

## MINUTES OF THE GOVERNING BODY MEETING

DATE: **30<sup>th</sup> June 2016** TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Mohan Pandian (Vice Chair) Mr P Adair (Headteacher), Ms S Wilson, Ms I Grant, Ms H Smith, Ms P Dewick, Ms I Gurling.

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), P.Quenby, TS SBM.

### Business

#### 1. Apologies –

- Apologies were received from HH.
- Belated apologies were received from RC and AC

#### 2. Authorised/Unauthorised Absence - Governors agreed to authorise the absence for HH, RC, and AC.

#### 3. Governing Body Membership –

- There is one governor vacancy. One person has expressed interest in this and is to meet with the Chair and the Head on 6<sup>th</sup> July at 4.30. IG may also attend.

#### 4. Terms of Reference – No changes necessary

#### 5. Review Register of Business Interests and Declarations of Interest for Meeting - none declared

#### 6. Minutes of last full meeting – Discussed and approved at the meeting

#### 7. Matters arising from the last full meeting – None

#### 8. Minutes of last committee meetings

The minutes of the committees were circulated ahead of the meeting. The Committee Chairs gave a brief update on matters discussed at the committee meetings. No issues arose.

### School Improvement

#### 9 Head Teacher's Termly Report to Governors – (the report provided ahead of the meeting).

The Head discussed the main points:

- Final number of pupils leaving is 18 – and there are to be 18 new starters. The LA still has a waiting list.
- Out of borough recoupment for pupil top up funding is now delegated to schools who now have the task of arranging payment directly. There are currently 10 out of borough pupils and SF has already made contact with the 4 LAs concerned.
- The difficulties in ensuring pupils entitled to UFSM register as FSM continues to impact on pupil premium funding and the school has taken steps to address this.
- The results of a recent Parent feedback survey were overwhelmingly positive. 100% of parents completed the survey. Two of the questions were unclear and the school is looking to provide further information to help parents with these in future or may reword them.
- The school has remodelled the middle leadership team due to resignations and Governors reviewed and discussed the organisational chart presented. **A Governor expressed concern at the workload being placed on the newly created roles.** The Head addressed this explaining that the AHs have taken back some responsibilities from TLRs and that each TLR has a certain

number of streams within each curriculum area as well as responsibility for a Cluster. The suggested split ensures that the workload is fairly even and that the TLRs are supported by the AHs. He also advised that during consultation that staff confirmed this is their preferred option.

- 2 teachers have resigned and a further teacher is taking a year sabbatical. It has proved extremely difficult to recruit to these posts; however they have now been filled.
- 2 support staff are to retire, one being a long serving member. The Chair agreed to send a letter of thanks.

**Teaching school:** Melanie Hogan provided an update:

- NQT/RQT programme now completed – evaluations very positive
- Another 10 SLEs have been recruited. 13 SEND Peer reviews completed
- Alliance members completed a survey on what benefits membership has provided and the feedback has been extremely positive – some quotes were provided at the meeting.
- The Head expressed his thanks to both Melanie & Philippa on all that has been achieved this year with the Teaching School.

**Safeguarding** – Update provided by Heather Smith

- The school is taking part in a new initiative - the Ealing Family Schools Partnership award
- A parent survey carried out had participation of: 71% parents, 72% staff. The data will now be analysed to decide on next steps.
- EHC planning still a concern - Head has discussed this issue with ESCAN many times

**Racist incidence** – 1 racist incident recorded – relating to a parent

**Attendance** – increase in parental requests for holidays. Attendance remains high at 94%.

**Extended schools** – ACE adventure camp really successful. The summer holiday club is now full.

**Governors discussed charging and concessions.**

**Attainment** – Governors reviewed and discussed the attainment table commenting that the data shows a clear increase in more complex learning difficulties. **A Governor queried whether the picture is the same for autumn as for spring?** AG replied that there is usually less progress in autumn but that this is addressed in spring and summer. It was noted that the Maths results are improved and are more in line with Literacy. **A Governor asked why PSD makes less progress than the other subjects.** The Head responded that this is down to the descriptors for PSD – there are less areas compared to maths and literacy so less progress to be made. He suggested that more annotation might help.

**Academisation** – The Head provided an update advising that in the main Ealing schools desire to remain as maintained and do not want to become academies. He has attended a recent presentation attended by the Regional School Commissioner (RSC) and the NAHT. The RSC is open to LA models where they work. The Education Support Grant is being removed from LAs which is going to make continued LA service provision difficult - Ealing schools will need to decide whether they will fund continued LA services. The majority will need to agree or this will not be viable. SW also attended a presentation given by the Key – the view was that all schools will need to consider becoming academies. **A Governor asked what are the perceived risks and/or benefits of becoming an academy.** The Head agreed to provide a summary page on academy conversion – the pros and cons.

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

An updated summary report was presented. Margaret Allen, link officer, is to visit for the last time next week. She has made some suggested changes to the SIP on leadership models and succession planning; her visit will focus on this.

### **11 Training and Development**

- Governors were reminded of the availability of training on Online CPD. WRAP training is offered by LA – all Castlebar staff have attended WRAP training.
- A training session followed with the Head presenting a power-point on Safeguarding - the focus being on preventing radicalisation and covered what the school currently does- what has already been put in place and what needs to happen. There was also a discussion on what protocols are followed when there are concerns.

### **12 Governor Page – My USO**

- Governors now have their own area of the school website where documents can be loaded and accessed. This is known as 'My USO'.

- PQ gave a short presentation and provided a user guide on how to register and access. PQ will support Governors who require help with registering/access.
- It was agreed that meeting documents will no longer be emailed – a link will instead be provided to My USO so that Governors can access the relevant information

### 13 Budget Update and CFR

- SF has completed a 3 year salary budget review and will present this to F&R Committee.
- Future pressures on budget in relation to staffing were discussed. The school anticipates a significant increase to staffing salary costs next year due to a number of teachers going through threshold. The additional cost including an annual pay rise and incremental changes is in the region of £90k for teacher salaries alone. The school plans to set aside outturn monies to cope with these additional costs.
- **A Governor asked whether salary increases like this would continue.** The Head explained that teachers on Upper Pay scales continue to receive increments every 2 years subject to satisfactory performance, however when they reach UP3 (the maximum point) that incremental increases stop. The next few years will see salary costs rise however this will eventually even out and plateau.
- Governors were presented with the Final CFR Report detailing income and expenditure incurred in 2015-2016. This data shown in the report has been sent to the LA via Collect and will be published on the DFE website to facilitate benchmarking.

### Reports/Decisions/Policies:

**14 Complaints policy** – this was discussed at the meeting and approved by Governors.

**15 Safeguarding policy** - this was discussed at the meeting and approved by governors.

**16 Governor Code of conduct.** The changes are to include a target attendance of 75% for both GB and Committee meetings. The circumstances for each absence will always be considered. Governors approved the amended Governor Code of Conduct.

### 17 Governor Attendance

The Chair was presented with an updated table showing the percentage attendance of Governors to meetings. The need for regular and consistent attendance was discussed to ensure all meetings are quorate. See Governor Code of Conduct – para 16 above.

### 18 Governor Profiles

These have been approved and are now uploaded to the school website in the Governor section.

### 19 Correspondence to the Chair of Governors –

The Chair received 1 complaint and has spoken to the parent concerned. The complaint has not been upheld

### 20 Report of Governors' Visits:

- SW attended fundraising meeting with SF.
- MP visited Michelle Baker to review maths today
- The Chair attended a Governor recruitment event
- A number of Governors attended/supported the fete

### 21 Dates for the Diary

### Committee Meetings:

- Curriculum 9.15am, Friday 7<sup>th</sup> October 2016
- Pupil & Parents 10.15am, Friday 7<sup>th</sup> October 2016
- Staffing 9.15am Thursday 20<sup>th</sup> October 2016
- Finance & Resources 10.15am Thursday 20<sup>th</sup> October 2016

**Full Governing Body – Autumn Term Meeting:**– Thursday 1<sup>st</sup> December 2016 at 5pm

## Other dates for the Diary:

- |   |                                    |   |
|---|------------------------------------|---|
| ➤ | <b>Take One Picture Exhibition</b> | 27 <sup>th</sup> June to 1 <sup>st</sup> July 2016                |
| ➤ | <b>Summer Concert</b>              | 13 <sup>th</sup> July 2016 (KS1 1pm to 2.30pm, KS2 6pm to 7.30pm) |
| ➤ | <b>TS Alliance Celebration</b>     | 4 <sup>th</sup> July Celebration 4pm - 5.30pm                     |
| ➤ | <b>End of Term Celebration</b>     | 20 <sup>th</sup> July 3.30pm                                      |

## 22 Any other business –

- NUT Teacher strike on Tuesday – School to remain open but only 4 classes to run
- Poetry competition - 2 Castlebar pupils won and were to attend a presentation
- The Community day went ahead.
- A fundraising update was provided by SF – JLC funding of £45k over 3 years for the Expressive Art Project with Perivale has been secured. Funding has been applied for to support the holiday club with £10k secured so far. £4k of funding has been awarded to develop the Wilderness Garden.
- Governors agreed to extend the cleaning contract for a 2<sup>nd</sup> year.

The meeting finished at 7pm

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

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

## Actions Agreed: –

- Chair to write thank you letter to the long serving retiree
- Head to provide a pros and cons of academisation paper