
MINUTES OF THE GOVERNING BODY MEETING

DATE: 3rd July 2014

TIME: 6.45pm

PRESENT:

Mrs M Delger (Chair), Mr M Pandian, Ms R Caspersz, Mrs S Wilson, Ms I Gurling, Mrs I Grant, Mrs A Chowdhry, Mrs H Haddow, Mrs L Tudor, Mrs P Dewick, Mr P Adair (Headteacher),

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

Governors attended a tour of the new site. All very impressed with the new facilities.

Business

1. Apologies

Apologies were received from Hitesh Patel

2. Authorised/Unauthorised Absence

Governors agreed to authorise the above absence.

3. Governing Body Membership

- There are currently no vacancies.
- IG term of office ends 20th July 2014 -she has requested to be considered for re-appointment and has submitted her completed application form.
- Governors discussed the LA Governor post and it was agreed to approve Ms Grant's application subject to LA nomination.

4. Review Register of Business Interests and Declarations of Interest for Meeting

The Chair asked the meeting whether any Governor needed to declare a change to their declaration of business interests. All Governors confirmed - no changes to declare.

5. Minutes of last full meeting/s

The Chair went through the minutes for the full GB as well as the budget ratification meeting. All action points were reviewed - the majority of the action points have now been addressed. Item 6 addresses any outstanding items.

Governors approved both sets of minutes and these were signed by the Chair

6. Matters arising from the last full meeting

- A review of parents' feedback to be added to the agenda for the next Pupil & Parents Committee (Action).
- Training session for parents on SEND Reforms – RC to arrange.
- Finance training to be organised for Governors by SF & MP - Sept (during the day).

7. Minutes of last committee meeting(s)

The Chair of each committee provided a brief update on matters discussed at the last committee meetings. The minutes had been circulated ahead of the meeting.

The Head advised that from September MH will work directly with the Chairs and will have responsibility for both the Curriculum & the Pupil & Parents Committee. The Head will continue to be responsible for Staffing and Finance & resource Committees.

Pupil & Parents:

- Safeguarding policy was discussed and needs updating.
- Transport safeguarding issues – school raised concern that transport did not have a safeguarding policy – this has now been drafted out – Head has provided feedback.
- Transport – Chair advised that Transport have reorganised routes for September and that all Castlebar pupils will now be transported by smaller buses.
- LA Local offer statement - the school contributed to this.

Curriculum

- Pivat points discussed - expectations on what pupils are expected to obtain. AG provided update on Ofsted feedback – 2.5+ pts. is ambitious.
- RE & Worship discussed – curriculum map now in place.
- SRE is provided in an appropriate way with separation of girls & boys – the focus is on keeping yourself safe. Image in Action provided sex education for pupils with SEN.
- FGM - School has been talking to a few Somali parents (mainly mothers) regarding female genital mutilation (FGM).
- [A Governor asked the purpose of this discussion?](#) The Head advised that Y6 is crucial time – and that school raises awareness by talking to parents about this – parents have been responsive. PD stated that the school Social Worker's support is especially beneficial.
- Take one picture exhibition was agreed by all to be wonderful.

Finance & Resources

- Extended schools transport options being considered.
- Challenges around the running costs of the new build – lifecycle estimated costs were emailed to Gary Redhead. Kier have provided some estimated lifecycle costs.
- Contract for hire arranged with local swimming company will help with running costs.
- [A Governor asked can Castlebar register as a charity and apply for grant funding?](#) The Friends of Cattlebar does have Charitable Status and the school is exploring other income generation streams.
- Audit report & SVFS reports have been circulated – see agenda item 24.

Staffing

- School is working on benchmarking of staffing absence with other similar schools.
- [A Governor asked is staff absence increasing or decreasing?](#) – Head replied that absence is stable however support staff have more absence than teachers.

School Improvement

8. Headteacher's Termly Report to Governors

The Head's report was circulated prior to the meeting. This focused mainly on the Ofsted inspection and the expansion.

Staffing update: 2 teacher vacancies – one due to maternity and one is a resignation. There

are recruitment difficulties – reasons for this were discussed e.g. cost of living in this area, extra demand due to other expanding schools. Everything else is in place in terms of new structure – Deputy, Maternity Cover for Assistant Head Post and TLRs appointed.

School pupil places – Castlebar is now nearly full – ESCAN to confirm the last few placements and response waited from a few parents.

Teaching School Proposal:

Governors were provided with a hand out from the National College. MH briefly explained this document – the 6 eligibility criteria are being substantially met. Feedback from a recent visit to Woodfield School (an existing Teaching school) was positive.

Governors asked a number of questions including:

- What resources are required to provide this service?
- What term are we signing up for?
- How would it be managed so as not to impact on pupils?
- How many trainees would be taken on per year?
- What is the cost of providing this and are there any financial benefits?
- Could we appoint a suitable teacher to lead training rather than take existing teachers out of class?
- How does Castlebar being a special school fit in with the hub?

Further information can be found on: <https://www.gov.uk/teaching-schools-a-guide-for-potential-applicants>

The following are some responses to the above questions:

- Funding has previously been provided to teaching Schools in the region of £60k for the first year followed by an extra £33k in the following 3 years - after which the school is expected to be self-sufficient.
- Castlebar needs to commit for a period of 3 years and would be quality assured annually.
- The school intends to make a charge for the courses offered.
- The school is considering appointing an additional teacher to cover skilled teachers who would deliver the training. This will cost in the region of £65k including on costs.
- From Sept 2014 Castlebar are taking on 2 trainee teachers. From Sept 2015 Castlebar propose to lead an alliance of schools and would jointly agree to take up to 8 trainee teachers between the group.
- SEN experience is important for general teacher training so all trainees are well rounded before they go out to teach – feedback received to date is that teachers who have received Castlebar SEN training are really highly skilled and this was very apparent.

Governors were asked whether they would support this proposal - much discussion followed. Concerns were raised around sustainability and capacity following expansion. Governors want to know how this will work in practice to ensure the focus remains on teaching pupils although they do agree that this seems a natural progression. It was agreed that MH will deliver a presentation including broad costs for Governors to consider and that this will be revisited at Special Meeting to be convened next term.

9. School Expansion Update - Phase 2

- Expansion Update – Governors were provided with a tour of the new site ahead of meeting. The deadline for contingency has now passed and completion must take place by the 29th August.
- Refurbishments plans for the main kitchen, classes and offices are moving forward.
- The School Business Manager was thanked for her efforts with the project management of the build.

10. School Budget & Funding Update

The Head reported that the school is on track.

11. School Improvement Plan/SEF

The school has recently purchased a subscription to Blue Wave Swift, a school improvement management software tool that pulls together all areas of school improvement including staff performance and appraisal, teacher observations and a template for the School Improvement Plan and Self Evaluation Plan. The school will be looking at reviewing the layout and content of both these documents.

12. Ofsted

The Ofsted Inspection report was circulated to Governors and has been sent to parents. This will be available on the Ofsted website within 5 days.

The report awards the school grade 1s across the board. This reflects exceptionally well on everybody. This is by far the most praise worthy report to date. The focus of inspection was really on the children and the progress they are making. The inspector was particularly impressed by Governors contributions and support.

13. Terms Of Reference

These have recently been updated by the Chair and were approved by all present.

14. Confirmation of Membership of Committees and Panels

These remain as before – no changes necessary.

15. Governors/Class contact lists

An updated version was emailed to Governors ahead of the meeting.

16. Annual One-to-one Governor Conversation

A pro forma was provided. The Chair explained that this is being recommended following a recent training session with Andrew Dodge – the proposal is to introduce an annual meeting with the Chair/Vice Chair and each individual Governor. The purpose is to give feedback, establish training needs etc., providing an opportunity for joint reflection and feedback. All Governors agreed that this sounds like a good idea. It was agreed that this would begin in the autumn term – MP& MD will arrange to meet with individual Governors – MD to prepare a schedule.

17. Blue-wave-swift

See School Improvement Section item 11 & 12 above. Governors to be provided with a demonstration of Blue wave Swift at the Special Meeting now agreed.

Training and Development

18. Training for Governors

The Annual Governor Conference was attended by AC and PD. Hand-outs provided at the conference have been shared by email ahead of the meeting. Both Governors who attended gave feedback on the conference – it was considered to be a really useful well organised conference which focused on key issues such as the SEN reforms and the Ofsted framework.

Autumn term training planned – Finance & bench marking training

19. CPD Online – Governors are aware of this facility

Reports/Decisions/Policies:

20. Safeguarding Policy & Report (Including EHAP)

This was discussed at P&P committee and needs updating to include the responsibilities of the Deputy and to include FGM. This item will be discussed at the Special Meeting to be convened next term.

The Head reported the school currently has 1 child on CP. 11 children in need – 6 EHAPS

21. Teacher Pay Update

A conference on TP&C was attended by Head, Chair & Business Manager.

The changes this year focus mainly on leadership. There has been a removal of the points within bandings in support of ranges which give greater flexibility and more discretion. The pay policy will be being reviewed at Staffing Committee.

22. Director's Report to Governors

The Chair took Governors through the various sections of the report.

- Private fostering statutory duties – there is a duty to report any private fostering arrangements (pupils not living with Mum/Dad or a close relative).
- The Health Related Behaviour Survey – girls' self-esteem is a real emergent issue.
- Statutory duties re teaching RE - discussed at Curriculum committee

23. SVFS & Audit Report

- The audit report was circulated ahead of the meeting. The school did very well during the audit and there are minimum recommendations.
- The schools value financial statement (SVFS) was submitted to the LA on time.

24. Health & Safety

- The school has completed the annual audit and the result was 100% compliant. This was based on a self-assessment.
- Following many successful audits the school is no longer required to undergo an external assessment but can self-assess for up to 3 years.

25. Correspondence to the Chair of Governors

The Chair received an email from Helen Green regarding transport arrangements and has written a thank you letter on behalf of the governing body to Staff regarding the Outstanding Ofsted outcome.

26. Recording and Reporting of Racist Incidents

The annual report was presented and signed. There has been 1 racist incident – the Head provided details of this and the action taken. There is no longer a requirement to report racist incidents to the LA - the school is required to keep a record of all such incidents.

27. Report of Governors' Visits

Governors were fully represented at the Ofsted meeting. Many Governors also attended the 'Take One Picture' exhibition.

Any Other Business:

28. Medicine Policy & Update

EG provided an update on the new statutory guidance. This places additional duties and responsibilities on the governing body as well as the school. The aim is to ensure that no child will be denied access to education due to a medical condition. The issue of risk assessment was discussed.

A draft policy was presented and Governors agreed this needs further discussion. This will be added to the agenda for the Pupil & Parents committee.

29. Celebration Event

Following a very challenging year including an extensive £5m expansion programme and a very successful Outstanding Ofsted Inspection Governors agreed to fund the cost of an end of year celebration (Food and soft drinks) for the staff. Governors previously agreed that up to £2000 can be spent annually on staff refreshments and wellbeing. Governors were asked to approve this expenditure and it was agreed unanimously to do so.

30. Opening of New Wing

A discussion was held on who the school should approach to open the new school. It was agreed the Head and Chair would write to the Duchess of Cambridge to ask her to provide this service.

31. Date and time of next meeting

Special Full Governing Body Meeting: Thursday 2nd October at 6.30pm

(Agenda to include: Safeguarding, Blue Wave Demonstration, Teaching School Business Plan Presentation).

Committee Meetings:

Curriculum	Friday 17 th October at 9.15am
Pupil & Parents	Friday 17 th October at 10.15am
Staffing	Thursday 23 rd October at 9.15am
Finance & Resources	Thursday 23 rd October at 10.15am

Full Governing Body Autumn Term Meeting - Thursday 27th November at 7pm

The meeting finished at 9.30pm. The Head thanked the Governing Body for all their help & support.

Actions

- Parent Feedback – Add to agenda for P&P (HT)
- Training session for parents on SEND Reforms – RC to arrange
- Finance Training for Governors to be provided in the Autumn Term (SF/MP)
- MH to prepare a presentation on becoming a teaching school.
- Blue Wave Swift demonstration to be provided at Special Meeting (MH)
- Annual Governor Conversation - schedule of meetings needed (MP/MD).
- Safeguarding Policy & report to be discussed at Special Meeting (SF)
- Medicine policy review – add to Pupil & parents Committee (LT/SF)
- Head & Chair write letter to Duchess of Cambridge re school opening

Mary Delger

Sharon Fida

Chair of Governors

Clerk to the Governing Body