



**Lakeside School**  
**Minutes of the Full Governing Body meeting**  
**held on 19<sup>th</sup> November at 17:00**

Gareth Evans (Headteacher)	<b>GE</b>
Kirsty Hayes (Parent)	<b>KH</b>
*Margaret Atkinson (Local Authority)	<b>MA</b>
Di Chamberlain, Chair (Co-opted)	<b>DC</b>
Rachel Dalby-Hopkins (Co-opted)	<b>RDH</b>
Bob West (Co-opted)	<b>BW</b>

<b>In attendance</b>	Amy Collins – Horizons Lead	<b>DC</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 (New Deputy Head Teacher)	<b>TS</b>

<b>Apologies:</b>	Hazel Round (Co-opted)	<b>HR</b>
	Michael Williamson (Staff)	<b>MW</b>
	Gary Taylor (Deputy Headteacher)	<b>GT</b>

**Meeting started at 1702hrs**

\*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 HR and MW. Toby Sim the new Deputy Head Teacher was introduced and welcomed by the governing body.	
<b>2</b>	<p><b>ASD Presentation by Amy Collins</b></p> <p>AC provided an overview of ASD Provision at Lakeside. The dream is to develop every Horizons pupil into an independent and active learner, fully integrated into the Lakeside whole school culture. AC described how this is achieved, particularly through personal profiling and assessment upon entry to the school, so that a tailor-made programme can be created for each pupil. Information is drawn from previous settings of the pupil's behaviour traits, interests and required interventions. Pupils then spend time in a one-to-one or a small group so that priority need areas are identified and an individual action plan is created to help support the pupil's needs in specific areas e.g. social interaction, learning, emotional understanding etc. Termly assessments of pupil's needs are completed as they progress.</p> <p>Pupils' individual targets are tracked across the whole school via other staff to make sure progress is being made in all areas and not just within the Horizons unit. AC noted that there is a Horizons tutor group that provides pupils with a calm base for them to return to throughout the day with access to therapeutic tools such as fidget and wobbles. There has been a whole school approach to training for ASD including training for teachers and training from an occupational therapist.</p> <p>MA arrived 17:10</p> <p>The impact of the work of the Horizons programme seen: one pupil who was a tribunal</p>	

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	<p>case and was only in attendance at school for a couple of hours per day who is now attending full days and has no mark downs as yet; a pupil who was transitioned from having needed an individual teaching programme and displayed violent and aggressive behaviour to attending full days with limited therapies required; one student who moved from almost full time Horizons to attending main school core lessons; a student from the main school tutor group who has a reduced number of mark-downs following attendance at some Horizons sessions.</p> <p>Plans for the future include dedicated time for ASD pupils to learn to play and develop social skills in non-academic time, to provide awareness sessions to other school pupils around ASD and to provide opportunities for training and meetings to focus on vulnerable groups.</p> <p><b>Q. For those who progressed from year 6 to year 7 did the large intake for this year group affect any pupils?</b> It did affect one pupil for whom an intensive programme was created.</p> <p><b>Q. How do the Horizons pupils cope with transition to residential?</b> A. To help ensure transition the residential houses have the same items e.g. fidgets and wobbles available to help the pupils feel safer.</p> <p><b>Q, Where does the framework for assessment that is provided originate?</b> A. AET Progression Framework is one many schools use and was provided when AC attended her training with Sarah Kiel.</p> <p><b>Q. Is the tracking system free or do we buy it in?</b> A. It is currently a free download</p> <p><b>Q. How are we taking this programme out to other schools?</b> A. Where Outreach schools have pupils with additional needs that have ASD we can provide support through action planning etc. It may be that an ASD pupil may not need to attend Horizons but can be accommodated within different parts of the school.</p> <p><b>AC left the meeting at 17:20</b></p>	
3	<p><b>Declaration of Pecuniary Interests</b> No new declarations were received.</p>	
4	<p><b>Finance Update</b></p> <p><b>Budget monitoring report</b> The budget monitoring report had been circulated prior to the meeting.</p> <p>DB noted that the school will receive a small lump sum to help with teaching costs, however this will come via the LA who will distribute accordingly. The amount Special schools will receive is not currently known and therefore has not been included within the budget. As we have an optimistic budget this extra income will be useful but not essential.</p> <p><b>Q. Regarding teaching costs, why is there a variance between the budgeted figure in April and November?</b> A. This is primarily due to the unplanned requirement to use a supply teacher for cover.</p>	

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**Q. It appears that teaching costs will reduce from 2018-2019 to 2019-2020 why is this, are we losing staff?**

A. We are not losing staff, the costs to the school for staff depend on a variety of factors e.g. dates that new staff are appointed and start their role which may provide some very short-term savings, new staff on lower pay rates than those they are replacing.

DB noted that we need to plan the budgets within the confines of our income, traditionally we have always had a carry forward but we should not plan to be in a situation where we rely on the carry forward.

**Q. Does the budget allow for the required number of staff?**

A. The HT noted that an advert had gone out recently for LSAs. Three applicants were interviewed and it would have been good to appoint all three, but due to budget constraints one was employed. The HT noted that due to the sickness or training of LSAs the optimum LSA:Teacher ratios are not always met and that in the interim other staff are used to provide support including residential staff who had previously been LSAs and teacher PPA time (which is returned by the end of the week).

The governing body agreed to monitor LSA provision. **ACTION:** 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**

**Q. How are we saving £50K on supply teaching?**

A. There was a miscommunication about supply teacher costs. It was originally budgeted for one person, however there are actually two supply teachers. Going forward it is rare that we would obtain supply provision outside of teachers known to the school.

**Budget Approval (by 30<sup>th</sup> November)**

The proposed mid-year budget was circulated with the agenda prior to the meeting.

The proposed budget summary is listed below:

2018-19	April	November	Variance
<b>Total Expenditure</b>	2,230,004	2,261,166	31,162
<b>Total Income</b>	2,188,592	2,231,962	43,370
<b>Balance brought forward</b>	44,246	44,246	0
<b>Balance carried forward</b>	2,834	15,042	12,208

The mid-year budget is also listed in words:

2018-2019	April	November	Variance
<b>Total Expenditure</b>	Two million, two hundred and thirty thousand and four	Two million, two hundred and sixty-one thousand, one hundred and sixty-six	Thirty-one thousand, one hundred and sixty-two
<b>Total Income</b>	Two million, one hundred and eighty-	Two million, two hundred and thirty-	Forty-three thousand, three

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		eight thousand, five hundred and ninety-two	one thousand, nine hundred and sixty-two	hundred and seventy	
	<b>Balance brought forward</b>	Forty-four thousand, two hundred and forty-six	Forty-four thousand, two hundred and forty-six	Zero	
	<b>Balance carried forward</b>	Two thousand, eight hundred and thirty-four	Fifteen thousand and forty-two	Twelve thousand, two hundred and eight	
	<p>The mid-year budget was approved by all and signed by the Chair.</p> <p><b>Review financial status and funding implications on school operations</b> The monthly monitoring report was circulated prior to the meeting; questions were raised under budget monitoring.</p> <p><b>Financial Benchmarking</b> <b>ACTION:</b> 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.</p> <p><b>Statement of Financial Expectations replacement</b> It was noted that this is due to be updated and a schools' communication will be sent once the consultation process is complete. <b>ACTION:</b> to be added to agenda for next meeting</p>				DB
5	<p><b>General Data Protection Regulations (GDPR) update</b> The updated GDPR action plan was circulated prior to the meeting.</p> <p>It was agreed to review GDPR and the Data Protection policy annually. If there are any legislation updates to GDPR these could be reviewed on an as and when basis.</p> <p><b>Q. There appears to be an outstanding action in the action plan for ensuring contractors are GDPR compliant.</b> A. DB is in the process of compiling a list of contractors. As there is no current list, DB has been compiling one as and when renewal notices arrive so cannot confirm that all have been contacted to ensure compliance.</p> <p><b>Q. Why have only 50% of staff completed the GDPR module on Educare where the original deadline was the end of September?</b> A. Many staff had a number of modules to complete during INSET days that took precedence over GDPR and other taught training has been delivered at INSET days. This will now be completed by January.</p>				
6	<p><b>Minutes of previous meeting (FGB 24<sup>th</sup> September 2018)</b> The minutes of the previous meeting held on 24<sup>th</sup> September 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 15<sup>th</sup> October 2018 (plus confidential</p>				

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	<p>section) were signed and agreed. DC highlighted that this meeting covered agreement of the DHT appointment, adoption of HCC Model Pay policy (unanimously agreed) and a confidential matter.</p>	
<p><b>7</b></p>	<p><b>Matters arising &amp; actions (FGB 24<sup>th</sup> September 2018)</b></p> <p>4 - DC explained that she is still receiving exclusions information that needs to be anonymised and this will be actioned (GE) ACTION COMPLETE</p> <p>6 – Annual declaration of pecuniary interests needs to be published on the school website (DC/Clerk) – DC had collected the annual declaration signatures at the September meeting, it has been passed on to the Clerk to update the table for this academic year <b>ACTION:</b> Clerk to pass collated information to IT Technician for uploading to the school website.</p> <p>8 MW to email slides to Clerk regarding attachment awareness for uploading to governors’ portal. ACTION COMPLETE</p> <p>9 - Governors also discussed post-16 options and the expectations. It was agreed that conversations will be needed with post-16 establishments about entry criteria (GE/GT) GE noted that it has been difficult to get hold of the principals of Eastleigh and Andover colleges. GE highlighted that when the pupils visit colleges they discuss their perceptions following visits and are encouraged to complete their GCSEs and apply for the highest level of course possible.</p> <p>9 - Action for next meeting – governors required to sign to confirm they have read the KCSIE <b>ACTION:</b> DB to create a list to sign.</p> <p>9 - DB will send out shortlisting/recruitment schedule for DHT recruitment (DB). ACTION COMPLETE.</p> <p>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.</p> <p>15 - RDH will be on the HTPM panel and will liaise with KH to take this forward (RDH/KH). ACTION COMPLETE.</p> <p>15 - Pay Committee dates to be arranged and confirmed. (DC) <b>ACTION:</b> DB will let HR know suggested dates.</p> <p>15 - HR will send details to GE, BR and MC-IT Technician (of the Annual Website check) (HR). <b>ACTION:</b> Clerk to add to agenda for next meeting.</p> <p>15 – Governance Network Hub - DC to take this forward (DC) DC has not heard back.</p> <p>15 – WGB training - Pupil Wellbeing and Attainment. DC to arrange with Governor Services for Spring Term 2 (DC). Training date was agreed as 4<sup>th</sup> March 17:00 with Steve Morton. <b>ACTION:</b> DC to confirm date with governor services.</p> <p>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.</p>	<p><b>CLERK</b></p> <p><b>DB</b></p> <p><b>HR</b></p> <p><b>DB</b></p> <p><b>CLERK</b></p> <p><b>DC</b></p> <p><b>ALL</b></p>

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	<p>16 - GE will need to check and report back to governors the number of complaints received in the last academic year (GE) <b>ACTION:</b> GE to give number to Clerk for circulation prior to next meeting.</p>	<b>GE</b>
	<p><b>HT/SLT Report and Matters Arising</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Leadership Team Report</b>            GE highlighted the positive feedback from the residential OFSTED which took place from 6<sup>th</sup> to the 8<sup>th</sup> November. The formal report will be out in the next week and will also be uploaded to the Governors' Portal.</p> <p>GE also drew governors' attention to the whole school attendance for the autumn term which was 92%, this has never been achieved before. It was noted that the school is very close to the attendance aims for a standard secondary school which is 96%. The average attendance for residential children was also 98%.</p> <p>Savings are due to be made to the rewards scheme (a raffle for JD Sports vouchers and tablets for improved attendance). This will now be done on a termly basis to ensure the incentives and rewards are meaningful to the pupils.</p> <p><b>Pupil Progress Data – Review Dashboard</b></p> <p><b>Q. There appears to be several year 11 pupils below target, are there any reasons for this?</b>            A. It was felt that influences outside of the school may be causing some digression. The school is also working with the authorities regarding some drug issues. Every pupil has support packages and issues were also discussed with certain staff that day.</p> <p><b>Q. What help is being provided for the year 11's with regards to exams?</b>            A. A session will be provided on managing exam stress which could be a contributing factor.</p> <p><b>Q. There are a couple of pupils below target in English in year 8, is there a reason for this?</b>            A. <b>ACTION:</b> GE to obtain response from English lead for BW</p> <p><b>Q. The exclusions report shows an increase in number of assaults by pupils and is primarily year 10 and 11s, is this normal?</b>            A. There is not normally an average distribution of year groups, just the case for this report. GE noted that staff were considering reducing the number of lessons/the duration of lessons so there is less corridor traffic during the day which may help reduce the number of incidents and also give less distractions.</p> </li> <li> <p>▪ <b>Agree SEF and SIP for 2018/19 academic year</b>            All agreed to approve the SIP as distributed with the agenda. DC commented on how useful the joint planning exercise with staff and governors had been.</p> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Staffing</b> The Staffing report full time equivalent report was circulated to governors.  GE highlighted that the new school student social worker was settling in well and will contribute to the Social Worker report at end of spring term.</li> <li>• <b>Senior Manager Report</b> The written report was circulated prior to the meeting.</li> </ul> <p><b>Q. What is the ‘school management partnership meeting’ due in January 2019?</b> A. The annual meeting with HCC regarding the residential property management.</p> <p><b>Residential Report, including feedback on Ofsted Residential Inspection</b> The written report was circulated prior to the meeting, no further questions were raised</p> <p><b>Monitoring of Exclusion data</b> Discussed during leadership team report above.</p>	
9	<p><b>Safeguarding Matters (standing item)</b> Check all governors signed KCSIE list – Action previously noted in item 7 (9) above.</p>	
10	<p><b>Pupil Premium - Review provision and policy for Looked after Children, Vulnerable groups, SEN</b> <b>ACTION:</b> BW to set up a meeting</p>	<b>BW</b>
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 – DC to liaise with parents at parents evening</li> <li>○ 1 x Co-opted Governor</li> </ul> </li> <li>• <b>Set date for Head Teacher performance review</b> – this will be held on 19<sup>th</sup> December.</li> <li>• <b>Confirm details of whole Governing Body training 2018/19</b> – 4<sup>th</sup> March 1700, training will be provided by Steve Morton.</li> <li>• <b>Special school Conference October 2018</b> DC circulated the written feedback report prior to the meeting. DC suggested GE and BR look into one of the recommended books ‘the Kids guide to staying in control’ by Lauren Brukner and also researching the work of Rita Pierson (every child needs a champion).</li> <li>• <b>Exclusions update record</b> Questions covered under section 8 (Leadership team report) above.</li> <li>• <b>Policies</b> The draft ‘making a complaint’ statement was circulated with the agenda; this is an addendum to the Complaints policy aimed at the residents of the boarding</li> </ul>	

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	<p>house. All agreed to accept this update to the policy. DC commented how much more accessible this would be to pupils/carers.</p> <ul style="list-style-type: none"> <li>• <b>Governor Visits and associated actions</b> RDH has visited to look at the pupil tracker. It had raised her awareness to the fact that the school went to great lengths to manage the individual performance of each pupil. Also that all staff do their best to turn something that is subjective as a measure into something objective. She also noted that everything was recorded electronically.</li> <li>• <b>Summary of proposed changes to Ofsted Inspection Framework 2019</b> <b>The summary of changes was circulated with the agenda.</b> DC had circulated her notes on how the changes may impact on us.</li> <li>• <b>Parents evening,</b> Will be held on Monday 3 December 6-8pm, with buffet/refreshments at 7 pm. Governors will be handing out school magazines and were advised to look at classrooms and displays, books and marking quality etc.</li> <li>• <b>Agree subject presentation for January meeting</b> Science will be the presentation at the January meeting, followed by a Humanities presentation for the March meeting.</li> </ul>	
12	<p><b>Correspondence</b> DC noted that a letter had been received from OFSTED about the parental complaint mentioned at the last FGB meeting. The Residential Inspector had been charged with investigating the matter. She found that everything was in order and there was nothing more we could have done and confirmed that there are no further actions.</p> <p>DC noted an email regarding governor vacancies and a proposal to use governors from other areas via Skype that have a surplus. It was not felt appropriate to use this service for this governing body.</p>	
13	<p>Agree Future Agenda Items for next meeting (Standing Item) Standard item at all meetings: Impact Statement – this meeting’s contribution to school improvement` Science Presentation Statement of Financial Expectations replacement (findings of internal audit) Financial Benchmarking Pupil premium – review provision Annual Website Check</p>	
14	<p><b>Date of next meeting – 21<sup>st</sup> January 2019</b></p>	

**MEETING CLOSED 18:47hrs.**

**IMPACT STATEMENT:**

- Governors’ updated their knowledge of how Lakeside make provision for pupils with ASD

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Di Chamblerrlain, Chair of Governors



- Questioned and approved the mid-year budget
- Questioned SLT re day to day school operations and pupil attendance/ behaviour/ progress
- Ensured safeguarding and health and safety remained high focus and high standard (including approval of policy updates)

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Di Chamblertlain, Chair of Governors