

MINUTES OF THE GOVERNING BODY MEETING

DATE: 27th June 2019 **TIME:** 5.00 pm

PRESENT: Mary Delger (Chair), Paul Adair (Headteacher), Sarah Wilson, Aisha Chowdhry, Muhammad Anam, Alan Murray, Holly Chapman, Cllr Carlo Lusuardi.

Also in attendance: Melanie Hogan (Deputy), Dawn Murphy/Alan Guy/Louise Taylor (AHs), S Fida (Clerk/SBM), and Tracey Strathdee (Interpreter).

Presentation: Sound-beams – various clips of children using this new innovative and creative musical resource was shown to Governors.

The key for school Governors – Governors were provided with information on this web based facility. A discussion followed on how this value information resource can support Governors in their role. Governors who have not yet signed up for this service will now be sent a link with joining instructions. **Action Clerk**

Business

1. **Apologies** – apologies were received from Mohan Pandian, Susan Lorimer and Paola Nono.
2. **Authorised/Unauthorised Absence** – Governors discussed and agreed to authorise the above absences.
3. **Governing Board Membership – Removal of Governor**
 - Governors discussed the reasons behind the motion to dismiss Jonathan Warner and voted unanimously to remove him from the Governing Board with immediate effect.
 - There is now 1 co-opted governor vacancy.
 - The Chair, Vice Chair and Head have recently met with a possible new governor. Adam Doyle has expressed an interest in joining the governing board. Governors discussed and agreed to invite him to attend a future meeting. **Action SF/PA**
4. **Terms of reference** – amendment to show CL as a member of CPP committee. **Action SF**
5. **Membership of committees** – CL to join CPP
6. **Register of Business Interests and Declarations of Pecuniary Interest:** All Governors have recently submitted their annual declaration. There were no new declarations at this meeting
7. **Minutes of last full meeting** – The minutes of the last 2 meetings (Full GB and budget ratification) were discussed - all actions confirmed as complete or in hand. The Chair signed the minutes
8. **Matters' arising from the last full meeting** – Further road traffic accident involving staff member. The Head intends to follow up with the LA on local road safety issues. The Head has previously raised concerns following the minibus accident reported last term and has requested a raised zebra and a refreshing of the road markings. A discussion followed, Councillor Lusuardi agreed to take the matter up with the LA on the schools behalf. **Action PA/CL**
9. **Minutes of last committee meetings** – Committee minutes were provided ahead of the meeting. MD provided an update on the SFR committee meeting on behalf of MP. AC provided an update on matters discussed and actions agreed at the CPP committee. For further information please see committee minutes.
10. **Feedback from Governor Visits** – The majority of Governors have visited this term and provided feedback at the meeting. A number of Governors also attended the recent summer fun day. The Head thanked the Governors who have been really participative this year. CL visit class visit – school to arrange ASAP. **Action SF**

School Improvement

11. **Head Teacher's Termly Report to Governors** – This was provided to Governors prior to meeting.
 - The HT went through the main areas of the report and Governors were given the opportunity to ask questions on the report before and during the meeting.
 - There are 29 leavers this year, with approximately 70 referrals. 3 children are leaving mid year to go to mainstream schools (one with an ARP). 14 pupils are going onto Belvue, 3 to Springhallow, 2 to JC and

- a number to other schools. **A governor asked whether they will continue to get support from Castlebar** – the Head replied that pupils will have an appropriate support package.
- Changes in benefit entitlements and UFSM has led to a reduction in pupil premium funding.
 - QA update given – the school has completed a round of observations and monitoring. Standards are at the expected standard or above. End of year assessments to be completed shortly.
 - **A Governor commented on the parents' booklet expressing how impressed she was at the range of support provided to parents.**
 - The Head provided a staffing update. DM & LT are to share one AH post from September. HE & MB are to return from maternity leave. Thanks were given to DM for her successful covering of the social worker role.
 - 2 further teachers are leaving at the end of term, 1 left last term and a further teacher has resigned at the end of next term. The school has recently appointed 3 teachers (1 having been a long term supply).
 - An update on school attendance was provided. The school have a couple of attendance contracts in place. There have also been a few referrals to the LA attendance service.
 - An update was provided on Castlebar's approach to restraining pupils. The Head advised that we continue to train staff in positive handling techniques and use a range of strategies- primarily de-escalation techniques.
 - MDT update – changes to SaLT staffing following 1 retirement and 1 resignation.
 - There have been concerns raised regarding the school nursing service. A number of care-plans were not up to date but are in place now. There have been recruitment issues, however a new school nurse has been appointed and will attend 1 morning per week – The Head is still concerned that the service may still not fully meet our needs and he may want Governors support to progress.
 - There has been a recent LA audit focussed on medical care in schools.
- 12. Safeguarding Report – provided ahead of the meeting and discussed by Governors.**
- The Child Protection Policy has been updated recently to reflect the changes in KCSiE 2018 update.
 - Key staff have attended appropriate safeguarding training. Whole school Prevent training was provided.
 - There is a dedicated safeguarding team that meets regularly.
 - My concern – a web based SG reporting tool, has been rolled out across the school and has proved to be a useful facility – both efficient and effective.
 - **A Governor asked how often concerns are logged onto 'my concern'** – DM advised that on average there may be 3-4 low level concerns raised daily –she briefly took Governors through the process.
 - There has been joint working with other schools to try to resolve transport issues.
 - Image in action has provided 2 workshops to Y5 & Y6 on sex and relationships.
 - The travel training team has provided workshops. 8 pupils have been selected to begin a programme of travel training. **A Governor asked what this involves** – HC advised that selected pupils are assigned a trainer and they go out following routes using public transport – the aim is for them to become more independent.
- 13. School Improvement Plan – (SIP)** – This has been recently updated and now incorporates a colour coding system. The SIP will be refreshed and new targets set for Sept.
- 14. Proposed changes to Ofsted Framework from Sept 2019** – a summary of the changes were provided and discussed at the meeting.
- The focus will now be more on curriculum intent, implementation and impact. **A Governor asked is it a good thing to look less at Data** – The Head explained that they will still look at data but this will no longer be a main focus– in general he confirmed that this is seen as a positive move.
 - SW commented that schools need to have transition plans in place to show you have moved towards meeting the new framework.
 - More work is planned next term and the Head intends to provide a presentation to Governors either at the Governor Development Day or at the next meeting. **Action PA**
- 15. Quality Assurance – Teaching & Learning** – update provided as part of the Heads report see above.
- 16. TS Update** – See also TS update in Heads report.
- The deputy gave a brief update at the meeting, providing information on the training events, conferences run and school to school support provided.
 - Overall, it has been a successful year for the teaching school, despite resource pressures
 - The TS grant funding this year remains the same – however, there is uncertainty about what will happen next year. There are changes afoot and Governors were updated on the 'Super hubs pilot' – plans may mean that there will be a TS lead over a group of teaching schools. The DfE are currently targeting certain areas.
 - A parenting support programme is planned and may be offered to other schools. This leads on from the very successful parenting course offered at Castlebar earlier in the year.

- **A Governor asked whether Castlebar makes money from these events.** MH confirmed that we do not aim to make a profit and that all proceeds are invested back into the Teaching School.

Reports/Decisions/Policies:

- 17. Budget Update** – The Head confirmed that the budget has been updated to include all staffing changes. The present outturn anticipated is in the region of £150k. We are seeing a reducing outturn and this trend is likely to continue and is concerning. **A governor asked whether the LA have been asked to provide more funding to special schools** – The Head replied that the LA are unlikely to be able to provide any further funding however the Government is being put under increasing pressure to improve funding particularly to the special needs block.
- 18. CFR Report** – the CFR report for 2018-2019 has been submitted to the DFE by the required deadline. An error message appeared after uploading – there is a known issue with the recording of community focussed expenditure. The LA are likely to amend the expenditure in the report. The difference will be minimal.
- 19. The Friends of Castlebar – Independent examiners report.** Presented and discussed at the meeting.
- 20. Teacher Appraisal Policy** – change regarding duty to keep teacher workload down. **Policy approved.**
- 21. Medical & First Aid Policy** – MH advised Governors on the changes to the policy and the provision of emergency medication in school. A discussion followed. **Policy approved.**
- 22. Teacher Pay Award – the school is in the process of** gathering sources of evidence. Once complete, the pay award recommendations will go to pay committee. **A Governor asked what the mechanism is if there is a disagreement on targets being met** – the Head gave details on the appeal process The pay committee will be convened next term – date TBC. **Action PA/MH**
- 23. Planned Procurement & Projects** – KS2 play tower will hopefully be installed over the summer break. Governors were advised that the school has accepted delivery of a new minibus, the visitor management system (inentry) and the KS1 tower have been installed. Minimal summer works are planned this year.
- 24. Updated Class links** – Updated, please refer to Head's report.
- 25. Website Update – GIAS, Profiles & Meeting Attendance.**
 - Governor profiles have been revised and will now be uploaded onto the website.
 - Governor attendance percentages will now be calculated for 2018-2019 and will be circulated before being uploaded onto the website. **Action SF**

Training and Development

- 26. Training for Governors** – advertised through CPD online
- 27. Training Attended** – A Governor attended the ELP Governor conference – update provided at the meeting.
- 28. Governor induction & Appraisal.** Attended by HC & CL last term.
- 29. Governor Development Day** Governors discussed possible areas this could include and were asked to reflect on this and email any other suggestions. Ideas put forward at the meeting included: The new Ofsted Framework, safeguarding, Learning walks, the school vision, Skills audit, the governor role and engagement ideas, AET training. **Action all Governors**

Other Business

- 30. Directors Report** – No report issued this term
- 31. Correspondence to the Chair of Governors** – none
- 32. Dates for the Diary:** -

Governor Development Day: Friday 27th September 9.30-1pm

Summer Term Committee Meetings:

- Curriculum, Pupil & Parents Friday 11th October 2019 9.15am to 11.15am
- Staffing & Finance Resource Thursday 17th October 2019 9.15am to 11.15am

Full Governing Body – Summer Term Meeting: – Thursday 28th November 2019, 5pm – 7pm

School Events Governors are invited to attend

- Whole school sports day 3/7/2019
- Junior master chief Friday 5/7/2019 at 2pm
- Summer concert -The Lion King – 17/7/2019 at 1.30pm (lower school) and 6pm (upper school)
- Leavers assembly 18/7/2019 at 1.30pm
- End of term Staff BBQ 18/7/2019 from 2.30pm
- Autumn disco and fireworks 17/10/2019 from 5pm
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- 33. Any other business** – None

The meeting finished at 6.30pm.

Minutes approved by:

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
All Governors to be emailed giving information on joining The Key for Governors	SF
Adam Doyle to be invited to attend next meeting	SF/PA
Amend ToR to include CL as a member of the CPP committee	SF
Road traffic concerns – to be escalated to LA	CL/PA
Class visit to be arranged – invite to be sent to CL from Purple 1	SF
New Ofsted framework – presentation to Governors – date TBC	PA
Teacher Pay Awards – meeting of pay committee to be convened	PA/MH
Website to be updated with updated Governor profiles	SF/RF
Governor attendance for 2018-2019 to be calculated circulated and then published.	SF/RF
Governors development day – ideas needed	All Governors