



Meeting of the Full Governing Body of Castle School
held on Monday 3rd October 2016 at 6.35pm in the School

Present: Mary Langran (Chair) (MLa)
Nick Brenton (Vice Chair) (NB)
Carol McCarthy (Head Teacher) (CM)

John Bastable (JB)
Helen Dolling (HD)
Jane Elliot-Poxon (JEP)
Mark Littlewood (MLi)
Jane Merrett (JM)

Also in Attendance: Sally Hempson (SH - School Business Manager)
Judy Coad (JC - Observer)
Graham Whiting (Camclerk) (GW)

The meeting was quorate throughout.

1	Election of Chair, 2016/2017
1.1	GW acted as Chair for this item.
1.2	MLa was re-elected unopposed, unanimously.
2	Welcome & Apologies for absence / Election of Vice Chair
2.1	The Chair welcomed all present: in particular JC, who had applied to fill one of the two vacancies for Co-opted governors; and GW, as interim clerk until the end of the Spring term.
2.2	Apologies were received and accepted from Kate Dove (KD) Janice Frankham (JF), Lesley Leech (LL), Elvira Spronk (ES).
2.3	NB was re-elected unopposed, unanimously.
3	Discuss and appoint Co-opted governors to the two vacancies
3.1	MLa advised the meeting that she had met with both JC and the other applicant, Katy Roberts (KR, who was unable to attend the meeting). In the course of these conversations she had explained the stipulations of the Governor Pledge.
3.2	Candidate statements by both JC and KR had been circulated in advance.
3.3	Governors confirmed they had read them fully and noted that the two candidates were able to bring valuable experience and skills to the GB; i.e. around special needs (JC) and business (KR).

3.4 Decision	Governors agreed unanimously to appoint both JC and KR as Co-opted Governors.
3.5	JC agreed to accept the position. MLa will contact KR outside the meeting.
4	Discuss and confirm (election of) Parent governor to fill one of the two vacancies
4.1	Donna Lovett is deemed to have been elected (as the sole candidate for the 2 vacancies). She was unable to attend the meeting, therefore MLa will contact her outside the meeting.
4.2	A second candidate had withdrawn.
Additional	Staff Governor resignation LL has resigned as a Co-opted Governor.
5	Declarations of Interest regarding items on the Agenda (Register of Pecuniary Interests 2016/2017)
5.1	Governors submitted declarations of interest for the new academic year.
5.2	There were no declarations of interest in relation to specific items on the agenda.
	MINUTES
6	Approval of the Minutes of the meeting held on 27th June 2016
6.1	The minutes had been circulated in advance; they were approved as a true record and signed by the Chair.
7	Matters arising from the minutes of the last meeting held on 27th June 2016
7.1	Item 13 – action completed
7.2	Item 4.3 – ongoing; CM will liaise with JEP and MLa. ACTION – CM/JEP/MLA
7.3	Item 5 – MLa advised that Impington Village College (IVC) has submitted its application to open a free school focussing on high-functioning autistic pupils.
	REPORTS
8	Head Teacher's Report
8.1	CM's comprehensive written overview, with appendices, had been circulated in advance. She now highlighted the following sections.
8.2	<u>Pupil Profile, Spring Census 2016, section 1.2</u> CM commented that the profile set out in the report would always be likely to change. She advised that, pupil profile at Castle remains stable and could be reported on a yearly basis. Special School Heads noted that there was a challenge in September re transport as the forms to be filled in were too complicated.
8.3	<u>Staff Migration since April 2016, section 2.1</u> Commenting on what may appear to be high numbers of TAs leaving, CM

8.4	<p>advised that 3 of these have moved on to teacher training and 2 others have left on promotion.</p> <p><u>Induction, section 2.2</u></p> <p>CM discussed continuing difficulties around induction training and said she was looking at different models.</p>
8.5	<p><u>School Nursing, section 3.3</u></p> <p>In addition to the points listed, CM advised that the sole remaining school nurse has not visited since signing-off staff training on feeding. This, she commented, has led to administrative challenge and is testing parents' confidence in the arrangements in place. The situation is also raising issues around monitoring children's weight.</p>
8.6	<p><u>Safeguarding, section 3.4</u></p> <p>'Keeping Children Safe in Education' had previously been circulated to all governors (see also item 8.15.iii below).</p> <p><i>(NB. Expert advice is that all governors are required to read and understand Part One (to include annex A). Governors with a specific safeguarding / child protection responsibility will need to read and understand the whole document. They will require training on safeguarding. Every governor (and member of staff) will need to know:</i></p> <ul style="list-style-type: none"> • <i>that they have an individual responsibility to be alert to signs and indicators of abuse;</i> • <i>the names of the DSL/DP and their roles in their school;</i> • <i>how to identify the signs of abuse and neglect;</i> • <i>how to pass on/log concerns;</i> • <i>where to find the inter-agency procedures/threshold document on the LCSB (Local Children's Safeguarding Board) website</i> <p><i>They should also have a working knowledge of connected policies such as the staff behaviour policy (sometimes known as the code of conduct), the whistle blowing policy, use of reasonable force policy and bullying policy. They should know the internal procedures – e.g. what to do if approached by a member of staff who raises concerns about another staff member).</i></p>
8.7	<p><u>Academy Status, section 3.5</u></p>
8.7.i	<p>MLa had attended the meeting on 22 September 2016 at The Spinney to hear ideas around forming a cross-City MAT (Multi-Academy Trust).</p>
8.7.ii	<p>As further background, CM circulated hard copies of an article from the NAHT (National Association of Head Teachers) magazine entitled 'Unpacking Academisation'.</p>
8.8	<p><u>Governor Work, section 3.6</u></p> <p>CM re-iterated that updated Ofsted documents are now available to view and referred governors to the Section 8 inspection handbook, in particular.</p>
8.9	<p><u>Teachers' Performance Review</u></p> <p>As noted, this will be listed for discussion at the next FGB. ACTION – CM/MLa</p>
8.10	<p><u>National Citizenship Programme</u></p> <p>The report is now available.</p>
8.11	<p><u>Reporting KS2 Results</u></p>
8.12	<p>CM commented further on the difficulties experienced.</p> <p><u>Examination Results</u></p> <p>Governors were invited to review in detail the comparisons between predicted grades and actual results set out in the table at Appendix 8 of the report. To a</p>

8.13	<p>question, CM explained that results above the predicted level reflect the effect of pupils' uncertain ability to remember facts and retain learned knowledge. Outcomes are moderated via looking at teaching and coaching. The SEF (Self-Evaluation Form) will be shared at the next meeting. ACTION – CM/MLa</p> <p><u>'Pride'</u></p> <p>The reported incident has been worked through in class.</p>
8.14	<p><u>'Blue Book'</u></p> <p>Governors are invited to review data entered in this record of physical intervention.</p>
8.15	<p><u>Single Central Record (SCR)</u></p>
8.15.i	<p>It was agreed that this should be listed as a standing agenda item, termly. Evidence will be shared to confirm that the Head and Business Manager are checking that SCR is up-to-date. ACTION – CM/MLa</p>
8.15.ii	<p>CM referred to the difficulty with having to wait for references; in such instances, she and the Chair sign off a risk assessment.</p>
8.15.iii	<p>Further to item 8.6 above, CM confirmed that the SCR includes a record of staff and governors having confirmed that they have read and understand the provisions of 'Keeping Children Safe in Education'.</p>
8.16	<p><u>Fundraising, section 6.2</u></p> <p>At present, £1500 has been raised towards the new library area.</p>
8.17	<p><u>Governor Permission for Residential Trip</u></p>
Decision	<p>The meeting formally approved the trip to Stibbington, which will be an overnight residential involving 1 teacher and 4 TAs minimum. Students participating will be drawn from Years 6 to 11. Documentation will be presented at the next FGB. ACTION – CM/MLa</p>
8.18	<p><u>Letter from Her Majesty, The Queen</u></p> <p>Children had been delighted to receive this communication from a lady-in-waiting, in recognition of the art work sent to Her Majesty to commemorate her 90th birthday.</p>
8.19	<p><u>Prize</u></p> <p>CM was very pleased to report that the school has won a £1000 prize from Mick George for work submitted about re-cycling.</p>
8.20	<p><u>Other Matters not included in Report</u></p>
8.20.1	<p>CM will complete a survey about availability of car park spaces, connected to the City Deal consultation regarding tackling parking congestion (which runs until 10 October 2016). Any reduction in street parking adjacent to the school is likely to have an impact on the availability of bicycle storage space on site.</p>
8.20.2	<p>Information was given to governors around proposals covering the use of mobile phones and countering 'sexting', also around harmful behaviour.</p>
8.20.3	<p>Two evidence folders were available for governors to view following the formal close of business; i.e. the Ofsted and Local Authority visit files.</p>
8.21	<p><u>Confidential Item</u></p> <p>CM explained that this matter has been ongoing for a year. She is working cautiously with the young person concerned and their parents, as well as having attended an external clinic. The issue is significant as the question of identity is causing some confusion amongst the pupil's peer group. Accordingly CM has led 2 assemblies and also spoken separately to all staff.</p>
8.22	<p><u>PREVENT</u></p> <p>To a question about the 'forum' she had reported on under section 3.7, CM advised that this initiative has clearly brought about distrust in the eyes of some</p>

8.23	<p>community groups. She added that the training provided by the Metropolitan Police can be updated on-line.</p> <p>In conclusion, governors thanked CM for all the hard work she had carried out, in particular attending the PREVENT conference and for handling other child protection issues.</p>
9	Chair's Report
9.1	MLa's written overview had been circulated in advance.
9.2	This contained a list of the matters she has been involved with; also an update on the recent Governor Termly Briefing (which had focussed, inter alia, on Child Protection, based around the document 'Keeping Children Safe in Education' (as set out under items 8.6 and 8.15.iii above).
9.3	MLa had met with four prospective governors (2 parents + 2 co-opted). This had resulted in three going forward as governors, as noted under items 3 and 4 above; plus the other has offered to volunteer in school.
	GOVERNOR INVOLVEMENT
10	Castle and the next 10 years
10.1	Leading on from item 8.7 above, a Powerpoint presentation was shared outlining The Spinney's proposals to establish a MAT. Expressions of interest have been invited by no later than 30 October 2016. No date has yet been set for implementation.
10.2	<p>Governors recognised that a number of options are open to them: -</p> <ul style="list-style-type: none"> • Joining a MAT as outlined • Establishing a Free School; i.e. on the basis of highlighting the perceived shortage of resources for the 16-19, 19-25 age groups and demonstrating the need to fill that gap • Remaining a Maintained School; this option would raise issues around containing the school's breadth of age-groups within one site, also the implications of City Deal initiatives in terms of parking, as referred to under item 8.20.i above.
10.3	<p>It was agreed to hold a substantive discussion at the next FGB. CM will also be attending a MAT roadshow in London. ACTION – CM/MLa</p> <p>The discussion moved on to look at what the Local Authority might be planning in terms of SEND (Special Educational Needs, Disability) provision; i.e. whether the school should base its considerations on predicted pupil numbers, since class sizes are already having to be juggled. Governors are aware that the Greater Cambridge area will be required to absorb 2000 additional children per year for the next 15 years – the equivalent of a 1000 PAN (Pupil Admission Number) school having to be opened every year during this period of population growth.</p>
11	Governor Visits – what next?
11.1	A number of visit reports had been circulated in advance. These had been completed in accordance with the SDP (School Development Plan), the 3 key areas of which link with the Ofsted criteria.
11.2	Governors considered where to go next and what might be most useful, from a

11.3	<p>strategic perspective - i.e. do governors know where the school has moved to over a period of time? The key areas of focus were seen to be interventions (attention autism, music therapy) and to continue to be supportive of the SEF and SDP.</p> <p>The following suggested themes will be considered alongside the new SDP at the next FGB, when actions will be agreed: -</p> <ul style="list-style-type: none"> • How is the new build being used (e.g. the library area)? ACTION – JEP • Staff sickness (reasons for/impact of) ACTION – JEP • Impact of outreach work/how is the school progressing in terms of preparing pupils for adult life (e.g. in terms of avoiding NEETs – former students not in education, employment or training)? ACTION - JEP • PP (Pupil Premium) intervention ACTION – JM • PE (Olympic Legacy funding) ACTION - JM
POLICIES	
12	<p>Safeguarding and Child Protection Policy, for formal approval</p> <p>12.1 The model Safeguarding and Child Protection policy had been circulated in advance, with new wording highlighted in red.</p> <p>12.2 CM had also added specific school-related sections, e.g. around curriculum, and now clarified the yellow-shaded areas: -</p> <ul style="list-style-type: none"> • sections 2.4.1/5/5 – under which governors approved CM’s appointment as DSL and Prevent Lead • 2.4.15 • 2.8.1 – it was agreed to take the wording to be included in the school prospectus/website from the Education Child Protection Service • 6.4 – SH and MLa will check that safer recruitment self-declarations are noted on the Single Central Record (SCR) ACTION – SH/MLa • 7 etc. – the review dates for the separate policies and version number will be recorded on a header sheet; it was agreed to replace reference to review taking place ‘annually’ with ‘regularly’ ACTION – SH/CM <p>12.3 The policy was formally ratified, subject to minor textual amendments.</p> <p>Decision</p>
13	<p>Adult Safeguarding Policy, for formal approval</p> <p>13.1 The Adult version – previously an appendix to the policy approved above - had also been circulated in advance. It includes some 16 plus students.</p> <p>13.2 Although it too is based on a statutory model which follows the arrangements counterpart, it has been re-written in more detail and highlights systematic abuse.</p> <p>13.3 The policy was formally ratified; again, governors approved CM’s appointment as DSL.</p> <p>Decision</p>
14	<p>Annual Child Protection Monitoring Report to Governors 2015/2016</p> <p>14.1 This is now to be submitted on-line (by 13th October 2016) – the final chart will be made available once all details have been inputted.</p> <p>14.2 CM confirmed that all staff have received refresher training.</p>

14.3	MLa will attend the update session for governors.
15	Cambridgeshire – Effective Management of Behaviours, for formal approval
15.1	The policy had been circulated in advance.
15.2	Governors attention was drawn, in particular, to Guidance Note 4.2.2 (under the Team Teach heading on page 19), which sets out the link between County and School policies.
16	Anti-Bullying Policy, for formal approval
16.1	The policy had been circulated in advance.
16.2	As the review process is continuing governors adopted the document in its own right, as it stands, but subject to any later amendments to be advised. ACTION – CM/MLa
GOVERNING BODY ORGANISATION	
17	Agree Committee Structure and Membership
17.1	A document setting out suggested committee allocations and nominated governors had been circulated in advance.
17.2	It was agreed to invite all three new governors to the Finance and Personnel committee meeting on Monday 17 October (KR in particular, given her skill-set).
17.3	Otherwise, committee allocation was approved as proposed.
18	Agree nominated governors for HTPR (Head Teacher Performance Review)/HT Salary Panel/CP (Child Protection)/Appeal Panels
18.1	The HTPR panel to comprise NB, JB and JM – agreed unanimously, as proposed in the list referred to under item 17.
18.2	The HT Salary panel to comprise MLi and KD, as proposed, plus HD – agreed unanimously.
18.3	MLa to continue as Link Governor for CP – agreed unanimously.
18.4	Governors agreed that the Chair should continue to have delegated authority to appoint ad hoc panels as required. If the Chair is not available, the authority passes to the Vice-Chair and then the Clerk.
19	Agree mentor/buddy governors to support new members
	It was agreed that JEP will act as mentor/buddy to DL; and that JM will act as mentor/buddy to KR.
20	FGB Standing Orders/Terms of Reference, to be agreed
20.1	The GB Standing Orders had been circulated in advance.
20.2	These were unchanged except for the addition of section 14, covering the requirement for all governors to have submitted a current enhanced Disclosure and Barring Scheme (DBS) check (governors yet to complete this process

20.3	<p>should liaise immediately with SH).</p> <p style="text-align: center;"><i>ACTION – all Governors without DBS checks</i></p> <p>The Standing Orders were re-adopted, unanimously.</p>
21	<p>Governor Pledge and Code of Practice, to be agreed and signed</p> <p>The Pledge had been circulated in advance and was unanimously re-adopted, unchanged.</p>
22	<p>Register of Pecuniary Interests 2016/2017</p> <p>See item 5 above.</p>
23	<p>FGB delegation planner 2016/2017, formal review</p> <p>The Delegation Decision Planner had been circulated in advance and was unanimously re-adopted, unchanged.</p>
24a	<p>Any other Business: Energy Report</p> <p>The report is currently with Cambs CC. The next step would be for a group of governors to talk informally to Bouygues.</p>
24b	<p>Any other Business: After-School Provision</p> <p>In response to a question about the reduction in after-school activities, CM advised that cover is only sufficient to staff clubs on Wednesday afternoons. (This is due to issues around safety in PE). It is hoped that, as staff vacancies are filled and new arrivals settle in, more students will be able to participate – the aim is to return to Wednesday to Friday provision. An update will be provided at the next meeting.</p> <p style="text-align: right;"><i>ACTION – CM/MLa</i></p>
24c	<p>Any other Business: Soft Play/Explore Room</p> <p>In response to a question about the replacement of the former soft-play area with the new Explore Room, CM explained that – following consultation with both staff and students – it was decided that the latter offers greater enrichment. Smaller numbers use the new facility and activity is more specific. Staff are currently learning how to use the capacity available and a full evaluation will be carried out when all is finished. Governors will be invited to view it in action.</p>
25	<p>Items for the next meeting: -</p> <ul style="list-style-type: none"> • Teachers' Performance Review • SEF • Residential trip to Stibbington • Academisation • After-school provision

26	Date of next FGB meeting: <ul style="list-style-type: none"><li data-bbox="411 174 983 215">• Monday 7th November 2016 at 10.00am
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The meeting closed at 8.55pm.

Signed:.....

Dated:.....