
MINUTES OF THE GOVERNING BODY MEETING

DATE: 27th November 2014

TIME: 6.45pm

PRESENT:

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

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (Assistant Head).

The meeting began with a training session, presented by Mohan Pandian & Sharon Fida, on School Finance. This included how the school is financed, how the budget is set and monitored and how to benchmark financial data.

Business

1. Apologies - Apologies were received from Hitesh Patel and Irene Gurling
2. Authorised/Unauthorised Absence - Governors agreed to authorise the above absences.
3. Governing Body Membership - No change / no vacancies.
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 asked all to confirm that they are happy with the minutes. Governors confirmed this.

MD then went through the actions from the minutes:

- Training Session on SEND reforms – outstanding see para 6 below
- All other actions complete

Governors agreed the minutes and these were signed by the Chair.

6. Matters arising from the last full meeting
 - RC provided an article on the new SEND reforms. A simplified version of this is to be prepared by AC to share with parents (Head requested to see this before distribution).
 - The Head suggested a short training session be provided to Governors covering the SEND Reform changes – RC to organise this.
 - It was agreed that AC & RC should confer and organise an information session for parents on the SEND reforms – the new parents group may be the best vehicle for this.
7. Minutes of last committee meeting(s) Committee Chairs update from meetings.
 - **Pupil & Parents:**
 - Multidisciplinary statement was discussed. The school and therapists follow a facilitative approach to maximise input across the school. The school is confident that this is the best model.
 - The committee discussed behaviour and the process of referral.

- School meals take up, especially for the younger age groups was discussed. The school is working with Harrisons to improve this
- **Curriculum**
 - A useful presentation was given on mark making (early writing skills)
- **Finance & Resources**
 - Budget on track.
 - An H&S & expansion update were provided. The committee requested a safety audit and the school have organised this.
 - School journeys have been organised to PGL & Woodrow/camping at Perivale Primary. Approved. Fundraising is being organised
- **Staffing**
 - There have been 2 staffing committee meetings - a special meeting was organised to review performance related pay awards.
 - Various policies were reviewed: Pay/Appraisal/flexible working.
 - Staff absence benchmarking report showed that Castlebar staff absence is good when compared against other Ealing special schools.

School Improvement

8. Headteacher's Termly Report to Governors

- There is some low level mobility-however all pupil vacancies are filled presently
- FSM number currently stands at 30%.
- The new swimming pool is great and the children are enjoying their lessons. The pool is hired out to Waterbabies so some income is being generated.
- The Ofsted Inspection framework was updated in Sept. Ofsted no longer give judgements on individual lessons. Focus is now on reviewing quality of teaching over time rather than by observing a one off lesson.
- The new term was difficult for staff – the impact of the build not being ready and having contractors on site made things more difficult than perceived. The Head, on reflection should have considered adjusting the QA processes to reflect this issue. In line with recent Ofsted updates, the school will move to a twice yearly lesson observation schedule, supported by more formal book scrutiny and pupil progress meetings
- The classroom observations this term were: 9 lessons observed of which 6 were outstanding, 3 good. There have been 2 scale 8 observations and both were rated outstanding.
- MH attended a conference on giving appropriate feedback for pupils/staff.
- Structured conversations are now well embedded and are linked with the Annual Review
- [A Governor asked whether parents are saying that they feel they now have a stronger voice? HH, one of the Parent Governors, responded that she feels it has helped parents to learn more about what they can do; the process is especially useful for newer parents.](#)
- An application has been submitted re. Teaching School. The school await the outcome.
- There is possible alternative funding of up to £20k available with the Ealing Innovation fund – the school may apply for this funding if the teaching school application is rejected
- Updated CP report: there are 2 pupils on CP, 8 on CIN CASE 8, 6 EHAP and 2 SAFE.
- AG fed back on pupil achievement: exceptional progress is being made – the 3 pivots target is often surpassed by pupils. Targets are being more individualised as some pupils can do better than 3 pivots whilst others struggle to get 1 pivot. The school is very successful at closing the gap.

- Trojan horse – the lead CP is the Head, however AG & MH are also trained. The CP responsibilities now include 'Prevent' within the CP role - preventing radicalisation. .

9. SLT/OT Provision

LT provided an update on how the MDT provision is provided in school explaining that a facilitative model is used to ensure staff and parents receive OT support to provide them with the skills needed. The school is currently reviewing the provision for OT & SLT.

10. School Improvement Plan

- The school is running a school improvement workshop on: **5th January 2015, from 9.00 to 11.15am**. The Head invited Governors to attend this.
- During the workshop the school will be looking to set new school improvement targets.

11. SEF

The SLT will update the SEF in the Spring term

12. Terms of reference

The Chair has recently updated and Governors were provided with an amended version - the meeting unanimously agreed the new terms.

13. Confirmation of Membership of Committees and Panels

These remain as before – no changes are felt necessary.

14. Governors/Class contact lists

- An updated version is to be emailed to Governors.
- Governors are encouraged to make contact with their class and to visit regularly
- The Head will encourage classes to also make contact with Governors.

15. Annual One-to-one Governor Conversation

- The pro-forma for this is to be recirculated.
- MD & MP plan to start these individual conversations next term

Training and Development

16. Training for Governors – please refer to the appropriate section of the Directors report,

17. CPD Online – Governors are aware of this facility.

Reports/Decisions/Policies:

18. Safeguarding Update including 'Prevention Strategy'

- Safeguarding policy to be added to the agenda for Pupil & Parents in the spring term

19. Directors report

The Chair provided a summary of the various sections of the report highlighting particularly areas of interest:

- Keeping children safe in education document summary – SF send to governors.
- There is a new national curriculum for Science – [A governor asked are Castlebar taking this on board?](#) The Head replied that the school is in the process of reviewing the Science Curriculum
- New regulations in regards admitting pupils with medical needs – schools are no longer allowed to refuse to admit a child due to a medical condition. A new Medication Policy has been agreed by the Pupils and Parents Committee
- EHAP – the Head recommended this as a good tool for early intervention.
- SEND reforms – RC is to provide a training session on this.

- Ofsted framework – updated to reflect progress and teaching over time
- Performance related pay – changes in how teachers are paid. (See below – Pay Policy)

20. Pay, Appraisal & Flexible Working Policy

Pay Policy:

- The Staffing Committee opted to award 1pt only for all teacher/leaders in relation to Pay Awards. [A governor asked is accelerated pay not used to spur people on and if so why would this not work at Castlebar?](#)
- A discussion followed on the reasons for the decision not to adopt accelerated pay. The head advised that staff have been provided with the draft pay policy and that initial feedback from teachers is positive. Teachers seem to accept the school position on accelerated pay. The decision can be reviewed next year. [A staffing governor further clarified the reason for the committee's decision – the committee felt that as this is a new process – there will be 'teething' difficulties and Governors had concerns on how they could ensure a fair and transparent process as the rates of progress for our pupils are so individual.](#)
- MD has asked SF to seek clarification from Tengovernor on the interpretation of leadership pay rules as regards additional payments of up to 25% that can be paid in exceptional circumstances following changes in the latest STPCD.

Governors agreed to approve the Pay Policy

Flexible working policy

- Clarification is needed on whether applicants should be asked to declare their reasons for requesting flexible working and whether this arrangement can be time limited.
- Governors agreed that further work is needed on this policy and so have delayed ratification at this time. This policy will again be reviewed by the Staffing Committee in the Spring Term.
- In the meantime staff can still make applications for flexible working based on the draft policy.

Appraisal Policy - **Governors agreed to ratify the staff Appraisal Policy.**

21. Safety Review

- The Local Authorities representative with responsibility for School Safety & Security has attended to carry out a safety audit following the phase 2 expansion. A report will follow in due course but is likely to recommend a full review of fire signage.

22. Security Policy

- There has been a new section added regarding the use of CCTV.
- The school has followed the CCTV code of practice when amending the policy

Governors agreed to approve the Security Policy

23. Cleaning Contract

- Lakethorne's have issued a contract amendment following the opening of the new wing. The price has increased by £20,522.80.
- The school will be retendering the cleaning contract for next year.
- Governors agreed to the contract amendment and the contract was signed by the Chair of Finance.

24. Correspondence to the Chair - There was no correspondence received.

25. School Virements

The Head provided details of the virements being requested. These were approved by both the Chair and Head and were duly signed.

26. Report of Governors Visits

- PD visited Purple 3 and observed a cooking lesson in a needs led class. There was good use of symbols and really good communication between the staff. She saw pupils turn taking, there was good socialisation and very clear expectations, clear choices – good behaviour management.
- MD visited her class during a maths lesson. The lesson was considered to be quite complicated – lots of independent working, differentiation. Lots of signing going on. Children were required to work independently. Pupils gave feedback using a traffic light system.
- RC visited to support MH regarding the teaching school.

27. Date and time of next meeting

Committee Meetings:

Curriculum	Friday 30 th January at 9.15 am
Pupil & Parents	Thursday 29 th January at 9.15am
Staffing	Tuesday 10 th February at 9.15am
Finance & Resources	Tuesday 10 th February at 10.15am

Full Governing Body Spring Term Meeting – Thursday 19th March 2015, 6.45pm

Other dates for the Diary:

Christmas lunch Tuesday 16th December 12-1pm

Christmas Concert 17th December at 1.30pm

School Improvement Workshop - 5th January 2015, 9.00-11.15am

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

Mary Delger

Sharon Fida

Chair of Governors

Clerk to the Governing Body

Actions Agreed: –

- SF to seek clarification from Ten governor on the interpretation of leadership pay rules as regards additional payments of up to 25% that can be paid in exceptional circumstances following changes in the latest STPCD.
- SF to Send Governors the revised Governor links, the Governor Conversation Template and the finance power point
- SF to send Governors the 'Keeping children safe in education' document summary.
- AC to prepare a simplified version of the SEND reforms article for parents. Head to approve this before distribution.
- RC to provide a short training session for Governors covering the SEND Reform changes
- AC & RC to confer in order to organise an information session for parents on the SEND reforms – the new parents group may be the best vehicle for this.
- The Safeguarding policy is to be added to the spring term agenda for Pupil & Parents
- Head & SF to further review the Flexible working policy. This is to be added to the Staffing agenda for the spring term.