

FULL Governing Body Meeting – SUMMER TERM 2017
LONDON BOROUGH OF EALING

MINUTES OF THE GOVERNING BODY MEETING

DATE: 22 June 2017 TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Mohan Pandian (Vice Chair) Paul Adair (Headteacher), Isobel Grant, Penny Dewick, Aisha Choudhry, Hayley Haddow, Heather England, Jack Rolo, Alan Murray

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), Louise Taylor (Teacher), Paola Nono and Muhammad Anam (Governor Applicants).

Business

1. **Apologies** –Apologies Sarah Wilson (SW)
2. **Authorised/Unauthorised Absence** – The discussed and agreed to authorise the absence for SW
3. **Governing Board Membership** –

- There is currently 1 parent vacancy following the resignation of Irene Gurling. Another will arise in February as HH has confirmed she will be stepping down at the end of her term of office.
- Both the Chair and Vice Chair terms of office are coming to an end before the next meeting. Governors agreed to re-appoint these two governors
- The school has received 2 applications from parents interested in joining the governing board
- The Head introduced Paola and Muhammad and both gave their reasons for applying and talked about their relevant experience.
- Muhammed is a local accountant with 3 children, one of which attends Castlebar school reception. He is currently a Governor at another Ealing school and is a keen charity worker with experience of fundraising.
- Paula jointly runs her own partnership translation firm and helps run a choir. She was involved in setting up Ealing 21 self-help group - a parent support group. Her son has attended Castlebar school for 2 years
- The Governing Board discussed the appointment of the 2 Governor applicants and it was agreed to appoint Muhammad as Parent Governor and Paola as Associate Governor until February when she too will be appointed as Parent Governor.
- The Governing Board discussed and agreed the recommendation to take up references for all of the newly appointed Governors. A suggested template had been uploaded to the USO ahead of the meeting.
- The Chair and Vice Chair confirmed the intention to renew their term of office and their willingness to remain in their respective positions. Governors discussed and agreed unanimously to re-appoint both.
- **Action – Clerk to request references for the 4 newly appointed Governors and to write to the LA confirming the updated membership of the Governing Board.**
 4. **Terms of reference** – These now need to be updated to include the newly appointed Governors – Action
 5. **Membership of committees**
- For the benefit of the new Governors, Committee Chairs talked about their committee and what topics/areas are covered. The new Governors were invited to observe at committee meetings before making a decision.
- A discussion followed on the days committees are held as AM is unable to attend on Thursdays due to problems in having access to an interpreter. The Head advised that the school has a BSL interpreter and may be able to assist with this. It was agreed to leave the days as they are for now.
- 6. **Register of Business Interests and Declarations of Pecuniary Interest**
- All Governors have recently completed their annual declaration - no new declarations made at the meeting.
- Action – newly appointed Governors will now need to complete their declaration form.
- 7. **Minutes of last full meeting** –
- The minutes of the last Full GB and the Budget Ratification meeting were discussed and approved at the meeting. One amendment needed to remove the apology from AM from the budget ratification meeting.
- 8. **Matters arising from the last full meeting**
- The Chair went through the actions for both meetings and updates were provided and actions completed.
- The Rochford review was discussed and the school feedback shared.
- **A Governor asked how changes in assessment following the Rochford review school would impact benchmarking and how the school planned to tackle this** – the Head explained the focus of the review was to encourage a different approach for children operating below P levels. Castlebar pupils have a range of

abilities and this has always made benchmarking with other schools challenging – Castlebar will provide opportunities to benchmark in house, comparing children of similar abilities, but it is increasingly difficult to benchmark with other similar special school because of individual assessment systems. **A Governor asked how will Ofsted now evaluate schools** – the Head explained that Inspection framework gives inspectors guidance on SEN progression rates

9. Minutes of last committee meetings –

- The Committee minutes were uploaded and available ahead of the meeting.
- The Committee chairs gave a brief update on the matters discussed and the actions agreed at their respective committee meetings.
- Fire protocols were discussed. The school has been working on a new evacuation protocol to cover the start of the day, involving transport – final agreement is awaited.
- Lock down procedures is being considered. LA to provide further guidance.
- A recent Fire brigade inspection held – the feedback was that Castlebar procedures are exemplary.
- Governors discussed a recent LA transport letter re medical needs of pupils and the administering of medication on route. The letter requests access to pupil medical information. Head to obtain a copy of the letter – to be discussed at Pupil and Parents committee.
- Curriculum school council learning walk – see Heads report
- AC confirmed as Governor with responsibility for the website and has the checklist. Action – update ToFR

10. Feedback from Governor Visits -

- PD thoroughly enjoyed her visit – saw evidence of great progress since last visit. She observed a 'handwriting without tears' session lead by the SaLT and saw clear evidence of immediate achievement.
- HH visited O3 to observe a PE lesson focussing on ball skills. Also during play time and watched a bike session.
- MD visited Red2 and saw a literacy lesson on beauty and the beast. This was wonderful – she saw lots of progress – pupils working independently and having great fun. This was led by a senior TA rather than a teacher. The TA was very confident at leading. The Head discussed schools cover protocol and rationale. He discussed actions taken by the school to ensure TAs are confident and knowledgeable enough to lead.
- A number of Governors have scheduled their visits for the following week. All intend to visit before the end of term.

School Improvement

11. Head Teacher's Termly Report to Governors – (uploaded to USO ahead of the meeting).

- The HT went through the main areas of the report and these were discussed at length.
- Curriculum projects – themed really successful.
- Take one picture exhibition being held 27-29th June, invites sent out.
- 98.5% of parent feedback forms state parents are happy with placement. The school ensures that all parents complete their feedback – there is 99% attendance at annual reviews and structured conversations. **Governors congratulated the school on this issue**
- AH maternity cover filled - Louise Taylor to cover.
- The head provided and safeguarding update and reminded Governors of the need to read 'keeping children safe in education' (available on the USO or via link: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf)
- There have been a number of low level safe guarding concerns to follow up. The Head considers that the protocols are as robust as possible. HE is to liaise with other SEN schools in order to compare protocols.
- Workshops being planned for parents will incorporate a section on E-Safety.
- Further WRAP training is planned for whole school and Governors.
- Summer club – 47 children confirmed. The organisation and running of this creates a massive amount of work.
- The school has received confirmation of grant success - 3 years of holiday club funding agreed by CIN.
- The School council carried out a learning walk – this included 4 children split into 2 groups, armed with question sheets, observing classes for 10 minutes – questions included are the children having fun? – The children were encouraged to observe and talk about what they saw. The event was recorded and the school intends to publish this on the school website. **Action**

12. School Improvement Plan - (SIP) Update –

A draft of the proposed school improvement plan was distributed ahead of the meeting. Governors were asked to provide feedback.

- MD stated that the new format is very clear
- **PD asked if the SIP should be discussed at Governing Body committees.** Paul suggested that it should be part of the full GB discussion
- AM – SIP should be challenge school to become even better. Head agreed but also reminded Governors that a SIO is also about refining and sustaining already excellent practice
- To be finalised and published in Sept. Time for Feedback - required before then

13. SEF - Governors noted that there are more areas for development in SEF not in SIP. There should be

more alignment and some areas may need further updating. MD commented that more cross referencing between the 2 docs would be useful. **Action**

14. Quality Assurance – Teaching & Learning - The recent CP report provides clear evidence. Head discussed ways the school monitors quality of teaching – this includes observations, learning walk, book scrutiny. All teachers are considered good and above.

15. TS Update – MH provided an update, all Governors have been provided with the latest newsletter.

- A commission obtained for leadership programme – £13k course to begin in sept.
- SEND commission agreed funding of £33k.
- An application submitted to John Lyons for lesson study.
- The TS is in talks with Escan for the £20k of funding of the AET license for tiers 1 2 & 3.
- An application has been submitted to the Teaching and Learning Innovation fund if successful this would bring in over £500k of funding enabling the TS to branch out into support other areas of the country where support is needed and where standards are not as high.

- **Governors asked about the work involved and how this would be resourced if successful.** A discussion followed including staff resourcing and how technology would support the initiative. The use of a VLE and webinars to facilitate training were discussed. The project would involve the TS working with other teaching schools.

16. Independence Champions

The school have established TA volunteers to promote independence cross school – children in yellow now collect their own food and take their plates back. The school have introduced unsupervised dining tables and the classes choose which pupils sit there.

There is now a regular Parent workshop – promoting independence, which meets every 4 weeks.

The school have a 'hands free' – no hand holding policy.

Reports/Decisions/Policies:

17. Budget Update – on course with nothing to report.

18. Safeguarding Policy – a few minor amendments and an additional paragraph has been added. Governors discussed the changes and approved the policy - action.

19. Teaching School Bid Update – see item 15 above

20. Scheme of delegation – the financial limits were discussed - agreed they should be left as they are.

21. Staffing Update – HR Files and Teacher Pay awards

- The school have completed a review of their HR files to ensure all contain the relevant documents. Approximate 20 files were found to be missing references. In the main this related to staff employed many years ago when recruitment paperwork would have routinely been sent to the LA. Where possible these files have been retrieved. Where the school have been unable to obtain historical references a file record has been made with the current line manager signing to confirm that there are no performance concerns. The Head is now satisfied that the files are in order.
- Teacher pay awards – the Pay Committee met ahead of the Full GB meeting and reported to be satisfied with the Heads recommendation to award all teachers nominated a further pay point. Pay increases will go ahead in September. **Action**

22. Red Area Refurbishment – The LA have agreed to fund the refurbishments in the summer and this is currently out to tender. The work will begin 1 week before terms ends, the bulk will be done over the summer, however it is likely to run over into September. The plans and the risk assessment has been shared with Governors ahead of the meeting (on the USO)

A Governor asked what specialised rooms would be used to relocated classes and what were the implications for these subjects. The head explained that the ART, Science and Music rooms would need to be out of use and that the subjects normally taught in these would need to be done in the main classroom. He accepted that it was not ideal however this is a one off opportunity which will greatly benefit the school.

23. Updated Class Links – to be updated for September – school to assign classes to new Governors **Action**

24. Website Update – Edubase, Governor Profiles and Governor Attendance – to be rescheduled next time

Training and Development

25. Training for Governors –

- A current list of Governor training events available through CPD online have been emailed.
- The school is to share the school training schedule with Governors – all Governors are welcome to attend any school led training. **Action**
- The school will continue to provide training to Governors ahead of the full GB meeting
- Budget and finance training will be provided to new Governors as part of their induction
- Further WRAP/Safeguarding training is planned Autumn term

26. Training Attended – see above

- HE attended a course entitled 'Getting to grips with new Governance', she found this reassuring
- JR is considering attending a few of the courses advertised through CPD online. He is interested in attending a course on safeguarding and on pupil premium.

- MD attended a course on the new Governor competencies.
27. Governor Induction and Appraisal
- MD will now begin the induction for the four recently appointed Governors and will email some suggested dates (Tuesdays being the preferred day)**Action**
- Appraisals and a Governing self-reflection will form part of the Governor development day to be held on 15th September 2017
- A Governor Appraisal form will be emailed to Governors and needs to be returned by 21st July 2017. **Action**
- The Chair and Vice Chair review will also be undertaken as part of the annual appraisal process.
28. Governor Development Day – see item 27 above

Other Business

- 29. Directors Report –** N/A as no longer issued for the Summer Term
- 30. Correspondence to the Chair of Governors –** None received.
- 31. Dates for the Diary: -**

Governor Development Day – Friday 15 September 2017 from 9.30am to 2.30pm (Parking available from 9.15am)

Committee Meetings:

- Curriculum 9.15am, Friday 13th October 2017
- Pupil & Parents 10.15am, Friday 13th October 2017
- Staffing 9.15am Thursday 19th October 2017
- Finance & Resources 10.15am Thursday 19th October 2017

Full Governing Body – Autumn Term Meeting:– 30th November 2017

Other dates for the Diary: Summer Fun day Saturday 24th June 2017

32. Any other business -

Governors discussed supporting & monitoring of the Head wellbeing – MD confirmed that the Heads review looks at this. The Staffing Committee regularly review staffing and leadership structures to ensure appropriate leadership and that no one is overly stretched.

The meeting finished at 7.25pm

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
References to be taken obtained for the 4 newly appointed Governors	SF
Clerk to write to the LA confirming the current membership of the Governing Board	SF
Terms of reference to be updated to include newly appointed Governors	MD/SF
Newly appointed Governors to be asked to complete the declaration of business interests and pecuniary interests form.	SF
Clerk to remove the apology from AM from the budget ratification meeting	SF
Add to P&P agenda - LA transport letter re medical needs of pupils.	SF/HT
Update Terms of Reference to include AC Governor with responsibility for the website	SF/HT
All Governors to be assigned a class and class links to be updated for autumn term	PA/SF
School Council Learning Walk Video to be published on the website	PA/HT
SIP/SEF to be aligned and cross referenced.	MH/PA
Safeguarding Policy – approved and to be published on the website	HT
Teacher pay awards approved and to be put through for Sept pay	SF/CL
Website Update – Edubase, Governor Profiles and Governor Attendance reschedule	SF
The school training schedule to be shared with Governors	DM/LT
Governor induction and appraisals form – Chair to send email	MD/SF