
MINUTES OF THE GOVERNING BODY MEETING

DATE: 5th December 2013

TIME: 7.00 pm

PRESENT:

Mrs Mary Delger (Chair), Mr Paul Adair (Headteacher), Ms Rosita Caspersz, Ms Sarah Wilson, Ms Irene Gurling, Hitesh Patel, Ms Sally Shneerson.

In attendance: Sharon Fida (Clerk & Business Manager), Melanie Hogan, Alan Guy & Emma Galley (Assistant Heads).

Business

1. Reconstitution

Governors were presented with the new Instrument of Government and confirmed their agreement for the Governing Body to be reconstituted.

The Chair went through the proposed new Governing Body structured and this was approved by all present.

2. Apologies

- Apologies were received from Cllr Isobel Grant & Ms Louise Tudor
- No apologies were received from Bilan Farrah or Shabana Anwar

3. Authorised/unauthorised absence

Governors agreed to:

- authorise the absence for Cllr Isobel Grant & Ms Louise Tudor
- record as unauthorised the absences for Bilan Farrah and Shabana Anwar

4. Governing Body Membership

- Sally Shneerson confirmed her resignation as Governor.
- There are now 2 Vacancies- 1x parent & 1x co-opted Governor.
- Support staff will be asked to provide an 'expressions of interest' for the Co-Opted Governor vacancy and will be given an opportunity to attend the next GB Meeting
- School to organise a coffee morning on Friday 13th December at 9.30am, for all parents interested in finding out more about becoming a Parent Governor. MD & IG to attend.

5. Election of Chair

- Not required until November 2014

6. Election of Vice Chair

- Not required until November 2014

7. Review Register of Business Interests

- All Governors were asked to complete/update a new form.

8. Minutes of the last full meeting

- The Chair went through the minutes of the last meeting and confirmed that all action points have been addressed. The minutes were then approved.

9. Matters Arising from the last full meeting

- The Head advised Governors of his concerns with the future budget
- The school has been looking at future staffing needs for expansion and has assisted with a provision mapping exercise for the LA. This has highlighted the need for additional resources/funding.
- The school intends to explore other options for funding activities such as Outreach and Extended School Provision.
- The Chair of Finance & Resources agreed to attend a meeting at the school to discuss the concerns over the budget and to agree a way forward.

10. Minutes of the last committee meetings

Governors were presented with copies of the Committee minutes ahead of the meeting. The Chair & Committee Chairs then provided a brief update on what was covered:

- Pupil & Parents discussed school uniform and a decision was made to provide parents with an alternative option to purchase school uniform via Tesco's website.
- A Governor asked whether the school has a policy on using local companies as opposed to large multi nationals and a discussion followed.
- SW offered information with regard to another local distributor
- The school would prefer not to use large multinationals however on this occasion the needs of the parents to have a lower cost uniform option was the main consideration and priority. This will now be discussed at F&R Committee.
- Finance & Resources have been looking at alternative staffing structures and the cost implications of these. Further analysis of this is required and the school has been asked to provide a 5 year projection on staffing costs.
- Staffing also looked at staff restructuring for expansion.
- Curriculum – looked at target setting & monitoring and were pleased with the very comprehensive information available.

11. Head Teachers Termly Report

- New layout – A governor commented that she really likes the new layout especially the inclusion of the SIP Key Priorities.
- Quality of teaching – the head discussed the mechanism for ensuring quality teaching through partnered observations and learning walks
- Teaching across the school is considered by the Head to be: 40% outstanding, 60% good.

- Occasionally if a lesson is rated grade 3 (requires improvement) the Head discussed the protocols in place to follow this up. The expectation is that the teacher concerned will get at least 2 (good) in the next observation.
- Learning walks are used to look for evidence on a particular area e.g. use of Makaton. MD suggested that Governors seek to monitor the quality of teaching via the Curriculum Committee by making this a regular agenda item. The school will be required to provide a regular report.
- A governor asked when observing a lesson do you look for particular things such as communication? The Head replied that this is done more during the learning walks and that class room observations are looking more at the requirements of Ofsted.
- A Governor asked how long does the observation last and do you ever split this e.g. 20 minutes at front and 20 at end?
- PA advised that observations currently last for 30 minutes, but then stated that he would consider splitting this into 2 sections.
- MH provided an update on the schools partnership with St Mary's and how we have been awarded Partnership level. This affords certain benefits including reduced course prices, additional support from St Mary's students for school science fun days and sporting activities.
- MH advised that the School Direct students based at Castlebar are doing really well – and are reaching a really high standard. They are keen to stay with Castlebar upon completion of their courses.
- The school has reapplied for LSEF funding to support the Outreach Programme and will hear back by the end of term
- Kier have issued a further newsletter – this was shared with Governors
- The Head advised that the build programme is well on track but discussed the possibility of a delayed start back (see item 13).
- The Head provided an update on various transport issues which have been escalated. However communication with the LA SEN/transport lead has not resulted in a positive outcome as yet
- Governors discussed sending a letter – it was agreed that the Head would make one more attempt to resolve this and that if this fails will enlist the help of Governors.

12. Challenge Partnership Review (CP)

Governors were provided with the report ahead of the meeting.

- The Head advised that the Reviewers particularly liked the tool kit approach and were impressed with the range of different approaches used.
- The Reviewers particularly recognised the investment made in staff CPD and how this had impacted learning.
- The CP Reviewers recognised the Outstanding quality of literacy.
- The School is working on improving the leadership of numeracy.
- Governors to write to staff to congratulate them on the Outstanding outcome of the CP review. Chair to action this.

13. School Expansion Update (Including finishing schedule)

- It is recognised that the time frame for the new build as well as the refurbishment works is extremely tight
- There is a very real chance that the programme may run over the planned deadline

- The Head asked Governors to consider a delayed start of 3 days for pupils. Pupils to return to school 8 September 2014
- A discussion followed and Governors decided that due to the extensive internal refurbishments and extensive additional build that it is better to make the decision now and to also give parents ample notice to make arrangements.
- Governors agreed to a delayed start by 3 days

14. Terms of Reference

- These have been adjusted to delegate authority to the staffing committee for all pay decisions.
- Governors agreed the amended terms of reference.

15. School Improvement Plan

Governors were provided with a hard copy of the revised school improvement plan. The CP Reviewers commented that the SIP is very comprehensive and really does link well to the school objectives.

16. Governors Self Review

- MD explained the need for a governing body self-review. She suggested arranging a session where Governors meet to reflect on their role and to discuss possible changes/improvements
- The school is to try to arrange a session with Andrew Dodge on the 16th January 9.30 (TBC)

17. Confirmation of membership of Committees & Panels

- Governors confirmed committees are fine – no change necessary

18. Governors/class contact List (Heads Report)

- An updated class contact list was emailed to Governors and was included in the Head's report.

19. Training for Governors

- Safeguarding training Tuesday 11 February 6.30pm – At school for all Governors
- The Role of Governors as Employers 14 May 2014 2pm to 4pm – MD & SF to attend
- Governors finance Course – Thursday 9th January 2014 via CPD on line
- TBC Governor self review session with Andrew Dodge on the 16th January 9.30
- Governors and SEN – the New SEN code of practice – 12 March 2014 18.00-19.30 - RC attending

20. CPD ON Line

- Governors can sign up for course alerts and to book training via <http://schools.ealingcpd.org.uk/cpd/default.asp>

21. Safeguarding Reports

- The Head shared his concerns on Safeguarding issues regarding transport and other transport concerns (See item 11)
- The school provides extensive programme of family support eg workshops
- There are currently CP 6 children; CIN 5 children; SAFE 2 children; 30 active case files

22. Correspondence to the Chair

- A letter of resignation was received from Sally Shneerson

23. Directors Report

The chair took Governors through the main items in the report which concern the school.

- Complaints policy currently being worked on – to review and present to P&P
- Pay policy – this has been completed and is in place.

24. Complaints Policy

- See item 23

25. Recording & Reporting of Racist Incidents

- LA has revised the procedure – Governors to submit an annual report
- Annual report for 12/13 sign by Chair and to be submitted – 1 incident reported.
- The Head reported 1 racist incident this term and confirmed that this has been followed up.

26. Report of Governors Visits

- HP – visited Green 1 last Thursday. A couple of pupils were absent – he enjoyed his visit. 1 child was anxious & needed 1 to 1. He observed the use of a bear hug and found this interesting. Pupils also observed rehearsing for the school concert.
- MD visited her class last week – they were looking at festivals and what food was eaten. She was impressed with the complex language used and being taken in. The class was calm and behaviour was good. Various group activities were observed. MD commented on the huge amount of time needed to prepare for lessons and the need to organise different resources to meet individual pupils needs.
- MD, BF & IG also attended a parent coffee morning organised by Heather. 25 parents attended in total which is a really good turnout. This gave parents the opportunity to meet each other and to share information & experiences. There was a lot of really good feedback with parents expressing their satisfaction with how their children are doing and the levels of support received from the school.

27. Date & Time of Next Meeting

- Thursday 16th January 9.30am Governors Self-Review workshop
- Tuesday 11th February 6.30pm Safeguarding Training
- Thursday 27th February 2014 Curriculum & Pupil & Parents Committee
- Friday 28th February 2014 Staffing & Finance & Resources Cmtte
- Thursday 27th March 2014 Full Governing Body Meeting

28. Actions Needed

- Quality Of Teaching update to be added to the Curriculum Agenda
- Parent Governor Vacancy - School to invite interested parents to attend a coffee morning on Friday 13th at 9.30
- Governors to write to staff to congratulate them on the outcome of the CP review. Chair to action this.
- Governor Self Review session with Andrew Dodge date & time to be confirmed
- Head to invite Chair of Finance & Resources to a budget review meeting in December
- SW to provide information re local school uniform distributor
- Complaints policy to be finalised and presented for approval at the next Pupil & parents committee.
- Finance & Resources Committee to discuss ethical procurement.

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Castlebar School

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