted exam grades and discussion follows with teachers as to whether the predicted grade is realistic. GS demonstrated to governors the spreadsheet of information for each pupil that the summary reports are generated from. He showed that this is colour co-ordinated to indicate whether a pupil may require additional intervention or support e.g. if they are not reaching a certain level their report will be coloured red, immediately visually indicating extra support is required.</p> <p>The reporting system can also be used to support Safeguarding e.g. if a pupil is noted as performing well for a while and their attainment suddenly drops, staff can check whether there may be any possible safeguarding reasons for this.</p> <p>A discussion followed regarding the usefulness of comparative data for the pupils' progress in order to help governors track trends. It was agreed that trends in the data are analysed by governors who visit annually to monitor trends and that adding too many more graphs to the data dashboard may not add the value expected. It was therefore agreed that GS would work on showing comparative data for previous terms for the summary 'Year 7-10 progress core subjects (%)' report and the usefulness would be reviewed by governors. ACTION: GS to add previous terms year 7-10 progress in core subjects to the data dashboard for review by governors.</p> <p>Q. Are there plans to put more time in before exams for year 11 pupils who are below target?</p> <p>A. GCSE exams have officially started today. Additional revision classes have already been provided. It was noted that pupils have been given as much support as can be planned for given that GCSEs have returned to be similar in format to the traditional O'Level types of questions.</p> <p>It was agreed that a small group of governors would meeting with GS to drill further into the supporting data. ACTION: DC, KH, RDH to arrange a meeting with GS following GCSE exams to discuss data and trends etc.</p> <p>*BR left the meeting 17:30</p>	<p>GS</p> <p>DC, KH, RDH, GS</p>
4	<p>Finance/Business Update</p> <p>Approve budget plan and 3-year strategic plan by 31st May 2019/ Review financial status and funding implications on school operations</p> <p>The budget plan was circulated prior to the meeting. DB noted that the next academic year is showing a surplus higher than expected as the school had a member of staff salary paid by EFS which was a one-off. A discussion followed noting that the second year for most school budgets forecasts deficit. DB noted this is partly due to being unable to predict the exact amount that the DFE may provide to a Local Authority distribution. DB confirmed that the increased salary costs and additional pension contributions have been factored into the three-year budget.</p> <p>DB noted that she has included a note at the bottom of the bottom of the proposed budget: 'Governors aware of the deficit highlighted in Year Two and will take remedial action if required'.</p>	

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Q. What is the difference between 2350 and 2570, both are noted as ‘Child Care Staff’?

A. 2350 is the code for Learning Support Assistants and 2570 are boarding house staff.

Q. Do we now have the staffing levels that we require?

A. GE explained that he was not concerned as he was earlier this academic year. GE noted that it is a balancing act to provide the additional learning support needed for pupils given that funding fluctuates throughout the year i.e. as and when a pupil leaves (e.g. at the end of year 11) the school will stop receiving that income.

DB also circulated the staffing report to support governors understanding of the breakdown of staffing costs.

Potential areas for costs saving were discussed if a deficit in year two was noted as likely.

All governors agreed to approve the proposed three-year budget. The figures were agreed as follows (numbers and words):

	2019/2020	2020/2021	2021/2022
Total Income	2,400,933	2,300,102	2,286,775
In year surplus/(deficit)	(100,231)	(205,725)	(254,861)
Surplus/(deficit) Brought Forward	115,456	15,225	(190,500)
Cumulative Surplus/(Deficit) Carry Forward	15,225	(190,500)	(445,261)

	2019/2020	2020/2021	2021/2022
Total Income	Two million, four hundred thousand, nine hundred and thirty-three	Two million, three hundred thousand, one hundred and two	Two million, two hundred and eighty-six thousand, seven hundred and seventy-five
In year surplus/(deficit)	(One hundred thousand, two hundred and thirty-one)	(Two hundred and five thousand, seven hundred and twenty-five)	(Two hundred and fifty-four thousand, eight hundred and sixty-one)
Surplus/(deficit) Brought Forward	One hundred and fifteen thousand, four hundred and fifty-six	Fifteen Thousand, two hundred and twenty-five	(One hundred and ninety thousand, five hundred)
Cumulative Surplus/(Deficit) Carry Forward	Fifteen thousand, two hundred and twenty-five	(One hundred and ninety thousand, five hundred)	(Four hundred and forty-five thousand, two hundred and sixty-one)

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	<p>Budget Monitoring Report The budget monitoring report, devolved capital and staffing report was circulated prior to the meeting. DB noted that the school has received devolved capital which it is proposed to go towards the refurbishment of ovens and extraction fans and possible contribution to refurbishment of the boarding house bathrooms, all governors agreed.</p> <p>*DB left the meeting at 17:50</p>	
5	<p>Minutes of previous meeting (18th March 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>	
6	<p>Matters arising & actions (FGB 18th March 2019) (4) GE to find out what the impact of the Yoga was. ACTION: Outstanding.</p> <p>(6), (5) 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 - ONGOING</p> <p>(6), (6) 7, (15) 7 (15) 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). ONGOING</p> <p>(6), (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. Action complete, BW submitted report on 26th April, no immediate actions are required.</p> <p>(6), (6), (8) Safeguarding E-learning, link previously forwarded) all governors to complete the training - ONGOING</p> <p>(7) Clerk to add Outreach Governor role to agenda for the next meeting. Action complete – DC will be the Outreach Governor ACTION: DC arrange to meet with Valerie Merceron later this term.</p> <p>(7) Clerk to add Data Dashboard to the May meeting agenda. Action complete.</p> <p>(12) KH to forward to Clerk for uploading to the governors portal (boarding house visit reports) Outstanding ACTION: KH forward to Clerk today, Clerk to forward to Mel for uploading to Governors Portal.</p>	<p>GE</p> <p>GE</p> <p>ALL</p> <p>ALL</p> <p>DC</p> <p>CLERK</p>
7	<p>HT/SLT Report and Matters Arising</p> <ul style="list-style-type: none"> Leadership Team Report <p>Q. What has been the outcomes of the pupils noted in the summary of actions taken this year as having had penalty notices sent and court proceedings for poor attendance? A. The penalty notices were issued by GE. One pupil has moved address to another Local Authority and does not live in Hampshire anymore, however until a new place is secured in another school for the pupil they are classed as being on role at Lakeside.</p>	

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Q. Who has discretion to issue penalty notices?

A. It is currently the Head Teacher, there is a legal procedure to follow in order to issue penalty notices and there are some restriction e.g. if a child is 'looked after'

GE noted that half day exclusions are used more frequently as the EHCP record follows pupils throughout their education and on to college. The lesser number of whole days lost the more benefits a pupil will receive from their education.

The school council meeting had not taken place at the time of this FGB meeting; however, it was agreed that GE would report any issues that need flagging up to governors as a result of the outcome of the meeting if required.

Progress against SIP

Q. Has the curriculum entitlement, breadth, balance and relevance been evaluated as per key dates/milestone?

A. The revisions to the schedule will likely involve a more in-depth concentration on the quality of learning within the curriculum as opposed to meeting targets and jumping through hoops. TS is putting a timetable together which reflects teaching entitlement.

Data dashboard

Q. It would appear that pupil outcomes for year 7's not meeting target are increasing, is here are reason for this?

A. There are three large classes of 8/9 pupils per class. There is a reasonable degree of the Autistic spectrum and attachment issues across these classes.

Governors were made aware that Parents evening will be on the 8th July from 6-8pm.

- **Senior Manager Report**

The written report was circulated just before the start of this meeting.

Q. Do we know the costs of the device to check for legionella?

A. This would be a maximum cost to the school of £150.

Q. Will HCC be paying for the Asbestos removal in the garage rooves?

A. Yes, this cost will be paid for by HCC.

Q. Is it certain the there is Asbestos in the rooves?

A. It has been confirmed there is Asbestos.

KH will meet with BR next week to support the Health and Safety Audit (due by 5th July)

Several policies will be tabled for review by governors at the next meeting.

- **Residential Report**

This was covered this meeting primarily via the monitoring visit reports, a full report

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	<p>will be provided for the next meeting.</p> <ul style="list-style-type: none"> • Monitoring of exclusion data <p>Disseminated at the time of the meeting - 29 Exclusions involving 15 pupils with a total of 20 days</p> <p>Bullying – 0 Damage – 1 Drug and Alcohol related – 3 Other – 0 Persistent disruptive behaviour – 1 Physical assault against an adult - 12 Physical assault against a pupil - 3 Racist abuse – 1 Sexual misconduct – 1 Theft – 0 Verbal abuse/threatening behaviour against an adult – 7 Verbal abuse/threatening behaviour against a pupil - 1</p> <p>Q. Are the incidences against adults any particular combinations of student and adult?</p> <p>A. It was noted that there were a high percentage in year 7 who had been lashing out since they joined, also a few year 11's have been violent too. No specific members of staff have been at risk. GE did note that staff are supported by the school should they wish to take further action with any incident via the police, but this rarely occurs. Governors were satisfied that there was no particular unusual cause for concern. GE also informed governors of the protocol for spitting incidents which occasionally occur at the school.</p> <p>ACTION: DC to view the physical holds for safety book. DC noted that the frequency generally remains low and no patterns are emerging.</p>	DC
8	<p>Safeguarding Matters (standing item)</p> <p>KH noted the mental health for one residential pupil had recently deteriorated quickly. It was discussed that the pupil in question has very high ASD needs and likely required a more therapeutic provision. The school is awaiting a County placement panel on 16th May to discuss a more independent provision and support which will likely be provided into adulthood for this individual. It was noted that support is available for staff dealing with these situations.</p>	
9	<p>Pupil Premium - Review provision and policy for Looked after Children, Vulnerable groups, SEN</p> <p>ACTION: BW to forward report to Clerk for uploading to the Governors Portal</p> <p>*MA left the meeting at 18:30</p>	BW/ CLERK
10	<p>Governing Body Administration</p> <ul style="list-style-type: none"> • Governing body vacancies <ul style="list-style-type: none"> ○ Co-opted governor – an introductory meeting was arranged with a 	

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	<p>prospective new governor but they did not arrive for their initial meeting at the school.</p> <ul style="list-style-type: none"> ○ 1 x Parent Governor – this role is still vacant. <ul style="list-style-type: none"> ● Holds for Safety Check As previously noted, DC will check the Holds for Safety on her next visit to the school. ● Outreach Governor As previously noted, it was agreed that DC will be the Outreach Governor and will be arranging to meet with Valerie Merceron. ● Exclusions update Covered in item 7. ● Monitor training needs/take up DC noted she will be attending the Governors Conference on 21st June and will feedback to governors. ● Agree arrangement for election of officers/roles for 2019/2020 at July FGB Governors can email Clerk in advance if they would like to nominate themselves or other for a role – nominations can take plus up to and during the July FGB meeting. ● Policies No policies were tabled for review. ● Governor Visits and associated actions - DC assembly visit to present Governors' Award DC attended assembly just before Easter. Awards were presented to two pupils. ● Monitoring Visit The residential monitoring report was circulated prior to the meeting. <p>Q. What is a 'Calm Box'? A. It is a sensory box full of items that may help to reduce pupil's anxiety levels. Each box is unique to and has been created by each pupil.</p> <p>Q. What are the self-esteem folders? A. They are folders that pupils have put together. They complete questionnaires and measure between the terms the answers to their questions. They also include photos and other interactive items. Pupils keep this folder throughout their time at the school.</p>	
13	<p>Correspondence A letter was received from Governors Services to thank the school for subscribing to the Clerking service for 2019/2020.</p> <p>Senior leadership roles and capacity will be further discussed at the next Pay and Personnel Committee meeting.</p>	

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	At this point it was noted that following the recent experience of support provided for the hearing, alternatives to the EPS service were being reviewed – it was noted that a decision is normally made in the autumn term regarding confirmation of subscription to the SLA, which then comes into effect the following financial year.	
14	Agree Future Agenda Items for next meeting (Standing Item) Standard item at all meetings: Wendy Higgins - Careers/Post 16 Education Policies for review (as per Senior Manager Report) Impact Statement – this meeting’s contribution to school improvement`	
14	Date of next meeting – 15th July 2019	

MEETING CLOSED 18:46hrs

IMPACT STATEMENT:

- Updated knowledge surrounding student data and its impact
- Approved budget plan and 3-year strategic plan
- Checked that staffing levels going forward were no longer a concern
- Monitored key issues in respect of behaviour, attendance, exclusions, safeguarding, pupil premium etc
- Discussed feedback from governor visits

Signed:

Di Chamblerrlain, Chair of Governors