



# The Castle School

A SPECIALIST COLLEGE FOR COMMUNICATION & INTERACTION

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## Minutes of the Full Governors' Meeting held on Tuesday 4 March, at the Post 16 Unit (Newbury College)

- Present:** Brian Connolly (Chair), Jon Hewitt (Headteacher), Tracy Warwick (Parent Governor), Georgie Woods (Community Governor), Ola Cassells-White (Local authority governor), David Greenway (Parent governor), Shannon Booth (Staff governor), Roses Parfitt (Staff governor) and Vicki Murphy (Clerk to Governors)
- Apologies:** Kate Dress (Parent governor), Wendy Batchelor (Community governor) & John Harper (Parent governor)
- In attendance:** Atul Atrra (School Business Manager, Rhona O'Neill (Deputy Headteacher) and James Whybra (Post 16 Manager)

Item	Discussion	ACTION
1	<p><b>Apologies</b> Apologies were received from KD, JH and WB. BC also noted that following a discussion with JH, he had agreed that he was unable to continue with his role as a governor because of increased work commitments. <b>ACTION: VM to inform governors services and look for new parent governor to replace JH.</b></p>	VM
2	<p><b>Items for any other business (AOB)</b> OCW asked if governors could discuss governor training and development and it was noted that this would be covered under items 9 and 10.</p>	
3	<p><b>Declarations of interest</b> There were no declarations of interest.</p>	
4	<p><b>Minutes of the last meeting (19 November 2013) and matters arising</b></p> <ul style="list-style-type: none"> <li>✚ <i>Terms of office</i> VM confirmed that this had been done.</li> <li>✚ <i>Governor vacancies</i> VM confirmed that following the last meeting, information had been sent to all parents informing them of the governor vacancy. Tracy Warwick was the only nominated candidate and so is duly re-elected as a parent governor. <b>ACTION: VM to inform governor services and provide an update for the school newsletter.</b></li> <li>✚ <i>Business interest forms</i> VM confirmed that these were now updated in the school office file.</li> </ul>	VM

	<p>✚ <i>Web profiles</i>  JH confirmed that these were all done except KD and AA.  <b>ACTION: KD and AA to forward a profile for the website by the end of term. It was also noted that a group photograph should be taken of governors on the Strategy Day and put on the website.</b></p> <p>✚ <i>Terms of reference</i>  VM noted this was on the agenda for autumn 2014.</p> <p>✚ <i>Post 19 Provision</i>  JH confirmed that there was no update at this meeting, but that more information would be shared with governors at the Strategy Day.</p> <p>✚ <i>Governor articles</i>  It had been agreed that governors would submit articles for the school newsletter on a regular basis. The schedule is as follows:</p> <ul style="list-style-type: none"> <li>❖ March – David</li> <li>❖ May – Tracy</li> <li>❖ July – Georgie</li> <li>❖ Oct/Nov – Ursula</li> <li>❖ Dec – Kate</li> <li>❖ Feb – Shannon</li> <li>❖ March – Roses</li> </ul> <p><b>ACTION: VM to send reminders at start of each month for governors writing articles.</b></p> <p>✚ <i>Raise online training</i>  Staff noted that four governors had already attended the Raise Online Training session, and a follow up was being held next week.</p> <p>✚ <i>Link with Manor School</i>  This item would be discussed at the summer 2014 meeting.  <b>ACTION: VM to add to agenda.</b></p> <p>✚ <i>Performance Management Panel</i>  VM noted that the file had been updated to include UC as part of the performance management panel.</p> <p>✚ <i>Bursars retirement</i>  BC confirmed that GP had officially retired on Friday 28 February and had attended to present a gift and give thanks for his work on behalf of governors. AA is now in post as the School Business Manager and all governors looking forward to working with him in this role.</p> <p>Governors agreed the minutes of the last meeting, and the file copy was signed by BC. <b>ACTION: VM to file signed copy. Governors also asked for separate file attachments instead of embedded document for next meeting – VM to arrange this for next meeting in May.</b></p>	<p>KD / AA</p> <p>VM</p> <p>VM</p> <p>VM</p>
<p>5.</p>	<p><b>Rights Respecting School presentation</b>  Rhona O'Neill made a presentation to governors on the Rights Respecting School (RRS) accreditation.</p> <p>In summary, RON updated governors that the accreditation is overseen by Unicef and relates to the development and embedding of children's rights across the school. RON noted that it was already becoming part of the school culture and daily routine, with staff and children engaged in the process.</p>	

	<p>RON noted that there had been a number of events held across the school to focus on meeting the criteria for the accreditation and to share information about the award within class groups. RON showed photographs to governors to show how evidence is collected for the award and governors enjoyed seeing how the information was being shared across the school, and will continue to be shared as the evidence portfolio grows. Governors asked about the length of the accreditation process, and RON noted that there was no set time to achieve the accreditation, as it was part of an ongoing journey. But she did hope that the accreditation would be achieved by the end of this year.</p> <p>BC thanked RON for her report and asked for governors to be kept updated as the accreditation progresses. <b>ACTON: Update to be given at Autumn 2014 full governors meeting. VM to add to agenda.</b></p>	VM
6	<p><b>Committee Reports</b></p> <p>BC noted that governors had received copies of all committee minutes prior to this meeting, and asked if there were any issues to discuss:</p> <p>Curriculum – GW reported that governors had agreed that the committee would review progress data, ahead of full update at full governors meeting, and it was agreed that this gave more time to consider data and related questions where governors have requested updates. JH underlined to governors that they should be particularly informed about the curriculum, data and progress so that they are fully aware of current issues and areas for ongoing development. <b>ACTION: For next meeting, VM to ensure Curriculum report is the first item under committee reports. SB noted that there may be some related policy updates and VM to check these and liaise with relevant committees to review as part of ongoing schedule of review.</b></p> <p>Staffing – no issues raised.</p> <p>Premises – no issues raised.</p> <p>Finance – a full finance report to be given under item 8 on this agenda. BC noted that there would be a separate meeting to sign budget off. <b>ACTION: Suggested date was Tuesday 13 May, but VM to check quorum and availability and report back by end of this week. The budget must be signed off by the end of May.</b></p> <p><i>Governor vacancies</i>  BC discussed governor vacancies with those present to agree next steps. <b>ACTION: VM to progress filling parent governor vacancy, and also to look at options for recruiting a replacement local authority governor using School Governor One Stop Shop (SCGOSS) and local employers. Update to be given at next meeting, or before as information is available.</b></p>	<p>VM</p> <p>VM</p> <p>VM</p> <p>VM</p>
7	<p><b>Headteacher's Report</b></p> <p>JH presented his report to governors with the following issues raised:</p> <p>Pupil Premium – JH noted that this area would be covered in more detail at the Strategy Day taking place later this month.</p> <p>Develop of forest area – JH / AA reported that the tender deadline has now passed, so bids received would now be reviewed and next steps agreed. <b>ACTION: Update at next meeting.</b></p> <p>OCW asked for an update on use of iPads in school, and AA reported that</p>	JH / AA

	<p>school has just taken on an IT apprentice to help with technical support issues and this was already working well. Staff confirmed that they were also happy with this development. AA further updated governors that there had been a number of upgrades for classroom laptops, and software investment would follow in due course.</p> <p>UC asked for an explanation of the monitoring schedule included in the report, and JH / SB updated governors about the data included.</p> <p>JH also reminded governors that they should look regularly at the school website to keep up to date with events and activities. <b>ACTION: All to visit school website to keep up to date with school informationn.</b></p> <p>BC thanked JH for his report.</p> <p>RON reminded governors that World Book Day activities would be taking place on Thursday 6 March. <b>ACTION: If any governors are able to offer any time to help with World Book Day activities, please let RON know as soon as possible.</b></p> <p>JW also reminded governors that there would be a number of activities taking place on Friday 21 March for Sports Relief, both at Main Site and Post 16. <b>ACTION: Governors to let JW know if they can help on this day. All offers of help are welcome.</b></p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
8	<p><b>Finance Report</b></p> <p>AA attended to present his finance report to governors.</p> <p>All agreed that the new format of the report was clear and easy to interpret. AA noted that this report ran to the end of period 10.</p> <p>AA informed governors that there were no specific areas of overspend. There had been a plan to transfer £100k to the capital fund, but the transfer date had been missed, and so £50k will be transferred now, with the remainder in the new financial year.</p> <p>It was noted that the new classroom, to open in September, would increase staffing costs. It was also noted that there would be additional staffing costs to cover new planned HR support role and Maintenance apprentice. Both these positions would be recruited in due course.</p> <p>BC thanked AA for his report.</p>	
9	<p><b>Governor visits, monitoring and evaluation</b></p> <p>OCW reported that there had been lots of governor visits since September, but reminded governors to complete visit forms when they have visited any site, or had meeting relating to the school.</p> <p><b>ACTION: VM to send governor visit form to all for information with these minutes.</b></p>	VM
10	<p><b>Governor training and development</b></p> <p>OCW noted that there continued to be good support for training activities with a recent event focusing on Raise Online.</p> <p>GW and OCW are to attend a session on Teacher's Pay. <b>ACTION: OCW / GW to meet with JH following this to update him on content.</b></p> <p>Governors discussed the Safeguarding and Safer Recruitment Training. <b>ACTION: VM to send details with these minutes. Those who have not already completed training to consider undertaking it.</b></p> <p>OCW reminded governors about the Ten Governor support service.</p>	<p>OCW / GW / JH</p> <p>VM</p>

	<p><b>ACTION: VM to send link with minutes. Governors to visit and review support materials available.</b></p> <p>OCW noted that the link governors allocation was working well for English, KS1 and Post 16. <b>ACTION: OCW asked for volunteers for Maths, KS2 and KS3. OCW to forward list of key questions to governors for consideration before link governor visits.</b></p> <p>OCW finally reported that new method of reviewing policies was working well, and VM was liaising with staff / committee chairs to ensure there was a cyclical review of all school policies.</p> <p><b>ACTION: If emails change, governors to confirm details with VM / OCW and school office to ensure communications continue to be received.</b></p>	<p>VM</p> <p>OCW</p> <p>ALL</p>
11	<p><b>Policies</b></p> <p>Governors agreed with the recommendations from recent committee meetings that the following updated policies were agreed and signed. (Looked After Children, Admissions, Charging &amp; Remissions, Lettings, Private Fund, Continuing Professional Development).</p> <p>VM asked RON to let her have the Rights Respecting School statement for the Non Smoking Policy which was provided in the meeting. Governors also agreed this policy. BC signed all policies. <b>ACTION: VM to update school files and provide policies for website updates in due course.</b></p>	<p>VM</p>
12	<p><b>Safeguarding Report</b></p> <p>RON presented the safeguarding report to governors, and confirmed that she had met with BC (Safeguarding) and GW (Looked After Children). RON reported that school is clearly meeting requirements for this area. <b>ACTION: BC noted that he needed to sign the Central Register each term and asked if this could be included on the full governors agenda. VM to update agendas.</b></p> <p>RON also confirmed that safety walks of school sites had taken place.</p> <p>Governors had a thorough discussion about a recent issue with a 13yr old pupil who has tried to escape from the site on a number of occasions. Staff confirmed that they have reviewed the situation on an ongoing basis, and have dealt with the situation promptly and efficiently. Staff are reluctant to increase current boundary fence height as it was felt that this may be dangerous if pupil decides to jump over fence, and it also makes the site feel too enclosed. Staff confirmed that they have developed a behaviour plan for this individual and are trying various strategies to minimise opportunities for the individual to escape. However all agreed that it should be monitored and if it is felt that the pupil is becoming a danger to himself and staff, then further discussions should take place as to appropriate course of action. JH noted that he was confident that staff were doing all possible to manage the present situation and would keep governors updated as appropriate.</p>	<p>BC / VM</p>
13	<p><b>Progress and Achievement</b></p> <p>SB presented her termly report on progress and achievement to governors.</p> <p>SB also noted that the report from the Schools Improvement Partner (SIP), Kim James, had also been circulated prior to the meeting. The SIP meeting would take place later this month, and SB noted that Kim James had noted positive changes and improvements in data use and analysis for the school.</p>	

	<p>SB noted that the current school data report only uses 6 months of data, and so presents a partial picture of progress at this stage. At current point in school year, SB noted that KS1 and KS2 are making good progress. SB acknowledges that there is still some work to do at KS3, but staff are working hard to make necessary interventions.</p> <p>SB explained to the governors how the data report can now link with individual pupil profiles, and makes explanations for specific variances easier to identify at class level. SB also noted how the system is linked to CASPAR (explain this in full) and is being used to set targets for individuals across the year. The targets are set for each academic year, but SB noted how these may be reset if a pupil faces any challenges, or medical changes during the year.</p> <p>All governors thanked SB for her report and noted how clear data was. Also feeling that governors are more aware of data, progress made and work to do to meet ongoing targets.</p> <p>SB reported that Kate Mason is now working with PMLD groups with 'routes for learning', which will run alongside the BSquared programme.</p> <p>JW added that the pupil progress meetings are a vital link in this process, helping staff to make necessary interventions as the year progresses, to keep students on track, and to keep parents informed. DG asked how parents could be more involved in the process. JH noted that the school aspired to involving parents in this process as much as possible. SB followed this by noting that interventions that can be used at home are shared with parents. SB noted that staff are happy with the way in which the data profile is building, and would continue to work to develop its use as the school year progresses. <b>ACTION: VM to add to agenda. SB to update governors at the summer term meeting.</b></p> <p>BC thanked SB for her report and continuing work in this area.</p>	<p>VM / SB</p>
<p>14</p>	<p><b>AOB</b> No other items were discussed.</p>	
	<p><b>DIARY DATES:</b></p> <p><b>Thursday 20 March – Strategy Day</b> – Hilton Hotel (by Tesco / Pinchington Lane) – from 3pm (refreshments) – due to start at 3.15pm. Details to follow shortly.</p> <p>The dates for next term are as follows:  <b>Thursday 1 May @ 4.30pm</b> – Curriculum Committee / Staffing Committee  <b>Thursday 8 May @ 4.30pm</b> – Premises Committee / Finance Committee</p> <p>📅 Thursday 13 May – Budget Sign Off Meeting (TBC)</p> <p><b>Tuesday 17 June @ 5pm</b> – Full Governors Meeting (Castle)</p>	<p>ALL</p>