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## MINUTES OF THE GOVERNING BODY MEETING

DATE: 19<sup>th</sup> November 2015

TIME: 4.00 pm

PRESENT: Mr M Pandian (Acting Chair), Mr P Adair (Headteacher), Ms R Caspersz, Ms S Wilson, Ms I Grant, Ms A Chowdhry, Ms H Smith, Ms P Dewick, Ms H Haddow, Ms I Gurling

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), Dawn Murphy (AHT).

### Pre: Meeting Training on Safeguarding

The Head provided a safeguarding presentation, giving an update to recent changes to school policies and protocols following a recent online safeguarding audit.

### Business

- 1. Apologies** - Apologies were received from Mary Delger and from Hitesh Patel
- 2. Authorised/Unauthorised Absence** - Governors agreed to approve both absences.
- 3. Governing Body Membership** - No changes to the full GB however the committee's membership is to be reviewed.
- 4. Terms of Reference** - Updated Terms of Reference were emailed ahead of the meeting. Various options were discussed including: Reducing the number of committees to two; holding 2 committee meetings on the same day so that more Governors can attend by being available on the one morning.  
Action –
  - Governors to give more consideration to this and to present ideas to the Chair
  - Committee Chairs agreed to review the ToR and suggest possible change.

### 5. Review Register of Business Interests and Declarations of Interest for Meeting

None were declared. Governors were provided with a copy of the pecuniary interests summary that is now published on the school website.

### 6. Minutes of last full meeting

The Chair (Acting) noted the main points of the previous meeting and it was confirmed that all actions have been addressed. **Governors agreed to approve the minutes of the last full GB**

### 7. Matters arising from the last full meeting – There were none

### 8. Minutes of last committee meetings

The Chairs presented a brief update on what was discussed at the various committees. A summary of the actions from the meetings was presented to Governors. For further information please refer to the Autumn Term Committee Minutes.

### School Improvement

#### 9. Head Teacher's Termly Report to Governors

The report was emailed ahead of the meeting. The Head talked through the main areas of the report, providing greater detail when required by Governors.

- The Social Communication Assessment (SoCA) pathway – **a Governor asked for an explanation on this** – The Head explained that it is a pathway that determines if a child is on the autistic spectrum. There is up to 12 months waiting list to be assessed.
- The Deputy provided a further update on the Teaching School. The latest Teaching School

newsletter was handed out during the meeting.

- Partnership working with the disabilities team and social care is considered weak – the Head intends to report this to the Link Officer–
- CPD & behaviour. The Behaviour management policy has been updated in line with recent guidance. New protocols are in place to manage behaviour governing the use of time out spaces.
- 2 Fixed term penalty notices have been issued re poor attendance.

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

- The Head provided a handout which highlighted changes to the SIP.
- Verbal behaviour (VB) programmes have now been introduced – an explanation was given on what VB entails and what is currently happening in school. The Emphasis is on developing communication. 6 staff members have attended basic training– the children who would most benefit have been identified and the school is trialling the approach. This is just one of the strategies used as part of an overall tool kit of approaches.
- The new curriculum 'Life Beyond Levels' was discussed. N C levels have been discontinued in favour of 'age expected levels'. Scores will indicate whether pupils are operating below, on, or above the age expected numeric score. **A Governor asked the implication for special schools and impact on pivots** – The Head explained that Castlebar will continue to use pivots with new assessments beyond P8.

#### **11. SEF - Nothing new to report**

### **Training and Development**

**12. Training for Governors** – handout provided giving CPD online courses available.

**13. Governor Page** – My USO. This will be developed in the Spring term

**14. Lesson Study Event** - MH gave a brief talk on Lesson Study –see handout. Governors were invited to attend the training event on 11<sup>th</sup> January 2016.

### **Reports/Decisions/Policies:**

**15. Safeguarding Update** – see above Heads report

#### **16. Directors Report to Governors**

Governors reviewed the Director's Report and discussed the main issues. The Head advised that school has established a safeguarding group.

**17. SEND Report** – Governors viewed the report on school website during the meeting.

#### **18. Budget Update –**

- The Chair of Finance & Resources gave a brief update on the financial position, confirming budget is on track. A virement has recently been approved at the Finance & Resources committee, to ensure adequate funds in the required cost centres.
- The Teaching school income and expenditure is being closely tracked. Record keeping and methods of doing this have been discussed at committee

**19. Best Value Update** – Cleaning Contract. 3 quotes obtained however the trade references have been unsatisfactory – 2 additional companies have been invited to tender.

#### **20. Policies – Pay & Whistleblowing**

- Pay policy – Governors discussed the changes recommended. **MP recommended amendment to the wording in regards to leadership pay - Section 17 Points. Amendment: School will pay 25% uplift in steps as agreed by the Governing Body in annual instalments. Subject to amended wording Governors agreed to ratify the pay policy.**
- Whistleblowing Policy – amendment regarding workplace options wording, after which **Governors agreed to approve the whistleblowing policy**

**21. Governor Feedback/reporting back to Staff at briefings** –PD, staff governor, to feedback main points in the staff briefing on Monday's briefing.

**22. Governor Profiles – school website** - Deferred to next meeting

**23. Correspondence to the Chair of Governors** - None received

## 24. Report of Governors' Visits:

The Governor visits log maintained by the clerk was presented at the meeting.

- SW visited P4 – lesson on the great fire of London. She found this to be absolutely amazing. All staff were great, resources fabulous. Children well managed.
- IG visited her class – lesson focussed on Pre writing skills – staff were patient and there was gentle prompting. Really nice activities.
- PD – attended sessions with the school council. She observed the Castlebar's Got Talent assembly run by school councillors. Children perform and are rewarded with certificates from the school council. She commented that this really helps develop independence and self-confidence. Penny commented on Anik's passion for supporting the children. The children discussed the Christmas card competition and worked together on deciding who the money should help. The children were keen to help other less fortunate children.

## 25. Dates for the Diary

### Committee Meetings:

- Staffing Thursday 11<sup>th</sup> February 2016 at 9.15am
- Finance & Resources Thursday 11<sup>th</sup> February 2016 at 10.15am
- Curriculum Friday 12 Feb 2016 9.15am
- Pupil & Parents Friday 12 Feb 2016 10.15am

**Full Governing Body – Spring Term Meeting:**– 5.00pm -7.30pm Thursday 10<sup>th</sup> March 2016

### Other dates for the Diary:

- 2<sup>nd</sup> December - Awareness Training
- Christmas Lunch – Tuesday 15<sup>th</sup> December 2015
- Christmas Concert & Lottery Draw – 1.30pm Wednesday 16<sup>th</sup> December 2015
- Lesson Study Event Monday 11<sup>th</sup> January 2016
- Bingo Evening (7-9.30pm) Thursday 28<sup>th</sup> January 2016
- Valentine Disco 5.30-7pm Thursday 11<sup>th</sup> February 2016
- Training Day: Monday 6<sup>th</sup> June 2016

## 26. Any other business –

- Governor discussed the school website – it is viewed as an excellent resource.
- The Head advised that a promotional video has been commissioned to show case the school for prospective parents and that this too will soon be available on the website.
- [A governor asked about FRED \(fathers reading every day\) and whether this initiative was ongoing and whether the school was monitoring to see whether fathers were continue to read with their child](#) – HS responded that the programme has been a great success but that it has now come to an end. She agreed to organise a survey to see whether Fathers have continued reading every day.

The meeting finished at 6.30pm. The Head thanked the Governing Body for all their support.

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

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

Actions Agreed: –

1. WRAP training – Governors to be invited also – DM to provide date
2. Governors consider options suggested for committee and to present ideas to the Chair
3. Committee Chairs to review the ToR and to make suggestions for possible change.
4. Pay and Whistleblowing Policies amendments to be implemented / policies published
5. Governor website profiles to be discussed at next meeting = SF
6. FRED Impact survey - HS