

**Minutes of a Meeting of the Full Governing Body of Castle School
held at 1830 on Monday 26th November 2018 at the school**

Present: Mary Langran (Chair – ML)
Chris Baker (Headteacher – CB)
Janice Frankham (JF)
Nick Brenton (NB)
Helen Dolling (HD)
Donna Lovett (DL) – left 19:30
Katy Roberts (KR)
Kate Dove (KD)
Jude Coad (JC)
Laura Oxley (Camclerk – LO)

Also in Attendance: Sally Hempson (School Business Manager - SH)
Anne Haberfield (Deputy Headteacher – AH – left 19.25)
Alison Richardson (Visitor – AR)

The meeting was quorate throughout.

1	Welcome, introductions and apologies for absence
1.1	Welcome to AR who is observing the meeting as a visitor and potential future governor. All governors agreed that AR could attend the meeting as a visitor.
1.2	Welcome to AH who will be discussing the assessment data. It was agreed by the governors that Point 5 of the agenda would be discussed first as AH could not stay for the whole meeting.
1.3	Apologies were received and accepted from John Bastable (JB)
2	Declarations of Interest regarding items on the agenda
2.1	None declared.
MINUTES	
3	Minutes of the Full Governing Body meeting held on 8th October 2018
3.1	Minutes approved as a true record of the meeting.

4	Matters arising from the minutes of the meeting held on 8th October 2018, Inc. Cleaning Contract working party update
4.1	<p>24.1 Cleaning contract – the working party consists of CB, SH, NB, ML and Steve (site manager). They have met and considered that they need a budget to work to. The contract will be for three years with a two year option to extend and the school will need to tender within the EU because of the value of the contract. A chart with the timeline has been circulated to governors. <i>A governor asked if the timeline is by calendar days or working days.</i> SH confirmed that the timeline was in calendar days. ML proposed that a budget needs to be agreed. CB said that the costs should be around £3000, but asking for a budget of £5000 would be a more appropriate figure as they don't know how many people will tender. ML informed governors that LGSS procurement services charge £420 per day for their services and it should take about 5 days. Last time a lot of tenders were received and it took two days to assess all the responses. It is estimated that the contract will be around £181k and this cost may go up. There is also the consideration of whether there should be an inhouse tender. CB said that there are pros and cons of having inhouse cleaners and this needs exploration. ML said that there are likely to be EU companies bidding for the contract as well as local companies. All tenders should be back by 31st January. Prior to this, the working party have to prepare documentation and hold an open day for prospective companies. ML asked governors to agree a £5000 budget, as proposed by the working party. All governors in favour.</p>
4.2	<p>5.4 Health and Safety meeting – ML asked whether a premises meeting had been held to discuss first aiders. NB proposed that this was discussed later in the meeting as further down the agenda there is a report on the health and safety meeting.</p>
4.3	<p>6.3 ML said that the school will be working with the Local Authority (LA) and a meeting is coming up on 10th December to explore development of Castle School. NB and ML will be attending this with Hazel Belchamber and Marion Cullen (LA officers). Action: NB and ML to attend meeting on 10th December. NB/ML</p>
4.4	<p>6.8 ML asked for an update on the School Improvement Plan. CB confirmed that this would be covered by his verbal update on the Headteacher's report further down the agenda.</p>
4.5	<p>6.12 ML asked what the current status of school nurse service is. CB responded that a named nurse is coming in once a week, but there are two vacancies in the school nurse team at the moment and not enough information from the specialist school nursing team. This is an ongoing agenda item in the Special Heads meetings.</p>

4.6	6.16 ML asked for an update on transport and parking. CB responded that transport has improved. The system has been refined slightly and a letter will be going out to parents to inform them. There is not enough parking space.
4.7	6.18 ML asked how many governors were planning to attend the pantomime. CB confirmed that the pantomime would be at 10am at Cambridge Arts Theatre on 6 th December. Action: Governors to let CB know if they would like to attend. Governors/CB
REPORTS	
5	<p>Assessment Data</p> <p>5.1 AH gave a presentation to the governors on assessment data and assessment methods used in the school. Assessment methods are in place for all areas of the curriculum. The school believe that curriculum should drive the assessment and should measure pupils' ability to be independent as well as academic progress. There are three learning pathways:</p> <ul style="list-style-type: none"> • pre-formal - mainly interventions and each pupil has an individual timetable • semi-formal – an intervention and curriculum based timetable, learning through play and contextual learning • formal - specialist teachers for subjects <p>Class groupings reflect age, learning style, and learning pathway. Door signs outline the curriculum for each class. Colour coded timetables for semi-formal learners are linked to the 4 areas on EHCP. Assessment should be meaningful and reflective of the needs of the child and identifies next steps. It is not one size fits all, unlike a mainstream school. Progress may not be academic. Four areas of assessment are focussed on: academic progress, personal development, supporting behaviour for learning, and responding to individual need.</p> <ul style="list-style-type: none"> • Behaviour for learning – measured by an engagement profile and tick charts for more able pupils • Academic progress – assessment tree, moves from EHCP and Roots for Learning into Castle Rainbow Assessment. This is based on Early Years assessments. Above the rainbow there are 'gemstones', for which the school has written their own assessment levels. • Personal Development – individual targets, social skills, life skills, preparation for adulthood. • Interventions – three types: specialist, class based, and those linked to communication. Staff are asked to present case studies of class interventions including photos and parent reactions as part of Performance management reviews. This allows closer monitoring than setting a target at the beginning of the year and then measuring it. New computerised assessment system is called Evidence for Learning. Staff can set individual targets to be tracked over time. Progress can be differentiated for more and less able students.

A governor asked if this assessment system is specific to this school. AH responded that it was not and there has been extensive research gone into this. Best practice has been drawn from different approaches, and it has taken two years of work to bring this together. *A governor asked if all special schools in the local area would be taking this approach.* AH said that Highfields have also got Evidence for Learning, but Granta and Spring Common have opted for a different system called Solar. CB explained that parents will be able to be more closely involved with their child's progress. AH added that it will be a live interactive assessment system.

A governor asked what has allowed this to happen now and why it was not in place 5 or 10 years ago. AH explained about the impact of the Rochford review and how National Curriculum changes in mainstream schools to assessment without levels also gave special schools an opportunity to look at what they're assessing and why. As of this September P levels have been removed, and the school is now more able to measure what we value. CB said that the Ofsted expectation was that schools should use P levels to measure progress and it was curriculum led by assessment, but now it has been agreed that this is not an appropriate system.

A governor asked how the school will ensure that more academically able students can still follow a more formal curriculum. AH responded that students can progress to Castle levels, which is above the rainbow levels, and based on end of Key Stage statements. Formal accreditation is still possible at a maximum of entry level 3. CB said that if a student progresses beyond this level, this school may not be the right place. AH said that dialogue with parents at annual review was important to judge if a student should stay at Castle or look at a mainstream school.

A governor said that they think it looks great and thank you for the work that has gone into it and for sharing it. A governor asked how you know what the right goal is to set for any pupil. AH responded that each pupil has an EHCP, so they would look at all the areas within this to see where the next steps are. CB added that speech therapy and physical therapy also play a part. AH said that this system should strengthen the dialogue at EHCP reviews so that parents can be more involved.

A governor asked whether there will still be personalised learning targets. AH said that personalised learning plans will take the place of IEPs. CB said that targets from the EHCPs are constantly being measured, not just on an annual basis.

A governor said that the system relies heavily on class team meetings and asked if there is time to do this. AH responded that there is already a termly meeting in place. This system increases the robustness and as it becomes more embedded, TAs can be involved.

A governor asked what training TAs will receive. AH said that at the moment it is being rolled out from the class teacher. Every term there are meetings built in. Pilots are taking place this year so that it can be live by September. CB said that it would be nice to invite AH back to a governors meeting in the summer term so that AH can report on how this has gone over the year.

	<p><i>A governor asked whether the system would be live from September.</i> AH said that it is live now but pilots are currently being done. CB said that the school will do an open session to invite parents in to look at it.</p> <p><i>A governor asked whether the system will include the therapists and whether they would have any input.</i> AH confirmed that the therapists would be involved and gave the example of targets set by SALT that go into the EHCP. Castle School has been identified as an area of good practice and AH and JF will be presenting at a conference on Thursday. CB informed governors that AH had received an award on the school's partnership with the local authority on the national citizenship scheme. AH said that the scheme had been recognised in the children and young people's national awards. This was a partnership with Castle, Granta and Phoenix in Peterborough.</p> <p>The governors thanked AH for her presentation.</p> <p>CB asked if it was at the right level for governors. The governors confirmed that it was. ML said that the relevant documents were on the secure area for governors to access if they wish.</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Headteacher's Report – verbal update</p> <p>CB said that there are 2 current teaching vacancies. One is a part time job (2 days per week in KS3) and the other is a primary school teacher. Applicants came in today, and the school will be advertising.</p> <p><i>A governor asked why people make this decision in the first term.</i></p> <p>CB responded that the teachers who are leaving have been at the school for a number of years. Traffic has got worse. However, it is a difficult time of year to appoint.</p> <p>CB said that school dinners have had a massive improvement. A taster session has been held for parents. The food has been well received by pupils, including the meat free Monday. <i>A governor asked whether there had been any increase in the number of students taking up lunches.</i> SH said that this had not happened yet but may do when word gets out.</p> <p>CB said that there is now a 'Friends of Castle School'. They will have a cake stall at the school's Christmas Bazaar. They will be involved in fundraising and also support for parents. A Dad's network is being organised for social occasions, such as an ice hockey match. <i>A governor asked where the finances for this will be organised.</i> CB confirmed that it will go through the charity account. CB said that 8 people turned up with lots of other people saying they would be keen. AR suggested that a different time might be better as people who work may then be able to attend.</p> <p>CB said that a three school meeting (involving Granta, Samuel Pepys, and Castle) is to be held at Shire Hall.</p> <p>CB reported the sad news that a pupil passed away unexpectedly at half term. The school are working on a way to celebrate her memory. They have got a memory board outside the classroom. Parents have been to see this. It will be put into a book and given to parents. Staff have been supported and the EP has been involved.</p>

6.6	CB reported that Daniel Ziechner has visited the school.
6.7	CB gave an update on the School Improvement Plan. A three year programme is to be developed and brought to governors. <i>A governor asked if this would be at the next meeting.</i> CB confirmed that it would be. Action: CB to present an update on the School Improvement Plan at the next FGB meeting. CB
6.8	CB said that staff and parents have been great to work with in his first term as Head teacher.
7	<p>Link Governor Reports:</p> <ul style="list-style-type: none"> • Links with therapists, Arts Mark, and Staff Wellbeing – JC • Mentoring (Head) – JB • Health, Safety and Premises update following meeting on 22nd Nov - NB
7.1	Reports are on the governor secure area.
7.2	<p>JC reported that this is the 2nd year with the Arts Mark. Form tutors are considering what they want to focus on to further develop creative arts. This links in to work in KS1 and 2 supporting play. The key areas of learning for pre formal and semi-formal learning is learning through play, and JC is supporting the staff teams in moving that forward. This is linked to staff well-being. Staff should enjoy what they're doing. Peter has started an initiative to look at how staff want to be supported to develop their own emotional well-being. Two meetings have been held so far. Staff have suggested lots of ideas including mental health first aiders trained within the school. Someone from Mind could come in and train up to 5 members of staff. <i>A governor asked if they had definitely decided on Mind.</i> JC said that it was a possibility and options are being explored. <i>A governor commented that the school has had some links with the Richmond Fellowship in the past.</i></p> <p>JC said that staff are coming up with good suggestions of what can be done to support them. CB said that, in regard to the Arts Mark, one of the 'Friends of Castle' has links with Bollywood dancing so this could be shared as part of creativity week. JC said that there was a sense of energy and engagement.</p>
7.3	ML confirmed that JB's report is online. CB said thank you for introducing JB as a mentor.
7.4	<p>NB said that a meeting had been held last week, with NB, SH, Mike (Strictly Education) and Steve (site manager). Money for replacement boilers was hoped to be gained back from the county but this is not possible so will fall to school's budget.</p> <p><i>A governor asked if there is a lead member of staff in the school for health and safety, and for first aid, and whether this would be the same role.</i> Action: NB to discuss with CB. NB/CB</p> <p>Car park issues – 70 cars are parking each day from Chesterton, and serious concerns about pupil safety have been raised. A discussion was had about additional railings and other safety measures that could be taken to see how this could be taken forward. CB is treating this as urgent. <i>A governor asked if Castle staff can park on Chesterton's field.</i> CB said that this was only possible</p>

	<p>early in the morning. <i>A governor commented that it can be an issue walking through the field in the dark evenings.</i> CB said that whatever parking is developed needs to have appropriate lighting. <i>A governor asked whether resident parking has been passed yet.</i> NB said that this had not happened yet. CB said that the long term plan is to free up some visitor parking spaces.</p>
	<p>GOVERNING BODY PLANNING AND INVOLVEMENT</p>
<p>8</p> <p>8.1</p>	<p>Skills Audit – discussion of outcome and next steps</p> <p>ML said thank you to all who completed this. NB explained how the results of the Skills Audit had been analysed. Anything that scored less than 400 out of 500 was highlighted in red and anything that scored 500 out of 500 was highlighted in blue. Out of around 50 items, there were 13 red boxes and 4 blue boxes. 288 was the lowest score and this was for a statement about property and estate management. These results can be used for governor recruitment. ML said that because some governors are on the Finance and Personnel committee, this may have skewed the answers. The school itself is not a charity, so it is possible that only the trustees and management committee of CSCA will have knowledge of charity law and governance. This scored under 300, but it may not really be a level of need. <i>A governor commented that Ofsted will want to know that the governing body know where its weaknesses and strengths are. A governor said that finance and procurement and HR are areas where we need more expertise. Training sessions at governor meetings could help us build this expertise.</i> ML said that the most important aspects are that governors know where to go to get information they need to do the job effectively and are willing to commit to training and accept the legal duties and responsibilities as a governor.</p>
<p>9</p> <p>9.1</p>	<p>Appointment of Local Authority Governor – nomination received for Mr Nick Brenton</p> <p>NB left the room during this agenda item.</p> <p>ML informed the governors that NB had been nominated by the LA to continue as a governor.</p> <p>All governors in favour.</p>
<p>10</p> <p>10.1</p>	<p>Headteacher Performance Review – update</p> <p>This was arranged for 5 Dec but this has had to be changed. The new date will be 17 Dec. This should be completed by the end of December and will involve setting targets to be reviewed next September. ML asked whether anyone would be interested in shadowing the panel this year. JC, NB, and JB are currently on the panel. <i>A governor asked if there was any training.</i> ML confirmed that there was but usually not until the summer term. A volunteer could sit in with a view to doing this next year, but they would also need to do the training. <i>A governor asked about the location of the training.</i> ML responded that it is usually at CPDC in Trumpington. ML will explore when the next training is. KR is possibly interested in volunteering for this. Action: ML to find out when and where the next training session is. ML</p>

	FINANCE AND PERSONNEL COMMITTEE
11	Minutes of the Finance and Personnel Committee held on 29th October 2018
11.1	ML said that minutes have not been circulated yet as several changes were needed to ensure that all figures were accurate. The minutes will be circulated as soon as possible.
12	School Funding consultation
12.1	ML said that the LA are consulting on Cambridgeshire 2019 school budget, all linked to schools and high needs funding. CB explained that the LA haven't got enough money to pay for the high needs block, so they are taking 0.5% off all mainstream budgets. Castle is in the high needs block. <i>A governor asked why the high needs block is underfunded.</i> CB said that it's not necessarily underfunded but it is expanding. A lot of money is spent sending children to out of county residential placements. EHCPs are intended to support all pupils from 0-25 but the government has not given any extra funding for this. <i>A governor asked whether the LA could open a residential school.</i> NB said that it would possibly have to be opened as an academy. <i>A governor commented that it must be hard for the mainstream heads as Cambridgeshire funding is low anyway.</i>
13	Any other business
13.1	CB said that safeguarding training has recently been done with staff. ML said that it should be discussed when this can be fitted on the agenda for governors. All governors in favour. The last training was in the summer term. Action: ML to discuss with CB regarding training on safeguarding and Prevent ML/CB
13.2	<i>A governor asked for documents for meetings to be circulated further in advance.</i> ML said that documents will be sent out earlier for the next meeting.
14	Items for the next meeting:
14.1	Policy Audit – Action: CB and ML to discuss CB/ML School Improvement Plan – CB Peter – positive behaviour – to share behaviour policy Helen – link visit for literacy Action: HD to liaise with CB HD/CB
15	Date of next meeting: Monday 28th January 2019 at the school at 6.30pm
15.1	The meeting closed at 20:40.