



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

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

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

The meeting was quorate

ITEM		ACTION
1	Welcome and Apologies. Apologies were received and accepted from Bob West and Gary Taylor.	
2	Declaration of pecuniary interests Rachel Dalby-Hopkins was given a declaration form as new governor and signed. No declarations were received.	
3	Outreach Presentation A print out of the slides from presentation were handed round to all governors. VM highlighted that the objective for every child that works with Lakeside via Outreach is the same – the dream is to fully engage every child into education. There are various approaches that are used in order to achieve this. As each child’s needs are different, the initial objective is to understand their current learning environment and how they have been taught first. KH arrived at 16:55 Lakeside works with a large range of schools including directly within the establishments. Once the starting point for each child has been established, their education and systems can be established to work with the child to fill in gaps. An action plan is then drawn up to establish how the aspirations for that child can be met and this is used as a tool for reflecting what is achieved with that child. VM highlighted to governors the impact of outreach from between 2016 – 2018 including examples of children who are now fully engaging and achieving in their education in their own settings where they may have been either previously at risk of permanent exclusion, were not engaging in education or had behaviour issues preventing them from engaging.	

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	<p>VM showed work examples and noted the dramatic improvements following interventions at the school. VM informed governors that the work that is undertaken within settings is more about coaching and developing a model of good practice for the teacher/s that work closely with that child in the school. They then cascade the information that they have learnt to other teachers within that same school. VM noted that all teachers who were coached were able to reflect on their practice and even changed their practices to engage more with other pupils.</p> <p>To ensure there is an evidence base for improvement, at the end of the intervention work is sampled from prior to the intervention, to post intervention to see how much of an improvement there has been.</p> <p>VM noted an example of a year 10 girl with no aspirations, who never left home without her mother and had been out of education for over a year and was referred to Lakeside by SEN. She is now a confident learner, in a suitable environment and will hopefully be undertaking a Horizons course in a mainstream college post 16. She is now taking the bus on her own and is looking forward to going to college and had identified interests outside of education.</p> <p>Q. What qualifications will this pupil obtain with the Horizons course? A. This is to be discussed with the college. VM meeting with them that week.</p> <p>Q. How long does it take to make progress? A. VM showed an anonymised example of a pupil's work prior to intervention and following intervention showing the dramatic increase in quality and quantity and noted that the progress that had been made had only taken six months.</p> <p>Q. What impact has Outreach had at Lakeside? A. The impact has been mainly networking and coaching of teachers within their own environments. Also pupils are returning to mainstream environments. All new teachers are following the coaching as part of their induction.</p> <p>Teachers have been ensuring there is evidence of the development and impact on the children.</p> <p>Q. Is the level of evidence consistent? A. Yes, OFSTED can ask for evidence for every child and were very pleased earlier this year to see the level of evidence recorded.</p> <p>Q. Do you have evidence that behaviour has improved? A. The improvement in the quality of work evidences that the pupil is capable and that they are engaging positively in their education.</p> <p>Q. Once the training has been given to staff what additional time are they given to make it work with the children? A. Outreach is more about coaching. Lakeside help with the baseline and details of how the aspirations could be achieved. This is done within the teachers' normal preparation time. In the early days it may mean a little more additional preparation time until an impact is achieved then the new way of working becomes embedded in their usual practice.</p> <p>VM Left the meeting at 17:13</p>	
4	Feedback on the impact of the 2017/18 TLR3 project	

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	<p>1) MW circulated the report from the project – Lakeside school has worked with the KCA and Hampshire Virtual School to become an Attachment and Trauma Aware school. The aim of the project was to become a more Attachment aware school with the hope of overall improving pupils’ attendance, reducing exclusions and driving up engagement and also reducing the number of holds for safety whilst increasing academic achievement.</p> <p>Bespoke training was set up for all staff, social workers and for EHCPs. Staff were coached on what they could do to support pupils and data was recorded and monitored and was also fed back to the virtual school.</p> <p>MW highlighted that attachment matters very much in education. The challenge for many pupils is how to deal with unregulated stress, which can lead them to go in to the flight or fight mode very quickly. New techniques have been tried and tested for calming pupils further to the training. Following the project, the evidence included in the report showed an impact in all of the initial objectives – a decrease in fixed term exclusions, a reduction in holds for safety, and an increase in attendance over the period from Autumn 2017 to May 2018. Data will continue to be monitored and all staff will receive Attachment and Trauma aware training as part of their induction.</p> <p>Governors agreed that noting that Lakeside is an Attachment Aware school should be promoted on the school website.</p> <p>ACTION: MW to email slides to Clerk for putting on the governors portal</p> <p>GE noted this was the only TLR3 project for the year as the other two were considered unfeasible and unsustainable.</p>	<p>MW/ CLERK</p>
<p>5</p>	<p>Finance Update</p> <p>Budget monitoring/Review of financial status and funding implications on school operations</p> <p>The budget monitoring report for June 2018 was circulated prior to the meeting. DB noted that there are a few data errors highlighted. These are due to one of the purchasing cards being cloned. When legitimate payment are made the purchase is usually automatically coded and it is then up the school to code correctly. When the card was cloned we were not able to make the changes to the system.</p> <p>Q. In the year to date, if there is anything less than 75% that signifies we have overspent, there were one or two significant overspends, does this even out over the year?</p> <p>A. Yes as some payments are only made once a year e.g. SLAs. For some elements we may for example have a large lump sum in commitment ready to spend over the following 12 months e.g. general maintenance.</p> <p>Q. Are you content with all the variances?</p> <p>A. Yes, where there may be an issue this is flagged up to governors in the ‘comments’ column.</p> <p>Q. There has been an increase in the use of rail warrants for year 11 GCSE pupils, why is this?</p> <p>A. These rail warrants have been used for pupils getting home from their GCSE</p>	

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	<p>exams as their usual buses or taxis do not run at the different times that the respective exams finish.</p> <p>Q. Regarding the income of the hire of the hall, who do we hire out to? A. A group of (adult) in-line skaters are charged to use the school hall on a Friday evening.</p>	
5	<p>GDPR Update The updated GDPR action plan was circulated prior to the meeting. DB noted that the school has received their first subject access request. DB noted that is has helped to physically see where all of our documents are stored and where we can improve and set up databases to make it easier to find information.</p> <p>Q. Is there anything governors should be doing? A. Governors need to be aware that the school is working towards compliance, evidence can be found in the action plan of working towards compliance.</p> <p>A discussion followed regarding how to secure information distributed to governors by email. It was agreed that all governor reports etc. should be anonymised and there should be no confidential information sent without being encrypted e.g. by passwords, encrypted systems. It was agreed that any confidential information used by governor e.g. monitoring of exclusions etc. should perhaps be limited to being viewed at school until a secure way forward is agreed.</p> <p>ACTION: DB to arrange for Admin staff instead of Chair to summarise number of exclusions by type. This would save confidential information re exclusions being sent by email.</p>	DB
7	<p>Minutes of Previous Meeting (FGB 14th May 2018). The minutes were agreed as a true record of the meeting.</p>	
8	<p>Matters Arising & Actions (14th May 2018)</p> <ul style="list-style-type: none"> • 3) Clerk to add Margaret to the Governors Services CWA database and DBS check to be arranged by DBL. Action Complete. • 3) Clerk to ensure Margaret's pecuniary interests are added to the table published on the school website. Action Complete. • 4) GE to retrieve email agreements (ref agreement between school and HCC for Outreach Service. Covered by details with Outreach presentation. • 6) (6) (5) (13) It was agreed that KH and BR meet before the end of term to review the responses and feedback to staff - KH noted that she had put the responses in to a table and will be forwarding to BR to complete his part - KH and BR will be meeting following day to undertake. • 6) (5) (18) DC to follow up the action points from Special School Conference held 4th October 2017 Action Complete. • 6) (7) 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. To be covered in item 12. • 6 (11) KH to set meeting up with BR and GT - DC to send schedule so that KH can arrange meetings in hand. Action Complete. • 6 (13) DBL to arrange DBS checks for all governors who were re-appointed in January. Complete. It was agreed to only complete this for new governors. • 11 KH advised all governors to read the Managing Asbestos in your school document (circulated prior to the meeting). Majority have completed. 	

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	<p>At this point MA noted that she is no longer the chair of Chandlers Ford Parish Council. ACTION: Clerk to ask Mel to remove this pecuniary interest from the table on the school website.</p>	CLERK
9	<p>SLT Report and Matters Arising</p> <ul style="list-style-type: none"> • Leadership Team Report (circulated prior to the meeting) DC asked that in future if governors have any questions on the SLT report that they send them to GE prior to the meeting. <p>DC praised the raise in whole school attendance, especially six pupils that have significantly improved their attendance.</p> <p>Q. Is there any particular reason for this? A. The social work team have put a lot of effort in to these pupils, they been using many ways of enticing the pupils in to school.</p> <p>DC asked if the updates to the SIP could be completed or highlighted in a different colour to make it clear which were the latest updates.</p> <ul style="list-style-type: none"> • Attendance of previous year 11 at college. No information supplied. • Progress against SIP (included with SLT report circulated prior to the meeting) No questions were raised. • Data Dashboard/IDSR Information Data Dashboard circulated prior to the meeting. Q. We have an increased number of pupils who are below national average for reading are there any reasons for this? A. As we gain new pupils throughout the year the figures will vary throughout the year. <p>Q. Is the number of staff changes in September likely to impact on pupil progress? A. There will be likely be an adjustment phase. New staff will have thorough inductions and all newly appointed staff have made at least two visits to the school this half term.</p> <ul style="list-style-type: none"> • Agree planning arrangements for SEF and SIP for 2018/19 Academic year GE will arrange the date with staff first then inform governors of the date, all are welcome to attend. • Senior Manager report The report was circulated prior to the meeting. Q. It was noted in the report that an accident report was completed and sent to Hampshire, what was the accident? A. As there may potentially be a complaint relating to this accident no further details were disclosed to governors in case a panel needs to be formed. • Residential report 	GE

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	<p>Report circulated prior to the meeting.</p> <p>Q. What are the vocational related qualification awards for staff noted?</p> <p>A. They are short courses e.g. Mental Health Awareness.</p> <p>Q. Are they verified courses?</p> <p>A. Yes, the school has qualified assessors and qualified verifier ratifies successful completion</p> <ul style="list-style-type: none"> • Monitoring of exclusion DC noted that this term there were exclusions for: <ul style="list-style-type: none"> - Persistent and disruptive behaviour - 6 - Verbal abuse (threatening) - 1 - Drug and alcohol – 1 - Physical assault against a pupil – 5 - Damage – 1 - Verbal/threatening behaviour against a pupil – 1 - Racist abuse – 1 - Physical assault against an adult – 2 • Agree HT Proposals for 2018/19 TLR3 Project Two projects were proposed and agreed by Governors: <ol style="list-style-type: none"> 1) Focusing on continued embedding of quality first teaching, learning and assessment. Developing further evidence and impact on pupil progress (data tracking. New assessment models are coming out in mainstream schools and we need to look at how we can develop and tune in to those new initiatives). Coaching of teachers throughout the school. 2) Linking of pupil premium, looked after and FSM pupils to the assessment tracker. 	
10	<p>Health and Safety (standing item)</p> <p>Sign off holds for safety record DC to complete when visiting the school tomorrow.</p> <p>Annual Audit for submission to HCC by 31st July 2018 – Agree date for governor/BR check BR noted this is now a termly audit. BR has completed the one for 4th June as we still need to elect a Health and Safety Governor, DC will also complete tomorrow as a one off.</p>	
11	<p>Safeguarding Matters (standing item)</p> <ul style="list-style-type: none"> • Agree arrangements for annual Safeguarding audit – new deadline 30th September 2018 • KH to work on tomorrow. It was noted that this can be completed by designated Safeguard Lead and checked by governors. • Hayes training/Educare training It was agreed that once governors had completed the Governors Service Safeguarding training once, that so long as they kept up to date with the September updates any additional training could take place via the new proposed Educare e-learning system (replacement for Hayes training). This has many other useful topics that governors and staff could move through 	

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	at their own pace. All governors agreed.	
12	<p>Governing Body Administration (Standing Item)</p> <ul style="list-style-type: none"> • Election of Officers for 2018/19 academic year <ul style="list-style-type: none"> ○ Elect Chair of Governors – DC was agreed as chair of governors ○ Elect Vice Chair of Governors – No Vice Chair was agreed ○ Back-up Finance Governor – MA agreed to be back-up finance governor ○ Health and Safety Governor – DC was agreed with KH as back-up ○ Back-up Development and Training Governor – DC to continue as DTG Governor, no back-up was elected. ○ Forum Rep Governor – DC to continue as Forum Rep but will look at agenda and seek alternative governor if she cannot go and there is an item of interest to Lakeside. ○ Any other role changes? The possibility of an Outreach Governor in future was discussed. ○ Terms of reference – do we need to include role of Vice Chair in main TOR document. No. Do we need to change any descriptions of job roles? None proposed. <p>Action: Clerk to update the Governors Services clerks write access database with the Chair, DTG and Forum representative.</p> <ul style="list-style-type: none"> • Pay committee – the pay committee was agreed to comprise as follows DC, HR and RDH • Agree Headteacher performance management panel membership The HTPM panel was agreed to comprise of: KH and possibly RDH (to be confirmed) DC to update the job role document. • Agree adopting HCC Manual of Personnel Practice – all agreed to adopt • Agree adopting HCC Governors Good Practice Guide (circulated prior to the meeting) – all agreed to adopt • Agree FGB Terms of Reference – did update pay and personnel, and the FGB last year - all happy to adopt as is. • Agree Governors Code of Conduct The NGA model code of conduct was circulated prior to the meeting. All agreed. • Agree Pay and Personnel Committee Terms of Reference (updated last year) All agreed • Agree FGB meeting dates for 2018/19 academic year The dates have been proposed as follows: 24 September 2018 19 November 2018 (to approve mid year budget before 30th) 21 January 2019 18 March 2019 13 May 2019 15 July 2019 • Agree INSET days for 2018/19 Academic year The INSET days for the next academic year have been proposed as follows: 17 September 2018 8 October 2018 	<p>CLERK</p> <p>DC</p>

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	<p>5 November 2018 14 January 2019 11 March 2019</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>DC noted that the School Governors One Stop Shop have asked if we are still looking for governors, and she has confirmed to them that we are.</p> <ul style="list-style-type: none"> • Feedback from WGBT 2017/18 – Work as a Team (Co-Acting Styles) Action points that came out were <ul style="list-style-type: none"> - To look at governor recruitment methods when trying to obtain particular skill sets. - The training flagged up whether the Governors induction in to the school incorporated the different co-acting styles, DC noted to add undating Lakeside Governor induction as a future agenda item. • Feedback from Governors Summer Conference DC distributed her feedback via a report circulated prior to the meeting. DC highlighted that there is a SEND Conference in October which would be very useful for governors to attend, details of which have already been circulated by the Clerk. • Whole Governing Body Training 2018/19 consider topic To be added to the next agenda. • Discussion re parents comments from parent questionnaire DC noted that she had compared the June questionnaire with the previous one and they were identical. <p>Q. What is being done about the negative comments and how are the results being fed back to parents? A. When Richard is on the phone to parents, if they answer ‘tend to disagree’ or ‘strongly disagree’ for a question, he will discuss with the parent the reasons for their answer and ask if there is anything that the school can do to resolve, but generally there is no comment.</p> <p>Overall the results are extremely positive, and it was suggested that the highlights are put on the website. ACTION: GE to arrange adding positive highlights from the questionnaire to the school website. GE also to email comments from the questionnaires to governors once typed up by Richard.</p> <ul style="list-style-type: none"> • Future Governor Visits (Oct and Spring term – Data tracker/checking sample of books ties in with assessment per tracker) DC invited MA and RDH to come in for this visit as our system is quite different to other schools and will set a date in September. <p>MA left the meeting at 18:50</p> <ul style="list-style-type: none"> • NGA research exploring HT appraisal in English Schools – feedback of non-personal headlines to GB DC noted feedback from the NGA research noting that all governors should 	<p style="text-align: center;">GE</p> <p style="text-align: center;">DC</p>
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	<p>be made aware of the head teacher's annual objectives which would directly tie in with the school SIP. The research questioned how governors can hold a head teacher to account if they did not know the objectives directly related to the school. All agreed to start from this November.</p> <ul style="list-style-type: none"> • Policies BR noted that a new model child protection and keeping children safe in education policy will be out during the holiday, BR to discuss with KH tomorrow to arrange review. • Governor visits and associated actions No other visits recorded. 	
13	<p>Correspondence (standing item) No correspondence was received. GE forwarded an email sent to Shannon from lead in CAHMs from the Sussex partnership highlighting what a credit the two pupils that attended 'Fitfest' recently were. GE distributed the Lakeside Magazine to all governors.</p>	
14	<p>Agree Future Agenda Items for 24th September 2018 (Standing Item)</p> <ul style="list-style-type: none"> • English presentation - September meeting • Governance networking hub • Review induction for governors • Decide on WGB training topic and book date • Standard item at all meetings - impact statement – this meetings contribution to school improvement 	
15	<p>Date of next meeting (24th September 2018)</p>	

MEETING CLOSED 1900 hrs.

IMPACT STATEMENT:

- Reviewed outreach provision and its impact
- Reviewed progress and outcome of 2017/18 special attachment awareness project
- Monitored income and expenditure information
- Ensured Lakeside on track to implement new Data Protection requirements
- Held SLT to account re general day to day operation of school and pupil progress
- Elected FGB officers and started forward planning for 2018/19

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