
MINUTES OF THE GOVERNING BODY MEETING

DATE: 25th June 2015

TIME: 6.45pm

PRESENT:

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

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (Assistant Head), Dawn Murphy (acting AH)

Business

1. Apologies Apologies were received from R Caspersz.
2. Authorised/Unauthorised Absence Governors agreed to approve this absence.
3. Governing Body Membership
 - Dawn Murphy, newly appointed Assistant Head, was welcomed by the Chair
 - The Chair asked AC to attend the P&P Committee meetings as her work with the parents group has established a successful link with parents. This was agreed, AC to be added to the P&P Committee.
4. Review Register of Business Interests and Declarations of Interest for Meeting
Please see agenda point 15 below.
5. Minutes of last full meeting
The minutes of the last full GB meeting, as well as the Budget Ratification Special Meeting had been circulated by the clerk prior to the meeting. These were discussed and Governors agreed to approve both sets of minutes. The minutes were then signed by the Chair of Governors.
6. Matters arising from the last full meeting
All actions listed in the minutes have been addressed except for the Safeguarding Training. It was agreed that HS & the Head will now organise Safeguarding training for Governors in the Autumn Term
7. Minutes of last committee meetings
All Committee Chairs, except for RC (not present), updated the full GB on matters discussed at the committee meetings.

School Improvement

8. Head Teacher's Termly Report to Governors
The Head Teacher Report was circulated to the GB prior to the meeting.

- Quality Assurance & Monitoring – this will be achieved by a more rounded approach and will not focus solely on lesson observation. Learning walks and book observations will provide a fuller picture. The school recognises that it may take newly appointed teachers a while to reach outstanding, though in the case of most recent observations the new teachers were judged to already be achieving an outstanding rating.
- The Fathers Reading Everyday (FRED) programme has been a great success – 16 Dads have committed to this and are reading every day with their children.
- The Head has been selected for the National College Fellowship Commission. Further information on this can be found using the following link:
<http://tscouncil.org.uk/opportunity-to-join-fellowship-programme-2015/>
- The Fellowship Commission (20 NLE's) are required to produce a paper for the DfE to be published on: System Leadership, this will cover collaborative working and ways of driving School Improvement. The view is that schools should be more outward looking – share ideas, training and expertise etc.
- The School Structure Survey provided positive feedback on the Cluster Group staffing arrangements. Areas for improvement included more time for Cluster meetings.
- The Teaching School is considering 2 commissions. The LA has been unable to recruit a suitable person for the Principal Inclusion Officer vacancy – the LA requested ideas and the TSA has put forward a proposal to take over many of the functions of that post. This includes an SEN peer review model similar to the Challenge Partners approach to support mainstream colleagues and provide training and support. The 2nd commission is regarding the Newly Qualified Teacher (NQT) and Recently Qualified Teacher (RQT) programmes
- **A Governor asked whether funding will allow for this?** The Head confirmed that yes there is funding. He added that senior leaders from a variety of schools would be paid for their time.
A Governor asked what would it require in terms of resources – The Head explained that this would be resourced through the TSA so that the whole alliance would be involved.
- Safeguarding Update -a lot of early intervention work is being carried out by the safeguarding team (not just 1 person) – there is an increase in the number of pupils with a 'note of caution' and the Head is mindful of the need to ensure that HS is supported with the workload. There has been improved collaboration with the ESCAN CwD team.
A Governor asked whether the profile of children now being more complex SLD has led to higher CP issues – The Head stated that this can be the case - there are issues in regards to parents receiving respite care and in obtaining the support they need.
- MDT - the school has increased the number of OT and SLT days to 6 days from Sept – there have been some recruitment issues – no SLT for half a term and a locum is being utilised.
- School attendance very good – currently circa 95%
- The residential trips to PGL & Woodrow were a success and the Head thanked trip leaders. An ACE Adventures overnight camp is being held next week in school.
- The end of year assessments are being finalised – alternative progress measures are being introduced for those making less than 1 pivot of progress.
A Governor asked what the impact would be on measuring teacher performance where pupils are making less progress. AG responded that this would be reflected in the teacher's target setting – other factors would need to be considered e.g. lateral progress.
A Governor asked whether the SIP target for writing is reflected in teachers targets – The Head replied no at present - a working party has been set up and strategies are being introduced this year. The school may include this though in the target setting next year.
- The school has further developed the new website and is exploring the possibility of greater use of LGFL's my USO. A Governor page is planned for September and documents will be uploaded to this rather than emailed. A discussion followed on the benefits of reading information on the screen in order to save on paper and printing costs.

9. School Improvement Plan

Governors were provided with a SIP summary update report.

- The EHC plan is replacing Statements of Special Educational Needs – the majority of pupils EHC plans at Castlebar will have an educational focus
- Annual reviews next year are planned for 150 in the new form of EHC reviews –with a focus on outcomes and encouraging parents to think of longer term targets.

10. Teaching School Report

- Governors were provided with the EPTSA latest newsletter ahead of the meeting.
- There has been a further TS meeting – the group continues to be very positive and to work together collaboratively.
- There are now 12 schools in the alliance and an additional 2 are now taking an interest (Selborne Primary and Willowtree Primary).
- The TS is developing a school based NQT/RQT programme. Launch with the LA on 7th July.
- There is an NQT presentation day planned to promote work with NQTs.
- The NPQML/NPQSL began being delivered on 1st July – this is to support the development of senior leaders, middle leaders - 2 teachers at Castlebar are doing the NPQML programme this year (CL & IS). Melanie Hogan and Michelle Baker have both applied to be SLEs.
- **A Governor asked what do other schools get from taking over a particular area** – MH explained that when they run a course they get to keep the invoiced proceeds - Gifford for example charged £650 per candidate for the OTP – being part of alliance helps them promote the courses being offered
- **A Governor asked how the school would quality assure courses.** It was explained that Castlebar will oversee QA. Guidance has been provided on what an outstanding workshop looks like – there are observations and evaluations and peer review.
- **A Governor asked is there a limit to the number of alliance members** – MH advised that yes to be manageable there does need to be a limit and that this is the reason why they have looked at changing the structure to include different levels of membership-strategic, partner and member level

Training and Development

11. Training for Governors

- Safeguarding training is planned for the Autumn Term.
- Finance Training – understanding the budget, Spring Term

Reports/Decisions/Policies:

12. Pay Policy – Head & Deputy Ranges

The Head, Deputy and Assistant Heads left the room at this point for this discussion.

All Governors had received the Chair's written pay proposal in regards to the discretionary allowance for the Head and Deputy's pay range ahead of meeting. The Chair explained that it has been confirmed by HR that leading a TS alliance now gives Governors discretion to pay a discretionary allowance above the Heads Teachers pay range. The Head has requested that the Deputy's additional responsibilities in relation to the TS be recognised also. The range Governors could have agreed for the Head has been reduced to account for the increase in Deputy's range. A discussion followed – Governors agreed to allow the Pay Policy to be adjusted to allow for an increase in the Head and Deputy pay ranges as recommended by the Chair of Governors in the pay proposal.

13. Governor 1to1 Conversations – Report from Chair

See written report provided by the Chair.

Areas identified for discussion:

- The voice of the LSAs – discussion followed on the possible need for a Governor link for this

staff group. Discussion followed on roles and responsibilities of the leadership groups and facilitating Governors interests in different groups of staff.

- Noted that the Investors in People assessment recommended that Governors have more visibility with remote staff groups.
- School to replicate the notice board with SLT and Governor photographs in new wing.
- Governors to consider headline report to staff from Governors providing update
- Governors to consider being present at parents meetings, staff meetings etc.
- It was agreed that the calendar of events needs improving and should be easily accessible to Governors.
- The timing of Committees Meetings was discussed – being considered was a separate morning for each committee to allow greater time for debate. A discussion followed with the decision to stick with the existing set up and monitor, but be sharper about documents. Data to be sent well in advance to give time for analysis and reflection. Head line changes to be given rather than long documents. The school to review policies and to report to Governors when updated.
- Pupils on the School Council to attend committee meetings. PD assigned as Governor Link to the School Council.
- Governors to become more visible to parents – an improved school calendar will inform Governors of class assemblies and events.
- Governors requested further training on understanding the budget – they would like to see more explanation rather than just figures – i.e. what has changed and why. Finance training to be organised in the spring term – ahead of budget setting.
- Governors requested regular shorter training sessions, to be held before meetings, on key areas. TS to consider running some Governor training sessions– e.g. on changes to the Ofsted framework. Governors to be invited to attend staff training sessions where appropriate.
- The Chair agreed to take on board the induction suggestion stated in the report
- Governor 1to1 conversations to be carried out every 2 years

14. Director's Report to Governors There is no longer a Summer Term Directors Report

15. Declaration of Business Interests

There has been new guidance and a revised declaration form – now called a 'Declaration of Pecuniary and Personal Interest Form'.

The new forms were circulated ahead of the meeting and Governors were asked to complete the forms and to familiarise themselves with the changes via a link to the EGFL - <https://www.egfl.org.uk/news/2015/04/register-interests-governing-bodies>

A number of Governors completed and handed in their form to the clerk during the meeting. Once all forms are received the Governor declarations will be published on the school website.

16. Budget and Audit Update

Governors were advised of additional unplanned spend due to Winchmore Camp. Governors advised that school contribution may be circa £20k. (See Item 17)

In excess of £2,500 was raised from the Summer Fun Day. The auction was a great success.

There has been a return visit from the External Auditor – reviewing petty cash expenditure. He remained at Castlebar for a very short period of time and went away satisfied that robust procedures are in place.

17. Winchmore Camp Summer Holiday Club

- There has been a tremendous response with more than 40 parents registering an interest for the 2 week holiday club. The arrangements put in place have meant that this facility can be fully inclusive and is available to far more parents than the school could previously offer. The Head explained that this is being run as a pilot and that the school will be heavily subsidising the club - though a grant has been applied for and there is some short breaks funding.

A Governor asked what the success indicators would be to evaluate the success – The Head responded parent's feedback/happiness.

Two of the Parent Governors advised that from parent's point of view, they thought the Winchmore Camp was brilliant! – The Head advised that this though just a pilot this year, if a success the school would consider doing it again next year, but would need more forward planning and would need to carry out far more fundraising.

18. Correspondence to the Chair of Governors

One complaint has been received and investigated by the chair. This was in regard to parent complaint against the Head Teacher. In the Chair's view the complaint was not justified and a full written response was given. As always, there were some learning points.

A request has been received from a Governor at Springhallow to meet with the Chair of Castlebar to review how things are done at Castlebar.

19. Report of Governors' Visits:

- IG visited to observe a Science – she gave very positive feedback
- MD attended the TS launch
- A number of Governors visited the Take One Art Exhibition
- SW visited to observe lunch time – she commented that it was a calm, pleasant experience. The food was delicious and she saw independence and social skills being developed.
- MP visited for a maths lesson – Michelle Baker was commended for her efforts with developing maths.
- AC has been very supportive with fundraising for the Summer Fun Day – there have been numerous visits in relation to this.
- A number of Governors attended the Summer Fun Day – Governors wish to thank staff for their efforts.

20. Any other Business

- Record of Governors visits to be maintained. Clerk asked to resend the Governor visits form.
- Governors to receive a Governor ID badge when visiting to identify them as Governors.
- Governors agreed to change the time of the Autumn Term full GB to the day rather than the evening.

Committee Meetings:

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| • Finance & Resources | Thursday 15 th October 10.15 |
| • Staffing | Thursday 15 th October 8.45 am (inc. pay review) |
| • Curriculum | Friday 9 th October 9.15am |
| • Pupil & Parents | Thursday 8 th October 9.15am |

Full Governing Body - Summer Term Meeting:–

4pm -6.30pm Thursday 19th November 2015 - Safeguarding training at start

Other dates for the Diary:

- Summer Music Concert Tuesday 14th July at 6pm
- Strategy meeting – fundraising first week of September – date to be advised

- Staffing Pay review meeting - Thursday 15th October 8.45 am
- Staff training days (see attached) – 1 & 2 September (mornings) –Governors welcome

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: –

- Training to be organised – Safeguarding (Autumn), Understanding the Budget (Spring)
- Clerk to correct Governor link email addresses for IG & HH
- Clerk to email link to joining the Key for School Governors
- School to improve school calendar – events for Governors to attend
- Governors to complete/return new declaration of pecuniary and personal interest forms.
- Clerk to ensure that Governor declarations are published on the school website
- The complaints policy deadlines need to be reviewed – Clerk to add to agenda for P&P
- Clerk to resend Governors the school visits form and to prepare a log of all reported visits
- Pay Policy to be amended regarding Head discretionary allowance & deputy pay range.
- Governor Page – website/USO required for September
- School to replicate the notice board with SLT and Governor photographs in new wing.