

MINUTES OF THE GOVERNING BODY MEETING

DATE: 16/03/2017 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, Aisha Choudhry

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), Dawn Murphy (AHT), with Alan Murray and Jack Rolo (Governor Applicants).

Training Presentation: Alan Guy, AHT, gave a presentation on Pupil Assessment. This covered recent changes to assessment following the Rochford review; the different methodologies used at Castlebar to record pupil achievement as well as what changes are planned. The presentation also included the control mechanisms in place to oversee and monitor progress. The presentation PowerPoint is available for viewing on the Governors USO page.

- [Governors asked for further information on the Literacy Gap for pupils on FSM – Action AG](#)
- [A Governor asked whether the school have yet given an opinion on the recommendations made following the Rochford Review](#) – The HT replied that the school may feedback to the final consultation

Business

1. **Apologies** –received from Hayley Haddow and Irene Gurling. Isobel arrived at 5.30pm
2. **Authorised/Unauthorised Absence** – discussed and Governors agreed to approve both absences
3. **Governing Body Membership** – 2 vacancies. Governors applicants (AM & JR), were introduced and each provided information on their backgrounds, past experience and reasons for wishing to join the Governing board. A vote was then held and all Governors present voted unanimously to appoint both applicants. The Chair then welcomed Jack and Alan to the Governing Board. It was agreed that Jack will join the Finance & Resources Committee and the Staffing Committee. Alan Murray will join Finance & Resources and the Curriculum Committee.
4. **Terms of reference** – updated to include parent engagement governor. Further amendments now needed to reflect the newly appointed Governors. – action SF
5. **Annual Review Register of Business Interests and Declarations of Interest for** – All Governors present completed their annual declaration of Pecuniary Interests as required for SFVS
6. **Minutes of last full meeting** –discussed and approved and the minutes were signed by the Chair
7. **Matters arising from the last full meeting** – One action remained outstanding; HE to provide information via workshops on the new 30 hour childcare provision - action for HE.
8. **Minutes of last committee meetings** –
9. The committee Chairs all provided an update of the matters discussed and actions agreed at the last meeting. Committee minutes are available to all Governors on the Gov USO page
10. **Feedback from Governor Visits**
 - **SW** – visited to review the SCR / personnel files. The school is aware that older personnel may not include copies of references as these were historically sent to the LA HR Dept. for safekeeping. A review is underway to see how many files are affected and where possible the files will be retrieved from the LA. Action, report on results Staff Files Review, Summer Term Staffing.
 - **MP** visited to carry out a H&S review– he reviewed the perimeter/fencing and saw evidence to satisfy him that the site is considered safe and secure and all areas inspected are well maintained. MP also visited his class, he saw their St Patrick's Day assembly and observed a handwriting lesson. He was impressed by how well focussed the children were. Good structure well supported by staff.
 - **HE** visited her class for lunch and playtime – she observed lots of independence and socialisation – and was impressed by the levels of communication between peers. She considered the playtime Adult:Child ratio to be appropriate and safe.
 - **PD** visited Y1 with the youngest children. She was impressed by their confidence and commented that children were encouraged and supported to be independent. Children were encouraged to find their own seat, hang up their own coat and to make choices. Good use of signing.
 - **AC** visited Purple 3 in a music lesson– clearly a class the pupils enjoy. Staff seamlessly worked

together throughout the lesson, supporting pupils with individual needs, with plenty of opportunities for the 'pupil voice' in choosing and making decisions.

- **MD** visited a Red2 literacy lesson on crossing the road safely – she observed that there were different abilities with clear evidence of differentiation and the use of Makaton and symbols clearly embedded. Children were very independent going from one activity to the other with minimal prompting and were seen tidying up after activities. She particularly enjoyed seeing Lego therapy in use by an SLT how it supported social interaction and communication.
- **JR** visited green2 and was really impressed by what he saw. Teaching staff are incredibly enthusiastic. He commented that he saw a real difference between the classes in the older and newer wings and the impact that this could have on teaching and learning as well as behaviour.
- **IG** visited with Red3 joining in with a dance session. She witnessed quite a lot of challenging behaviour and saw the strategies staff used to support the children, many of whom are non-verbal. She commented on the class now being in a better classroom
- **A Governor asked whether Makaton is used for all of the children.** HT/AHT responded that Makaton supports communication and is used alongside verbal communication.
- **A Governor asked what the school do to support parents to continue teach activities at home –** AC/HE provided a detailed list of all of the workshops offered and how the school support parents including holiday club/afterschool club provision and steps being taken to engage parents.

School Improvement

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

The HT went through the main areas of the report and these were discussed at length.

12. Challenge Partners Report – Governors were delighted with the outcome of the CP review and asked the HT to pass on their thanks to staff. Action HT

13. School Improvement Plan - (SIP) Update – A draft of the proposed school improvement plan was distributed ahead of the meeting. Governors discussed this briefly and agreed to review this more thoroughly and provide feedback at the Summer Term. Action SF

14. Quality Assurance – Teaching & Learning - The recent CP report provides clear evidence.

Training and Development

15. Training for Governors – Governors were directed to Pg 20/Pg51 of the directors report and were reminded to review training opportunities via CPD on line. The school have also recently subscribed to the key's CPD tool kit which includes Governor training opportunities.

16. Training Attended –

17. The Chair and Clerk had attended training on the new governor competencies

- The Chair proposed a **Governor Day** to focus on governance/governor effectiveness. See item 31.

Reports/Decisions/Policies:

18. Budget Update – outturn plus outturn spend.

- A financial report was provided to Governors showing an anticipated outturn of £257k
- The school has prepared a first draft of the 17-18 budget but is concerned that they will need to use approximately £200k of the outturn to balance the 17/18 budget: that this will not be sustainable.
- A discussion followed on the changes to school funding and the pressures faced by schools, many of which may be forced to make redundancies
- **A Governor asked whether the changes to the FFF will affect Castlebar.** The HT spoke about how funding currently works and what the changes will mean going forward. The flexibility to move around funding blocks will be removed and this will leave little scope for additional funding when the need arises. The HT also provided information on the different cohort funding levels at Castlebar.

19. A copy of the NAHT Parent Protest Template letter on funding reforms was distributed and a discussion followed on whether this should be sent to parents in its original format or whether it needed adapted to suit the varied audience. **Governors expressed a range of views on this issue: some were in favour as they were concerned at the impact of reduced funding; others questioned whether it would affect/worry our parents** The Head is to discuss further with colleagues

20. School virements – 3 virements were presented by the Chair of Finance & Resources, the reasons explained. Governors approved the virements and the forms were signed by the Chair at the meeting.

21. Academies and funding update: The HT advised that if Castlebar were to academise that his preference would be to form a MAT with a mainstream primary and a mainstream primary with an ARP.

22. Teaching School Update –this was covered in the Head's report. The TS Lead updated the Gobs with the main projects going forward. It was noted that the LA SEND commission has been reduced from £82K to £33K

23. Independence champions – This is a new initiative with nominated Teaching Assistants taking on responsibility for leading on pupil independence at lunchtimes.

24. Governor competencies framework and skills audit

- Following the training attended by the Chair and Clerk it has been decided to hold a **Governor Day** to focus on governance and governor effectiveness.
- The format of the day will include a session for the governors to review their effectiveness including the governors reviewing the outcome of the 1;1s, and the skills audit to identify training needs, with a learning walk. This will be followed by the Summer Term Full GB Meeting.

25. Governor code of conduct – Revised version distributed and discussed.

- The new code of conduct incorporates the NGA code of conduct based on the Nolan 7 principles of public life, and in addition includes the specific matters agreed by Castlebar Governors. The new code of conduct comes into force with immediate effect.

26. Governor Induction and Appraisal

- The Chair will now arrange to meet with the newly appointed Governors to begin their formal induction.
- Appraisals will be scheduled before the Governor Day.

27. Website update – The website will be updated to show latest GB membership, new Governor Profiles and to publish the GB meeting attendance for 16/17. Action SF

28. Governor acceptable Use declarations – Confirmed all are now completed and returned

29. Directors Report – all Governors confirmed that they have seen this latest report. Further copies were available at the meeting.

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 4pm
- Budget Ratification: Thursday 27th April 9.30am (minimum 6 Governors needed) Action SF

Committee Meetings:

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| • Curriculum | 9.15am, Friday | 12 th May 2017 |
| • Pupil & Parents | 10.15am, Friday | 12 th May 2017 |
| • Staffing | 9.15am Thursday | 18 th May 2017 |
| • Finance & Resources | 10.15am Thursday | 18 th May 2017 |

Full Governing Body – Summer Term Meeting:– 22nd June 2017 5.00pm – 7.00pm

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

32. Any other business – none

The meeting finished at 7.25pm

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed: –

1. Terms of reference to be updated to include newly appointed Governors – SF
2. Parents to be signposted to 30 hour childcare provision – HE
3. Castlebar to consider feeding back to the final Rochford Review recommendations – PA/AG
4. Literacy Gap for pupils on FSM – further explanation needed, Action AG
5. Report to Staffing Committee, Summer Term - on results Staff Files Review – CL/SF
6. Governors asked that their thanks be given to Staff following the CP outstanding review – PA
7. School Improvement – Governor Feedback required at Summer Term GB – agenda item – SF
8. NAHT Protest Letter – HT to discuss further with colleagues and decide whether to send – PA
9. The website to be updated to include full details of membership, Governor Profiles and meeting attendance for 16/17. Action SF
10. Governor development day – HT to email some suggested dates – PA/SF
11. Budget Ratification: Thursday 27th April at 9.30am – Email to confirm min of 6 can attend - SF