



**Minutes of the Meeting of the Full Governing Body of Castle School
held on Monday 5th October 2015, 6.30pm**

Present: Nick Brenton (NB), Neil Egan-Ronayne (NER), Jane Elliott-Poxon (JEP), Mary Langran (Chair)(ML), Carol McCarthy (Head Teacher) (CM), Janice Frankham (JF), Mark Littlewood (ML), Jane Merrett (JM), Elvira Spronck (ES).

In Attendance: Sally Hempson (School Business Manager) and Katie Dodsley (Camclerk).

There was a tour around the School at 6.15pm to show governors the new building work. The meeting started at 6.45pm and was quorate.

1.	Election of Chair The Clerk took the chair for this item. ML was proposed as Chair, this was agreed by all and ML accepted the position.
2.	Welcome & Apologies for Absence ML welcomed governors to the meeting. Apologies were received and accepted from Kate Dove, Lesley Leech and Helen Dolling. NER was introduced as a new parent governor and around the table introductions were made.
3.	Election of Vice Chair NB was proposed as Vice Chair, this was agreed by all and NB accepted the position. It was discussed that item 19, Co-opting governors, be brought forward. JM left the meeting for this item. Background information about JM was circulated prior to the meeting. JM retired as a teacher at the School in 2014 and is a very experienced governor. She has the skills and knowledge that the governing body requires and knows the School. All agreed that JM should become a Co-Opted governor. JM was welcomed back to the meeting and to the governing body.
4.	Declarations of Interest regarding items on the Agenda – None.
5.	Minutes of the meeting held on 6th July 2015 The minutes had previously been circulated for review. Governors agreed the minutes represented a true record and the minutes were signed by the Chair.

<p>6.</p>	<p>Matters arising from the minutes of the meeting held on 5th May 2015</p> <ul style="list-style-type: none"> • Thanks were noted to the governors who helped at the end of term staff tea. It was a good end to the year. • Item 5 - ML noted that she was surprised more parent governors hadn't come forward following the number of parents that expressed an interest at the parents evening she attended. Contacting the parents who expressed an interest was discussed. It was agreed that NER would contact these parents, as a new governor, to see if they are still interested. • Item 9 - The document referred to under the School Development Plan, is covered by the Headteachers report. • Item 15 – The Skills audit has not been carried out again as it was carried out 18 months ago. It was discussed that governors are expected to monitor skills and training on a regular basis so that the governing body can be improved. ML and NB to update the governor skills audit. • Item 16, In house training – It was discussed that the governing body needs a few more members and then training can be looked at. Governors need to be more aware of how to convey the School Vision and their strategic role. It was noted that Chris Meddle from the LA is happy to come and discuss training requirements with ML and CM. It was also raised that governors need to be aware of the new Ofsted requirements and this could be a good area for training. It was discussed that Maria Landy may be a good person to cover training needs.
<p>7.</p>	<p>Chair's report – ML gave a verbal report which covered the following:</p> <ul style="list-style-type: none"> • As Chair, ML has attended the matrix meeting, interviews, parent meeting, 6th Form celebration event, a curriculum training day and various other meetings at the School. ML attended the EPM update and Governor Service Termly Briefing today and will circulate summaries from these. • ML is currently in contact with a parent and this may turn into a formal complaint. • SH sent ML an email about a meeting on 12th October about reducing carbon footprint and energy bills. ML and ES agreed to attend. • ML had been asked by CM to sign forms allowing two TAs to start work before their formal references were received. This is a formal procedure and the TAs will not be working alone. ML had signed the forms.

<p>8.</p>	<p>Headteacher's report – The report was circulated prior to the meeting and the following points were discussed:</p> <ul style="list-style-type: none"> • The report has been changed to incorporate the new Ofsted headings • 1.4 – terminology was discussed as 'complex needs' has a multi-layered meaning and can be misleading when used by the nursing service. • 1.7 – CM authorises holidays because they are valid (some have health problems or go on pilgrimages). CM was asked to include information on authorised holidays in her next report. CM was asked if this is discussed with other special schools heads. It was noted that they do discuss it and some other heads are less sympathetic. • 2.1 – It was noted that there is high staff migration as there are limited career opportunities at the School and the School has a reputation as being a good training provider. This is attractive but then staff move on. There was a level 4 TA post vacant. Some level 3 TAs applied for this and were disappointed when they did not get the post. They subsequently left the School. • 3.2 – School nursing was discussed. Two other special schools are employing their own school nurses due to the reduction in the service. This would be a huge responsibility for the head and governors as it is a very complex area. • 3.6 – The start to the new year was difficult with the amount of training for new staff. Staff have discussed bringing new staff in over the summer holidays to get them trained before the new term starts. This would have a big financial implication. There is an additional challenge with a level 4 TA post not being replaced and the work of that post has been distributed amongst other staff. This has had an impact, especially at lunchtimes which are understaffed. Staff will review the lunchtime challenges and governors are welcome to visit to observe. • 3.7 – Governor monitoring - A governor asked where curriculum areas would be monitored. It was noted that the curriculum would be looked at across the KS being monitored and that would mean the whole curriculum would be looked at and not just one area. Data will allow the monitoring governor to see what areas to ask questions about. It was asked if there are any areas missing, such as leadership and management. It was noted that monitoring needs to be carried out in manageable stages. Last year there was only one monitoring visit all year. Questions have been identified for governors to enable them to carry out effective monitoring and this may make it more attractive to them and encourage more visits. It was noted that governors need to be familiar with the new Ofsted framework, especially section 8. • NB, JM, ML, ES and JEP to carry out monitoring visits before Christmas. CM to email a proposal and dates to these governors. • 6.3 – There is a PE adviser visiting on 6th October. The School does not have the additional staff currently being asked for, especially in swimming and horse riding. • Website – The website is a key area for information for Ofsted and will need reviewing as it is dated. Governor involvement may be required as
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	<p>the budget is limited. Governors will need to consider the level of investment. There is an issue of time available by staff to update the website. ML to add an item to the next agenda. CM to put an item in the newsletter asking for parental help. NB noted he is willing to support with the website.</p> <ul style="list-style-type: none"> • Nursing was discussed again at length. The nursing service to special schools is continually decreasing. The staff are well trained but the School cannot offer what the LA promised when opening the School. Meredith Teesdale is attending a special schools heads meeting on 6th October to discuss a way forward as it is currently not a satisfactory provision. CM gave an overview of the system now. The nursing service is required as support for the headteacher, who now has responsibility for medical protocols but does not have any medical training. This term started without all protocols in place and this has a big impact on the School and staff. The School doesn't currently have any children with end of life plans. A governor asked if EHCPs (Education Health and Care Plan) include medical support. They do not. It was then asked if there is a regular time when nurses visit. It was noted there is not. A governor asked if all children are safe. CM assured governors that all children are safe and the staff are well trained and know the protocols. By the next meeting, it will be known what the nursing service will look like and any issues can be challenged. • The Teacher Performance Review Appraisal process for 2015/16 was circulated prior to the meeting and was approved by all.
9.	Governor Visits - covered under item 8.
10.	Safeguarding and Child Protection Policy for formal Approval – This was circulated prior to the meeting and approved.
11.	Annual Child Protection Monitoring Report to governors 2014-15 – This was circulated prior to the meeting and has already been submitted to the LA. It was noted that governors need to be aware how stressful child protection work is. It was noted that brief training for governors on child protection will be scheduled.
12.	<p>Agree Committee Structure and Membership</p> <p>The structure that was agreed last year was circulated prior to the meeting. Governors discussed that if monitoring visits take place, this structure should work and it was approved. It was asked where teaching and learning and Health, Safety and Premises will be covered and it was noted that they would be included at Full Governors meetings. It was agreed that there should be a standing items on agendas to keep governors aware of their responsibility. ML to add Teaching and Learning and Health, Safety and Premises to all Full Governors agendas.</p>

	<p>The Finance and Personnel Committee was agreed as NB, ML, ML, ES, JM and CM.</p> <p>Appeals – will be governed by those with no prior knowledge.</p>
13.	<p>Agree Nominated Governors for HTPR/HT Salary Panel/CP</p> <p>The HTPR panel currently is NB and ES. A third governors is required. HD previously expressed an interest in being on this panel. ML to ask HD if she would like to sit on the panel and if not to email a request around to other governors.</p> <p>The following were agreed:</p> <ul style="list-style-type: none"> • The HT Pay panel will be ML, KD and NER. • The CP governor is ML.
14.	<p>Lead Governors – covered under previous items.</p>
15.	<p>FGB Standing Orders/Terms of Reference to be agreed – circulated prior to the meeting.</p> <p>Amendments were made to the standing orders at the meeting and they were approved.</p> <p>Expenses Policy – approved.</p> <p>It was discussed that use of remote participation may attract more governors.</p>
16.	<p>Dates of Meetings for 2015/16 – A calendar was circulated prior to the meeting. The 29th November F&P should be 30th November. Dates were agreed by all.</p>
17.	<p>Governor Pledge and Code of Practice to be agreed and signed</p> <p>The existing pledge and suggested code of practice were circulated prior to the meeting. It was agreed that the existing pledge should remain. Those present signed to confirm they agree to it. KD, LL and HD to sign to say they agree the pledge.</p>
18.	<p>Register of Pecuniary Interests</p> <p>This was circulated prior and at the meeting and was completed by all those present. KD, LL and HD to complete pecuniary interest forms.</p>
19.	<p>Discuss and Appoint Co-Opted Governors – Covered under item 3.</p>
20.	<p>Discuss and Agree mentor/buddy Governors to Support New Governors</p> <p>ML will meet with NER and JM. Training for new governors was discussed.</p>

21.	<p>New Governor Induction Policy for Consideration and Agreement – This was circulated prior to the meeting. It was discussed that the School already has an induction pack but some of the documents are out of date. It was agreed that NER and JM would use the checklist in the new guidance and then give feedback on it. ML to send NER and JM the new checklist.</p>
22.	<p>AOB</p> <p>Bank Mandate – the signatories on the bank account need updating. All agreed for ML to become a signatory.</p> <p>It was noted that the School calendar is on the website and governors can look and see what events they want to attend. If governors wish to visit at any time they should contact CM.</p>
23.	<p>Items for the Next Meeting</p> <ul style="list-style-type: none"> • Prevent Training • E Safety and Acceptable Use policy • FGB Delegation Planner 2015/16
24.	<p>Date of Next Meeting</p> <p>Monday 23rd November 2015</p>

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