

**Minutes of a Meeting of the Full Governing Body of Castle School
held at 1830 on Monday 8th October 2018 at the school**

Present: Mary Langran (Chair – ML)
Chris Baker (Headteacher – CB)
John Bastable (JB)
Nick Brenton (NB)
Janice Frankham (JF)
Donna Lovett (DL)
Helen Dolling (HD)
Katy Roberts (KR) – arrived 18:42

Also in Attendance: Sally Hempson (School Business Manager - SH)

The meeting was quorate throughout.

1	Election of Chair
1.1	No new nominations were made for Chair. ML offered to continue in the role of Chair. All governors in favour.
2	Welcome, introductions and apologies for absence
2.1	Apologies were received and accepted from Jude Coad and Kate Dove.
2.2	Election of Vice Chair – No new nominations were made for Vice Chair. NB offered to continue in his role as Vice Chair. All governors in favour.
3	Declarations of Interest regarding items on the agenda
3.1	None declared.
	MINUTES
4	Minutes of the Full Governing Body meeting held on 2nd July 2018
4.1	Minutes approved as a fair reflection of the meeting.
4.2	The Governing Body thanks NB for taking the minutes over the last 12 months whilst awaiting a CamClerk.

5	Matters arising from the minutes
5.1	Governors to complete the Skills Audit and send this to NB and ML. It was noted that this is important for recruitment and succession planning. <i>A Governor stated that there are few volunteers available to recruit.</i> Response that the Skills Audit will enable recruitment to be targeted with succession planning in mind and will evidence the growth of the Governing Body and the support to the school.
5.2	CB has started the induction programme for primary and special school head teachers. This is a series of meetings. One is focussed on working with the Governing Body. This will take place after Christmas and ML will join CB for this meeting.
5.3	All hirers have been notified of new letting rates and no complaints have been received. The 3% rise in rates was in line with inflation. The charges and remissions policy is available on the school website.
5.4	A premises and health and safety audit has been carried out and the report received. There was nothing highlighted that the Governing Body particularly need to be aware of. Regular fire practices are to be held. <i>A Governor asked about recommendations for First Aiders.</i> Response was that this will be picked up in the site meeting in November. <i>A Governor commented that the report looked positive.</i>
REPORTS	
6	Headteacher's report
6.1	This was CB's first report as Head of Castle School. CB said that he wants it to be a working document that the Governing Body are involved in. Key points of the report and discussion are below
6.2	CB said that the highlight of his week are the Friday assemblies. Governors are welcome to attend these.
6.3	182 pupils are currently on roll. The school has 185 places. There are a lot of placement requests being made as the Local Authority underestimated the number of special school places required. 21 pupils joined the school in September. They are settling well and CB has received excellent feedback from parents. CB is looking at projected numbers for September 2019 and is working with the Local Authority and other schools to develop an admissions system where special schools are more involved from the outset. <i>A Governor asked what the impact of the extra numbers of pupils was on the school.</i> CB responded that when a number of staff vacancies were filled, the school would run in a smoother fashion. The biggest impact is that not everyone can fit into the hall for whole school events. Some events are being held outside instead or are being split into a secondary school event and a primary school event. <i>A Governor suggested using the gym instead.</i> CB responded that there was not

	<p>enough room in the gym. There has also been an implication for lunch times and these have been managed in a different way. <i>A Governor asked how many additional pupils could the school take.</i> CB responded that this was a good question for the Governing Body to reflect on. One possibility is to look at moving post 16 provision off site so the school can expand. At the moment it is just about running at capacity. <i>A Governor commented that it was a shame that all the pupils can't be accommodated in the same hall for whole school events.</i> CB responded that the Christmas carol concert will be held at the church and the Harvest Festival event will take place outside. There are a number of challenges facing the school and it is good for the whole school to have the opportunity to come together at events like these.</p>
6.4	<p>CB reported on attendance. Attendance since the start of term has been 89.88%. <i>A Governor commented that previously the attendance figure was impacted by a few long term conditions and asked if this was still the case.</i> CB responded that it was a range of factors. Some pupils have gone on holiday as they would have struggled to go during the busy school holiday period. A Governor asked whether the attendance figure would be considered high or low. CB responded that it was not currently a problem. <i>A Governor suggested that the trend over time needs to be considered and that as a special school some pupils will be absent for reasons other than the reasons pupils may be absent from a mainstream school.</i> A Governor queried whether Ofsted would be happy with 89% attendance and said that it would be useful to know about other special schools across the country. CB responded that it was only the first 5 weeks and some pupils were on phased returns from September.</p>
6.5	<p>CB reported on Pupil Premium. A pie chart was included in the report to show how Pupil Premium funds were spent. <i>A Governor asked what FSM meant.</i> CB clarified that this was Free School Meals. <i>A Governor asked what is Pupil Funded.</i> SH clarified that this is a set amount in Pupil Premium which is individually for those pupils on Free School Meals. <i>A Governor asked what are Special Interventions.</i> CB responded that these included art therapy, hydrotherapy, and staffing for swimming. CB would like to invite parents in to see the swimming activities on offer.</p>
6.6	<p>CB talked about rebound therapy for the most challenging pupils, which he had used at his previous school. <i>A Governor asked what rebound therapy is.</i> CB explained that this is therapy which takes place on a trampoline. Pupils can be hoisted on to the trampoline. It has physical benefits and communication benefits. Small trampolines can be used in the classroom.</p>
6.7	<p><i>A Governor asked if the school are using TeachinCambs for recruitment.</i> CB responded that this is not being used at the moment. <i>A Governor suggested that this would be worth considering as it is free and was mentioned at the Governor briefing.</i></p>
6.8	<p>CB reported on the planned development of the bike storage area. The School Improvement Plan is currently under review to include this. <i>A Governor asked who would be doing the review of the School Improvement Plan and when will the Governing Body see it.</i> CB responded that SLT will be undertaking the review and he wants all staff to have ownership of it. CB will report on this at the next Governing Body meeting.</p>

CB/FGB

6.9	CB reported that communications training has taken place for all staff.
6.10	<p>CB reported on staff recruitment. The preference would be to have consistent full time staff but CB has inherited a situation with a number of vacancies. Interviews have taken place and CB will report to the Governing Body as vacancies are filled. <i>A Governor asked whether there would be savings associated with the 18 long term supply posts becoming permanent.</i> CB responded that there would be in the long term. <i>A Governor asked if 18 staff members would still be required.</i> CB responded that they would. <i>A Governor asked if there was any idea of how much the savings would be.</i> CB responded that they don't pay supply TAs during the summer. The advantages of permanent staff are that they will be able to stay for training and there will be consistency for the pupils. The biggest cost tends to be recruiting from agencies. <i>A Governor asked how many positions were likely to be filled.</i> CB responded that 12 were likely to be appointed. <i>A Governor asked how many applications had been received.</i> CB confirmed that 21 applications had been received and there had been some strong applicants. <i>A Governor asked how the school had found the strong applicants.</i> CB responded that this had been through advertising the posts and that 9 posts had been vacant for a while. CB said that he wants to be able to develop staff at the school. <i>A Governor asked about teacher training.</i> CB responded that two teacher trainees have started at the school. The school are looking to develop teachers with a positive attitude towards the young people. A number of TAs left roles at the school to go to university. CB wants to attract the right people to the school and develop all roles.</p>
6.11	CB reported that Evidence for Learning is being used to share pupil progress with parents.
6.12	CB attended the Cambridgeshire Special Heads meeting. Nursing is a regular agenda item. CB reported that the school has a named nurse and her allocated day is Wednesday. However, the school is logging the days that she is in as coverage has been inconsistent.
6.13	CB reported that a review of the Talent Management process is being undertaken to make sure it is what everyone wants.
6.14	CB reported on a successful overnight residential trip to Stibbington for a group of Year 6 pupils.
6.15	CB reported on safeguarding and commented that My Concern was an electronic way of recording safeguarding concerns.
6.16	<p>CB reported on the transport and parking situation at the school. Transport was taking 45 minutes to leave for home and CB is looking at how to make this safer and quicker. The local streets are going to become resident only parking and a piece of work is being done with Chesterton Community College to try to increase car parking space. <i>A Governor asked how many staff need to drive in and whether parents with children with medical needs should take priority.</i> CB responded that a number of staff already cycle to school and some travel from far afield. <i>A Governor asked if the bus or park and ride was an option.</i> CB responded that there was no park and ride option nearby. The parking situation</p>

<p>6.17</p> <p>6.18</p> <p>6.19</p>	<p>is to be added to the School Development Plan. The safety of pupils is a key concern. <i>A Governor asked what has been done to make the transport quicker and whether drop off times have changed as this will potentially have repercussions for carers.</i> CB responded that parents had been made aware of the changes well in advance by email and letter. School finishes at 3:20pm and TAs are available until 3:45pm. However, transport was taking until 4pm. The system needed to be changed as it could not be staffed. All transport is now being brought into the car park and all are ready to leave by 3:30pm. <i>A Governor asked if timings will be consistent from now on.</i> CB responded that he hopes so as this gives teachers and TAs time to debrief at the end of the day. <i>A Governor asked how it went today.</i> CB responded that it had gone well.</p> <p>CB reported on fundraising. Money has been received towards a new minibus. <i>A Governor asked how the school was able to gain £66000 of funding from the Lord Taverners.</i> CB responded that it was due to a number of reasons. <i>A Governor asked where the remaining £18000 would be found.</i> CB responded that there was some money available in the charity fund and some money was being given by the Rotary Club. Any shortfall would be made up through fundraising. CB commented that a flotilla of minibuses is vital for getting students out into the community and increasing pupils' independence.</p> <p>CB invited Governors to attend the pantomime on 6th December.</p> <p>The School Development Plan was included as an appendix in the last Head Teacher's report and is available on the website. This Head Teacher's report will also be uploaded. The parking situation needs to be added to the School Development Plan in order for this to move forward. The school are working with the Local Authority and Chesterton Community College to find a solution. <i>A Governor asked who would have the final decision.</i> CB responded that it would probably be a combination. Chesterton Community College have a lease on the field which allows them access to Castle School. <i>A Governor queried whether this was by foot or in vehicles, as on foot would not be a risk but vehicles could be.</i> The school has responded to the consultation on residents' parking and acknowledges that the parking situation at the moment is not ideal.</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Chair's Report</p> <p>ML provided a report on her work as Chair of Governors so far this term. Her report included a summary of the termly briefing, which raised a number of things to consider, as summarised below.</p> <p>'School on a page' data – this is normally included in the annual KIT visit. It includes a range of data about the school. A lot of information is currently missing but this will be updated. ML to meet with CB to discuss this further.</p> <p>Financial governance – the Local Authority plan to stop schools having private funds. ML queried whether this would affect charity accounts as the school have a registered charity. JL clarified that this was not the sort of private fund the Local Authority were referring to. SH added that the school does not have any private funds and the charity accounts are audited.</p>

7.4	Grant information will be provided in the schools newsletter.
7.5	Pay increases and future pension increases – this is likely to be an increase of at least 8% in cost to the school. It is important to plan how this will be dealt with. Some money will be coming in from the government to pay for pay increases.
7.6	ML attended the EPM termly briefing. ML will meet with CB and SH to discuss how this will be planned via the F & P Committee.
8	Summary of KIT Visit Report – May 2018
8.1	Familiarisation visit carried out by Lynda Morgan. The whole report cannot be shared as it includes confidential information, which may enable the identification of an individual if shared. Lynda will come in to the school four times this year and work with the school on their School Development Plan. Her involvement with the school is positive. She will spend time looking at different classes and meeting with leaders and teachers. Normally KIT visits are done by the Local Authority but they were not able to do these last summer due to staffing.
9	Annual Child Protection Monitoring Report to Governors 2017-18
9.1	ML highlighted an error in the report. It is not recorded that ML has carried out Safer Recruitment training over the last academic year. Her certificate is held in the school office.
10	Assessment Data
10.1	Deferred to the next meeting
11	Audit of My Concern
11.1	It was noted that the audit has been completed.
GOVERNOR INVOLVEMENT	
12	Agree nominated and Link Governors
12.1	HD agreed to take on the role of Link Governor for Literacy and Communication. ML to discuss with KD regarding the Link Governor role for Maths. Behaviour has been added to Safeguarding and CP which ML already covers, along with the Single Central Register and Blue Book. <i>A Governor asked what being a Link Governor entailed.</i> It was clarified that Link Governors come into the school and meet with their link co-ordinator and look at the subject throughout the school and share their findings with the Governing Body.

12.2	F & P Committee – Governors are invited to come to the next committee meeting and decide if they would like to commit to joining.
12.3	Head teacher’s review panel – JB is currently on the Panel but is also CB’s mentor. ML suggested that another governor shadows JB this year so that they have the chance to do the head teacher’s performance review training. CB is in agreement with JB continuing on the Panel. JB is also happy to continue.
12.4	Head teacher’s salary panel – KD, KR, and DL are happy to continue on this panel.
12.5	ML to discuss with Lynda Morgan regarding Lynda supporting the head teacher’s performance panel.
12.6	All governors in favour of the above decisions.
13	Governor recruitment
13.1	Deferred until the skills audit has been completed.
POLICIES	
14	Safeguarding/Child Protection Policy - Sept 2018
14.1	CB highlighted update that mentions young carers and the opportunity to develop support in this area. <i>A Governor asked whether the Vulnerable Adult policy should be mentioned.</i> It was agreed that mention of this should be added to the policy. <i>A Governor asked about the section on dual reporting in the current policy and if this should be continued in the new policy.</i> It was agreed that this should be included.
14.2	Approved with the two minor changes mentioned above.
15	Castle School Staff E-Safety and Acceptable Use Policy
15.1	CB highlighted that smart watches are now included in the policy as these can take photographs.
15.2	Updates agreed.
16	Castle School Supporting Pupils with Medical Conditions
16.1	CB highlighted update which allows parents to bring in unprescribed medicines, such as paracetamol and Calpol, and the school can administer this. The same paperwork would be completed. CB said this was a positive change. Review by the governors was invited. Awaiting feedback from governors before approving. <i>A Governor asked what would happen in the meantime.</i> It was confirmed that protocols and procedures are already in place and will continue.

17	Policy Audit
17.1	Policy audit is ongoing and not yet completed. Deferred until this is ready.
18	Castle School Probation Procedure – Sept 2018
18.1	<p>CB recommended adopting the EPM procedure. All new staff have had their first 4-6 week check and this is on track. <i>A Governor asked how long the probation period is.</i> CB confirmed that it is 6 months. During this time targets are set and followed up. The probation period is driven by pupils deserving outstanding staff, as well as staff well-being, training, and developing skills. Lots of staff move on to teacher training or higher level TA posts at other schools. <i>A Governor asked about staff turnover and queried whether it was unusual for teachers to move on half way through the school year.</i> CB responded that the current shortage of teachers is making recruitment harder and CB wants to continue involvement with ITT to develop their own teachers with people who know Castle School. <i>A Governor asked whether progression was possible within the school.</i> CB said that a middle leadership tier was being developed but the school needed the finances for this. <i>A Governor asked whether policy should be more or less specific in the way it was worded, particularly around time frames.</i> CB responded that EPM suggest taking this policy and sticking closely to the time frames within it. <i>A Governor asked whether there were different standards for sickness and attendance during the probation period.</i> CB responded that the expectation was for people to attend 100% and he had introduced a question about robustness into the TA interviews. Policies including sickness and absences are being reviewed next half term. <i>A Governor said that the policy does not cover if the probationer is not there for the meetings in the required timeframe.</i> CB confirmed that the probation period can be extended if both parties agree to it. It was agreed that CB would query with EPM about why the wording of the policy is not more specific.</p>
GOVERNING BODY ORGANISATION	
19	Agree committee Structure and membership
19.1	Instrument of Governance has been circulated. Currently 14 governors. <i>A Governor asked if this needed to be increased.</i> It was confirmed that it would be good to have more governors. CB would also like to develop a PTA.
19.2	F & P committee membership agreed.
19.3	CB would like to form a curriculum committee. This is to be deferred until there is an increase in the number of governors. CB and ML to discuss.
20	FGB Standing Orders/terms of reference
20.1	Agreed by governors.

21	Governors pledge and code of practice
21.1	Document has been circulated. <i>A Governor asked if documents could be sent as and when ready, rather than all at once.</i> ML said that the secure governors' area could be a way of doing this.
21.2	Agreed by governors
22	Register of Pecuniary Interests
22.1	All Governors to complete these forms and return them to ML
23	FGB delegation planner for 2018-19 for formal approval
23.1	ML said that this was the same as last year but with the dates updated. It will change if a curriculum committee is agreed.
23.2	Agreed by governors.
24	Any other business
24.1	<p>a) Cleaning contract – working party At least 3 Governors required for a working party to be formed as soon as possible. The current contract ends in April. Someone is needed to look at what needs doing. Last time there was support from the Local Authority. <i>A Governor asked if the school should bring someone in like for the catering contract.</i> Last time hundreds of applications were received. <i>A Governor asked how many hours of work it would take.</i> It was clarified that it is a big commitment and is in depth as the tender needs to be done over the EU. <i>A Governor asked if the work could be done remotely.</i> It was clarified that the working party would all need to be in the same room to shortlist. <i>A Governor asked if it would be a 3 year tender.</i> It was confirmed that it would be a minimum of 3 years. Last time it was 7 years. It was agreed that the working party would consist of ML, NB, CB, SH and Steve who is the school site manager.</p>
24.2	<p>b) Catering contract – confirmation It was agreed to go with Lunchtime Co from October half term. Taster sessions will be offered in mid-November.</p>
24.3	<p>c) SDP – additional item – Transport This was discussed earlier in the meeting.</p>
24.4	Lunchtimes – CB asked if the Governors would agree to pay the lunch time supervisors to work for an extra ten minutes per day at a cost of around £4000. <i>A Governor asked if the school could afford this.</i> CB responded that they needed to get more settings in over lunchtime. <i>A Governor said that facts and figures were needed to make a decision.</i> It was agreed that this would be discussed at the F & P Committee.

24.5	<i>A Governor asked about the well-being of the head teacher. CB said that he had had an amazing welcome from pupils and staff.</i>
25	Items for the next meeting
25.1	No items were raised for the next meeting.
26	Date of next meeting: Monday 26th November at the school at 6.30pm
26.1	The meeting closed at 2056.