

MINUTES OF THE GOVERNING BODY MEETING

DATE: 14th March 2019 TIME: 5.00 pm

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

Also in attendance: S Fida (Clerk/SBM), Tracey Strathdee (Interpreter).

Training – On Finance and the Budget Process - a presentation by the SBM.

This included how the budget is made up, the budget plan and what mechanisms are in place to ensure robust financial controls. Governors were also shown how to access the DfE's benchmarking facility and handouts were provided showing a range of benchmarking graphs using the latest financial data (2017-2018).

Business

1. **Apologies** – an apology was received from Paola Nono. Jonathan Warner did not attend.
2. **Authorised/Unauthorised Absence** – Governors agreed to authorise the absence for PN. JN absence is unauthorised.
3. **Governing Board Membership** – There are currently no vacancies
4. **Terms of reference** – These have been updated; a further amendment will be needed following CL's decision on which committee to join.
5. **Membership of committees** – CL to attend both committees in the Summer term - to decide which to join.
6. **Register of Business Interests and Declarations of Pecuniary Interest:** All governors have been asked to complete a new annual declaration. Any changes will be reported and recorded at future meetings.
7. **Minutes of last full meeting** – The minutes were discussed and all actions confirmed as complete or in hand. The Chair signed the minutes and returned these to the clerk.
8. **Matters' arising from the last full meeting** – None
9. **Minutes of last committee meetings** – Committee minutes were provided ahead of the meeting. Both Committee chairs were present and they provided a brief update on matters discussed and actions agreed at their committee.
 - The Chair of SFR updated Governors on the Friends of Castlebar Charity Account – there is no requirement for the accounts to be audited as turnover did not meet the required level. The accounts will continue to be examined by a suitably qualified person who is external to the school. A new protocol has been discussed to include the accounts being signed by 2 committee members and a report will be requested from the examiner.
10. **Feedback from Governor Visits** –
 - SL, AC and MD have both carried out their class visit and provided very positive feedback.
 - MP carried out a H&S visit and reported back how impressed he was by the safety protocols in place and how well the carpark is managed by the Marshall who does her job very well.
 - The Chair encouraged all Governors to ensure they carry out their termly class visit or learning walk.
 - Governors discussed and agreed they would like to attend a learning walk after the next committee meeting – **Action.**

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.
 - The school is full 162. There has been some mobility. One child has returned to mainstream. Another 2 children are integrating and there is a possibility that they may go back to mainstream settings.
 - There have been 55 referrals so far but only 30 vacancies for Sept. The school is therefore very likely to be full in September.
 - Q **A Governor asked whether the referrals are all from Ealing** – H replied that no some are from Brent but we are only likely to accept Ealing pupils.
 - The 'Take one Picture' chosen this year is '*starry starry night by vincent van gogh*'. The planned exhibition will

go ahead in May.

- Parent care and support remains a priority with a range of programmes on offer, these were discussed.
- Governors are pleased with the high quality of information provided in the newsletter and expressed their thanks to the admin team for this.
- There is currently 1 teacher vacancy. There are 2 agency teachers attending; one is covering maternity.
- There have been a number of TA promotions this term.
- The head discussed a recent AH flexible working request and plans for a possible job share arrangement
- **A Governor asked whether this would have an impact on the budget.** H replied that yes it would but not greatly and that as each role would be for 3 days, this would extend the capacity of the SLT. A discussion followed on the merits of this arrangement and what additional duties would be added.
- **A Governor asked whether the advert had been internal or external.** H answered that an internal advert had been placed.
- Following a request from Governors at the last meeting – the H reported that CSDPA funding is received by 21% of Castlebar pupils, this compares to Springhallow is 15%, Belvue 14% and Mandeville 35%.
- A safeguarding report was provided – refer to heads' report
- Extended schools opportunities include an Easter Holiday Club - 56 children to attend. There is a further family outing organised in March to 'Oxygen' a trampoline venue – 130 people are to attend. There is a school trip to the snow centre planned also.

12. School Improvement Plan – (SIP) – This has been updated and now includes the equality plan.

A Governor asked how the school ensures that language and communication is supported through the holidays.

The H replied that through the holiday clubs pupils are given opportunities to practice and develop these skills among others. HC described the way homework and worksheets available via the website support learning during holiday times. A discussion followed on how the parent meetings could be used to promote what is available over the summer in order to support learning.

13. SEF – no changes, not discussed.

14. Proposed changes to Ofsted Framework from Sept 2019 A consultation is running now – views can be given. The focus will now be on the quality of curriculum, as this should improve educational outcomes. They are looking to move to a 'near no notice' inspections and there will be no more one-day inspections. **A Governor asked when this would come into effect** - Answer Sept 2019.

15. Quality Assurance – Joint Practice Review

There have been two quality assurance visits – the school have had an interim basic skills quality mark assessment. There was also a joint practice review organised with another school and the link officer.

16. TS Update – See TS Newsletter - part of the Heads report. The deputy gave a brief update at the meeting

Reports/Decisions/Policies:

17. Budget – (including income generation/SLAs)

- An outturn of circa £230k is anticipated. Part of this will be needed to balance the 19-20 budget.
- Employee costs are rising and additional pension contributions for teachers is planned for Sept 2019
- The school are looking at alternative funding wherever possible and are considering extending weekend pool lettings
- An update was given on additional grants applied for:
 - Blue Spark applied for Theatre Trip and grant agreed £1,883,
 - Bailey Thomas grant application £29k for playground equipment - outcome not yet known
 - HPCF Sugar Tax Grant £6232.69 to be used to fund playground equipment
 - BBC CIN £19k grant to fund a third year for holiday club provision

18. Schools Financial Value Standard (SFVS) Discussed and agreed. Chair signed the review. This now needs to be emailed to the LA - **Action**

19. Section 128 Checks for Governors – discussed/agreed. Forms signed, checks now to be carried out - **Action**

20. Medical & First Aid Policy – Updated to include agreement for staff to administer over the counter medication. No further action needed. Policy approved.

21. DFE Tool Kit Update – Not found to be particularly useful - a range of methods are currently being used to ensure staff wellbeing – these were discussed in depth at the meeting.

22. Planned Procurement & Projects – these include new playground towers for KS1 and KS2, the purchase of a new minibus following the sale of the 2 existing buses and a new visitor management system called 'Inventory'.

23. Updated Class links – this was included as part of the heads report. CL to be allocated to a class - **action**

24. Website Update – GIAS, Profiles & Meeting Attendance. CL to provide wording for his profile. All other matters are up to date.

Training and Development

25. Training for Governors – advertised through CPD online

26. Training Attended

- Wrap training attended by: MD, MP, SL, PN, AC

- Budget and Finance training provided at start of meeting.

27. Governor induction & Appraisal. Attended by HC & CL

Other Business

28. Directors Report – All Governors have been provided with the link to the latest director's report. The report was discussed at the meeting.

29. Correspondence to the Chair of Governors – None received.

30. Dates for the Diary: -

Budget ratification Meeting – Thursday 25th April 2019 at 5pm

Summer Term Committee Meetings:

- Staffing & Finance Resource Thursday 9th May 2019 9.15am to 11.15am
- Curriculum, Pupil & Parents Friday 10th May 2019 9.15am to 11.15am

Full Governing Body – Summer Term Meeting: – Thursday 27th June 2019 5pm – 7pm

Governors are invited to:

- attend/support the **Summer Fun day Saturday 22 June 2019 11am to 2pm**
- Summer Concert – date to be agreed

31. Any other business – Road Traffic Accident

The Head advised Governors of a recent accident involving an ECT minibus transporting Castlebar pupils home from their afterschool club minibus. A vehicle coming from a side road went into the side of the minibus. There were no injuries to report. A discussion followed with concerns raised about congestion making driving more hazardous in the local area. The accident has been reported and the Local authority may need to review safety in the area.

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
Governors Learning Walk to be arranged following the Summer Term Committee meetings	MH/PA
Schools Financial Value Standard Assessment – to be emailed to LA	SF
Section 128 Checks to be undertaken for all Governors	SF
CL to be assigned to a class and class links updated accordingly	MH/PA