

MINUTES OF THE GOVERNING BODY MEETING

DATE: 25th November 2021 TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Paul Adair (Head), Mohan Pandian, Sarah Wilson, Aisha Chowdhry, Muhammad Anam, Cllr Carlo Lusardi, Ruby Sangha, Nicole Stephens

Also in attendance: Melanie Hogan (Deputy), Sharon Fida (Clerk/SBM).

Business

1. **Apologies** – Michelle Baker.
2. **Authorised/Unauthorised Absence** – Governors discussed and agreed to authorise the above absence.
3. **Governing Board Membership** – The 2 co-opted Governor vacancies were discussed. A discussion followed on the difficulties of recruiting and retaining co-opted Governors and the additional work this causes. Over the past 6 years, there have been 9 co-opted Governors who did not add significantly to the board and indeed often increased the board's workload. A proposal to reconstitute the Governing Board which would reduce the number of co-opted Governors from 6 to 4 was circulated prior to the meeting and was discussed in detail.
 - A Governor stated that his view is better to have a larger board as this would ensure a wider range of experience and knowledge.
 - Another Governor commented on how disruptive it is to have so many changes.
 - Another Governor stated that in her opinion the existing board has a good range of skills and expertise; if the Board felt the need for additional expertise on a particular subject that they could always seek a consultant or appoint an associate governor with these skills.After discussion, the Governors voted and agreed unanimously to accept the proposal to reconstitute. The LA will now be notified and the request submitted. **Action PA/Clerk**
4. **Terms of reference** – To be reviewed following the reconstitution - for now no change.
5. **Membership of committees** – No changes necessary.
6. **Register of Business Interests and Declarations of Pecuniary Interest:** These have been updated and published on the school website. No changes were declared at the meeting.
7. **Minutes of last full meeting** – The minutes of the last Full GB meeting were discussed and approved by Governors. The Chair signed the minutes at the meeting.
8. **Matters arising from the last full meeting** – Actions from the last full GB were discussed and are complete.
9. **Minutes of last committee meetings** – These were circulated ahead of the meeting and updates were provided by the respective chairs on matters discussed.
 - SFR Chair updated Governors on matters discussed; the majority are on the agenda for further discussion.
 - CPP Chair advised that the committee had reviewed the SIP updates and heard more about use of errorless teaching in school. The committee also heard from James, the PE Coordinator on changes to the PE curriculum. The SG policy was been updated; a request was made to highlight changes in yellow, and to redistribute. **Action MH/HE**
10. **Feedback from Governor Visits** – All Governors have visited the school at least once this term. MP carried out the annual H&S inspection, AC attended a parent workshop and a fundraising meeting. Governors went on to provide their individual experiences of their class visits this term. All Governors gave very positive feedback and were impressed at the use of prompts and calming techniques used. They were pleased to see that pupils have established routines, were participating, and engaged. Many commented on how the children were able to act independently with little prompts. *A governor commented at how impressed she was by the lesson and that it was just brilliant! She said it was calm and well organised and that pupils were clearly learning and engaged. Another governor was impressed to see the use of errorless teaching. Governors were very pleased that the children have adapted so well despite interruptions to their routines caused by Covid19 restrictions.*

School Improvement

11. **Head Teacher's Termly Report to Governors** – The report was provided ahead of the meeting.
 - The HT went through the various sections of the report. He updated Governors on the progress of the new starters this term, and advised that referrals numbers remain very high, including a large number from out

of borough. This has created additional work and the HT has raised this with Ealing SENAS Team. The school is preparing for next year's intake.

- Topics covered this term included black history month – HT praised the Equality & Diversity Team who have been very creative in their delivery of this area of the curriculum.
 - There have been good initiatives carried out by MB and her team around the World of work.
 - There was a recent introductory visit from the new Link Partner. MH advised that she had discussed the school's assessment approach with the Link Officer and what Castlebar is doing is deemed acceptable.
 - An array of parent workshops has been offered and were well attended.
 - Staffing remains stable – there are a couple of new staff.
 - Observations are nearing completion and standards are high. Observations, where possible have been carried out with a member of the SLT accompanied by a less experienced teacher – this is a CPD opportunity and is so they can learn from the experience.
 - New staff are settling in and the school is putting in extra support for new teachers.
 - There are currently 2 agency teachers and the aim is to advertise the vacant teacher posts in January.
 - The school will also need to recruit staff if the planned new additional class goes ahead.
 - An Outreach booklet has been produced. Castlebar continues to work with other schools to provide a much-needed service.
 - Pupil Attendance was excellent up to half term but then dipped. It is now back up to over 90%.
 - Safeguarding continues to be a high priority and there has been a recent meeting with the disability team with another planned next term.
- 12. School Improvement Plan** (including Annual Equality Update) and School SEF (Self-Evaluation). This was discussed in detail at CPP.
- The equality and diversity targets have been updated within the School Improvement Plan.
 - Work has been done within the curriculum to promote diversity. New additions to the team have brought in new ideas and approaches. There has been investment in new resources to ensure a better multi-culturally diverse approach for the various topics.
 - Castlebar Staff will update their Equality & Diversity Training in the Spring Term. **Action DM**
 - Governors were encouraged to update their Equality & Diversity Training. A link is to be sent **Action MH**
- 13. Quality Assurance - Teaching & learning** – Observations are nearing completion and overall the quality of teaching has been high. A Challenge Partners review is scheduled in January and will provide further quality assurance.

Reports/Decisions/Policies:

- 14. Budget & Funding Update** – an outturn is projected in the region of 8%. Agency staff expenditure is up due to higher than usual staff absence caused by the ongoing pandemic. The school are monitoring this closely. [A Governor asked if over 8% is when clawback starts](#) – HT discussed process and explained that Castlebar are not in danger of a clawback. A virement that had been reviewed by the SFR committee was presented to the full GB. This was discussed and agreed at the meeting.
- 15. Covid Catch Up** – this additional funding has now finished, However the school is to receive Tutor Led Funding of £18,506. Castlebar have planned to use these funds to pay for VB therapeutic support, Artwork and additional class support. [A Governor asked whether the school has to publish how these funds are spent?](#) The HT advised that the school would need account on how it has spent the funding.
- 16. Additional Class Update and confirmation of no change to group size.** The group size would remain the same. Remodelling plans have been provided and the school were pleased with what would could be achieved with the space. The school awaits confirmation on whether the works will commence over the summer. [A Governor asked when will pupil numbers increase?](#) The HT replied that the plan would be to take 6 additional reception aged pupils in April, this would then enable a reduction in pupil numbers in the upper year classes to take place in September. [A Governor asked what would the staff to pupil ratio be for the new class?](#) The HT confirmed this would be 1 to 2.5 pupil ratio.
- 17. Controlled parking & Planning Application Update.**
- The CPZ consultation ended recently and the Highways Team have yet to analyse the data. The decision will not be known for some time. [Cllr Lusardi advised that there shouldn't be any impact on the transporting of pupils to school by minibus.](#) A discussion followed on the possible impact of parent parking for pupils attending the other school/children's centre and also for Castlebar pupils being brought to school by parents/carers. It is hoped that any planned CPZ would allow parking in Hathaway Gardens at school drop off and collection times.
 - An update was provided on the school's recent planning application. A request for a minor amendment to the original planning application has been submitted, requesting use of the rear car park for non-school events at weekends. The school awaits the planners decision.
- 18. Street Lighting Update** – The works did not go ahead over the summer, Highways confirm that the works order has now been issued and the school awaits confirmation of the date when the works will start.

19. **Phase 1 Next Steps** – the contractor, ARJ, are to attend on 20/12 to survey and plan works. The actual works are planned to take place over the Easter break. [A Governor asked if this has been agreed with Ealing](#) – the HT confirmed that Ealing are leading on this and will be overseeing these works.
20. **Risk Register and Business Continuity Plan** – these documents were recently updated and were circulated ahead of the meeting. As identified on the risk register the school server and WiFi systems are due for upgrade/replacement. This will future proof the school and provide a more secure and robust IT infrastructure. The school is being supported by their IT support provider, EPHS, who will obtain all necessary quotes and will project manage the work. It is hoped that the installations will take place during the February half term
21. **Health & Safety Update – Covid19 (including Ventilation Survey Update)**. MP visited the school earlier in the day to review all of the various specialist safety inspection reports. He provided feedback and declared that he is satisfied that there are robust procedures in place. The HT confirmed that despite staffing difficulties he is pleased to report that there has been no effect on safety standards. [A Governor asked whether there are any new measures in place?](#) The HT talked about the reporting of absence to the LCRC and the Amber protocol. The school have reintroduced Covid safety protocols e.g. encouraging social distancing and the wearing of masks in communal places and is ensuring good ventilation throughout school. [A Governor asked about systems to prevent reusing air.](#) The HT advised that all classrooms have windows and external doors and that staff are encouraged to keep these open to improve ventilation. He added that CO2 monitors are in place throughout the school and the readings are being monitored.
22. **Residential trips (PGL, Woodrow, ACE)**. The HT advised that PGL centres were recently inspected by Ofsted and were put on notice. The school has a trip planned in May to Marchant Hill and this is one of the sites mentioned in the report. There is an action plan in place and the Ealing Safety officer has advised that trips can proceed with the necessary risk assessments and with due diligence . [A Governor asked how the trip works in practice.](#) The HT replied that approximately 15 pupils attend the residential trip from Monday to Friday and they are supported by a high number of staff. A payment schedule is put in place so that parents can spread the cost. Governors discussed the trip and agreed in principle that all planned residential trips can proceed. It was agreed to provide a further update on the planned trips at the Spring Term GB meeting. **Action Clerk**
23. **GIAS, Governor Profiles and Meeting Attendance** – It was confirmed that all have recently been updated.

Training and Development

24. **Training for Governors** - GDPR/Safer the majority of Governors have now completed this online training. Equality Training is planned for the Spring Term. Governors have received regular training updates on what is available through Ealing CPD. CL requested to be resent the GDPR training link – **Action Clerk**
25. **Governor Induction & Appraisal** – Governors discussed whether they would find it useful to meet with the Chair/Vice Chair on a one to one basis to discuss their role and how to develop this. A general discussion followed on the possible benefits and what might be covered. Each appraisal would be individualised and would form more of a mutual conversation; to include discussion on improvements to GB. It was agreed that this would be useful and the Chair agreed to organise these in the spring term. **Action MD/MP**
26. **Training to be attended/Attended** – RS is to undertake safeguarding, and Equality & Diversity Training. RS to provide feedback at start of next GB action on key points. MA has signed up to attend a course on The Effectiveness of School Visits. **Action RS to provide feedback from E&D training at start of GB Spring**
27. **Governor Development Day Feedback** – Governors briefly discussed the development day and agreed that it is good to have this time together and that they wish to continue to meet annually.

Other Business

28. **Directors Report** – the summer term directors' report was briefly discussed at the meeting.
29. **Correspondence to the Chair of Governors** – there was none received.
30. **Dates for the Diary and date and time of next meetings:** No change to meeting dates already agreed and published. The HT advised that due to the pandemic that the Christmas concert is likely to be offered in the form of a class assembly.
31. **Other Business: There was nothing more to discuss.**

Minutes approved by:

The meeting finished at 6.30pm

Mary Delger

Sharon Fida

Chair of Governors

Clerk to the Governing Body

Actions Agreed - Details	Assigned To
Reconstitution of GB to 10 members (4 co-opted, 3 parent, 1 staff, 1 LA & 1 HT)	MD/PA/Clerk
The SG policy updates to be highlighted in yellow, and to redistribute.	MH/ CPP Clerk
Equality and Diversity Training – Staff and Governors, Spring Term	DM/MH
Add Residential Trips Update to Spring Term full GB Meeting	Clerk
Governor appraisal – to be organised in the Spring Term	MD/MP
Governor Training Feedback to be provided at start of Spring Term GB Meeting – Safeguarding and Equality & Diversity. Clerk to add to agenda.	Clerk/RS