



Cambridgeshire
County Council



**Minutes of a Meeting of the Full Governing Body of Castle School
held at 1830 on Monday 7th October 2019 at the school**

Present: Mary Langran (ML)
Chris Baker (Headteacher – CB)
Nick Brenton (Chair - NB)
John Bastable (JB)
Jude Coad (JC)
Janice Frankham (JF)
Helen Dolling (HD)

Also in Attendance: Laura Oxley (Camclerk – LO)
Sally Hempson (School Business Manager - SH)

The meeting was quorate throughout.

1	Election of Chair
1.1	Nomination of NB by JC. Nomination of ML by NB. Both NB and ML were happy to stand as Chair. NB and ML left the room while governors took a vote on the two nominations.
1.2	Governors voted for NB to take on the role of Chair.
1.3	The Governing body expressed their gratitude to ML for her work over the years, but felt that the planned progression that was agreed was that NB would take on the role of Chair this academic year. NB thanked ML for her contributions to the Governing Body.
2	Welcome, introductions and apologies for absence
2.1	Apologies were received from Donna Lovett (DL) and Kate Dove (KD) and were accepted.
2.2	Election of Vice Chair NB proposed ML for Vice Chair. JC seconded this. ML was happy to stand as Vice Chair. All governors were in agreement with this appointment.

3	Declarations of Interest regarding items on the agenda
3.1	None declared.
	MINUTES
4	Minutes of the Full Governing Body meeting held on 1st July 2019
4.1	These were agreed as a true record of the last meeting.
5	Matters arising from the minutes of the meeting held on 1st July 2019
5.1	CB reported that the school now has a new school nurse. An audit has been completed on school nursing services, but the information has not yet been shared with the school. Availability of school nursing services is an ongoing issue. The new school nurse is in on a Tuesday. However, she will be on holiday for the next three weeks. This is a concern considering the number of pupils with significant health needs.
5.2	CB reported that Cambridge University Press have not yet suggested any potential governors. However, Tees Law are looking to work with the school and may be able to provide someone to serve as a governor. This potential governor is coming to visit the school tomorrow to meet with CB. JC met with another potential governor during the summer break who has expressed an interest in joining the governing body. JF reported that Davinda, a teacher at Castle school, is still keen to be involved in the governing body and JF's term of office comes to an end soon, so this will be a good transition for staff governor.
5.3	ML asked if any governors were interested in becoming a CSCA trustee, as discussed at the previous FGB meeting. Action: any governors who are interested to contact ML to discuss further.
	REPORTS
6	Head teacher's Report
6.1	CB reported that it had been a good start to the year. The plan had been to open with the new Early Years (EY) class but this has not happened due to building works taking longer than anticipated. The school's PAN is to be increased to 193 during the year. The training room is now being used as a classroom. Other classes have also been moved around, pending the EY classroom being ready to use. Projected numbers suggest that there will be 12 places for new pupils

	<p>next year. CB said that the school will not go above 12 new places and has already met with the Local Authority to discuss this. CB is also working with the SAT team on improving the way pupils are allocated places. This is to ensure that places are offered to the pupils for whom the school would be most appropriate.</p>
6.2	<p>CB reported that attendance has dropped slightly. The school is working with the Education Welfare Officer to improve this.</p>
6.3	<p>SH will be retiring at Christmas. CB and the governors thanked SH for all her work. An advertisement is currently out to recruit a replacement for SH's role.</p>
6.4	<p>A new fob system has been installed on the doors in the school. This makes the school more secure and is beneficial for the safety of the pupils. <i>A governor asked about any implications for fire safety of the doors needing a fob to open.</i> CB said that the fob system is linked to the fire alarm, so if the fire alarm goes off, all the locks will be opened.</p>
6.5	<p>CB suggested that Gary Dadd and Peter Nelmes be invited to come to a FGB meeting to share progress and plans regarding SCERTS. This is a system aimed at improving communication and engagement. <i>A governor asked if SCERTS is only for pupils with autism.</i> CB said that it was originally developed for pupils with autism but it is suitable for other students as well. JF reported that she has already been using SCERTS targets with a pupil to help re-engage him. It has been useful and informative.</p>
6.6	<p>Evidence for Learning section in the Head teacher's report is a contribution from Anne Haberfield. An electronic system is now available for parents to sign up to. 47% of parents so far have signed up. Letters will be sent home to parents to encourage sign up after half term.</p>
6.7	<p>3 pupils are currently on a Child Protection plan. There have been no exclusions this term. Information from Peter Nelmes was included in the Head teacher's report on behaviour reports. This helps staff to look for patterns and trends and to see where extra pupil support is needed.</p>
6.8	<p>The school has a number of events taking place this term, including Harvest Festival, Primary Christmas Performance, and a Carol Concert.</p>
6.9	<p>CB informed the governors that Chesterton Community College contacted him to say that Castle School cannot use their field as a car park from tomorrow. CB has arranged a meeting with the Executive Head teacher at Chesterton tomorrow morning to discuss this and it has now been agreed that staff can use the car park tomorrow.</p>

6.10	<i>A governor asked for the Head teacher's report to be sent out earlier in the future, so that they have chance to read it in advance. CB said that he would try to do this.</i>
6.11	<i>A governor commented that the new bus arrangements mean that the buses are getting home earlier and this can cause issues with carers being available for pupils at home. CB said that school always finishes at 3:15pm, but pupils may get on the buses earlier than this to ensure that they are ready to leave at 3:15pm. However, the transport does not leave any earlier than 3:15pm. JF said that the gates are shut and the buses are all released at the same time. This system has been in place since last year.</i>
6.12	<i>A governor asked about the SEMH project mentioned in the report and asked what this is. CB explained that SEMH stands for Social, Emotional and Mental Health, and refers to pupils who have behavioural challenges around mental health. Some of the more able pupils at Castle School would fit into this category. A governor asked if this is actually a label. CB said that the Harbour school is a designated SEMH school. JC added that SEMH has taken over from EBD (Emotional Behavioural Disorders).</i>
6.13	<i>A governor asked about the emotional wellbeing element for staff. CB said that this is an ongoing journey. The school is in the process of making sure that the school has mental health first aiders, and the new staff room will have a quiet area for staff. ML said that staff wellbeing tends to be on the agenda of the Finance and Personnel Committee. JF commented that the increase in staff time facilitated by the children leaving school on time has made a significant positive difference for staff.</i>
7	Summary of Termly Briefing by Governor Services
7.1	ML attended this termly briefing. A report by ML and accompanying documents have been uploaded on to the governor secure area.
7.2	It was noted that the benchmarking comparison is not currently appropriate. ML has emailed Governor Services to request that this is changed to a more appropriate school so that the benchmarking is more useful.
7.3	ML reported that there was a very long session on reading. ML suggested inviting the English Co-ordinator to come and talk to the FGB about reading as this is a focus of Ofsted which governors may be asked about. ML suggested that GB may also need to review PSHE policy.
7.4	<i>A governor asked how many hours of Educational Psychologist (EP) time the school gets. CB said that the school gets 90 hours per year, but this is not just face to face time. This also includes time taken to write reports. However, the situation is improved from last year. A</i>

	<i>governor asked how close this is to meeting demand.</i> CB said that a full time EP would be needed to meet demand fully.
7.5	ML asked how many Governors were receiving the schools newsletter. Discussion was had about governors signing up for this newsletter and accessing it online.
7.6	ML reported that there is £8.1m additional funding in High Needs block for 20/21 in Cambridgeshire.
7.7	Governor support services are available to attend FGB meetings to support quality of governance if this is requested. Anna-Marie Cooper is the local link for the school.
7.8	One school is using Pupil Premium funding to fund a family support worker. CB said that, if the funding was available, he would prioritise investing in two areas; a full time therapist (play therapy, music therapy, etc.) and a family worker.
7.9	ML asked if governors would like to see all the accompanying documents uploaded. NB said it is useful to have available for governors to see if they wished to.
7.10	<i>A governor asked who is in school forum who makes decisions about where money is allocated.</i> CB said that the school forum includes Jonathan Lewis, advisers, head teachers, and there are two Special Head teachers representing special schools
8	Annual Safeguarding Report 2018-19
8.1	CB has completed this and submitted it. A summary has been returned.
8.2	ML commented that the designated personnel have been expanded. ML was due to go on Safeguarding Update training tomorrow but this has been cancelled due to insufficient take up. Action: ML to follow this up further to see if there is an alternative date planned in Cambridge.
GOVERNING BODY INVOLVEMENT	
9	Agree nominated and Link Governors
9.1	Link governor areas were discussed and agreed. A table showing these is uploaded on the secure governor area.
9.2	It was noted by governors that NB cannot be on the Head teachers Performance Review Panel this year as he is now the Chair. It was agreed that NB will be involved in reviewing last year's targets and ML will then become involved in setting the targets for next year. Action: ML and JC to liaise about updating Blue Book.

9.3	<p>Action: CB and governors to liaise about setting a date for the Head teacher's Performance Review.</p> <p>A new governor will be needed for the Head teacher's salary panel as there are only two governors who are neither on the Head teacher's performance review panel nor are staff members (DL and HD).</p>
9.4	<p>ML suggested that another governor would be useful for the Finance and Personnel committee. NB suggested discussing this further once new governors have been recruited.</p>
10	Governor visits
10.1	<p>JC reported that she is continuing her ongoing visits into Early Years classes to support play. This is with the two new classes. JC has done an initial visit and a play visit and is coming tomorrow to meet with staff. JC then will do another play visit. JC will write this all up using the new pro forma for the next FGB meeting. JC to meet with CB about measuring the impact of this involvement. Action: JC to write report for next FGB meeting and to arrange to meet with CB to discuss measuring impact of involvement.</p>
10.2	<p>ML asked if she should complete a governor visit pro forma each time she attends a safeguarding meeting at the school or just complete one for the whole year. CB said that it needs recording that ML is attending the meetings but due to the nature of the confidential discussions, it would not be appropriate to use the pro forma. It would just be a record to show that ML had attended. NB confirmed that ML does not need to complete the visit pro forma for safeguarding meetings.</p>
10.3	<p><i>A governor requested the governor visit pro forma as a PDF file.</i> Action: NB to send pro forma to governors as a PDF file.</p>
POLICIES	
11	Governor Visits Policy
11.1	<p>The governors reviewed and approved this policy.</p>
12	Safeguarding/Child Protection Policy – Sept 2019 – to discuss and agree updates
12.1	<p>The governors reviewed the changes to this policy and approved them.</p>
12.2	<p>ML asked if it was useful to have the model policy as well as the proposed Castle School policy uploaded to the governors' secure area. <i>The governors agreed it was useful to see the marked up version.</i></p>

13	Health and Safety Policy for review and approval
13.1	The governors reviewed and approved this policy
14	Behaviour Policy for review and approval
14.1	The governors reviewed the changes to this policy and approved them.
14.2	<i>A governor commented that the Equalities policy is referred to within this policy and that this may need updating.</i> Action: CB to share a model Equalities policy at the next FGB meeting.
15	Complaints Policy for review and approval
15.1	The governors reviewed and approved this policy
16	Policy for managing serial and persistent complaints for review and approval
16.1	The governors reviewed and approved this policy
BODY ORGANISATION	
17	Agree Instrument of Government
17.1	The governors formally approved this.
18	Agree committee Structure and membership
18.1	This item was discussed earlier under Item 9: Agree nominated and link governors.
18.2	<i>A governor asked if there should be a curriculum committee once more governors have been recruited. CB said this would be a good idea, and an excellent way of getting Anne Haberfield more involved with the governing body</i> Action: CB to ask Anne to convene a group of people who are interested in this, to talk about the curriculum.
19	FGB Standing Orders/terms of reference to be agreed
19.1	The governors formally approved these.
20	Governors pledge and code of practice to be agreed and signed
20.1	It was noted that SH is a non-voting associate. <i>A governor commented that there may be a conflict of interest for the finance officer to have a vote on the Finance and Personnel committee.</i>

20.2	The governors agreed that the Committee structure should be reviewed every two years.
20.3	<i>A governor asked who is responsible for the publication of governor details.</i> NB confirmed that he is responsible for this as Chair.
20.4	It was noted that a Section 128 check needs to be done for all governors. Action: SH to follow this up.
20.5	All governors present signed the governors' pledge.
21	Register of Pecuniary Interests – to be completed and brought to the meeting
21.1	This was completed by the governors.
22	FGB delegation planner for 2019-20 for formal approval
22.1	There were no changes from last year. The governors formally approved this.
23	Appointment of new Co-Opted governors
23.1	A parent has been talking to CB about becoming a governor. ML has been in contact with this potential governor by email. They are interested in being co-opted. Action: ML to follow up on this.
24	Any other business
24.1	<i>A governor asked about research in the school and if CB had any projects in mind?</i> CB recently met with Simon Baron-Cohen at the Autism Research Centre to talk about a reciprocal arrangement as many students do not have experience of young people with autism.
24.2	<i>A governor asked if there were any plans to increase after school club provision, as it is currently only 2 days per week.</i> CB said that there were no plans to increase this provision at the moment. The after school club is funded by the LA and they are not offering to increase this at the current time. <i>A governor asked whether there would be the possibility of increasing this provision if there was another provider who was able to offer 5 days per week.</i> CB said that it would need to be a provider who was skilled in dealing with the needs of the pupils at Castle school. Action: Add this to the next agenda as an item to discuss.
25	Items for the next meeting: <ul style="list-style-type: none"> • Critical Incident Policy • After school provision • Model Equalities Policy

26	Date of next FGB meeting: Monday 25th November 2019 at the school at 6.30pm
26.1	The meeting closed at 20:51.