

CASTLE PRIMARY SCHOOL**Full Governing Board (FGB) Minutes via TEAMS**

Date/Time	12 th July 2023 5.30pm				
Present	Initials	Category of Governor			
Val Bishop	VB	Parent – Vice Chair of FGB - Chairing			
Jamie Edmonds	JE	Co-opted			
Shaz Lydon	SL	Parent			
Cathy Noble	CN	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned			
Vicky Hill	VH	Parent – Chair of FGB - holiday - sanctioned			
Lynn Lawrence	LL	LA – Broken ankle - sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Martin Harding	MH	Presentation on Partnerships

The meeting started at 5.34pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Presentation by Martin Harding on Partnerships	MH
4.	Minutes of FGB meeting of 2 nd May 2023, approval and matters arising	VB
5.	Receive reports from committees and consider implications/ actions/ decisions	VB
6.	HT Written Report	CN
7.	Items c/f from T&L Meeting	CN
8.	Class/staff arrangements for next academic year	CN
9.	School Development Plan	CN
10.	Data Protection	FL
11.	Equality Audit	JE
12.	Provisional Dates and draft Annual Planner for 2023-24	FL
13.	Safeguarding and GDPR Reports	LL/VB
14.	Governor visits and training undertaken	all
15.	Marketing report	--
16.	FGB Membership/Vacancies	FL
17.	Policies	--
18.	Items brought forward by the Chair	VB
19.	Impact Statement	all
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above.	
2.	Declarations of Interest - None were declared for this meeting beyond that which has already been declared.	

3.	Partnership Presentation – Martin Harding gave a presentation and answered questions from Governors. CN will begin to explore possibilities and feedback to Governors in October.	CN
4.	Minutes of FGB of 2 nd May 2023. They were agreed as a true and correct record and were signed as such • Parent Survey – As this has been so long since it was completed, the decision was taken to close this item. • Education Staff Wellbeing Charter – this will be carried forward to next term and reviewed in October	VB
5.	Receive reports: • T&L – the meeting of 20th June was cancelled, as the data required was not available. The minutes of the 8th March were approved and signed. • Resources - 27th June – The budget was looked at taking into regard the fact that pay rises have not been agreed. Once determined, the budget will be revisited in October for future planning. It is likely that there will be a deficit in Yr3. The Sports Fund has been used successfully with a sports coach in place. Jo has achieved an excellent 100% on the finance audit and is to be congratulated for her hard work. The Solar glazing for the upstairs, south facing windows cannot be purchased under the capital budget and the main budget will need to be used. The new school meals systems is going well. The actions taken to reduce the carbon footprint are making good progress. The minutes were approved and signed.	
6.	HT Written Report – There are currently 315 on roll. There will be approx. 57 leaving and an intake of 40. There have been 2 exclusions this term for hurting staff. Attendance is 94.15% which is good and above the national average. For some persistent absences, we will be progressing to the stage of legal letters as no improvement has been made. Our % of SEN is still quite high but 17 support plans will be going with the current Yr6 cohort. <i>Q. What is the makeup of the new cohort?</i> A. unknown at this time. A support teacher will work with the lowest 20% within school, particularly with some Yr3 children who will be “pre-keystage” in September. Also some Yr6 maths and writing. SEND/EHCP funding is more and more important and more difficult to access and CPS would like to purchase a software package to release the SENDCo to spend more time with children. The cost is £800-900. <i>Q. Does it integrate with current software?</i> A. Yes – it is used by most other schools. Governors agreed to purchase this. Within the lowest 20% , RWI is going well and Ilsham Hub comment positively on the teaching provided. As suggested in the Ofsted report, CN is working with the Maintained Schools Heads group and it is felt there is a need to work in partnership with other schools. DCC seem to prefer talking to someone heading a group of schools rather than an individual school and the feeling is that schools are still being pushed towards joining MATS. It is time to take some action. SDP – while the school is suggesting that P1 be Maths, P2 is PE/PHSE/Art and P3 is Writing (incl Spelling), it was suggested by Ofsted that the Governors have more input on the SDP. Following a discussion it was agreed to add P4 – Partnership working.	

	Outcomes for Pupils – EYFS – we were aiming for the mid 60% and have achieved 67%. Yr1 Phonics – we hoped to get close to the national average of 75% and achieved 81%. In addition, those that did not pass had achieved a greater spread showing the impact of RWI. Yr2 – we achieved 92% with a desired figure of 95%. KS1 – SATS for KS1 will no longer be reported on. The base line will be in EYFS to the SATS in Yr6. We will continue to test and monitor. <i>Q. RWI has produced an improvement in phonics but not reading & writing?</i> A. It takes 3 years for the programme to be completed so we expect to see better results in future, as each year moves up. We need to see improved SEND results for yrs2, 4 and 6. <i>Q. How can we improve?</i> A. Pull them into a higher year group – some Yr2 work with Yr3 etc. We will use a spread of ability and the placement of TAs to support. There is no way to stretch the higher yr groups. Writing needs to be more supportive and to reduce the gap with the national average. Staff are very happy with the implementing and agree that the new way of working would be better. We see big improvements comparing pre RWI and post RWI and need to document that improvement. We are hoping to share training with other schools and begin collaborations. KS2 – For ARE, the expectation was that 50% would be a good result for the school, with a combined result of 30-40%. In reading, we achieved 67% (NA 73%). With writing, there is a huge gap between CPS 51% and NA of 71%. However, at the beginning of the year, the result was only 21% so the increase achieved is also huge. Maths is 59% for CPS compared with 73% NA. There are some that scored 99 marks and we will recheck those results. The combined result of 42.8% against the NA of 59% was better than expected. When you consider that 17 children have left since KS1 assessments and that different children have replaced them, it is always hard to compare achievements. <i>Q. Do we have a higher number of SEND children post Covid?</i> A. Yes Behaviour – Generally, there is a high standard, but some low level disruption at break times is creeping in. CN has taken the decision to remove lunch break privileges when this occurs. Additional – 3 residential trips with high level of attendance, trips to Haven bank and others and PE events. In future only Yrs4 and 6 will be offered residential trips due to funding. SIMS – While this is effective for registration, it does not work for producing data. CPS would like to invest in an additional system – INSIGHT. The cost is £4 per pupil and we will look at alternatives for quote/comparison and bring back to FGB next year. <i>Q. How does INSIGHT integrate with SEND?</i> A. We are looking into this. We will get a whole school package first, and then look at the SEND section. We need for it to work well and for the data to be based on our school needs – not one set to suit all. We are planning to use the free trial period in September to ascertain suitability.	
7.	Items c/f from T&L Meeting – covered in item 6	
8.	Class/staff arrangements for next academic year – There will be mixed age classes. 3 classes for Yrs5/6, 3 classes for Yrs3/4 and 3 classes for yrs1/2 (no change). 1 Foundation class and 1 Foundation/Yr1. <i>Q. How do teachers feel</i>	

	<i>about mixed classes?</i> A. We do ask them and we ask for suggestions. The previous mixed Yr1/2 class worked well as it was boy heavy.	
9.	School Development Plan – covered in item 6.	
10.	Data Protection – A request to make an amendment to the decision to auto delete all emails more than 12 months old. That will in practical terms mean that on 1 st September, there is no email history on anyone's email. We would like to change to a 2 year auto delete, so that on 1 st September the previous 12 months (1 academic year) is still available, building up to a maximum of 2 years before deletion. This was unanimously agreed by the FGB The compliance report was acknowledged by all.	
11.	Equality Audit – this was a suggestion at the Ofsted training sessions and although we have persevered, we cannot find anything to guide us as to what is required. We have a robust Equality Policy and do not wish to spend any longer on this. Item closed	
12.	Provisional Dates and Annual Planner for 2023-24 – acknowledged by all present. To be confirmed in September	c/f
13.	Safeguarding & GDPR reports Safeguarding – Following the audit in December, we have completed all actions as in the report. The ongoing big concern is Social Media and mobile phone use. GDPR – Acknowledged by Governors.	
14.	Final Audit report – Many thanks to Jo Hutter for the excellent report	
15.	Governor visits and training undertaken – c/f due to overrun of meeting	c/f
16.	Marketing report – acknowledged by all	
17.	FGB current membership, vacancies and reconstitution – c/f due to overrun of meeting	c/f
18.	Policies • Information Security – this is a DCC model with minor changes. Approved	
19.	Items brought forward by the chair – The new breakfast club, which started this week, has been well supported but has had a few teething problems. The situation will be monitored and reviewed. Both Lynn and Shaz were thanked for their commitment to the school while they were Governors and will be missed. Shaz said that the decision to resign was very hard as she had really enjoyed her time as a Governor but work commitments, especially over the last 6 months, meant that she was not able to commit fully any longer.	
20.	Impact Statement – We have looked at the year end data and the reasons for the results. We have started the process of looking into partnerships, and had input into the SDP. We have looked at the impact of RWI and approved the purchase of software to help the smooth running of the school.	
21.	Date of the next meeting – The next meeting will be on Thursday 14 th September 2023 at 5.30pm in The Studio at CPS	

With no further business, the Chair closed the meeting at 7.39pm.

Agreed as a true record	Date

