CASTLE PRIMARY SCHOOL

Full Governing Board (FGB) Minutes

Date/Time	17th October 2023 5.30pm via TEAMS	
Present	**Initials**	**Category of Governor**
Val Bishop	VB	Parent – Vice Chair of FGB (left slightly early)
Jamie Edmonds	JE	Co-opted
Vicky Hill	VH	Parent – Chair of FGB
Cathy Noble	CN	Staff – Headteacher
Apologies	**Initials**	**Reason for Absence Sanctioned / Not Sanctioned**
Luke Howard	LH	Co-opted – Diary malfunction - sanctioned
Katy Plumley	KP	Staff – family commitments - sanctioned

In attendance	**Initials**	**Capacity**	**Guests**	**Initials**	**Capacity**
Fiona Lowe	FL	Clerk	Jo Hutter (left early)	JH	Business Manager

The meeting started at 5.35pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Minutes of FGB meeting of 14th September 2023, approval and matters arising	VH
4.	School Budget and Capital Monitor reports	JH
5.	Premises issues in school spend priorities	JH
6.	School Meals (Summer term) and Breakfast Club (Autumn term update)	JH
7.	Carbon Action Plan	JH
8.	Risk Register	JH
9.	Elect Chair and Vice-Chair	FL
10.	HT Written Report	CN
11.	Agree School Development Plan – final draft	CN
12.	Current Membership and LG vacancies on the FGB	FL
13.	Photo ID for Governors	FL
14.	SEN Info Report	CN
15.	Data – Yr6 data in full and comparative data Yr6 and Yr2	CN
16.	Finalise Governor visits programme	CN
17.	Review Governor training needs	All
18.	Governor visits and training undertaken – incl feedback on parents evenings	all
19.	Term dates 2024-25	CN
20.	Reports – Safeguarding, GDPR, Attendance and Marketing	LH/VB/for info
21.	Policies & Protocols	all
22.	Items brought forward by the Chair	VH
23.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	**Present and Apologies** as above.	

 Initials of Chair …………………………….

2.	**Declarations of Pecuniary Interest –** JE/KP to sign at next physical meeting. Nothing further from those present to that which is already declared.	JE/KP
3.	**Minutes** of FGB of 14th September 2023. They were agreed as a true and correct record and will be signed at the next meeting • **Parent/Staff Governor vacancies** - nomination forms were sent out by the Clerk with no replies. VH is to speak to Jill Larcombe who has expressed an interest in a non-parent/staff governor role with FL. One parent previously expressed an interest but has not provided a nomination form. JH advised that this person is a potential member of staff so may not be eligible to be a parent governor. FL to check with DES. VB to have an informal chat with this parent who is known to her. • **Parent Evening** – Governors had some good conversations with parents and thought attending worthwhile. They wore ID and it was agreed that proper ID was a good way forward. FL to ask Governors to provide a photo, and then the office to produce ID. • **HT Appraisal** – The external advisor has asked for potential dates to be provided. JE/VB to provide dates to CN • **FGB Subject Leaders invited to FGB** – CN is compiling this • **Education Staff Wellbeing Charter** – nothing has been done yet and CN requested that it be reviewed after Christmas.	VH FL VB FL VB/JE CN
4.	**School Budget and Capital Monitor reports** – VB asked questions prior to the meeting, and JH provided the following "Ref the 3 year budget - The pupil number for the census was only one pupil different from the last 5 year budget plan agreed April/May this year, so that gives a good level of accuracy. Census was 302 pupils, so that's what our funding will be based on. I think we will try to continue to run an 11 class school, as reducing to 10 classes would mean we have shut down the capacity to accept more pupils, which is counter productive. There are a few details I will need before I can give better accuracy in the planning 1) Pay increments for Teaching Staff. This will come from the Pay Committee. I've asked our Clerk when they are meeting but she didn't know. The DfE agreed rates are known, and those are in the accounts software. Plus the Teacher Pay Grant has been put into the Monitor report. DfE funding to support the 3.5% pay difference for this financial year. 2) Support Staff Pay. The Unions have still not agreed and any pay rise will be backdated to April 2023. There is a 2% contingency built into the budget. 3) The Consultation on funding is underway. This won't be published until about February. There are usually 3 options which schools can vote on, and that will make a difference to the funding received for the next financial year. I think therefore I can give better accuracy for budget planning when items 1 & 2 have been settled (by end of November), item 3 will be a variance, so I think we press on with the same formula as this year and accept there will be an adjustment to the draft budget which is usually the case. Meanwhile, I continue to scrutinise spending, including contracts and energy and find savings and access external sources of funding where possible. Quick note on Sandcastles: I gathered info from Early Years Team and have a paper file, happy to hand that over if you would like to read through. I've seen Consultations for changing the age range of schools, those schools were quick off the mark and got their consultations out in the summer term. The data for our area doesn't look encouraging, and I think changing the age range may have little impact on the numbers of reception pupils we can expect. I think our school needs to make better links with the local existing providers, offer visits into school and increase the dialogue and joint working	

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	arrangements to improve future pupil numbers. I hope the Forest School area can be instrumental in this, but the TAs won't be qualified until the end of the academic year. Part of the brief was increase extended schools provision and this has been achieved with a range of after school free clubs on offer, plus the free breakfast club and there will be a free sports club on offer (only just agreed) from Saints South West after the half term." 76% of the budget is spent on staff and we are still waiting on the pay award as the unions have not yet decided whether to accept the latest offer. 2% is currently allocated but the expectation is that it will be higher. The budget plan is being to come together and will be reviewed as pay awards are confirmed. It is possible that there may need to be some staffing changes. The census was only 1 pupil down so the budget is fairly in line. The teachers pay grant of 3.5% was unexpected – we had anticipated 2%. Some of the formulas provided did not work correctly which meant that there is a small difference. SEN funding will be different as it will be more difficult to get EHCPs approved in future. It is accepted that less EHCPs will be granted. The plan will focus on an 11 class school and numbers will be reviewed as necessary. The number of pupils is falling across Devon and we need to work more with other pre-schools to encourage parent to look at CPS. The school itself is looking good, and the good Ofsted report is on the website. It was discussed and agreed that a new banner should be produced for the front of the school promoting the good Ofsted 2023 review.	
5.	**Premises issues in school spend priorities** – The Norse document was shared. The roof leak is now fixed so we are able to look at obtaining more solar panels. It would cost £3k to have this project managed and use the expertise of the company. *Q. Where would the £3k come from?* A. Capital budget. We need a structural engineers report for the south side of the hall roof. There will be various options available and we don't own the current panels and receive no income from them. JE estimated that there could be 35kw on the roof if structurally viable. It was agreed to get the engineers report and then look at further options. Sovereign have offered a good deal over 5 years to inspect the play equipment twice a year. The cost will be around £40 per visit. Agreed to proceed.	
6.	**School Meals** – there is a menu change imminent (menu changes twice a year). Currently there is a lot of waste both with too much being cooked and then not being eaten. Norse are going to have someone in everyday for 3 weeks to complete a waste audit. The waste is a drain on resources as we buy the food, pay the staff to cook it, pay for the energy to cook it and then pay for the waste to be removed. Some of the menu items are not nice and we are tied into a 14 week menu at a time. There are other providers now and we may look at them as an alternative provider. **Breakfast Club** – it is mainly non-PP children attending (up to 50) with around 16 PP children daily. It is helpful for working parents and the children love it. Q. Can the children who attend and enjoy it produce something to share with the others? *A. they all talk about it.* Children must be here on time to attend so that they have time to eat before school starts – if they are late, they are not allowed in.	
7.	**Carbon Action Plan** – JH attended a webinar from Let's go Zero which was good and informative. It was hosted by a MAT which has completed in-depth studies. The main message was to keep it simple and ask WHY? We do need to get everyone on board and	

	responsible for their own areas, even for the little things. We need to tackle the food waste. We are able to see who uses the "worst" options (single sided, colour) with the Papercut copier. We could eliminate laminating and use polypockets instead – which can then be recycled with soft plastic. Governors need to decide. It was agreed to speak to those identified on Papercut to be wasteful, as a reminder not to be, and to stop using laminating. It was suggested to involve children and use goals and generate the conversation. Q. Is this within the curriculum? *A. Yes. We will get the whole school talking about it.*	
8.	**Risk Register** – this is c/f as the link was not working. JH explained that it is used for items such as Covid-19, Ukrainian war which affected the price and availability of paper, cost of living etc. Q. Is there a representative risk for Social Media? *A. No – we will need to do this.*	**c/f**
9.	**Elect Chair and Vice-Chair** – VH and VB had self-nominated for a further year. VH advised that this would be her last year as Chair, and that a succession plan is needed. *(JH left)*	**c/f**
10.	**HT Written Report** – CN has been showing families round individually which she believes is better. These are mainly parents with children at preschools other than Sandcastles. The attendance report (in item 20) is backed by DCC however, the EWO is no longer available as systems have changed. Legal meetings are no longer led by an EWO but in-house staff. We are proposing to use staff from other schools to host these to maintain the relationships between our parents and staff. *Q. Do we run a risk of other schools utilising more of our staff time if they have more legal meetings?* A. It would need to be on a like for like basis. It is a growth area we need to look at. There are currently 15 EHCP and we will struggle to get many more approved. The lack of external services is putting pressure on our pastoral services. DCC have advised that they need to cut their spend by £1M. Devon has too many children on EHCPs and diagnosed with ASC. As the services are not available early on, it has a knock on effect. Staffing was discussed with the Ofsted being good. There is a push by subject leaders to ensure staff are monitoring their subject and feeding back to curriculum lead. Within Safeguarding there are 10 children – 1 CIC, 4 CP and 5 CIN. EYFS baseline is completed but the new system does not give a numerical outcome for individual children. *Q. How do you start without a baseline in place*? A. EYFS Staff have created their own baseline as the model is not useable. There has been a radical behaviour improvement and the positive behaviour policy is being followed with lost lunch breaks for offenders. We are following through with a small cohort by splitting them up. They are still interacting at break times which is causing issues. We are also having them in to meet with CN to praise good behaviour. Following the Ofsted recommendations, we now have lots of clubs.	
11.	**Agree School development Plan** – These were presented in draft form. Writing is a big area of need and we are using a team of people for this. Art is an Ofsted recommendation we are acting on. PE and PHSE are on the rolling programme. Across these we use the impact of influencers on pupils – we are hitting hard in PHSE to explain that not everything on TikTok and Social media is true!	
12.	**Current Membership and LG Vacancies on the FGB** – VH is to have an informal chat with a potential governor – Jill Larcombe. The Attendance & Behaviour and Curriculum LG terms of reference were adopted. LH to be A&B LG.	
13.	**Photos/ID for Governors** – At the recent parents evening that governors attended, it was helpful to have a form of ID. It was therefore decided that all governors should provide a "formal" photo by the 3rd November to FL to arrange photo ID.	**All**
14.	**Review SEN Info Report** – this is not yet completed – c/f	**CN**

Initials of Chair ……………………………

15.	**Data – Yr6 in full and Comparative data Yr6/Yr2** – The data was shared and is not looking good. Data/groups were discussed. Q. How do we improve for the future? *A. Ensure teaching is right.* Q. What do the gaps look like? *A. We have a "laid back" year group and have now changed the teaching methods/level of expectation for current Yr6.* Q. What is the ratio of girls/boys? *A. Even.* The previous Yr6 had high levels of need. It was agreed that JE will discuss further with CN/CP	**JN/CN/ CP**
16.	**Finalise Governor visits programme** – This is near completion – c/f	**CN**
17.	**Review Governor training needs** – L2 s/g is required for JE/VB. This has been arranged for 10th November (prior to the P&P Committee meeting). VH will supply proof of L3 training and FL will remind LH to provide same.	**JE/VB VH LH**
18.	**Governor visits and training undertaken** – Parents Evening covered in item 3. Forms to be completed	**VH/VB /LH**
19.	**Term dates 2024-2025** – governors were happy with the NPDs and Occasional days as recommended by the HT.	
20.	**Reports** • **Safeguarding** – the report was shared after the meeting. The DCC template form has been adopted and CN ran through the main points of the report. • **GDPR** – a slight incident has resulted in a change of protocol. • **Attendance** – shared for information • **Marketing** – none	
21.	**Policies & Procedures – all approved with suggested changes as appropriate** • **Attendance** – minor changes (name of LG) • **Children Missing Education** – roles and responsibilities – no changes • **PHSE** - no changes • **Admissions Policy 2025-26** – no changes • **CCTV Policy** – no changes • **DPIA CCTV –** no changes • **DPIA CPOMS** – no changes • **Data Protection –** no changes • **SAR Flowchart** – no changes • **Governors Allowance & Expenses** – minor change from Chair of Resources to Finance LG • **Capability Policy** • **Drugs & Alcohol Misuse** *(VB left)*	
22.	**Items bought by the Chair –** none	
23.	**Impact Statement –** We reviewed the carbon plan and have made some important decisions on reducing waste and instilling good practices in our children to make life more sustainable. We are moving forward with researching further solar panels. Reviewed and approved several policies. Appointed a Chair and Vice-Chair for the coming year. Made good progress in Parental Engagement with ideas for further engagement. The HT is working on securing pupils for following academic years.	
24.	**Date of the next meeting –** The next meeting will be on Thursday 7th December 2023 at 5.30pm in the Studio at CPS	

 Initials of Chair …………………………….

With no further business, the Chair closed the meeting at 7.01pm.

Agreed as a true record	**Date**

Initials of Chair …………………………….