

MINUTES OF THE GOVERNING BODY MEETING

DATE: 30th November 17 TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Mohan Pandian (Vice Chair) Paul Adair (Headteacher), Sarah Wilson, Aisha Chowdhry, Hayley Haddow, Heather England, Alan Murray, Muhammad Anam, Paola Nono

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), Louise Taylor (Teacher), Tracy Strathdee (Interpreter).

Training presentations:

Louise Taylor – Homework Activities and the school website. The presentation covered how the annual review process, structured conversations and use of IEP targets support children's learning both at home and at school. Governors were shown examples of homework tasks, including reading books and were taken through the pupils USO area of the website. All homework tasks are able to be differentiated to suit a range of abilities. These will be changed regularly. Further information will follow in the next school newsletter. [A governor asked will access/progress be tracked.](#) – There are no plans to track this at present. This is being developed at the request of parents to support learning at home and we will be seeking feedback through the annual review process.

Alan Guy – Levels of Progress and how we report to parents. The presentation explained the schools approach to annual reviews and structured conversations and how these are used to engage with parents and to agree appropriate targets. The school encourage pupil participation in the process through a range of methods including the use of Makaton and PECS. The annual review process seeks to formally collect parent's views and pupil views are also taken. [A Governor asked whether all parents provide feedback.](#) The Head confirmed that school is very successful at ensuring that parents complete their feedback form.

A discussion followed on the need of parents to understand what constitutes 'good progress' for their child. It is important to include meaningful narrative and not to just rely on the data. [A governor requested further information on what to expect as children get older and move on to high school.](#) AG agreed to produce a 'parent friendly guide' in the Spring term and will consider putting on workshops for parents. **ACTION AG**

Business

- 1. Apologies** – An apology was received from Penny Dewick.
- 2. Authorised/Unauthorised Absence** – the absence was approved.
- 3. Governing Board Membership** – 2 vacancies following recent resignations (JR & IG). HH's term of office ends February - standing down. PN will be replacing HH.
- 4. Terms of reference** – These have been updated and were approved at the meeting.
- 5. Membership of committees** - MA and AM to join F&R & Staffing, PN to join P&P & Curriculum. MP agreed to be the 2nd safeguarding Governor, but requested some training – action LT/HE
- 6. Register of Business Interests and Declarations of Pecuniary Interest** – None declared for the meeting. Confirmed that all Governors have now updated their declarations.
- 7. Minutes of last full meeting** –discussed, approved and signed at the meeting.
- 8. Matters' arising from the last full meeting** – Transport letter was sent home in October - confirmed by HH. No action was required on behalf of parents and it was just for information detailing the limitations of medical care provision on transport routes. School to request feedback from transport. **Action**
- 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.
- 10. Feedback from Governor Visits** - Governors gave feedback on their termly class visits. All very positive feedback.
 - [A Governor asked is there a framework for visits.](#) The Head explained the observation should describe some aspects of what is seen. Governors should be aware of the SIP priorities around independence and socialisation and to comment in their report where they see evidence of this. The expectation is that all Governors will carry out a termly class visit.

- A Governor asked what is the expectation of Governors in regards to their linked curriculum area. The Head responded that they should aim to meet with their curriculum lead and to gain some knowledge of the subject area.
- A Governor asked whether Governors are likely to be interviewed by Ofsted. The Chair responded that it is a possibility but would more likely be herself or the VC who meets with the inspectors. A discussion followed on how Governors could prepare for Ofsted. School to revise previously prepared documentation and circulate for next meeting. **Action**

School Improvement

11. **Head Teacher's Termly Report to Governors** – This was provided to all Governors via the USO ahead of the meeting). The HT went through the main areas of the report. There were no queries regards the report. For further information, see items 16 and 17.
12. **School Improvement Plan - (SIP) Update** – this has been updated to include a colour coded progress system. Governors feedback positive. This is a working document and the TLRS self-evaluation with new targets will be added next term.
13. **SEF** – Reviewed at the meeting. To be updated every term. A Governor asked whether the school has a dash board – Head advised that there is one but it is limited as this approach is more for mainstream schools. The school will be refreshing its website
14. **Quality Assurance – Teaching & Learning** – autumn term observations and learning walks are going ahead. In addition, there will be a further Challenge Partners review in the spring term.
15. **TS Update** – Newsletter provided. MH gave an update on TS activities and current priorities. Work is underway to recruit for 28 school direct places. NaSenco is coming to an end shortly and has been a successful programme. For further information, see Head's report and TS Newsletter.

Reports/Decisions/Policies:

16. Budget Update –

- School budget – on track re. outturn of 8%. Some of this will be needed to balance the 18-19 budget.
- Challenges ahead due to rising staffing costs, high on costs and a static budget.
- Shortfall predicted next year £150k and gets progressively worse in following year.
- School has taken swift action to improve their financial position. This has included cutting back where possible e.g. on cover; and admitting additional pupils in order to bring in more funding.
- The F&R committee discussed and approved admitting 9 additional children.
- The view taken by the school was that it was better to admit more children than to cut staff.
- On costs are very high. Concerns rose over the level of support staff pension contributions.
- Budget increase unlikely. LA is facing pressures from the schools block to review HN spending and are to carry out a finance review of specialist provisions. Any additional DfE funding for the HN block will be swallowed up by growth pressures.
- Castlebar is to be audited on Tuesday. LA consultant to visit. Head is confident that Castlebar provides value for money.
- A governor asked whether there is any feedback from staff on the additional pressures. Head replied, there the SLT is concerned about workload pressures due both to changes in assessment and increasing pupil numbers. In the main staff have accepted the position and understand the reasons behind the decisions to admit additional pupils. A discussion followed. It was agreed to issue a staff survey in the Spring Term and to feedback the results – **Action**
- Governors discussed ways in which they could show their support to staff. A letter from Governors to staff was suggested – Governor attendance at a staff briefing was another option discussed. **Action**
- A governor asked if the school could add an additional class – the Head responded that this would not help as there would then be a need for additional staffing, pushing staffing costs up further.
- A governor asked whether there had been an even distribution of the new pupils across the year groups. The Head responded that the majority of the new children added are in year 2. Class sizes will not exceed 10 in KS2 and are kept to between 8 or 9 in the early years' section.
- The school recently wrote to Steve Pound (MP) regarding funding pressures. His reply was discussed.

17. **Designated Pupil Numbers** – Governors discussed and agreed to permanently increase pupil numbers from 152 to 160 in order to provide financial stability. **Action** – to letter to LA to confirm decision.

18. **Fundraising** – AC provided update on various fundraiser activities. Including sale of charity Christmas cards, a prize draw, sale of craft items. A Christmas bazaar is being run on 15th December (before concert). A Football family fun day is planned in May. The aim is to raise money as well as to raise awareness.

19. **Virements For GB Approval** – 3 virements were presented, discussed and approved.

20. **Policies Approved** – Governors were asked to ratify the committees' decisions to approve the Safeguarding & Child Protection Policy and the Pay Policy. **Policies approved.**

21. **Updated Class Links** – These were circulated as part of the heads report. Governor's request -school to insert details of the curriculum lead – **Action**

22. Website Update – GIAS (Get information about schools - previously Edubase), the clerk gathered further information from Governors present, that is required to be published. **Action** - update GIAS.

23. Governor profiles and Governor meeting attendance – Now published on the school's website.

Training and Development

24. Training for Governors – new procedure – Governors will request training online and CPD Lead will approve, subject to funds being available as most courses are chargeable.

25. Training Attended – AM attended Prevent training.

26. Governor Development Day Feedback – minutes circulated ahead of meeting and approved. The chair gave an update on the findings of the self-review. A list of aims has been drawn up and will be worked on. Training needs identified include help with interpreting data and assessment. Governors would also like further training on finance, safeguarding/prevent also requested. The Chairs review highlighted the need for her to attend more parental activities. **Action**

Other Business

27. Directors Report – was discussed at the meeting.

- Behaviour policy to be updated following exclusions update. [A governor asked would Castlebar ever exclude a child](#) – the Head responded – only as a last resort.
- GDPR – the school are working on this to ensure compliancy.

28. Correspondence to the Chair of Governors – Letter from Steve Pound MP (See item16), also letter of resignation from Isabel Grant received.

29. Dates for the Diary: -

Committee Meetings:

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|-----------------------|------------------|-------------------|
| • Curriculum | 9.15am, Friday | 2nd February 2018 |
| • Pupil & Parents | 10.15am, Friday | 2nd February 2018 |
| • Staffing | 9.15am Thursday | 8th February 2018 |
| • Finance & Resources | 10.15am Thursday | 8th February 2018 |

Full Governing Body – Autumn Term Meeting: – 15th March 2018

Other dates for the Diary: Christmas Concert and Christmas Bazaar 15th December 2017

30. Any other business

- Odds farm trip – this was a highly successful outing with 107 attending. [Governors expressed thanks to all who organised and attended this well received and successful event.](#)
- Ealing Learning Partnership(ELP) replaces school effectiveness service to schools– no longer LA funded. Each school contributes directly; cost will be £4k-£5k per year for Castlebar. The service aims to improve school to school collaboration. Head confirmed that Castlebar does intend to do so.

The meeting finished at 7.25pm

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
AG agreed to produce a 'parent friendly guide re progress' in the Spring term and will consider putting on workshops for parents	AG
MP to take up post as second Safeguarding Governor – training required	LT/HE
Staff survey in the Spring Term	PA
Governor support for staff. Chair/Head to consider options including a letter from Governors to staff, or Governor attendance at a staff briefing.	PA/MD
Head to write to LA to confirm GB decision to permanent pupil number increase	PA
Governor information – Clerk to update GIAS	SF
Update class links to state who is curriculum lead	SF
Governor training programme to be developed in line with self-review findings	MD/PA/SF/AHs
Ofsted preparation crib sheet to be prepared and recirculated.	PA/MH