

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

Date/Time	7 th December 2023 5.30pm	
Present	Initials	Category of Governor
Val Bishop	VB	Parent – Vice Chair of FGB
Jamie Edmonds	JE	Co-opted
Vicky Hill	VH	Parent – Chair of FGB (left slightly early)
Jill Larcombe	JL	Co-opted
Cathy Noble	CN	Staff – Headteacher
Katy Plumley	KP	Staff (left early)
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned
Luke Howard	LH	Co-opted – injury prevented physical attendance – link didn't work - sanctioned

In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter – attended virtually - (left early)	JH	Business Manager

The meeting started at 5.35pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	To discuss the appointment of Katy Plumley as Staff Governor and Jill Larcombe as Co-opted Governor	VH
4.	Monitor Budget and Benchmarking Data Review	JH
5.	Review pupil Numbers on roll and implications	JH
6.	Pupil Premium Funding Report	JH
7.	H&S Inspection Tour – Review H&S	??
8.	Minutes of FGB meeting of 17 th October 2023, approval and matters arising	VH
9.	HT Report - verbal	CN
10.	Review Staff Development	CN
11.	Review pupil targets	CN
12.	Discuss Curriculum Investment Needs	CN
13.	Governor visits and training undertaken – incl feedback on parents evenings	all
14.	Reports – Safeguarding, GDPR, and Marketing	LH/VB/for info
15.	Policies & Protocols	all
16.	Items brought forward by the Chair	VH
17.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above. Introduction and welcome to Katy and Jill	
2.	Declarations of Pecuniary Interest – Nothing further from those present to that which is already declared.	

3.	To discuss the appointment of Katy Plumley and Jill Larcombe – both were appointed by the FGB in the roles of Staff and Co-opted governors	
4.	Monitor Budget and Benchmarking data Review – the meeting went into Part 2 for items 4, 5 and 6 and JL left the room. (JH left after Part 2)	
5.	Review Pupil Numbers on roll and implications	
6.	Pupil Premium Funding Report	
7.	H&S Inspection Tour – Review H&S – Without a current H&S LG, VH will ask LH to complete the inspection. C/f	VH/LH
8.	Minutes of FGB of 17th October 2023. They were signed as a true and correct record of the meeting Matters arising: • Declarations of Interest, KCSiE and Code of Conduct – JE/KP completed as required – item closed • Governor ID – photos provided by VH,VB & JE – waiting for LH • HT Appraisal – CN to set date – c/f. The Pay Policy was discussed at this point and approved with the amendment to a group 2 school. • Subject leaders invited to FGB meetings – VB will be observing WriteStuff and in the Spring Term Claire Paton to attend FGB to discuss Maths • Risk Register – this was available for information • Chair/Vice-Chair succession plan – c/f to January mtg • SEN Info Report – on the back of the SEND Policy • Data discussion and feedback – JE with CN/CP – c/f • Governor Visit programme – tied in with SL attending FGB – c/f • L2 s/g – the date was set for virtual training on 24/01/24 – JE/VB • Clerks Appraisal – completed	LH CN CN JE/CN CN
9.	HT Report – Verbal – The teaching team are doing well and there is a good level of behaviour overall. CN has been completing observations and is happy with the standard of teaching. There needs to be more formal observations and the writing team of 3 is now in place to start these. CN/CP will do formal observations on maths. The big issues are still social media viewing by pupils and some aggressive parents and use of inappropriate language on site. Staff are being supported where necessary and a “push back” has begun with letters going out. Lots of clubs are running at the moment.	
10.	Review Staff Development – Staff are currently working on writing and making the most of the last round of free training from the National College. Staff who have completed their training courses have given good reviews. (KP left)	
11.	Review Pupil targets – Staff are in the process of completing a data drop on the new system. It is anticipated that all targets will be in place by the end of January. Governors will be given a login that allows them to view the data – c/f	CN
12.	Discuss Curriculum Investment needs – We have been spending on Insight and SEND needs. A Filtering and Monitoring system that we are obligated to adopt is being looked at. <i>Q. If we buy a new system, what will we get that we haven't already got?</i> A. It will highlight “bad language” searches. <i>Q. Will we get data on when this is happening?</i> A. No. <i>Q. Do we need it?</i> A. It may be possible to get a monthly report to see if there are any issues. CN will look into this.	CN
13.	Governor visits and training undertaken – VB has attended Finance Training and several Governors have been into school. Forms need to be completed	ALL

14.	Reports • Safeguarding – a verbal report was presented by CN. There are a number of high level incidents – 10 at CP/CIN. The number at EH has risen. DCC wants to take a percentage of the budget to put into high needs block and the decision will probably be negative. <i>Q. Is the high level of need affecting the learning of others? A. No, learning is generally good. Staff are frustrated/upset with the lack of progress or results.</i> VB is to have a meeting with AG to discuss the Wellbeing Charter. • GDPR – report acknowledge by Governors • Marketing – The November report has been received. It was noted that this is the first report since July's and the Clerk was instructed to request that monthly reports are provided.	VB Clerk
15.	Policies & Protocols – all policies were adopted as recommended • Disciplinary – no changes • Grievance – no changes • Teachers Appraisal – no changes • Redundancy – no changes • Staff Leave and Absence – no changes • Volunteer Policy – no changes • Remote Education Information – no changes • Remote Learning Policy – no changes • Accessibility Plan • Medication in School • Pay – changes • SEND - changes • Charging & Remissions – no changes • Procurement – generally reviewed with finance which is due 02/24. Approved until then. (VH left)	
16.	Items bought by the Chair – an update was given on the situation with the collapsed wall on the boundary of the school field.	
17.	Impact Statement – Two new governors are in place (one subject to DBS and references).	
18.	Date of the next meeting – The next meeting will be on Thursday 25 th January 2024 at 5.30pm via TEAMS	

With no further business, the Chair closed the meeting at 7.05pm.

Agreed as a true record	Date