

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

Date/Time	25 th January 2024 5.30pm via TEAMS				
Present	Initials	Category of Governor			
Jamie Edmonds	JE	Co-opted			
Vicky Hill	VH	Parent – Chair of FGB			
Cathy Noble	CN	Staff – Headteacher			
Katy Plumley	KP	Staff (left early)			
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned			
Val Bishop	VB	Parent – Vice Chair of FGB – childcare clash - sanctioned			
Luke Howard	LH	Co-opted – unsanctioned			
Jill Larcombe	JL	Co-opted - unsanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter (left early)	JH	Business Manager

The meeting started at 5.30pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Capital Month 9 and SBS Month 9	JH
4.	SFVS	JH
5.	School Meals Update - Autumn	JH
6.	Carbon Action Plan	JH
7.	DCC Insurance	JH
8.	Minutes of FGB meeting of 7 th December 2023, approval and matters arising	VH
9.	HT Report - written	CN
10.	Whole school targets	CN
11.	Equality & Diversity Policy & Equality Duty	CN
12.	Review Pupil Numbers	CN
13.	Vulnerable Groups Update	CN
14.	Pupil Premium Strategy Report	CN
15.	Governor visits and training undertaken	all
16.	Reports – Safeguarding, GDPR, and Marketing	LH/VB/for info
17.	Policies & Protocols	all
18.	Items brought forward by the Chair	VH
19.	Impact Statement	All
	Date of next meeting	FL

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

3.	Capital Month 9 and SBS Month 9 – the capital c/f of £20K can only be spent on capital projects – these have to be correct. Eg. 1 window would not be capital but many windows would be. <i>Q. Can it be spent on IT upgrades?</i> A. We do not need any at present as we received under the Covid-19 grants. Governors need to consider the priorities. We are currently looking at solar panels. <i>Q. Could we use for the internet monitoring and filtering is we need a new server?</i> A. We don't need any new hardware and cannot be used for software or services. <i>Q. Are was at risk of losing this money?</i> A. we need to spend within the next couple of years, or be saving for an earmarked project. We need to allocate the c/f to a project. The cost of solar panels is not known yet. We had some funding that needed to be spent on green initiatives. <i>Q. Are we able to store the solar energy?</i> A. We have looked at this – the feed in tariff is so low that it is not worth considering so we have looked at battery storage in either the Plant Room or in the PE Cupboard. We want to own the next lot of solar panels and batteries. SBS – we are nearing the end of the financial year with ordering being closed at the end of January. There are a numbers of schools who are in deficit already and our c/f is at £400K. There are some changes to teaching staff and we are well resourced within school.	
4.	SFVS – All were in agreement that the Chair could sign this.	
5.	School Meals – Autumn – JH has looked at the finances and Norse records don't match ours. JH has raised some queries and Norse do not appear to have confidence in their own data. The cost will not be affected. JH will be studying the energy costs to get a before and after providing for additional schools view. Norse don't track the energy. There is some expenditure which cannot be recouped which is salaries in August and the annual management fee. Menus have been discussed and the cost of out of season food. The menus are looking better and hopefully the children will like the food better.	
6.	Carbon Action Plan – There are a few changes • Glue Sticks - we have found refillable glue sticks which staff like. • Paper & photocopying - the office will be using paperless services more for things like school trips and will signpost parents to emails. This will hopefully stop repeat requests for per letters. • Paper towels – 5 dispensers have been replaced with air dryers. • Energy Consumption – staff are being reminded to close exit doors. • Hot classrooms – we are struggling with a solution for this. All of the above are green incentives which save money too.	
7.	DCC Insurance – this is a blanket policy which we can't opt out of. There are additions e.g. contents. However contents is based on the cost of the school building cost which for us is high. Overall, the summary of cover is good.	
16.	Marketing report – this item completed out of agenda order – Facebook is not working as well as we had hoped and not generating any new starters. There is an area of statistics for the website which we were unaware of – which shows how often different areas are viewed, and is a good showcase for the school. A member of the office staff is happy to take on the role of marketing making a saving. Governors were advised of the potential saving. The marketing company is not being used enough to warrant the current costs. Are Governors happy to stop using the marketing company? It was agreed that if the online tools give us	

	benchmarking then yes. Facebook would have the comments removed so that 24/7 monitoring was not necessary GDPR – There have been a couple of Subject Access Requests which are lengthy to complete and require input from lots of staff members. It needs to be remembered that emails are subject to this – currently there is often a lot of informal content which does not look professional. Staff need to be reminded to keep in-house emails more formal. One Freedom of Information regarding food allergies and epipens which was easy to complete. No data breaches with the clear desk directive working well.	
8.	Minutes of FGB of 17th October 2023. They were signed as a true and correct record of the meeting Matters arising: • H&S Inspection Tour – VH asked LH to complete this but it has not happened. KP volunteered to compete. • Governor ID – photos provided by VH,VB & JE – waiting for LH • HT Appraisal – CN to set date – • Subject leaders invited to FGB meetings – Claire Paton to attend FGB to discuss Maths at the march meeting • Chair/Vice-Chair succession plan – VB has agreed to be trained to take over as Chair next year. It was discussed that VH/VB could co-chair. If VB takes over as Chair, she will have to have other Governors to take over her LG roles. It was agreed at this point to send out Parent Governor nominations after ½ term requesting skills in Finance or H&S. • Data discussion and feedback – JE will have a meeting with CP/CN to discuss Data. There is a new program to track data which staff are just starting to use, and it is beginning to generate information which is easily understood by all. There are plans in place to load other subjects. In yr 6, learning is driven by data. This will show where we need to focus. In the past, data drops were looked at by CP but now they can be seen by all and will generate a better focus. The generated targets are shared by all years. • Governor Visit programme – tied in with SL attending FGB – c/f • L2 s/g – this training was completed on 24/01/24 – JE/VB. • Log in for Governors to view data – CP will need the governor emails to complete this.	KP LH Clerk CN Clerk
9.	HT Report – written – The monitoring and filtering became very complicated so the school has changed from SWG to “Smoothwall”. A precis of the supplied report was given and questions asked. <i>Q. Following the visit from the DCC SEN Advisory teacher, will feedback be given to staff?</i> A. Yes. I am very proud of them all and confident to leave staff with visitors. It is a lovely feeling to know that the quality of leadership is so great. <i>Q. Is the uptake for clubs good?</i> A. Yes. Attendance report – The push on attendance currently is massive. We are carrying out Supportive Attendance meetings (SAMS) and persistent absences have reduced slightly. Yr6 data is skewed as there are 2 with attendance of 50% or less which brings the figures down.	
10.	Whole School targets – c/f as data not available	c/f
11.	Equality & Diversity Policy and Equality Duty – this is an action for all to read and discuss at next meeting	ALL
12.	Review pupil numbers – covered in HT report	

13.	Vulnerable Groups Update – covered in HT report	
14.	Pupil Premium Strategy Report – all are happy for this to be published.	
15.	Governor visits and training undertaken – JE/VB completed s/g training and JE said it was worrying and eye opening that IT could be affecting children's lives at such an early age. As we progress to more AI it will change more.	
16.	Reports • Safeguarding – covered in HT report • GDPR – covered out of order • Marketing – covered out of order	
17.	Policies & Protocols – all policies were adopted as recommended • Education of Children in Care – no changes • Positive Behaviour Policy (with Behaviour Principles – minor changes around social media • Finance – minor change from Finance committee to Finance LG • Procurement – no changes • Data Breach – new version	
18.	Items bought by the Chair – none	
19.	Impact Statement – we have looked at successive planning and saving money. There is a plan for monitoring data and the H&S inspection tour is organised.	
20.	Date of the next meeting – The next meeting will be on Tuesday 12 th March 2024 at 5.30pm at The Studio CPS. It was proposed to change the date of the meeting on 30 th April to 25 th April as VH would have to send apologies for 30 th .	

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

Agreed as a true record	Date