
MINUTES OF THE GOVERNING BODY MEETING

DATE: 27th March 2014

TIME: 6.45 pm.

PRESENT:

Mrs Mary Delger (Chair), Mr Paul Adair (Headteacher), Mr Mohan Pandian, Ms Rosita Caspersz, Cllr Isobel Grant, Ms Sarah Wilson, Ms Irene Gurling, Mr Hitesh Patel, Ms Aisha Choudhry, Ms Louise Tudor

In attendance: Sharon Fida (Clerk & Business Manager), Melanie Hogan, Alan Guy & Emma Galley (Assistant Heads), Penny Dewick – Observer, Faiza Subhani, Observer

Business

1. Apologies

There were no apologies.

2. Authorised/unauthorised absence

Haley Haddow – absence is unauthorised.

3. Governing Body Membership

- There is one Co Opted Governor vacancy.
- The Governing Body have determined that the vacancy should be filled by a member of the support staff.
- Two applications have been received, one from Penny Dewick and the other from Ilnaz Kasmani. Both were invited to attend in order to meet with the Governing Body and each provided a written statement. The statements were forwarded to Governors ahead of the meeting.
- The Staffing Committee put forward suggested Criteria for use when appointing Co Opted Governors. This was shared by the Chair during the meeting.
- Penny Dewick attended the initial part of the meeting and was asked to share her reasons for wanting to join the Governing Body. Ilnaz gave her apologies for not accepting the invitation.
- Governors discussed the merits of both candidates and then voted unanimously to appoint Penny Dewick. The Clerk was asked to write to both candidates.

4. Review Register of Business Interests

- The Chair reminded everyone of the requirement to complete a declaration of business interest annually.

- Completed declarations were received from AC, IG and RC
- The Clerk advised that a declaration is needed from HH and a request has been emailed. All other declarations are now up to date.

5. 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.
- Governors agreed to approve the minutes of the last GB Meeting.

6. Matters Arising from the last full meeting

- Ethical procurement needs to be considered and the Clerk was asked to add this to the agenda for the next Finance & Resources Committee.

7. Minutes of the last committee meetings

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

- **Curriculum** – the focus was very much on improving the quality of teaching. The Heads report now includes a section on this and he will be reporting to Governors on a termly basis.
- **Finance & Resources** – other than items already included for discussion on the agenda the F&RC discussed a number of H&S issues e.g. transport, asbestos and an incident concerning the community service team.
- An update was provided on the budget situation and how the committee have discussed the possibility of having to set a deficit budget. For further information see Item 10 below.

Pupil & Parents – the chair advised that there had seen an excellent presentation from the Makaton coordinator. Governors are pleased that signing is really embedded into school.

- A number of policies were approved by the committee including a new Parental Complaints Policy, Appropriate Touch and Physical handling Policy.
- Domestic violence Matrix/training completed.
- The Head talked about the Early Help process (similar to CAF), it is very important that Governors understand this process – a GB presentation is planned after Easter.

Staffing:

- The proposed staffing structures were discussed.
- A number of policies were approved.
- The Chair carried out a review of the Single Central Record and now has a better understanding of the process.
- Quality of teaching will now be reviewed termly at committee

School Improvement

8. Head Teachers Termly Report

- Pupil numbers – there is an issue around mobility, 6 children have left mid-year.
- Places are filled as there is demand for school places,
- There will be 30 vacancies (mainly Reception) for September 2014. LT talked through the referral process, the need to visiting child in current setting and the importance of assessing pupil's needs – a time consuming and very involved process. A Governor asked [why have pupils left the school](#). – the Head replied that there are a number of reasons for this including pupils moving away, the death of a pupil, a pupil emigrated, another went to a mainstream provision etc.
- There has been some really interesting topic work carried out this term. The International week was very successful.
- RC was thanked for her support with the edible garden. Pupils are going to Alexandra palace to view the Edible Garden Exhibition. [A Governor asked how we selected pupils to go on this trip](#) – MH stated that pupils were selected if they could cope with the requirements of the trip as it would be a long day.
- The Head advised that there is always a focus on improving the quality of teaching. Data compiled shows that 56% of teaching is 'outstanding' – while all teaching is considered 'good' or above. There has been a lot of coaching and mentoring provided as well as a lot of investment in CPD.
- There is a new round of observations starting after Easter – the focus will be on KUW, PD & ICT. [A Governor commented that Ofsted will be looking at basic skills – looking to see that literacy and communication skills are taught through these foundation subjects](#).
- [A Governor asked for details of the observation process](#) – The Head explained that observations are carried out by 2 members of the Senior Leadership Team (SLT). This may be the Head, an AH and/or a member of staff with a Teaching & Learning Responsibility (TLR). The Head went on to explain more on the roles of the SLT and the responsibilities of those with a TLR.
- In addition to observations 'Learning Walks are also carried and one has recently been undertaken by the School Link Advisor – Margaret Allen
- A CPD update was provided by MH. The school had a successful year with 2 School Direct Teaching Students – the school is hopeful that these may go on to apply for teaching vacancies soon to be advertised.
- Two additional School Direct teaching Students have been accepted to working with us next year in partnership with St Mary's university and with Perivale Primary. [A Governor commented that this has been a really good programme and that the school has really benefitted from this](#). The Head agreed.
- An MDT update was provided by EG. There have been a number of staff changes due to maternity leave. Due to expansion the school is considering future provision requirements. A recent review shows that the school ideally needs 3 full time Speech & Language Therapists (SLT) – at present the school has provision for 5 days. [A Governor asked what extra will be provided](#) – The Head replied that no extra provision is anticipated unless the school pays for it. [A Governor asked what the position is for Occupational Therapy Provision \(OT\)](#) – The Head replied that both OT & SLT are considered to be an 'education need' and not a 'medical need' – and therefore there is no additional funding for this and the school will need to fund this directly.
- Therapists work closely with class staff working jointly to plan targets.
- A behaviour update was provided by AG. Behaviour support is now being handled in-house and Castlebar staff are considered to be highly skilled in managing this. There is a referral system where pupils will be observed. Support

and advice is given and strategies discussed. The school have access to the Educational Psychologist for help with more complex cases. [The Chair commented that this is a really good approach and leads to the school up-skilling staff.](#)

- Safeguarding – PA provided an update. Safeguarding continues to be a mixed picture. The Head meets with the Deputy Manager of the Disability Service this week. The school now has 1 child on child protection register, 15 children on child in need plans. There are approximately 88 cases opened. The Head advised that low level child protection concerns are a big issue. The School Social Worker has been supported with a student social worker this year. A Governor asked do we have 88 individual children with a safe guarding concern – PA explained that these are children with any concern registered by teacher. He went on to say that less children appear to have access to respite. Approximately 20 pupils are registered as having access to respite care.
- Achievement update – autumn term targets indicate that 85% of pupils have made their 1 pivot target – others will have partially achieved. The aim is that all children will make 3 pivots progress in the year. The Assistant Heads have almost completed their progress review meetings and achievement is closely monitored.
- Staffing Expansion – alternative leadership structure options have been considered by staffing & the FR&C. The Head talked through the 2 preferred options currently being considered. Governors reviewed the organisational charts and the costings. [A Governor asked what is the benefit of having a deputy over an AH.](#) The Head explained the difference in the roles and how the deputy has a wider school focus and he considers this appointment necessary to support the leadership and management of a very large workforce. The cluster model is a good model as it ensures a tight structure and support model. [A Governor asked why the school plans to pay all TLRs at the same rate when some areas carry much more responsibility.](#) It was explained that there will also be a team leader responsibility for TLRs. [A Governor asked what would the release time be –](#) The Head replied that the school hopes to provide 1 day per week non-contact time to cover teacher PPA as well as to provide the TLR with management time. [A Governor asked what will the Assistant Heads' responsibilities be?](#) – The Head replied that the Assistant Heads will have more time to be strategic and will be responsible for managing the TLRs, covering absence & PPA time as well as raising standards and quality assurance. Assistant Heads will be responsible for 'Quality First teaching' MDT and performance management. [A Governor asked What about Outreach?](#) The Head explained that there are still certain matters to be worked out and that Outreach is one of these. [Governors then asked for the response of the AHS as well as LT who holds a TLR responsibility.](#) AG supports the Cluster model as it will provide more time for AH's to strategically develop areas of the school. LT also likes the cluster model as she likes the idea of small teams working together. The Head advised that if approved the plan is to introduce the model on a temporary basis – this will be reviewed and if not successful an alternative structure can be put in place. [A Governor stated that a school this size does require a deputy. Governors then went on to ask whether advertising posts as temporary could reduce the number of applicants.](#) The Head confirmed that this may be the case however he is hopeful that there will be enough internal applicants. Discussions continued on the merits of the cluster model. [A governor asked will existing TLRs be safeguarded?](#) The Head replied that it is intended that existing TLRs will stay in post but will take on additional responsibilities. The newly created TLR posts will be advertised internally and possibly externally.

Governors agreed unanimously to support the Head in developing the Cluster model structure. The School will now seek to appoint a Deputy Head. The Head advised that the Deputy Head post will be an internal promotion – application will

be open to the 3 Assistant Heads as well as the existing TLR post holders. [A Governor asked what would happen if only 1 applicant applies?](#) The Head replied that this may be the case although he will encourage all members of the SLT to apply. In order to ensure a robust recruitment process the LA Link Advisor will be asked to sit on the panel.

9. School Expansion Update

- The phase 2 building programme is approximately 3 weeks behind schedule. Kier are confident that they can make up most of this time; however it is acknowledged that this is a very tight programme. The build is progressing. The school has agreed to provide access to the 2 Yellow classrooms early.

10. School Budget & Funding Update

- Also refer to section 7 above - Finance & Resources Committee (F&RC) update.
- An update was provided on the budget situation - the F&RC have discussed the possibility of having to set a deficit budget, making use the outturn to balance the budget for 2014-2015.
- Following a letter from the Chair of Finance and pressure from the Head, the LA have now agreed to fund 3 cohorts of pupils at differing levels: approximately 50 MLD £23k, 70 SLD £25k & 16 HN at £30k. The Head explained that it is unlikely that any additional funding will in future be awarded by panel unless through a tribunal process. [A Governor asked how often do cases go to tribunal?](#) The Head replied this is now very rare.
- The LA have completed a tendering process for banking and the School need to decide whether to switch from NatWest to Lloyds. [A Governor asked that ethical banking should be considered in the decision making process. Governors also asked for clarification on what additional protection the school would receive by remaining under the umbrella of the LA for banking.](#) The Chair of Finance replied that further information is needed on this as well as a number of other issues. The school have been advised that Lloyds are likely to pay greater interest rates.
- A decision on whether to switch bank accounts is needed in June 2014. Governors agreed that the F&RC can make the decision.
- A probity audit has been scheduled for the end of April.

11. Schools Value Financial Standard (SVFS)

- The statement was prepared by SF in advance with the support of the Chair of Finance. Governors agreed to approve the declaration which was then duly signed off by the Chair. This document is now ready to be submitted to the LA. The Head thanked SF for her hard work regarding this.

12. School Improvement Plan (SIP)

- Governor section – 4 areas for improvement have been addressed. Governors now have increased contact with parents – parent meetings have been organised and will continue. Governors now have a section in the school newsletter.
- Governors have attended training on self-evaluation and safeguarding.

- Finance Governors have completed a skills audit and further finance training is scheduled for the autumn term.
- Governors have been assigned responsibility for certain policies.
- Regular Governor visits to school are improving links with school staff – class links have been reissued in the Heads Report.
- MD has arranged to meet with SMSAs tomorrow as this is a group where it was recognised Governors do not have much contact with.
- Governor appraisals are to be considered and will be discussed at the next GB. The purpose will be to help Governors develop and to identify training needs.
- The Head wants to review the current SIP model/structure. A company called Blue Wave have visited to provide a demonstration of their software – this incorporates performance management as well as the School Improvement Plan (SIP). The AH's liked this. The Head wants to move to a SIP that models itself of the SEF.

13. Confirmation of Membership of Committees & Panels

- Aisha Choudhry to join the Finance & Resources Committee
- Haley Haddow to join the Pupil & Parents Committee

14. Governors/Class Contact List

- Updated Class Links have been provided as part of Heads Report.

Training & Development

15. Training for Governors

- Governors were directed to the back of the Directors Report where a comprehensive list of training opportunities is provided.
- The Chair advised that there is a Governor conference planned on the 25th June. Details to be emailed to all Governors.

16. CPD ON Line

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

Reports/Decisions/Policies

17. Criteria for the appointment of Co-opted Governors

- The Staffing Committee presented suggested criteria for use when appointing Co-opted Governors. Governors accepted this criteria and made use of this in the latest appointment.

18. Co-opted Governor Vacancy – Statements of Interest

See item 3 above.

19. Directors Report

The Chair briefly reviewed the report.

- Item 3 Ofsted focus of inspection changes. Parent views format changed – the school has adopted this by amending their annual review parent feedback sheet and will analyse the data collected. This will reflect Parent View. Parent feedback analysis will be provided to P&P – agenda.
- Item 5 – all pupils in R-Yr2 now to get FSM
- Item 7 New system for appointed LA Governors – IG term of office is up on the 20th July 2014
- SEN reforms – new Education, Health and Care Plan replaces current statement

20. Contracts Approval – Cleaning Contract

- The chair of finance explained the rationale to outsource and the costs involved. Governors agreed to sign the cleaning contract.

21. Correspondence to the Chair

No correspondence. However MD has met with the School's Link Adviser, Margaret Allen to discuss attainment progress and to offer guidance in preparation for Ofsted.

22. Recording & Reporting of Racist Incidents

- There have been no reported incidents this term

23. Report of Governors Visits

- IG class visit – art/science lesson observed – really impressed. Yoga class also
- HP – green 1 visit –observed the use of the teaching wall
- SW – visit to LT class – filming something special CBB & saw teaching walls.
- MP - Health & Safety Walk-round carried out after Finance & Resources Committee
- MD – Visited the office to inspect the Single Central Record.
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24. Date & Time of Next Meeting

- **Full GB – Budget Ratification - Wed 30th April 2014 6.30pm for 30 minutes**
- **Curriculum - Friday 16th May 2014 9.15am**
- **Pupil & parents Friday 16th May 2014 10.15am**
- **Staffing Committee Friday 9th May 2014 at 9.15am**
- **Finance & Resources Committee Friday 9th May 2014 at 10.15am**
- **Summer Term Full GB Meeting Thursday 3rd July 7pm**

25. Actions Needed

- Clerk to write to applicants of Governing Body Co-opted vacancy regarding outcome
- IG term of office is up on the 20th July 2014 and LT term of office up 23rd May 2014 – Clerk to email information regarding process for renewing term of office.
- Ethical procurement – to be added to F&RC agenda
- Finance & Benchmarking Training to be organised for the Autumn Term

- Governor appraisals are to be considered and will be discussed at the next GB
- Governor conference planned 25th June 2014 – Clerk to email details to all Governors.
- Parent feedback analysis from annual reviews to be provided to P&P – agenda.
- Governing Body Presentation to be provided by the Head next term regarding the Early Help process (similar to CAF).

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Castlebar School

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