CASTLE PRIMARY SCHOOL

Full Governing Board (FGB) Minutes

Date/Time	14th September 2023 5.30pm	
Present	**Initials**	**Category of Governor**
Val Bishop	VB	Parent – Vice Chair of FGB
Vicky Hill	VH	Parent – Chair of FGB
Luke Howard	LH	Co-opted
Cathy Noble	CN	Staff – Headteacher
Katy Plumley	KP	Staff (attended virtually – slightly late)
Apologies	**Initials**	**Reason for Absence Sanctioned / Not Sanctioned**
Jamie Edmonds	JE	Co-opted – Work commitments - sanctioned

In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk			

The meeting started at 5.32pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Discussion on whether to appoint Luke Howard – Co-opted Governor	FL
3.	Declaration of Interests	FL
4.	Minutes of FGB meeting of 12th July 2023, approval and matters arising	VH
5.	HT Verbal Report (and Attendance report)	CN
6.	Review delegation to the HT and LGs. Look at membership and Terms of Reference	VH
7.	Review and confirm current LG roles	CN
8.	Reminder of when the terms of office for the Chair & Vice-Chair come to an end and invite self-nominations	FL
9.	Decide if meetings will continue to be open to the public and virtual attendance	VH
10.	Review practise for circulation of minutes and paper and that draft FGB minutes are posted on the website.	VH
11.	Decision on “promoting governors” to parents and staff.	FL
12.	Remind governors of the need to be quorate	FL
13.	Remind of the procedure to include items on the agenda	VH/FL
14.	Part 2 procedure and confidentiality	CN
15.	Review & sign KCSiE 2023 and Code of Conduct	FL
16.	Procedure for absences and reminder that attendance register is posted on the website	FL
17.	HT Appraisal – confirm arrangements	CN/VH
18.	Clerks Appraisal – set date	VH/FL
19.	Register of Gits and Hospitality	FL
20.	Cycle Storage Rack – finance approval	
21.	5 yearly condition survey report	For info
22.	Governor visits	VH/CN
23.	Marketing Report – for info	For info
24.	Reaffirm the aims and visions of the school	VH
25.	Policies and Procedures	CN/VH

26.	Items brought forward by the Chair	VH
	Date of next meeting	FL

No	Item	Action
1.	**Present and Apologies** as above.	
2.	**Discussion on whether to appoint Luke Howard – Co-opted Governor** – following a discussion, LH was welcomed to the FGB	
3.	**Declarations of Pecuniary Interest –** Registers were signed by those present – JE/KP to sign at next physical meeting	JE/KP
4.	**Minutes** of FGB of 12th July 2023. They were agreed as a true and correct record and were signed as such • **Partnership** – DES are hosting "What is partnership?" sessions on 02/10, and it is recommended that all governors attend. FL to email details • **Dates and Annual Planner** agreed to adopt both • **Governor visits & training** – covered in item 22 *(KP joined)* • **FGB membership, vacancies and reconstitution** – c/f from July. It was decided to continue trying to recruit for the vacancies and not change the constitution. FL to send out parent vacancy letter next week.	**FL/ALL** **FL**
5.	**HT Verbal Report** – The start of the year has gone well. There are excellent energy levels and good communication with parents. Staff are working hard, but PPA is not going well. We need another day so will be looking at the budget to provide this. Behaviour has significantly improved as evidenced by less CPOMs and less of CNs time to sort out issues. Staff are still setting up behavioural expectations. We are changing the way we deal with behaviour – the consequences are more visible to deter other children. EYFS base line – there is 1 more child to complete and then we can start the teaching. Currently looking low. We are getting the clubs up and running and there is a good range available. This was something that we were tasked to do by Ofsted. There will be a club charter to help with the running of them and an arrangement is in place so that staff do not use their own time. Phonics is up and running. **Attendance report acknowledged** by governors.	
6.	**Review delegation of functions to the Head Teacher and Lead Governors. Ensure all are clear on their delegated limits and responsibilities** - agreed **Agree to share contact information** - agreed **Look at membership and Terms of Reference (ToR) and quorum for committees -Head Teacher (HT) Appraisal Panel, Pay, First and Appeals** - Pay committee will be VB/JE. HT Appraisal will be VB/JE/LH (FL to advise LH of training dates). All Governors (except staff) will sit on the 1st and 2nd committees.	
7.	**Review and confirm current Lead Governor roles and curriculum links** – LH agreed to be S/g LG with VH continuing as Dep s/g LG. All other remain the same with vacancies in H&S/Premises and Early Years	
8.	**Reminder of when the terms of office for the chair and vice chair come to an end and invite self-nominations ready for an election at the October FGB** – Terms of office end in October and VH nominated herself as Chair for 1 further year. VB nominated herself to be Vice-Chair. Voting to place in October.	

 Initials of Chair …………………………….

9.	**Decide if meetings of the FGB will continue to be open to the public –** it was agreed to make them public **Agree on virtual attendance –** it was agreed that alternate meeting will be virtual, and governors may attend face-to-face meetings virtually when necessary.	
10.	**Review practice and timescales for dealing with circulation of minutes and papers and a reminder that draft FGB minutes are published on the school website** – all were reminded that documents should be circulated 7 days prior to the meeting; and that draft minutes are published on the website after approval from the HT and Chair.	
11.	**Decision on governors "promoting" the Governors to staff and parents, and on attendance at Parents Evenings/Staff Meetings etc** – Governors were invited to be available at the upcoming Parents Evenings on 02/10. VB,VH and LH will attend and JE to be asked.	**FL to ask JE**
12.	**Remind governors of the need to be quorate to make decisions and reaffirm the quorum for the GBB** – there are currently 6 Governors so 3 are required for FGB meetings to be quorate. Pay and HT Appraisal must have a minimum of 2.	
13.	**Remind of the procedure should governors wish to put items on the agenda** – Contact the Clerk and Chair with ample notice (taking into consideration the 7 days for circulation of documents).	
14.	**A general reminder of Part 2 procedure and confidentiality** – CN reminded all of the need to keep confidential items "in the room", and that if anyone believes that a discussion is moving into confidentiality, they should alert all.	
15.	**Review and sign Keeping Children Safe in Education (KCSiE) (Governors are required to read and understand the whole document) and the Code of Conduct** – all present signed to agree and JE/KP will sign at next physical meeting.	**JE/KP**
16.	**Review the procedure for dealing with apologies and sanctioning of absence** – Governors should advise the Clerk as soon as possible and should be aware that attendance is published on the school website. All governors were asked to check their attendance for the previous year prior to publishing.	
17.	**HT Appraisal – confirm arrangements being made for appraisal** – Once LH has advised of the date of training, CN will contact the advisor and committee with potential dates.	**CN**
18.	**Clerks Appraisal** – date set as 07/12/23	
19.	**Register of Gifts & Hospitality** - item noted	
20.	**Cycle Storage** VB as Finance LG is happy to recommend the purchase as detailed. Agreed by all. *Q. Are there plans to sell the old one?* A. Unsure – we currently do not have enough storage when we have Bikeability. We are looking at possible relocation sites.	
21.	**5 yearly Condition Survey Report** – comments noted by governors	
22.	**Governor visits** – following a discussion, it was agreed that CN will invite subject leaders to give a presentation at meetings, followed by a dates for available governors to review the same subject as part of a visit. Priority will be given to subjects/items on the SDP. CN to put a plan in place.	**CN**
23.	**Marketing Report** – The report for July was acknowledged. It was commented that it was good to be working on more promotions.	
24.	**Reaffirm the aims and visions of the school** – this was reaffirmed using the CASTLE aims	
25.	**Policies & Procedures** • **Safeguarding & Child Protection –** minor changes (new LG inserted) - **approved**	
26.	**Items bought by the Chair –** CN advised that with regard to Safeguarding; the KSCiE recommendations on monitoring and filtering online systems are being implemented. We currently have 20+ families accessing Early Help, 5 children at CIN and 5 at CP levels with 2 children at PLO. There have been 4 MASH	

 Initials of Chair ……………………………

	consults and 1 referral. CN and JH both attended meetings over the holidays, and have spoken to a number of parents re legal situations and given advice.	
27.	**Date of the next meeting –** The next meeting will be on Thursday 17th October 2023 at 5.30pm via TEAMS	

With no further business, the Chair closed the meeting at 6.35pm.

Agreed as a true record	**Date**

Initials of Chair …………………………….