



The Castle School

A SPECIALIST COLLEGE FOR COMMUNICATION & INTERACTION

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MINUTES of a meeting of the Full Governing Board held on Thursday 20 June 2019, from 5.00pm, Jane Evans Room, Castle School main site

- Present:** Wendy Batchelor (Chair of Governors), Ursula Codrington (Vice Chair and co-opted governor), Alison Eade (parent governor), Marie Verney (parent governor), Jon Hewitt (Headteacher), Roses Parfitt (staff governor), and Katherine Wilkes (co-opted governor)
- Apologies:** Joan Sargent (parent governor), Charlie Kowalski (co-opted governor), Marcos Butterwick (co-opted governor), Tracy Warwick (parent governor) and Carol Turner (co-opted governor)
- In attendance:** Atul Attra (School Business Manager), Caroline Whitlock (Deputy Headteacher), Kimber Paterson (prospective co-opted governor) and Nicola Markham (prospective co-opted governor)

WB welcomed all to the meeting, and introduced Kimber Paterson and Nicola Markham who are prospective new co-opted governors to be voted onto the Board. All present introduced themselves.

1. Apologies

Apologies were received MB,CT,CK,TW and JS

2. Any other business (AOB) items for the agenda

School Catering Contract (AA)

3. Declarations of interest for this meeting

No declarations were made.

4. Minutes from the last meetings (28 February and 25 April 2019) and matters arising

Governors agreed with the minutes from the last two FGB meetings and WB signed a copy of each of the minutes from each meeting. The following matters arising were discussed.

- *New governor 'buddies' and induction*

WB asked if a school visit could be arranged for KP with JH. WB asked if buddies had been allocated to new governors and noted that buddies would be helpful from the relevant committees. JT had sent welcome packs to KP and NM. AA will arrange DBS check, school email address and key access for KP and NM. JT issued out governor visit forms at the meeting and will email a copy out to KP and NM. **ACTION: JT to confirm a visit date for KP with JH and to note buddies are needed for new governors from the relevant committees. AA to arrange DBS, school email and key access for KP and NM.**

- *Emotional Support Training*

CW confirmed that emotional support training BOOST had been discussed in detail at the last curriculum meeting.

- *Post 19 update*
JH explained that this programme will be funded by West Berkshire Council and is called WOW +. This programme has strict entry and exit criteria, to provide a one-year route to employment scheme involving 3 days in employment supported by 2 days job coaching and skills such as Maths and English. The programme will be reviewed after 1 year. Initially it will be run for just 4 students but the following year it will be need to be opened up to all children who fit the criteria of ready for work. Training staff are to be appointed for the programme.
- *Visit to Post 16 to view fencing*
AE confirmed that she had visited Post 16 to view the new fencing which due to some incorrect gate placement had resulted in some tarmac needing to be repaired.
- *Update on projects in progress*
JH stated that this would be covered under his Headteacher's report.

5. Appointing new governors

Two new governors KP and NM were voted onto the board. UC nominated both KP and NM and seconded by AE. WB welcomed the two new governors to the committee.

6. Committee reports

a. Curriculum (UC)

UC noted that the committee had discussed Crest, this is a new system that is used to record incidents in school. It was noted that it needs slightly more adjustments but is currently running alongside SIMS. It was noted that the role of Link Governors would be discussed later in the meeting. The Post 16 WOW+ programme had been discussed. Policies were discussed and reviewed. Safeguarding training had been attended by NM,UC and MB. CW had informed the committee about BOOST a nurturing club which is set up for the students for wellbeing and readiness to learn. Pitch to the Panel was a presentation by JT and JH in which they were awarded 2nd place and 30K from Greenham Trust. Colin Mansell the golden ticket winner at the event had donated the 5K to the outdoor sports track project and also had given 2 members of staff guaranteed entry into the London Marathon 2020. The relaunch of Friends of the Castle School had taken place.

b. Staffing (UC)

UC noted that the committee received updates on the relaunch of Friends of Castle School which would continue to raise support and funds for the school and related activities. JH had appointed 2 new members of staff. Policies were discussed and reviewed.

c. Pay panel

UC noted that this committee had met which checks the Headteacher's targets and pay level and ratifies the staff pay levels.

d. *Premises*

KW noted that the site walk at Post 16 had taken place recently by AE. The health and safety audit had taken place which was 2% off outstanding. The areas noted for improvement are training. Recent audit showed that the school had more asbestos areas which need to be included in the next review. The Post 16 access project had been finished and the main site doors had been changed but CCTV had not been installed as it was too expensive at the moment. A gate is to be installed at the bottom of the drive and the tarmac area will be repaired by August 2019. The vandalism incident which resulted in all the locks being super glued in the school had been discussed and the parent who set up the giving web page had raised £800. A new project was discussed which is to convert Platt House into an administration office and reception area. **ACTION: WB to write to the parent who raised £800 for CCTV cameras for the school. CW to send the parent's details to WB.**

e. *Finance*

KW noted that the finance committee had discussed match funding and Jo Westbrooke had found a Vodafone representative who had matched funded the fete proceedings up to £350. Music funding was discussed but as yet no requirement is needed and it was agreed that Charles Allison, the new music teacher will come back in the autumn with a list of his ideas. KW had a full update and report from AA, and reviewed all budget lines with variance of £5k or 10%. KW noted that the Friends of Castle was going well and fundraising efforts will keep donations going well. **ACTION: Music funding to be discussed at next FGB meeting on 14th November 2019.**

7. Headteacher's report

JH had circulated an updated report in advance of the meeting. JH stated that format of the report had been used for the recent OFSTED inspection. WB invited governors to ask any questions.

P.17 – Pupils 4 Positive Change (P4PC)

AE noted the P4PC meetings and requested to attend the next meeting. **ACTION: CW to send AE the date of the next pupil positive change meeting.**

P.14 – Exclusions

WB asked JH to give a short update on this one case. JH stated that an exclusion is only ever actioned for reasons of safety and is normally of short duration. JH stated the Year 9 pupil had been excluded for behaviour against another child however CW explained that a bespoke package had now been put in place for him called HIVE which allows an alternative timetable for him with off-site elements. Jackie Hogg will be leading this package and there will be two pupils supported by this provision. The school is interviewing for a specialist TA and there had been a great response.

IT Management

Governors asked about the IT provision within the school, AA explained that the school had been buying in the service for 5 hours a week from West Berkshire which had worked well and the school acknowledged that they did need someone on the ground which was being addressed.

Nursery Foundation

MV asked if having only 1 child in Nursery Foundation was an issue. JH explained that the child was in a mixed age group incorporating 3 year groups and it was not an issue.

P. 20 - School Transformation Plan

Governors asked about the School Transformation Plan and CW responded that a plan had been put into place where the new STP will be issued to governors via email for confirmation to start in September. JH explained it was a better process when the school's pupils numbers and budget were confirmed. JH noted that the staff classes have been set and the parents' will be informed on 24/06/19. **ACTION: JH to email out the STP to Governors in September.**

P. 22- Fundraising

All the Governors agreed that the fundraising by JT this year was a huge achievement for the school and were very impressed by the amount raised to date, which meant that 95% of funds have been raised for the outdoor sports track area.

Fete

CW noted that support from parents, pupils and staff was amazing. RP had dressed up as Paw Patrol and Charles Allison had done a great job with the choir, drumming and Shannon Booth with boxercise. AA and Pete Butler had been invaluable in the setting up and BBQ. The amount raised was about £2,000 and CW and Kate Mason were already planning a Christmas Fair with the Friends of Castle School. **ACTION: JT to circulate the date to the Governors of the Christmas Fair when available.**

P.7 - Team Leader Reports

UC noted that the Team Leader reports were extremely good with a lot of detail and that it should be noted that there had been an improvement in communication coming through the reports. JH noted that Jackie Hogg will write a Pastoral Report in the autumn. **ACTION: Jackie Hogg to write a Pastoral Report for the Autumn HT report.**

P. 24 - May Bank Holiday

JH noted that the May Bank holiday had moved to Friday 8th May and that this had be incorporated into the school calendar.

Governors thanked JH and his team for their updates.

8. Progress & achievement update

JH explained that P-scales had now disappeared and progression steps were in place in terms of monitoring. The new approach to progress monitoring has been in place since September and staff are using these new methods to monitor progress of all pupils. JH explained that each SEN school will be different but reassured governors that the school had been rated as outstanding by OFSTED in January and all the monitoring data was included in that inspection. WB commented that the governors will need to decide how to participate in the monitoring progress and asked if any of the governors were interested in that area to let her know. **ACTION: Governors with an interest in progress monitoring to inform WB.**

9. Policies for ratification

Existing policies

Safeguarding will be adopted by the school as the LSCB are working on it in July and then will be ratified at the next FGB meeting in November.

Complaints
Persistent complaints
Provider Access
Disciplinary
Grievance procedure
Engaging Volunteers in School
Staff Absence Policy

ACTION: Governors noted these had all been reviewed by committees this term and ratified them. WB signed a copy of all at the meeting. JT to update school files. All governors to ratify the Safeguarding Policy at the next FGB meeting in November.

Intimate Care Policy

The Curriculum and Staffing Committee reviewed and approved this policy. It was agreed to circulate the policy by email for the governors to ratify. **ACTION: CW to email the Intimate Care Policy to JT to circulate to the committee. The committee to ratify the policy by email.**

10. Safeguarding update and signing of central register (CW / WB)

CW updated that she had met with WB. CW noted that the safeguarding training is a 2 yearly cycle. There have been 429 concerns logged on My Concern since December. There are currently no children on child protection plans, and there are three looked-after children who are well supported by the school. CW noted that the school continues to effectively use My Concern to record any safeguarding or low level welfare concerns.

WB signed a copy of the single central register at the meeting.

JH noted that this is a working document, kept up to date by AA and reviewed by CW. It includes details of all staff, such as DBS records, qualifications, document checks and mandatory training. It is always checked as part of any Ofsted visit.

11. Governor visits, training and development (ALL)

WB explained for the benefit of new governors that governors can be linked to particular areas, for instance WB is the safeguarding governor, UC is the governor linked to looked-after children and Post 16. CT who will be resigning due to work travel commitments is also currently linked to Post 16. KW was linked to Health and Safety and MB will become the governor link in that area. Meeting dates were circulated for 2019-20 with the date for the strategy day to be circulated by the end of the summer term. **ACTION: JT to send updated WBC list and JH to circulate the strategy day meeting before the end of the summer term.**

12. AOB items

School Catering Contract

AA informed the governors that the school buy in school catering through a contractor employed by West Berkshire. West Berkshire had put a tender process in place with a working party however the school had been informed 5 days ago that the tender had been pulled and they would have to find a new supplier for school catering. AA is now considering new contractors for school catering. WB confirmed that the governors were happy for AA to proceed with this process. **ACTION: AA to continue to search for a suitable contractor for school catering.**

At the end of the meeting, WB and the team gave thanks to Katherine Wilkes, as outgoing governor, as this is her last meeting. KW has held the position of Chair of the Finance and Premises

Committees and is stepping down at the June FGB meeting as her term of office is completed. WB also accepted the resignation of Carole Turner and thanked her for all her help.

13. Date of next meetings

Curriculum & Staffing Committee, 4.30pm on 3 October at main site (Jane Evans Room)

Finance & Premises Committee, 4.30pm on 10 October at main site (Jane Evans Room)

FGB meeting, 5pm on 14 November at main site (Jane Evans Room).