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## MINUTES OF THE GOVERNING BODY MEETING

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

TIME: 7.00pm

### PRESENT:

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

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

### Business

#### 1. Apologies

Apologies were received from both H. Haddow, I. Gurling.

#### 2. Authorised/Unauthorised Absence

Governors agreed to authorise both absences.

#### 3. Governing Body Membership

Staff Governor, LT, is about to go on maternity leave. The Head will publicise the temporary vacancy – one expression of interest has been received. Clerk to check election requirements for staff governor positions.

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

Forms were distributed and completed at the meeting.

#### 5. Minutes of last full meeting

The minutes of the last full GB minutes were agreed by Governors and were signed by Chair

#### 6. Matters arising from the last full meeting

- Governors queries concerning pay for Head Teachers has now been resolved - SF to add Head Teachers pay to the Staffing Committee Agenda.
- The SEND Reform training for Governors will be rescheduled to the summer term
- All other actions from the minutes have been addressed
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#### 7. Minutes of last committee meetings

- The respective Chairs gave brief updates on the various committee meetings.
- The school council attended the Pupil & Parents and Curriculum meetings. Governors really appreciated this.
- Engaging with Dads - Heather Smith is leading on a Donuts for Dads coffee morning. The school are also introducing 'FRED' - fathers reading every day
- The school are introducing a new 'Stay and Play' facility for parents after Easter, where parents/carers can use school facilities with their children.
- **A Governor asked whether the school have any parents who volunteer for reading** – MH

replied we occasional have; however it is hoped that the new 'FRED' initiative will change this. Governors to be provided with an update on the success of 'Fred' at the next meeting.

- MP advised that the budget is on target and that a surplus is anticipated in the region of £120K, equivalent to approximately 3% of the budget. The recently awarded Teaching school status will bring in an additional £60k of funding in 15/16.
- The Staffing Committee discussed staffing structures in relation to the Teaching School – costings and various options were considered. A decision was made to introduce a new TLR as well as an additional scale 8 HLTA to cover teacher absence for training events. PQ will also become a dedicated Business Manager for the Teaching School.

## School Improvement

### 8. Headteacher's Termly Report to Governors

- A Governor suggested that the school insert the national average alongside the school attendance data. See action below
- A Governor pointed out that year 4 have a high level of medical conditions.
- **A Governor asked whether the achievement data has been benchmarked.** The Head explained about the new curriculum with the focus now being on 'working without levels'. Schools can benchmark P level data but only based on 2011 data set. The school have tried to benchmark against other similar schools but have not found other schools willing.
- It was agreed that some further narrative is needed to explain data findings.
- A new travel programme for a pupil with visual impairment is going very well.
- Margaret Allan, LA Advisor, has completed the Spring Term visit. Margaret is very supportive yet challenging. The school values the support.
- The Parent/carer meetings have been going ahead. AC talked about the Parent Support Group, numbers are increasing and there is regular attendance. There are still some difficulties with hard to reach parents and there are some language barriers. Ideas were put forward on how to address this. Parents are becoming more involved with fundraising. The parents have agreed to meet up – venue still being decided – for a football club they are introducing.
- World autism awareness week – awareness day today in school. This was publicised to the parents. The school invited an ex pupil to attend to talk about his progress – this was very inspirational and gave hope to many parents.
- The school have successfully applied for an Art Grant from John Lyons and have been awarded £5000. **A Governor asked whether the school have a fundraising strategy.** The Head replied that we do not have one at present but have been successful on a number of small grant applications as well as for the Teaching School Application. There are plans to apply for lottery funding to support the Stay & Play facility.
- MDT – the school receive 14 days per term of EP and pay for 10. They intend to purchase 6 days of OT and SLT from September.
- **A Governor asked what was the result of the OT/SLT review.** Concerns were raised that hours purchased by school is not enough to cover stated hours – The Head replied that the school had checked the statements and had determined that the planned provision would be enough to cover statement needs. The new EHC may not specify hours but focuses on outcomes.
- The Music Therapist is leaving. Other options are being considered e.g. whether to have an art therapist or another creative therapy.
- The Head has concerns around Safeguarding – he is frustrated over the lack of support received from the Children with Disabilities Team. There are communication difficulties. A meeting was held with the Assistant Director of ESCAN. A discussion followed and an action was agreed: Head, Chair & Rosita to write to the Director to express concerns

### 9. School Improvement Plan

- Governors were provided with the newly updated School Improvement Plan
- Targets and objectives have been set and are considered to be challenging. The Head is

confident that these are achievable and it was pointed out that the school has until 2018 to accomplish these.

#### 10. SEF

- Governors were provided with the newly updated Self Evaluation Form

### Training and Development

#### 11. Teaching School Presentation

- Philippa Quenby talked to Governors about the soon to be launched Teaching School. The Teaching school will be known as **The Ealing Primary Teaching School Alliance**. The school has decided to rebrand and a new logo and website is planned
- The website is being designed to provide 2 distinct areas - one for the school and one for the Teaching School. The aim is that it will be up and running by end of April.
- Parent questionnaires have gone out asking for parental views on what should be provided by the new website. The school council and pupils will be involved in the website development as well to ensure we consider the 'pupil voice'.
- Governors were presented with various logo option designs being considered. A discussion followed with Governors unanimously deciding to adopt the 'dotty tree' logo.
- MH then provided a further update – the first teaching school alliance meeting went ahead this week. They are a really enthusiastic group and all schools have committed to taking on teaching students and PGCE students.
- The alliance discussed the Middle Leadership Programme and the need to identify SLEs within their schools. They discussed also possible opportunities for HLTAs.
- Governors were provided with a handout showing current Teaching School partners.
- Each school will need to assign a Governor to have input into the Teaching school – a different school Governor would attend each meeting.
- **A Governor asked what would this involve** – For further information Governors are referred to the following link <https://www.gov.uk/reviews-of-school-governance-a-guide-for-nlgs-and-nles>
- There are plans to provide governor training as part of the Teaching School.
- The Teaching School will be launched officially on **Thursday 21<sup>st</sup> May 2015 from 3.30pm to 5.30pm at Castlebar School**.
- A number of speakers have been invited to attend the launch, including: Prof Sir George Berwick, Chief Executive of Challenge Partners and Olevi; Ruth Wright, St Mary's University, Julie Lewis, Assistant Director of School Effectiveness – LBE

#### 12. Training for Governors

- PD attended a training course on working with parents. There were interesting elements and it was reassuring to find that Castlebar have a lot of good things already in place.
- HT attended a budget training course and found this useful.
- The Chair & Clerk attended a course on working together. This was worth going to and provided specimen documents that can be utilised by the school
- The Chair also attended precision teaching session – which was found to be really interesting.
- MH to send out the updated training programme for next term

#### 13. Governor 1to1 Conversations

- Chair & Vice Chair are getting to the end of these now. They will provide a summary of the outcomes at the end of the process and have found the meetings to be really useful.
- A questionnaire was provided to all present requesting feedback on the effectiveness of the Chair of Governors. It was agreed that this will also be emailed to Governors
- Governors discussed the use of school email accounts. SF asked to investigate best practice for this and whether there are data protection implications.

## Reports/Decisions/Policies:

14. Safeguarding Update – Refer to the Heads report (above)

15. Director's Report to Governors

The Chair took the meeting briefly through each point

- School funding review – SEN funding to be scrutinised
- Ealing Leaders of Governance - would be useful to support teaching school. Further information and link to be provided.
- Overweight pupils – the school has made improvements to the cooking curriculum – staff have received training and further workshops are planned. The 'let's get cooking' programme has been adopted and provides simple but healthy recipes. The course will be run again in the summer for Teachers and Governors will be invited to attend.
- **A Governor asked - how many children are classified as obese** – the head explained that the school is not allowed to weigh children and so this is difficult to accurately predict. Pupils attending main stream primary schools have their weight monitored but this does not apply to SEN schools. The school did partake in the Healthy pathway project last year.
- Female Genital Mutilation – the Safeguarding Policy has been updated to include this – staff have received training and are aware of this issue. It is now mandatory to report if you suspect a child is in danger of FGM. The school intends to ask IG to undertake SRE training – to be organised in the Autumn term.

16. Budget

- Budget ratification meeting set for Thursday 30th April at 6.15pm, for 30 minutes

17. Best Value Update –

- IT maintenance SLA reviewed for best value and decision made to move to Turn It On,
- The Cleaning Contract is out for retender and the school is considering a move to evening cleaning.
- Bank Account has been reviewed and a decision made to remain with Natwest for the time being.

18. Schools Value Financial Standard (SVFS)

- MP and AC met with the SBM to review the declaration/evidence. The Chair of the F&R Committee is happy that there is solid evidence to support compliance. **A Governor requested an email copy of the declaration.**

19. Correspondence to the Chair of Governors

- MD emailed the transport section to thank them for the new minibus transport arrangements.
- There has been no further correspondence

20. Report of Governors' Visits

- A number of Governors have been into school this term to visit with their assigned class
- The form to report on Governor Visits needs amending to reflect the new SIP objectives. SF asked to arrange this and will email Governors with the updated form.

21. Date and time of next meeting

**Budget Ratification Meeting:** Thursday 30<sup>th</sup> April at 6.15pm, for 30 minutes

**Committee Meetings:**

Finance & Resources	Friday, 8 <sup>th</sup> May at 9.15am
Staffing	Friday, 8 <sup>th</sup> May at 10.15am
Curriculum	Friday 15 <sup>th</sup> May, at 9.15am
Pupil & Parents	Friday 15 May, at 10.15am

**Full Governing Body - Summer Term Meeting:**– Thursday 25<sup>th</sup> June 2015 at 6.45pm

**Other dates for the Diary:**

- School Fete – Saturday 13<sup>th</sup> June 11am to 2pm
- The Teaching School launch - Thursday 21<sup>st</sup> May 2015 from 3.30pm to 5.30pm

22. Any other Business

The Head thanked AC for her support with fundraising.

The school will ensure that when referring to pupils with autism that Autism Spectrum Continuum will be used rather than Autistic Spectrum Disorder. (ASC not ASD).

The meeting finished at 9.15pm. The Head thanked the Governing Body for all their support.

**Mary Delger**

**Sharon Fida**

**Chair of Governors**

**Clerk to the Governing Body**

Actions Agreed: –

- Staff Governor Vacancy – Clerk to check election protocol
- MH to provide Governors with an update on the success of 'Fred' at the next Curriculum meeting
- Head, Chair & Rosita to write to the Director of the Children with Disabilities Team to make a express concerns.
- MH to send out the updated training programme for next term
- One to one Governor Conversations – MD &MP to provide a summary of the outcomes at the end of the process.
- Clerk to email questionnaire for feedback on the effectiveness of the Chair
- Ealing Leaders of Governance - Further information and link to be provided - SF
- Clerk to investigate best practice for Governor email communications and the implications for data protection
- SRE training – to be organised in the autumn term, IG to be invited to attend this.
- Clerk to email Governors the SVFS declaration
- Clerk to amend the Governor visits form to reflect the new school improvement priorities and email this to Governors.
- The Safeguarding training for Governors will be rescheduled to the summer term