

### MINUTES OF THE GOVERNING BODY MEETING

**DATE:** 25<sup>th</sup> June 2020 **TIME:** 4.00 pm

**PRESENT:** Mary Delger (Chair), Paul Adair (Headteacher), Mohan Pandian, Aisha Chowdhry, Sarah Wilson, Michelle Baker, Susan Lorimer and Paola Nono and Cllr Carlo Lusardi.

Also in attendance: Melanie Hogan (Deputy), Alan Guy (AH) and Sharon Fida (Clerk/SBM). The meeting was observed by Farhad Timuri and Christine Hill (both are prospective governors).

#### Presentation by Headteacher:

- The HT presented the flat outlay visuals for the new website. The next step will be to build the new website, which should take a few weeks. The new website will be similar to the existing one, but will be refreshed and easier to navigate and to maintain. The new Data Officer will have responsibility for updating the website.
- The school has recently commissioned the filming of a short video providing a virtual tour of the school. This will help prospective pupils and parents as they have been unable to undertake a physical tour of the school due to the current restrictions. A short clip of this video was shown at the meeting and Governors were encouraged to view the full video at: [www.castlebar.ealing.sch.uk](http://www.castlebar.ealing.sch.uk)

#### Business

1. **Apologies** – Apologies were received from Muhammed Anam.
2. **Authorised/Unauthorised Absence** – Governors discussed and agreed to authorise the absence.

**Governing Board Membership** – There are 2 vacancies.

The Chair welcomed Farhad and Christine and introductions were made. Fahad and Christine have previously visited and have both expressed an interest in joining the governing board. The Chair invited Farhad and Christine to address the meeting and to talk about their background and experience:

- Farhad grew up in Ealing, and has a background in investment banking; he is keen to do something meaningful to contribute. He has an understanding of SEN through personal experience. He has recently relocated but still has family living in the area. He could attend 80% of meetings and could virtually attend the rest of the meetings.
- Christina lives locally and comes from a teaching background, though she has also trained in law and has financial experience. A family member has ASD which has given her an interest in SEN and she maintains an interest in supporting education.

**Governors then discussed and agreed to appoint both applicants.**

3. **Terms of reference** – These will need updating to include the 2 newly appointed Governors.
4. **Membership of committees** – Discussed, membership will be revised once the new Governors have had the opportunity to decide upon which committee to join.
5. **Register of Business Interests and Declarations of Pecuniary Interest:** There were no declarations in regards to this meeting. The newly appointed Governors were provided with a form and this was completed/returned at the meeting. Clerk to update the register. **Action Clerk**
6. **Minutes of last full meeting** – The minutes of the last Full GB meeting as well as the Budget Ratification (Virtual Meeting) were discussed - all actions confirmed as complete or in hand. The Chair signed the minutes at the meeting.
7. **Matters' arising from the last full meeting** – see points 11 and 14 below.
8. **Minutes of last committee meetings** – Both meetings were cancelled due to the global pandemic.
9. **Feedback from Governor Visits** – No visits went ahead due to the global pandemic.

#### School Improvement

10. **Head Teacher's Termly Report to Governors** – The report was provided ahead of the meeting.
  - The HT gave an update on the challenges the school has faced since the pandemic. The attendance graph incorporated in the report, was discussed; this shows that pupil attendance has dropped

significantly since the lockdown. Castlebar has opened every day and pupil numbers have gradually increased following the Easter break. Castlebar has worked with families to try to accommodate their needs. There are now 47-48 pupils attending daily, with a total of 88 different children attending per week in order to access their education.

- A Governor asked whether the school is rationing places or is it the parents' choice not to send their child to school every day? The HT replied that it has been a negotiated offer.
  - A Governor asked are the children who are attending every day considered to be the most vulnerable? – the HT confirmed that this was the case, however the school have tried to meet the needs of each family.
  - The whole school Covid19 Risk Assessment was shared with Governors ahead of meeting and was discussed in depth. The HT reminded Governors that they need to review and take ownership of this document. This is a live document and will continue to be updated as required. It will be revised for September. The RA will be made available in the Governor section of the MyUSO in the key documents folder. **Action for Clerk**
  - To control the risk, operational bubbles have been maintained where possible to prevent cross contamination. PPE is available and staff have received guidance on the wearing of this. There is a regular handwashing regime in place and touch points and toilet areas are being regularly sanitised throughout the day. An additional cleaner is attending daily to support the premises team.
  - It was confirmed that Governors liability for the pandemic is covered under the council insurance scheme.
  - Restrictions on transport have meant that no more than 3-4 pupils are seated on each bus, the school have worked closely with the transport section and ECT have been very cooperative.
  - A Governor asked whether the school had remained open over the Easter. The HT replied that no the school had not been required to remain open as there was no demand from the 2 keyworker families; however, staff did keep in contact with families throughout.
  - Safeguarding remains a priority, staff are carrying out weekly telephone calls to support families and homework packs are being sent home. AHs have been carrying out additional monitoring calls where needed. Food poverty, eviction and other deprivation concerns are becoming more prevalent.
  - One of the Parent Governors commended the school for all their efforts – stating that the school has been amazing, in providing food packs, food vouchers, educational packs and other support. Parents too have been fantastic.
  - The HT then went on to other matters advising that 2 new teachers have been appointed and will be starting in September. One is a newly qualified teacher. In addition, the school have appointed a FT data administrator, a PT finance assistant and a PT admin assistant to support the teaching school. Due to budget uncertainties the 2 part-time posts are fixed term contracts.
  - A Governor asked whether the NQT had been appointed through the teaching school. MH confirmed that the teacher has trained through the school direct programme and has also volunteered at Castlebar School.
  - There are 38 pupils leaving the school at the end of term and 40 new pupils joining in September.
  - The school has agreed to take on 2 additional pupils, taking the total on roll to 164 from September.
  - Demand for places remains high and there are already 35 pupils on the waiting list for Sept 2021.
  - A Governor asked whether the school has carried out the usual home visits. The HT confirmed that 80% of new pupils had received a home visit. Additional paperwork scrutiny has been carried out for the remaining 20%.
  - The school has held 4 separate meetings for new parents – these were held in school and were spread over 2 days.
  - The HT advised Governors of the new DFE funded Google platform now installed and in use at school and confirmed that lap tops have been provided under the government scheme for eligible pupils.
- 11. Teaching & Learning Update** – an update on pupil progress was provided by AG. Children are making progress as can be seen in the Data & Progress report. Teachers will be reviewing baselines for September as the expectation is that this will show evidence of lost learning due to the pandemic. There will be no termly academic assessment this term – the focus is on maintaining levels and ensuring pupils wellbeing and emotional development. Monitoring logs are being maintained of wellbeing calls and the new social worker has been supporting these efforts.
- 12. Teaching School Update** – TS updated report was provided ahead of the meeting and was discussed. TS funding has been confirmed until August 2021. The TS will continue to recruit School Direct students for 2021 and if it is de-designated, Castlebar will become the lead for School Direct. St Marys and Hillingdon SCITT will continue to work with Castlebar. ELP commissions may also continue. The school will need to make sure that the TS is sustainable. All Strategic Partners have confirmed they will continue working together. A more detailed business plan will be developed and presented in the autumn term.

A Governor asked whether the new TS hubs will be determined by geographical need. MH replied that schools who meet the criteria have been approached however no local hub has been established in this region. More will be known in January and there is hope that Castlebar will be able to work with a regional TS Hub.

A Governor asked whether an outreach programme will continue to be offered. MH confirmed that the TS is looking to develop this service even further and is looking to offer an advice line and a fuller programme from September. There is lots of training being planned, some of which will be delivered through pre-recorded videos and will be available remotely.

### Reports/Decisions/Policies:

#### 13. Covid19 Update – Autumn Term Planning

- Plans for September were discussed. The government expectations are currently that all children will return in September and the school will need to be fully operational by then. The school are reviewing all options to ensure pupils and staff will be as safe as possible.
- The autumn term is a time when winter illnesses, such as colds and flu, mean that children are more likely to develop temperatures. This will present a challenge and may mean that staff/pupils will need to self-isolate due to having possible 'covid19' symptoms. Staffing may therefore become an issue as the school will not want to cover absence with daily agency staff. It is hoped that the testing program, which should provide confirmation within 24 hours, will help to reduce staff and pupil absence.
- A Governor asked do pupils/staff have to isolate if they have symptoms and does the school then have to then advise other parents? The HT shared the flowchart covering the protocols around this.
- The HT discussed in depth the planned measures to ensure pupils are kept safe.
- A Governor asked whether there had been any confirmed cases in school of Covid19. The HT confirmed that 2 staff members are believed to have had covid19 but have now recovered.
- A Governor asked whether there was a transport plan in place for September. The HT confirmed that transport is working on this and that the school is in regular contact with the LA on this matter.

14. **Covid Letter to parents** <http://www.castlebar.ealing.sch.uk/wp-content/uploads/2020/06/Public-health-letter-to-parents-June-2020.pdf> this letter has been sent to parents and to Governors and was discussed at the meeting.

15. **School Budget Update**– the budget report was provided ahead of meeting and was discussed.

- A Governor asked whether there have been any additional costs incurred due to Covid19. It was confirmed that additional costs had been incurred, these relate to the initial supermarket vouchers for families eligible for FSM, the cost for the food packs, PPE costs as well as for the additional cleaner. The total is in the region of £6k. The school is also out of pocket for the residential trips (PGL and Woodrow), but will be seeking to claim this back through the LA insurance scheme.

16. **Consistent Financial Reporting (CFR)**– the 2019-2020 CFR Report was presented and discussed.

17. **The Friends of Castlebar – Independent Financial Examiners Report.** The accounts have been reviewed by an independent examiner and his report and the accounts were available for inspection at the meeting. The Chair of Finance confirmed that he is satisfied that everything is in order. The charities return can now be completed – **action Clerk**

18. **Teacher pay Awards** – the Staffing Pay committee had met prior to the GB meeting in order to discuss teacher pay and performance. The Chair advised that the pay committee have approved all recommended incremental increases for teachers in line with the report submitted by the HT. **Action Clerk to arrange for pay increases.**

19. **Planned Procurement and Projects** – there are no major works planned this summer. There will be a deep clean, some decorating and general maintenance works, as well as the usual statutory testing carried out.

20. **Updated Class Links** – these will be reviewed following the meeting and the newly appointed Governors will need to be assigned a class. **Governors requested to stay with their existing classes where possible as they have had very little time this year to visit.** **Action PA/MH to review class links**

21. **Meeting Attendance** – Governor Attendance will be finalised for the current academic year and will then be published on the school website. **Action clerk to update and publish attendance.**

### Training and Development

22. **Training for Governors** – this is advertised through CPD online. Joining instructions to be sent to the newly appointed governors. **Action Clerk**

23. **Training Attended** – mental health & young people training was attended by AC; feedback was provided at the meeting. PN has completed online training on safeguarding and Child Protection.

24. **Governor Induction & Appraisal** – The Chair will organise this for the new Governors in the autumn term. **Action MD**

25. **Governor Development Day** – The HT explained the purpose and format of day (usually from 9.30am to 1pm). Governors discussed and agreed that they find this day useful and would like to continue to

attend. It was agreed that the HT would provide a suggested date for this day to go ahead towards the end of Sept or early October. **Action PA**

### Other Business

- 26. Directors Report** - <https://www.egfl.org.uk/school-effectiveness/school-governance/directors-reports>. Governors briefly discussed the report. The HT recommended that Governors particularly review the Covid19 sections of the director's report.
- 27. Correspondence to the Chair of Governors** – there was none.
- 28. Dates for the Diary:** - Draft Meeting Dates were presented ahead of meeting and were discussed and agreed at the meeting.
- 29. Other Business:**
- Governors expressed their thanks to Ian and to Hayley for their significant contributions and wished them all the best in their new positions.
  - Governors expressed their gratitude to all staff for their hard work and support for the families during these very challenging times. The Chair and Head agreed to work together in order to draft a letter to staff. **Action MD/PA**

### Autumn Term 2020 Meeting Dates

Date	Meeting	Time
Thursday 1 October	Governor Development Day	9.30am – 1pm
Thursday 15 October	Staffing & Finance Resource (SFR) Committee	9.15am -11.00am
Friday 16 October	Curriculum, Pupil & Parents (CPP) Committee	9.15am -11.00am
Thursday 26 November	Full GB Meeting (FGB)	5.00pm – 7.00pm

The meeting finished at 5.50pm

### Minutes approved by:

**Mary Delger**  
Chair of Governors

**Sharon Fida**  
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
Governor Development Day to be organised towards end of Sept/early October	PA/MD
Governor Inductions to be arranged in the autumn term	MD
Write thank you letter to staff	PA/MD
Update declaration of Business and Pecuniary Interest Register and publish on website	SF
Notify LA of new Governors and update GIAS/website	SF
Email new Governors with information on EGFL, the Key, MyUSO and CPD online	SF
Update Terms of Reference and Class Links	SF/MH
Contact Governors regarding references and process DBS checks	SF/CI
Arrange for teacher pay awards to be processed	SF/CL
Upload Covid RA to MyUSO key documents section	SF
The Friends Accounts - complete charities return	SF
Update and publish Governors attendance	SF