

FULL Governing Board Meeting – AUTUMN TERM 2020
LONDON BOROUGH OF EALING

MINUTES OF THE GOVERNING BODY MEETING (Held virtually)

DATE: 26th November 2020 **TIME:** 5.00 pm

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

Also in attendance: A Guy (AH) D Murphy (AH) Louise Taylor (AH) and Sharon Fida (Clerk/SBM).

Presentation by Headteacher:

- Dawn presented the progress to date of the schools Remote Learning Platform and Strategy and provided a demonstration. The home learning package available includes google classroom, pre-recorded videos, learning packs, calls home and a monitoring log. The school are also looking into the possible use of a private YouTube channel. Governors had the opportunity to see the significant work that has gone into setting up the infrastructure and to hear about the emerging use it has for pupils and families. (PP uploaded onto MyUSO)

Business

- 1. Apologies –** N/A - all Governors present
- 2. Authorised/Unauthorised Absence –** N/A.
- 3. Governing Board Membership**
 - AC recently resigned her parent governor position and requested to stand as a co-opted governor; Governors discussed and agreed to co-opt Aisha Chowdhry onto the board
 - The school held a Parent Governor election - there were 4 candidates and the election closed on Thursday 19 November 2020.
 - The count happened on Monday 23 November at 12noon and was carried out by the Headteacher and Clerk. The count was witnessed by Governor Aisha Chowdhry.
 - The successful candidate was Ruby Sangha and Governors confirmed her appointment as the new parent governor.
 - The first runner up, Nicole Graham has been offered the position of Associated Governor and is considering this.
 - **Action -** Clerk to arrange for vetting checks to be carried out – SF.
- 4. Terms of reference –** To be updated to include the 2 newly appointed Governors and to remove leavers – **Action SF.**
- 5. Membership of committees –** Discussed, membership will be revised once the new Governors have had the opportunity to decide upon which committee to join. Christine Hill confirmed she will join SFR.
- 6. Register of Business Interests and Declarations of Pecuniary Interest:** There were no declarations in regards to this meeting. The newly appointed Governor/s will be asked to complete a declaration form. And the Clerk will update the register. **Action Clerk**
- 7. Minutes of last full meeting –** The minutes of the last Full GB meeting and the Governor Development Day meeting were discussed. The actions from the full GB meeting were confirmed as complete or in hand. Governors approved these minutes and the Chair will arrange to sign these ASAP. GD Day meeting minutes provisionally agreed – any queries to be notified within 7 days or agreed.
- 8. Matters' arising from the last full meeting –.**Actions discussed and updated.
- 9. Minutes of last committee meetings –** Both circulated and updates provided by the respective chairs.
- 10. Feedback from Governor Visits –** MD gave feedback on her recent virtual visit to Green 2. This was a brief virtual meeting with her class at the beginning of the day. Governors were urged to remain in contact with their linked class and the HT agreed to ask teachers to email an invitation to a virtual visit before Christmas – The school is planning a virtual Christmas concert and Governors can liaise with their classes to attend this event.

School Improvement

- 11. Head Teacher's Termly Report to Governors** – The report was provided ahead of the meeting.
- 1 vacancy but this will soon be filled as arrangements are in place for a pupil to start.
 - There are a very high number of referrals
 - FSM funding for Christmas agreed by Govt. School will liaise with the LA over FSM arrangements
 - The HT gave an update on the how the school is doing during this Covid period. Attendance has stabilised to 90-95%. Since September 2 staff members have contracted Covid which resulted in the Yellow Cluster isolating the week before and over half term and a Blue class isolating after half term. A few children have had to individually isolate as a result of family contact
 - All teachers have baselined their pupils and there is some loss of learning (see progress data below). However the children have proved to be remarkably resilient in their return to school and indeed all have responded positively to being back in full time education.
 - **A Governor asked is it harder to establish if Castlebar school is appropriate for a child with no home visits.** The HT replied that yes it is harder but the paperwork is good and this helps. Short visits to settings also helps. Where possible Castlebar staff will still visit.
 - **A Governor asked have we noticed low morale with the staff.** HT discussed pressures, staff/pupils having to isolate and the impact. He also discussed measures being taken to improve morale including an after school quiz and wellbeing breakfasts.
 - The whole school Covid19 Risk Assessment has been updated this term.
 - To control the risk, operational class 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.
 - Wellbeing and Safeguarding remain a priority.
 - The HT updated the GB on staffing. Two new teachers have started (1 NQT/1RQT) this term and have settled very well. Some support staff are on maternity leave and some are returning next term.
 - Demand for places remains high and there are already 50 pupils on the waiting list for Sept 2021.
 - Prior to lock down the school has been running visitor sessions for 6 parents every 2 weeks. These will be restarting from 9/12.
- 12. School Improvement Plan /SEF** -The updated SIP was provided ahead of the meeting and was discussed. It is also covered in the Heads Report. There has been much activity around remote/blended learning. HT commented that remote learning has limited use in our setting so a more blended approach is better for Castlebar pupils.
- 13. Teaching & Learning Update (QA).**
- The HT confirmed all teachers are performing well in a difficult situation, especially 2 new teachers.
 - The HT provided an update on pupil progress. Some children have made progress, whilst others have maintained their levels; there has been some lost learning.
 - The school has purchased 20 Chromebooks to loan out to children who may have to isolate.
 - Remote and blended learning protocols are now well established.
 - All teachers have been observed and the quality of teaching remains very high.
- 14. 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 is waiting to hear if they will be invited to work with a hub – and what new opportunities will arise. An update will be provided at the next GB meeting.

Reports/Decisions/Policies:

- 15. School Budget Update and Virement for Approval**– A verbal update was provided. The school anticipates an outturn in the region of 8-9%. There has been increased expenditure because of Covid but there have been some savings too. The Business Manager is carrying out a review of the funding to the various ledger codes and following this will prepare a virement form for approval by the Full GB. This will be emailed to Governors with an explanation. Governors will have the opportunity to raise questions and will be asked to authorise the form by email. **Action SF**
- 16. Audit Report and Benchmarking**–. The audit and benchmarking data was provided ahead of the meeting and was briefly discussed. MP provided an update on the audit stating how complimentary the Auditor was on the financial leadership and management – Governors thanked SF.
- 17. Remote Learning** – (see section 13 above).
- 18. Risk Register –and business continuity plan** – these were shared and discussed previously at the Governor Development day, copies were again provided ahead of the meeting. The HT discussed how Covid had driven the need for schools to consider business continuity in challenging times.
- 19. Health and Safety Update** – The HT advised that Covid Risk assessment is as robust as we can make it – cluster bubbles have moved to class bubbles. Regular reminders to staff to wear masks, socially distance and wash hands regularly. Speedier tests are helping to reduce absence.
- 20. Residential Trips**-discussed and in principle governors agreed these could go ahead. Woodrow may this year be providing outreach experience just for the one or two days.

21. **Summer Holiday Club Statement**-Presented and discussed at the meeting. There is a possibility that some funding may need to be returned but this is considered unlikely.
22. **Planned Work and Roofing update**- Confirmation is awaited from the LA as to whether the works will go ahead in the summer - uncertainty around Govt. funding due to Covid. Additional roofing works are needed to the new wing due to bird damage. A quote for approximately £6k has been received and the school has enquired whether the damage is covered by insurance.
23. **Equality – Public sector duty update**-SIP updated in regards to this the E&D policy and accessibility policy are both to go to the committees in spring term. Whole school training on equality around anti-racism was really powerful and thought provoking. Led to loads of discussion in school.
24. **GDPR- DPO report** – a verbal update was provided. The annual GDPR audit is scheduled for next week. Governors will receive a further update at next meeting. **Action SF**
25. **Updated Class Links** – Shared ahead of the meeting.
26. **Ealing Learning Partnership** – SW gave an update. Quadrant networking has got stronger during Covid. Castlebar have committed to renewing and value this service as it provides a wealth of links to other services.
27. **GIAS, Governor Profiles and Meeting Attendance** – GIAS now to be updated with details of the new governors. The Chair reminded Governors of the need to ensure at least 75% attendance at meetings. The attendance for the last academic year has now been published on the school's website. **Action - SF**

Training and Development

28. **Training for Governors** –
 - Induction for new governors to be organised by the Chair and will be virtual. **Action MD**
 - Governors were advised of the Virtual training on offer – and it was confirmed that they regularly receive email updates providing details of training opportunities via CPD online.
 - The school has recently provided whole school equality training on anti-racism – Governors requested a similar training session be run in the Spring Term (January 2021 TBC) – this will be a virtual session run separately from the GB meeting– **Action** for DM
29. **Governor Development Day** – the feedback was shared ahead of meeting and briefly discussed.
30. **Governor Induction & Appraisal** –Chair to organise for new Governors in the spring term. **Action MD**

Other Business

31. **Directors Report** - Governors briefly discussed the report. Teacher 2 day induction period, new pathway. New RE syllabus – TC has been doing work on that and adapting it for Castlebar.
32. **Correspondence to the Chair of Governors** – there was none.
33. **Dates for the Diary:** - Meeting Dates have been previously agreed. [A governor requested not to change meetings at short notice](#) – HT agreed this is to be avoided in future.
34. **Other Business:** 'Wall of Gratitude' - Governors can send a message too. A Christmas Raffle is being organised online by SF. SF and AC are organising a non-fundraising staff raffle for the last day of term as a well-being event. AC is organising a virtual market.

Spring Term 2021 Meeting Dates

Date	Meeting	Time
Thursday 11 February 2021	Staffing & Finance Resource (SFR) Committee	9.15am -11.00am
Friday 12 th February 2021	Curriculum, Pupil & Parents (CPP) Committee	9.15am -11.00am
Thursday 11 th March 2021	Full GB Meeting (FGB)	5.00pm – 7.00pm

Minutes approved by:
Mary Delger
 Chair of Governors

Sharon Fida
 Clerk to the Governing Body

The meeting finished at 6.30pm

Actions Agreed - Details	Assigned To
Clerk to arrange for vetting checks to be carried out for new Governors	SF
Terms of reference to be updated to include newly appointed Governors - remove any leavers	SF
New governors to complete their declaration of business interests and update register	SF
Governor virtual class visits– HT to send reminder to classes	PA
Virement form to be prepared and emailed to Governors for authorisation	SF
GDPR Audit – agenda item for next full GB	SF
Update GIAS & Website for new Governor information	SF
Governor Equality Training on anti-racism – to be organised in January	DM
Induction for new governors to be organised by the Chair and will be virtual.	MD