

### MINUTES OF THE GOVERNING BODY MEETING

DATE: 15<sup>th</sup> March 2018 TIME: 5.00 pm

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

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

#### **Training/discussion: The School's Ethos and Values**

Governors were provided with guidance and the school's current vision and mission statement prior to the meeting. The HT opened the discussion on Castlebar's core aims, hopes and expectations. He also discussed the wider agenda on British values – and the schools approach to ensuring mutual respect, tolerance and inclusion. Governors gave their views on changes needed to these statements:

- The wording in the current statement needs to be stronger, with more focus on providing a caring, nurturing environment
- Governors came up with the following wording: a warm welcoming effective learning environment – encouraging children to express themselves creatively.
- Castlebar aims to supporting the wider family and strives for excellence, Castlebar provides a quality education as a centre of excellence, meeting the needs of each individual child. A fully inclusive education for all children tailored to individual needs. Communication, Independence and Socialisation is at the heart of the schools vision.

**Action:** HT to prepare a new mission statement – and send out a draft for Governors to approve

#### **Business**

1. **Apologies** – There were none.
2. **Authorised/Unauthorised Absence** – N/A
3. **Governing Board Membership**
  - Agreed: PN to replace HH as Parent Governor, 2 remaining vacancies (1 Co-opted and 1 LA Governor).
  - Chair to write a thank you letter to HH now that her term of office has come to an end
  - Chair attended a recruitment event and may have a few people interested in joining the GB
4. **Terms of reference** – PP and AC to be the 'parent engagement link' governors
5. **Membership of committees** – No Change
6. **Register of Business Interests and Declarations of Pecuniary Interest:** Requested, none declared
7. **Minutes of last full meeting** – The minutes were discussed, actions confirmed as complete or in hand.
8. **Matters' arising from the last full meeting** –
  - P level guide now provided with annual review paperwork – further may be necessary.
  - Mohan is now the named second SG governor.
  - Staff survey has taken place and feedback was provided – overall very positive, a good rate of response.
  - HE, Staff Governor, passed on Governors appreciation to Staff on the successful CP report.
  - Governors discussed an article on 'The workload challenge', budget pressures are being felt by all schools.
  - Governors discussed including staff morale and workload as a regular agenda item for Staffing
  - Pay awards likely to be 2% for all staff groups – but school budgets will not be increased.
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,
  - The majority of Governors have visited this term, or plan to do so before the end of term.
  - All Governors gave very positive feedback.
  - A Governor asked to visit other classes to see how children progress in other areas of the school and how the curriculum is delivered across other aged groups. Also would like to visit a communication group – e.g a Makaton session. Stated would agree to be linked to 2 classes if required.
  - A short discussion followed on the purposes of Governor class visits and the importance of building a relationship with the children and staff. The school will consider organising a learning walk annually - Action

- A Governor commented that cooking sessions seem to focus on mainly sweet things, AG - Action

## School Improvement

**11. Head Teacher's Termly Report to Governors** – Provided to Governors Prior to meeting.

The HT went through the main areas of the report.

- Pupil numbers – nearly full for September. LA may have a shortage of places – waiting list is approx. 15 for Castlebar. A Governor asked how we approach filling places for leavers – HT went through process
- Family outing to Legoland - 177 to attend, Easter Holiday Club 53 to attend.
- A Governor asked about teacher recruitment for school direct – MH provided update, 6 possible
- A Governor asked - Zones of regulation – explanation: this is how to express feelings using a colour zone
- Update given on plans to cover maternity leave – AH to take on Family Safeguarding Lead 3 days per week

**12. School Improvement Plan – (SIP)** – discussed at meeting - updated in line with agreed actions.

**13. SEF** – Up to date and provided to Governors prior to meeting.

**14. Preparing from Ofsted** – Information sheet provided and Governors asked to review this.

- School has prepared draft/proposed lines of enquiry in readiness for the call. To focus on: Assessment
- Evidence to show judgements teachers are making are valid, to show systems are in place and are robust
- An area identified for improvement is developing a practical curriculum to better life chances – a more work related curriculum/preparing for the future.

**15. Quality Assurance – Teaching & Learning** – CP report provided ahead of the meeting – discussed.

**16. TS Update** – Newsletter provided in Head's report. MH gave a brief update at the meeting.

## Reports/Decisions/Policies:

**17. Budget and SEN Funding Update** – Outturn £316k just under 8%. Some will likely be needed to balance this year's budget, reserves will be needed for future years. Ealing SEN funding review – outcome still awaited.

**18. Schools Value Financial Standard** – The Assessment and the amended Finance Policy were Discussed and approved at the meeting. Signed by the Chair at the meeting.

**19. Safeguarding Update** – see Heads Report

**20. The Friends Of Castlebar – Audited Accounts** – now audited and were available for review.

**21. School Virements for GB Approval** – 1 TS virement discussed and approved at full GB

**22. Updated Class-links** – Further change agreed – see actions

**23. GDPR Update** – DPO outsourced to Judicium. Active consents will be needed for use of photographs e.g website, privacy notice to be updated

**24. Website Update** –The school is looking to refresh the landing page. Governors asked to let us know if they have any comments to improve the website.

## Training and Development

**25. Training for Governors** – Chair to complete online Educare Safer Recruitment and Equality training.–, AM to attend Safeguarding and SEN training. MA has attended a Makaton for parents course – school to consider providing Makaton training for Governors - Action

**26. Training Attended** – A number of Governors attended GDPR training

**27. Governor Induction and Appraisal** – no further update at this time.

## Other Business

**28. Directors Report** – was discussed at the meeting. Budget 4<sup>th</sup> May deadline

**29. Correspondence to the Chair of Governors** – 1 parent complaint received by Ofsted, has been resolved.

**30. Dates for the Diary:** - a list of fun school events and outings was circulated at the meeting

## Budget Ratification Meeting – Thursday 26/04/2018 at 5pm

### Committee Meetings:

- |                       |                  |                           |
|-----------------------|------------------|---------------------------|
| • Curriculum          | 9.15am, Friday   | 11 <sup>th</sup> May 2018 |
| • Pupil & Parents     | 10.15am, Friday  | 11 <sup>th</sup> May 2018 |
| • Staffing            | 9.15am Thursday  | 17 <sup>th</sup> May 2018 |
| • Finance & Resources | 10.15am Thursday | 17 <sup>th</sup> May 2018 |

## Full Governing Body – Autumn Term Meeting: – Thursday 28<sup>th</sup> June 2018, 5-7pm

**31. Any other business** – update on fire-drill procedures – staff to be advised to grab coats on way out as long as this will not delay evacuation. School to practice this in next drill. An incident involving children from another school running into the road unsupervised was discussed – HT to speak to Woodlands.

The meeting finished at 7pm

Mary Delger  
Chair of Governors

Sharon Fida  
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
Educare - Safer Recruitment and Equality Training – Educare for Chair	PQ/SF
Fire drill – practice to include staff grabbing coats	EG
Revise Vision & Mission statement – and send out a draft for Governors to approve	PA/MH
Thank you letter to HH now that her term of office has come to an end	SF/MD
Staff morale and workload as a regular agenda item for Staffing Committee	CL/SF
Class Visits and Learning Walk for Governors - review	PA/MH
Cooking Sessions – review meal plans	AG
PP and AC to be the 'parent engagement link' governors – update links/tofR	SF
Makaton Course for Governors	LT
Head to discuss road safety with Woodlands	PA