

## MINUTES OF THE GOVERNING BODY MEETING

**DATE:** 28<sup>th</sup> November 2019 **TIME:** 5.00 pm

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

Also in attendance: Melanie Hogan (Deputy), Alan Guy (AH) and Sharon Fida (Clerk/SBM)

### Presentation by Alan on: RPI Guidance – reducing the need for restraints

Alan Guy provided a power point presentation providing details of the approached used by Castlebar and how the school are fully compliant with the recommended guidance.

**Q. A Governor asked for clarification on the mechanisms in place to ensure incidents involving pupil restraint are being reported to the SLT and parents. An example of a child being restrained to prevent them pulling another child's hair was used. Action Alan** to review what procedures are in place and to report back to the CPP committee to ensure these type of incidents are reported and that parents made aware.

### Business

1. **Apologies** – apologies were received from Alan Murray and Cllr Carlo Lusuardi.
2. **Authorised/Unauthorised Absence** – Governors discussed and agreed to authorise the above absences.
3. **Governing Board Membership** – 1 co-opted governor vacancy. A possible candidate is to meet with the Chair and Head teacher next week
4. **Terms of reference** – No changes necessary
5. **Membership of committees** – No changes necessary.
6. **Register of Business Interests and Declarations of Pecuniary Interest:** AC advised 1 change – declaration has been updated
7. **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
8. **Matters' arising from the last full meeting** – N/A
9. **Minutes of last committee meetings** – Committee minutes were provided ahead of the meeting. The Chair of the SFR committee provided an update on matters discussed. No update from CPP Chair available but minutes have been circulated.
10. **Feedback from Governor Visits** – SW attended a teaching school meeting. SL attended a class visit and provided very positive feedback on a PE lesson, she was particularly impressed with calming strategies used. MP attended and gave feedback on a recent H&S visit; where he observed the end of the day routines for pupils and was pleased with procedures. MP also attended an LA funding meeting. Other Governors confirmed their intention to carry out a class visit ASAP. The majority of Governors carried out a learning walk as part of the Governor Development day.

### School Improvement

11. **Head Teacher's Termly Report to Governors** – The report was provided ahead of the meeting and was discussed in depth.
  - 33 vacancies and 23 are already allocated. A recent pupil place planning meeting attended confirmed demand for Castlebar places remains high.
  - Fireworks extravaganza was well attended and was a huge success. Head thanked SF & AC.
  - Pupil visits to an old people's home was well received and will continue – elderly residents to be invited to the Christmas bazaar.
  - The Chessington trip was a great success. More family days out are planned.
  - There are quite a few parent workshops planned, including an English class.
  - Attendance is slightly down at 93% - due to winter bugs. Persistent absence figures have not changed much over last few years and the school invests in keeping PA rates as low as possible. **Q. A Governor asked how much of the absence is medical/illness related, how much is behavioural i.e refused to**

come to school. The Head replied that instances of refusal to come to school are rare – absence is mainly illness related.

- Head, MP and SF attended Funding meeting with LA – no increase in funding for 7 years.
  - A Governor asked what is being done to encourage FSM taking up in KS1? MH advised that a letter has been prepared to encourage this and is to be given to parents during their annual reviews.
  - Staffing update – 1 teacher resignation – to be replaced by a returning teacher. The Data officer has also resigned. Governors expressed their thanks to Zofia Smolak for her significant contribution to the life of the school.
12. **School Improvement Plan** – Updated SIP provided to review and was discussed at the meeting.
  13. **School SEF** – Updated SEF provided ahead of the meeting and was discussed during the meeting. Q. a Governor asked what the school are doing to support mental health and whether this was pupil focussed only or included staff too. The Head responded that this is a school wide approach and there are lots of things being put in place including the appointment of 2 mental health first-aiders. The school have a wellbeing committee and there has been a further staff wellbeing breakfast organised this week. The school is preparing a mental health policy, staff will receive further training on this. The TS are again offering Mindfulness training. A book on Mindfulness is being written by Holly and Lin Copeland, who will be running the course. A Governor expressed interest in attending Mindfulness Training – Action for MH to send information on this.
  14. **Quality Assurance – Teaching & Learning** – A report showing the outcomes of this terms observations circulated at the meeting - all teachers have either reached the expected standard or have exceeded this. There is a further CP review planned in January.
  15. **Teaching School Update** – Computing Hub in London to deliver some training for TS and STEM ambassadors to work with schools. Future of teaching schools is in question due to changes around funding and Govt. focus on larger TSs. More information expected around Feb 2020. MH confirmed that the Castlebar TS is sustainable for another year.

#### Reports/Decisions/Policies:

16. **Budget and Funding Update/Virement for Approval** – Governors were provided with a budget update report showing a forecasted outturn of £224k. This includes in year savings plus reserves and is well within the allowed limit. The DFE website currently shows Castlebar as being in a deficit position – this is due to the school needing to rely on reserves in order to balance the budget. A 5 year budget is to be presented to Governor at the next SFR committee. Governors were presented with a virement form seeking approval for £127,250 of funds to be reallocated, this was discussed and approved.
17. **Teachers Pay and Update.** 2.75% pay increase awarded. It was reported that the Pay committee discussed and agreed teacher incremental rises recommended through the appraisal process. The school currently has one unqualified teacher, this is a highly competent TA who was on a route into teaching via the Open University. However this route has not worked out and she now plans to embark on a new course in September. Governors asked whether the same performance management processes were being applied? The staff member has received extensive induction and support and is closely monitored by SLT. A recent assessment showed her as being outstanding. A Governor asked how long it would take for her to become qualified – MH advised it will take her 4 years. There are also 2 other TAs on the route to teaching.
18. **Residential Trips** – Statements were presented at the meeting and were signed by the Chair. The residential trips for PGL, Woodrow and Ace have been approved for the summer term.
19. **Summer Holiday Club** – The statement for this was presented to Governors at the meeting and was signed by the Chair. Q a Governor asked for an update on whether BBC CIN funding would continue. It was confirmed that this is the final year for this grant, however a request has been submitted asking if the BBC would consider extending the funding. There is also the possibility of other funders.
20. **Health & Safety Update – Routes to schools** – The Head and Business Manager met with Steve Dunham and are hopeful that the LA will now approve the installation of Speed bumps and for the road markings in Hathaway gardens to be renewed.
21. **Equality–public Sector annual update** – (part of the SIP).Governors training need identified–see item 26
22. **GDPR Update** – DPO Report presented following audit and action plan circulated.
23. **Changes to SFVS** – Governors were shown the new format and the changes were discussed.
24. **Updated Class links** – recently updated and included in Head's report
25. **Website** – new website commissioned. Q a Governor asked why a new website is required. The Head explained that there were a number of issues with the current provider and that greater design flexibility is needed. Also the website needs a refresh to ensure it remains current as well as compliant

#### Training and Development

26. **Training for Governors** – advertised through CPD online. AC has signed up for aspiring Chairs. The school plans to provide Equalities training through Educare for Governors – action MH

**27. Training Attended** – A Governor attended the ELP Governor conference

**28. Governor Development Day Feedback** – a summary of feedback was provided and discussed

**Other Business**

**29. Directors Report** – This was discussed in depth at the meeting.

- The school is working on the new Ofsted framework – focussing on 'what are we doing, why and what difference is this making'
- Work will be done to ensure that curriculum leaders really know their areas and there will need to be use of sequencing to support learning.
- The school is preparing for changes to RSE; relationships are now to be taught as part of PSHE curriculum. The school will need to liaise with parents. Action for MH
- The need for a 3 year PPG plan multiyear strategy was discussed.
- Governors discussed the possibility of supporting other school's governors through allowing visits to showcase Castlebar as a good practice model. Governors are open to this. Action for MD

**30. Correspondence to the Chair of Governors** – none

**31. Dates for the Diary:** -

**Spring Term 2020 Meetings:**

Date	Meeting	Time
Thursday 13th February	Staffing & Finance Resource (SFR) Committee	9.15am – 11.00am
Friday 14th February	Curriculum, Pupil & Parents (CPP) Committee	9.15am – 11.00am
Thursday 12th March	Full GB Meeting (FGB)	5.00pm – 7.00pm

**Other School Events Governors are invited to attend** - Christmas Concert and Bazaar 18<sup>th</sup> December

**32. Any other business** – None

The meeting finished at 6.50pm

**Minutes approved by:**

**Mary Delger**  
Chair of Governors

**Sharon Fida**  
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
A review of what procedures are in place for the recording and reporting of handling of pupils – feedback to Governors at CPP committee	AG/MH
Mindfulness Training – Information to be sent Governors/MA	MH
EDUCARE Training on Equality for Governors	MH/DM
Add to CPP agenda RSE changes/updates	MH/RF
Directors report suggestion - other school's Governors to visit with Castlebar GB as model of good practice. Chair to investigate further.	MD