

### MINUTES OF THE GOVERNING BODY MEETING

**DATE:** 12<sup>th</sup> March 2020 **TIME:** 5.00 pm

**PRESENT:** Mary Delger (Chair), Paul Adair (Headteacher), Aisha Chowdhry, Michelle Baker, Mohan Pandian, 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 (a prospective governor)

- 1. A Presentation by Stella B on Areas of Engagement** – this is essentially a new statutory assessment tool, which focuses on the '5 areas of engagement'. There were previously 7 areas of engagement but 3 have been amalgamated. Targets are being integrated into the IEP targets and the 5 areas are integrated into precision teaching. Teachers at Castlebar do consider this new approach to be a helpful tool, which helps improve the quality of teaching and encourages reflective practice. A case study was provided using maths to showcase the different approach and outcomes. Governors discussed the new approach and there were a number of questions asked to improve understanding of the changes and the impact on educational approaches and outcomes. **One Governor asked would the school no longer use the 7 areas** – SB replied that in some cases, especially in upper school it is beneficial to use both. **A Governor asked about the assessment of learning** – AG clarified that the assessment system is being adapted to align with the new approach.

**Following the presentation-** The Chair welcomed Farhad and introductions were made.

#### Business

- 2. Apologies** – apologies were received from Sarah Wilson and Muhammad Anam.
- 3. Authorised/Unauthorised Absence** – Governors discussed and agreed to authorise both absences.
- 4. Governing Board Membership** – There are 2 vacancies. Three prospective governors have indicated their interest and were to attend this evening's meeting but 2 had to cancel.
- 5. Terms of reference** – Discussed - no changes necessary at this time.
- 6. Membership of committees** – Discussed no changes necessary at this time.
- 7. Register of Business Interests and Declarations of Pecuniary Interest:** There were no declarations in regards to this meeting. All Governors have been provided with a new form to complete the required annual declaration.
- 8. Minutes of last full meeting** – The minutes of the last Full GB were discussed - all actions confirmed as complete or in hand. The Chair signed the minutes at the meeting.
- 9. Matters' arising from the last full meeting** –
  - AG provided an update on the reporting procedures for handling pupils. There has been a review of the types of physical interventions in school and documentation has been updated and guidance provided. There will be further information on this provided at the next CPP committee
  - RSE was discussed at CPP
  - Governance Peer Review – more involved than it first appeared. Requires a lot more involvement than first thought; Governors discussed and decided to await the outcome of the pilot before making a decision.
  - Local Traffic congestion was discussed – the road lines have been repainted and a traffic enforcement officer has been visiting regularly.
- 10. Minutes of last committee meetings** – Committee minutes were provided ahead of the meeting. The Chairs of the committees provided an update on matters discussed.
- 11. Feedback from Governor Visits** – MP attended a class assembly on recycling assembly. PN visited Y3 and provided very positive feedback on how well the children respond, commenting on how calm the class environment is. SL visited Or1 for a maths lesson and gave positive feedback. MD visited her class for a literacy lesson and saw the children making pancakes; she was very impressed with the progress being made regarding behaviour.

## School Improvement

12. **Head Teacher's Termly Report to Governors** – The report was provided ahead of the meeting.
  - The school is full and is currently assessing pupils for sept. There is a higher than usual number of leavers so there are a lot of pupils to assess. Transition work is being organised.
  - Pupil premium numbers are staying approx. the same. **A Governor asked about KS1 pupils applying for FSM and asked for confirmation that the school are trying to encourage registration for eligible pupils.** The Head confirmed that the school are doing everything possible.
  - There have been 2 teacher resignations. An advert was placed but the response was not great so the plan is to re-advertise with a view to appoint in September. In the meantime an experienced TA will cover the class supported with a second very experienced TA. AHT's will be provide support and oversee the class
  - JH and SB have been appointed as middle managers – following ZS leaving.
  - SG 2 children CP, 15 CIN, concerns regarding limited short-breaks funding for children.
  - SW is due to go on maternity leave – the school have appointed a temp replacement.
  - Attendance 92% approx -there are concerns that the percentage will reduce due to Coronavirus. Concerns that schools could be closed. Staff have been asked to prepare for a possible closure. Some parents are already starting to keep children home for reasons of self-isolation. (See item 31) .
  - **A Governor commented on the impact of the BMP and how this is positively reflected in the graph within the heads report. A Governor asked has there been a move to take children off BMP's -** The Head responded that this is in part but the improvement is largely due to the focus on having s calm environment with appropriate planned spaces. LT said that MDT support has really helped with this.
  - The school is planning on running an Easter holiday club and 65 children have signed up for this. The Head said that this is in great demand due to the shortage in respite provision available to parents in Ealing. The school have reapplied for CIN grant to help fund the holiday club provision.
13. **School Improvement Plan** – see Heads Report
14. **School SEF** – No further update
15. **Quality Assurance – Challenge Partners** Governors were provided with the CP report ahead of the meeting. The result was extremely positive. The Head commented that the Challenge Partner reviewers were particularly impressed by behaviour management in the school.
16. **Teaching School Update** – MH gave an update on the DfE's strategy re Teaching Schools. EPTSA are waiting to hear if Castlebar are eligible to apply to become a TS hub; however the school would need to partner up with another TS as would not have the capacity to go it alone. A meeting is arranged tomorrow with another TS school to discuss a possible partnership. The other approach is to become a training school. More information will be provided and we are continuing to explore our options.  
**Action:** MH to give a further update (Summer GB) and possible development plan at Autumn term GB

## Reports/Decisions/Policies:

17. **Budget Update - Outturn/Virement for Approval**
  - Governors were provided with a budget update report, showing a provisional outturn of £222k. This includes in year savings plus reserves and is well within the allowed limit. It is estimated that £180k of the outturn will be needed to balance the budget in 20-21.
  - There are concerns over sustainability and the school is closely monitoring costs.
  - MP advised that SFR looked at a 5 year budget – the staffing mix was discussed and challenged. It is recognised that government funding is not keeping pace with the needs of the school.
  - Governors were presented with a virement form – this was discussed and signed at meeting and was in relation to £79k of TS final transfers.
18. **Budget 20-21 – see above**
19. **Schools Financial Value Standard (SFVS)** SF confirmed that this has been completed with the assistance of the Chair of SFR and that it has been submitted by the deadline. The Head discussed the new form commenting that it is a further way of providing quality assurance.
20. **Staffing Update – pay award and recent appointments** – included and discussed as part of the Heads report (see item 12)
21. **Planned Procurement and Projects** – refreshed website still in progress, some security concerns
22. **Ealing Building Projects** – briefly discussed, planning permission not yet agreed.
23. **Updated Class links** – incorporated in Heads report
24. **GIAS, Governor Profiles and Meeting Attendance** – Not discussed.

## Training and Development

25. **Training for Governors** – advertised through CPD online.
26. **Training Attended** – Governors have been asked to complete online training for Equality & Diversity

and some have already completed this. There are other useful courses available e.g. online Safeguarding Training; one Governor advised that she has already completed this. Governors were reminded to do the Equality & Diversity training

- 27. **Governor Induction & Appraisal** – MD action to review where we are with this. Action MD
- 28. **Directors Report** – This was discussed at the meeting. Now available only online. Phase three of Ealing's Operation Encompass was discussed – the school have signed up for this – it is a strategy being adopted by the police, who will notify member schools if there has been a domestic violence incident relating to a pupil attending school.
- 29. **Correspondence to the Chair of Governors** – The Chair received a response regarding the Governor Peer Review Pilot scheme – see item 9
- 30. **Dates for the Diary: - see below**
- 31. **Other Business :-**
  - Governors discussed the deepening concerns regarding the Coronavirus. The Head advised that schools are not being advised to close though this may change and the school is keeping abreast of the latest advice. Anyone with a persistent cough or fever should self-isolate.
  - The Castlebar Cup family fun day and football tournament was discussed and Governors asked to help support this. A discussion followed. Company sponsorship is being sort. AC advised what is on offer on the day and how the football tournament will work. James Murray MP has been approached to hand out the awards
  - Mandeville have been inspected under the new framework. **A Governor asked when Castlebar is due to have a further inspection** – the Head replied not for 2 years.

#### **Summer Term 2020 Meetings:**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>
Thursday 23 <sup>rd</sup> April 2020	Budget Ratification Meeting	5.00pm to 6.30pm (Max)
Thursday 14 <sup>th</sup> May 2020	Staffing Finance & Resources Committee	9.15am – 11.00am
Friday 14 <sup>th</sup> May 2020	Curriculum Pupil & Parents Committee)	9.15am – 11.00am
Thursday 25 <sup>th</sup> June 2020	Full GB Meeting	5.00pm to 7.00pm

#### **Other School Events Governors are invited to attend –**

- The Castlebar Cup Saturday 13<sup>th</sup> June 2020
- Summer Concert – date TBC
- Take one Picture – Week beginning 22 June 2020 (date TBC)
- Weekly assembly's (Wednesday at 1.50pm to 2.15pm)

The meeting finished at 6.50pm

#### **Minutes approved by:**

**Mary Delger**  
Chair of Governors

**Sharon Fida**  
Clerk to the Governing Body

<b>Actions Agreed - Details</b>	<b>Assigned To</b>
Add to CPP agenda – AG to provide updated documentation/guidance on physical interventions and as well as the first data drop.	AG/LP
Governor induction and Appraisal – Chair to review	MD
MH to give a further update (Summer GB) and possible development plan at Autumn term GB	MH