

---

## MINUTES OF THE GOVERNING BODY MEETING

DATE: 1<sup>st</sup> December 2016 TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Mohan Pandian (Vice Chair) Mr P Adair (Headteacher), Ms S Wilson, Ms I Grant, Ms H England, Ms P Dewick, Ms I Gurling, Hayley Haddow, Aisha Choudhry

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), Ian Sylvester (ML)

**Academies Presentation:** The Chair of Finance assisted by the Head gave a presentation on acadmisation; this incorporated the changes acadmisation would require to organisational and leadership structures and the role Governors play, as well as differences around funding and set up costs. It was explained that although there is now no requirement to acadmise however the removal of the Education Support Grant from Apr 2017 and increasing emphasis on school to school support to drive school improvements is affecting LA's role in School Improvement.

The Head advised that there has been a Government announcement today that LAs are to receive an additional £50 million a year to continue to monitor and commission school improvement for low performing maintained schools. He further advised that Ealing council continues to actively support schools and this is backed up by a financial commitment to support school improvement. As almost all schools in Ealing are considered to be either good or outstanding, Ealing is in a different context to other LA's.

Governors discussed the possible Next steps – including the type of school/s Castlebar would best consider working with. A decision was made to revisit this at the Full GB in March where there would be greater clarity on funding reforms. In the meantime the Head was asked to consider which type of school(s) Castlebar would consider if a decision was made to form a Multi Academy Trust (MAT).

### Business

1. **Apologies** – Jack Rolo unable to attend, a decision was made to defer consideration of his appointment until the Spring Term GB. All Governors were present.
2. **Authorised/Unauthorised Absence** – N/A
3. **Governing Body Membership** – Now 2 vacancies following resignation of R Caspersz. Jack Rolo is being considered and there has been an expression of interest from one other person.
4. **Terms of Reference** – Discussed and amendments needed - Action PA/SF.
5. **Review Register of Business Interests and Declarations of Interest for Meeting** – None declared
6. **Minutes of last full meeting** – Discussed and approved at the meeting
7. **Matters arising from the last full meeting** – Confirmed that all actions completed.
8. **Minutes of last committee meetings** - The minutes of the committees were circulated ahead of the meeting. The Committee Chairs gave a brief update on matters discussed at the committee meetings.

The school have begun a rolling program of DBS renewal - Governors discussed the need for this to be a regular item on the Staffing Agenda so that Governors can monitor the progress of this. Action.

## School Improvement

### 9. Head Teacher's Termly Report to Governors – (Provided ahead of the meeting).

Head went through main areas of the report. He advised that an initial pupil place planning meeting went ahead 4 weeks ago, looking at placing children. The Head of SEN had asked Castlebar to consider taking on an additional class of 8 children. The Head was open to this but the LA have not responded to issues raised by the Head, so no additional class has been agreed.

SEN reforms and funding arrangements for top ups discussed - mobility and crisis causes difficulties so the school has sought clarity on live top ups in cases where pupils are no longer attending. A response from the DFE via the Key has confirmed that the LA can make a local agreement with the school in such cases.

Ealing School Family Partnership award update provided by HE – focused on 2 areas: parental engagement and learning. Stay & play now happening. Parent meeting are well attended though the same people tend to attend the workshops and coffee mornings. There is always a good turnout for concerts and assemblies. Governors discussed the need for a 'Parental engagement Governor' it was agreed that the 3 parent Governors will jointly take on this role.

The Head's report included summary data on pupil progress – Governors discussed this. **A Governor asked why the attainment for maths is lower than last year** – AG advised that a minimal number of pupils do not achieve 3 pivots – the contextual data explains this; the ability of the cohort is the main factor in the results, some pupils cognitively are unable to achieve 3 pivots but the progress for them is still good.

### 10. School Improvement Plan (SIP) SEF

- A summary SEF was presented and discussed at the meeting.
- Governors discussed the SIP and confirmed their approval of this.

### 11. Quality Assurance

The changes to how the school now assesses teacher performance was discussed. This now includes a range of methods including observations, learning walks, book scrutiny, pupil achievements and the environmental checklist. Judgements are against the professional teacher standards so are more contextual. The Head briefly shared a report on teacher assessments. **A Governor made some suggestions on how to improve the reporting and presentation of teacher performance data and will confer with the Deputy on this** – Action MH/SW.

### 12. Training for Governor Page

- Training will be provided – Spring Term Full GB, on changes to pupil assessment.
- Governors were provided with a link to recent training offered on Governor Finance and a booklet detailing all CPD online courses was made available at the meeting.

### 13. Governor Page – My USO

Governors were able to download and view documents for the first time using the Governors page on MyUSO. Tablets were available at the meeting to avoid the need for printing out of documents. A discussion followed on what materials should be printed for future meetings. It was agreed to only print the Agenda & Heads report in future and to use the whiteboard for everything else. The use of Tablets at meetings was not a success.

**14. NPQSL/NPQML** - Ian Sylvester (Class Teacher/Middle Leader) attended to provide an update on the NPQML course, Dawn Murphy (AH) has completed the NPQSL Senior leadership course. Ian talked about the course and how it has helped him in his role; he has found it really beneficial and would recommend the course to others. Ian further advised that the quality of prior CPD courses he attended helped him get the most from the course.

**A governor asked would we now only take people with this qualification? The Head stated that an**

interviewee for a leadership post would be asked if they would take on NPQML training-this would be considered necessary for a middle leadership post.

## Reports/Decisions/Policies:

**15. Budget Update** – The Head provided a brief budget update advising that the school anticipates an outturn in the region of £200k which is approx. 7% of the school budget (8% outturn is the maximum recommended). The school has projected increased staffing costs over the next two years so this outturn will be needed to offset these.

**16. Teaching School Update** – A Teaching School newsletter included in Head's Report. MH provided a verbal update at the meeting:

- Twelve places to offer for training teachers – school direct unsalaried route.
- EEC have commissioned Castlebar to provide training –limited take-up
- EPTSA have organised a mini conference in January – providing taster training sessions to promote what is available via the Alliance
- Lesson study is continuing with the institute - 5 additional people are being trained.

**17. Safeguarding Update** –

All governors supplied with a copy of the Keeping Children Safe summary report and advised they must read this.

**18. Safeguarding & Admissions Policies – changes in regards to CME**

The Head provided an update on new statutory requirements to safeguard children missing from education – this includes the need for an admissions register to account for efforts made to locate missing children and action taken to report/find out new school. School Policies have been updated accordingly. Governors were shown the policy amendments in regards to CME to both the admissions policy and Safeguarding policy and agreed to ratify the changes.

**Governors asked that a regular CME update could be added to the Safeguarding area of the Heads report** – action HE/PA

**19. The Equality & Diversity Policy and Access Policy & Plan**

The equality objectives need further review. It was agreed that these will be looked at again by the school and will be discussed by the Pupil & Parents committee in the Spring Term. Action MH/SF

**20. Quality Assurance Policy** - Rename to T&L Quality Assurance policy. Policy agreed by Governors.

**21. Governor Attendance** –

There is now a requirement to publish this information. A table showing number of meetings attended by Governors during 2015-2016 academic year was presented and agreed for publication to the schools website. Action HT

**22. Edubase -Governor details Published**

Governors discussed the information required by the DFE and what elements are made public. To safeguard Governors from identity fraud it was agreed to provide the minimum information required.

**23. Governors Acceptable Use Declaration**

Governors were asked to complete an Acceptable Use Declaration – these were available at the meeting and were completed and handed in.

**24. Directors Report**

Discussed - Head went through main areas concerning school. The changes regarding nursery funding and the new 30 hour child care entitlement was discussed – HE was asked to run a parents information workshop for this – action HE

**25. Correspondence to the Chair of Governors –**

The Chair received a letter of resignation from Rosita Caspersz and has written back.

**26. Report of Governors' Visits:** All governors have visited this term, the majority have visited their assigned class. SW carried out an inspection of the School's single central record and a report on her findings has been submitted to the school with no concerns expressed.

Governors provided feedback on their visits:

- ICT use in class is considered to be very impressive.
- Class staff are enthusiastic, innovative and creative.
- Differences in children's abilities were noted, pupils are so much more complex and often nonverbal – staff are fully engaged and are creative and versatile using a range of strategies to support pupils learning.

**27. Dates for the Diary**

**Committee Meetings:**

- Curriculum 9.15am, Friday 3<sup>rd</sup> February
- Pupil & Parents 10.15am, Friday 3<sup>rd</sup> February
- Staffing 9.15am Thursday 9<sup>th</sup> February
- Finance & Resources 10.15am Thursday 9<sup>th</sup> February

**Full Governing Body – Autumn Term Meeting:**– Thursday 16<sup>th</sup> March at 5pm

**Other dates for the Diary:**

- Christmas Lunch Thursday 15<sup>th</sup> December
- Christmas Bazaar Friday 16<sup>th</sup> December 12pm
- Christmas Concert Friday 16<sup>th</sup> December 1.15pm
- End of Term Wednesday 21<sup>st</sup> December
- Challenge partners 18 – 20<sup>th</sup> January 2016

**28. Any other business –** None

The meeting finished at 7pm

**Mary Delger**  
**Chair of Governors**

**Sharon Fida**  
**Clerk to the Governing Body**

Actions Agreed: –

- School to present a parent workshop re 30 hour childcare provision - HE
- AG Presentation on Pupil Assessment – Spring GB
- Terms of reference to be updated and circulated – to include Parental Engagement Governor role. Action SF/PA
- Head to consider type of schools to team with re Academisation for next GB – PA
- DBS renewal - to be a regular item on the Staffing Agenda – SF/CL.
- SW to confer with school on the reporting of teacher performance data MH/SW.
- Amend Heads report to include CME update – action HE/PA
- The equality objectives need further review. Agenda item for P&P committee - MH/SF
- Quality Assurance Policy – to be renamed to T&L Quality Assurance policy – action SF
- Governors attendance to be published on the schools website. Action HT