

CASTLE PRIMARY SCHOOL

Full Governing Board (FGB) Minutes

Date/Time	12 th March 2024 5.30pm in The Studio, CPS	
Present	Initials	Category of Governor
Val Bishop	VB	Parent – Vice Chair of FGB – attended virtually
Jamie Edmonds	JE	Co-opted
Vicky Hill	VH	Parent – Chair of FGB
Jill Larcombe	JL	Co-opted
Cathy Noble	CN	Staff – Headteacher
Katy Plumley	KP	Staff
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned

In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Claire Paton	CP	Maths SL

The meeting started at 5.30pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Monitor Budget, SBS Budget and Pupil Numbers	JH
4.	3-5 year financial plan	JH
5.	LEA Services	JH
6.	Review premises contracts	JH
7.	Best Value Statement	JH
8.	Presentation on Maths	CP
9.	Minutes of FGB meeting of 25/01/24, approval and matters arising. Part 2 minutes of 07/12/23	VH
10.	HT Report - verbal	CN
11.	Vulnerable Groups update	CN
12.	Governor visits and training undertaken	All
13.	Reports – Safeguarding, GDPR, and Marketing	VH/VB/for info
14.	Policies & Protocols	all
15.	Items brought forward by the Chair	VH
16.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above. Luke Howard has resigned from the GB due to work commitments. JL will take over as Safeguarding/SEND LG	
2.	Declarations of Pecuniary Interest – Nothing further to that which is already declared.	

3.	Monitor Budget, SBS Budget and Pupil Numbers – JH – School Business Manager was unwell and unable to attend. VB/VH were happy with the reports as presented and all was as expected.	
4.	3-5 Year Financial Plan – In JH's absence, all was as expected and CN answered questions. <i>Q. Why is there a 20% c/f?</i> A. We are very frugal. When we closed the CAIRB, we expected a drop in income and budgeted accordingly. There was concern for 3 years' time, but we are currently maintaining 11 classes which could have to drop to 10. We have overspent in this year so are eating into the c/f. It is acknowledged that our staffing is too expensive, but we have good, experienced, quality teachers who deserve the pay scales they are on.	
5.	LEA Services – In JH's absence, all was as expected.	
6.	Review Premises Contracts – In JH's absence, this was c/f to the next meeting. If any decision is needed prior to the next meeting, it was agreed a TEAMS meeting would be held. Clerk to ascertain.	FL
7.	Best Value Statement – Governors were happy that this was adopted.	
8.	Presentation on Maths – CP provided a document with the headlines and further explained the contents. CPS has always run below the National Average and the data drop completed in December 2023 gave us the information to look at those that we can help. The expected results for July 2024 were shared. It is hoped to bring Yr6 up to 80%. <i>Q. That would be a large swing – how do you hope to achieve it?</i> A. With extra staff in the form of CP. It would mean 11 pupils improving and currently the children are split into groups of 8 to help them make as much progress as possible. We have purchased an assessment platform which helps us to look at where the children have knowledge gaps – we bring those children together to work – or work with all if all have struggled with a particular module. There are some known targeted children and we are working with them for 2 afternoons a week. <i>Q. Will this mean that there is other lost learning?</i> A. We are working on a reduced curriculum but are still adequately covering all subjects. We are focussing on results for this term and we need to ensure that they are not missing out. There are some children who only need to attain 3 or 4 more marks, and all learning will help them when they move into Yr7 and onwards. It is also giving the children self-belief and confidence. They are an engaged group who want to do well. Moving forward, we don't want to have to repeat this process with every Yr6 group so we are looking at improvements across the school. We have some mixed age groups and the system we use does not work well with mixed ages so we will be using CP to allow us to split the age groups to support the children the best we can. Oracy is the focus and all children have the opportunity to speak – they are all excited to be able to have a go, and the quality of discussion is excellent. We have completed both teacher and TA training so that all adults are able to support better, and we have some tight interventions taking place. KS1 are working on Mastering Numbers and Yrs3-4 are working on Counting to Calculating. This shows up any gaps which will enable us to work with groups of children to plug those gaps. Yr5 have an overall low attainment with only 32% at ARE. We are hoping to achieve 46% by the July data drop with support. It seems that the learning behaviour is switched off and they don't believe in themselves. The Yr6 children	

	are now back in class groups and CP will be moving to support Yr5. We have looked at the curriculum and reworked it by completing a diagnostic assessment on each child. We have identified 4/5 areas that we will be working on. We are already looking at the Yr4 areas of needs. <i>Q. Are Yr5 picking it up?</i> A. It feels successful and with small groups all are engaged/involved. There are some Yr5 children who are still pre-KS. <i>Q. Below expected attainment of KS1?</i> A. Yes. There are lots of learning behaviours and SEMH. KP believes that the current plan is the best so far and is producing results. There will be a data drop in a couple of weeks and pupil conferences to enable CPS to target those that we know we can support to attain their potentials. <i>Q. Are you providing challenge for GD pupils?</i> A. Yes – this is one of the reasons to split into groups – to be able to give those children enrichment. Things are changing constantly and we are adapting and diverting resources as necessary. <i>Q. Do you have all the resources you need?</i> A. Yes. Staff are confident that this is a good curriculum, with TAs supporting. <i>Q. What about the lower age groups – Yr2?</i> A. We hope to get 61% by doing Mastering Numbers daily, then year on year push more. We are focussing on those that are nearly there to give them that final push. <i>Q. Has Covid had an impact on these children?</i> A. Most seem to be back to where they should be. Yr6 missed a lot and Yrs3/4 missed a lot of formative learning. Yr5 were hit hard as they missed most of KS1. We were at the National Average preCovid and it is taking time to build back up. We also have 1/3 of our children on PP. The gap between PP and non-PP children has grown. A lot of resources that we are aiming at non-PP children is not working as hoped – breakfast club / sports club; PP children are not engaging with these. Home learning is not being taken up. We have held parents workshop which went well with good attendance. <i>Q. Did the right parents attend?</i> A. It was held during school hours with a good attendance so we will repeat at different times to be more inclusive. CP was thanked for her presentation and stayed for the remainder of the meeting.	
9.	Minutes of FGB of 25th January 2024 and Part 2 minutes of 7th December 2023 were confirmed as a true and correct record of the meeting, and signed as such. Matters arising: • H&S Inspection Tour – KP completed this and provided some notes for Governors. Most items are in hand, and KP will email staff regarding concerns raised. • HT Appraisal – Completed • Chair/Vice-Chair succession plan – this is ongoing • Parent Governor Nominations – while no parents have sent nominations, VH and VB are in discussion with 2 potential governors. It was agreed to speak directly to identified parents about the role. • Data discussion and feedback – A meeting was arranged, but work commitments prevented JE from attending. A further date will be set. • Log in for Governors to view data – This has been completed • Equality & Diversity Policy and Equality Duty – There is now a model template and guidance but the GB need to choose measurable objectives. It was agreed that JL will liaise with CN to tie these into the SDP.	KP FL/CN JE/CN/ CP JL/CN

10.	HT Report – verbal – there is a number of staff off sick and pupil attendance is at 94.7%. DCC is happy with this figure. We have worked hard to raise attendance and are continuing to keep it high. There are a couple of persistent absentees and we are working with the LA to support them to engage in learning. Times change and pre-pandemic, we would not have moved children for subjects, but we now move them for RWI and maths. I am happy that we have a broad and balanced curriculum. There are various trips being undertaken. There is some online activity that is worrying, and outside problems coming into school. There is a rising number of children who are being electively home educated due to behavioural problems. <i>Q. Do many ask to come back once they have left?</i> A. Not to us. It depends on the reason for moving – some have changed to Two Moors school.	
11.	Vulnerable groups update – We are in line with current safeguarding audit but we have a shocking number of young carers due to reclassification criteria.	
12.	Governor visits and training undertaken – JL has attended the School Governor Awareness Day – Inclusion and supporting SEN modules. We need to ensure inclusion of LGBTQ+ in policies. JL also completed some online safety for governors training. Clerk to send training/visit form link	FL
13.	Reports • Safeguarding – covered above • GDPR – It was noted that the automatic electronic attendance data collection has ceased due to advice from One West. • Marketing – noted by Governors	
14.	Policies & Protocols – all policies were adopted as noted below • Medication in school – defibrillator details to be added • Probation Policy for support staff • Policy for managing unreasonable behaviour (adults) • Exit Interview (and Leavers Checklist) • Whistleblowing • Collective Worship • Computing • Online Safety – with minor changes for consistency • Complaints Policy – JL queried the need for a separate policy and procedure and advised that the DfE version is more detailed than the DES version which does not include guidance for withdrawal or duplicate or serial complaints. VB thought that the DES policy was well presented and simple to use. CN commented that the procedure was a simple document that could be viewed on the website without the need to download. It was agreed to adopt as presented, and look at the DfE version. • Complaints Procedure	FL
15.	Items bought by the Chair – <i>JE asked how the filtering and monitoring was going?</i> A. All pupils now have individual logins which enables us to see what each child is doing online. <i>Q. How is RWI progressing?</i> A. The RAG rating is positive and when the RWI people come in, they are always complimentary and positive at the progress made by both pupils and staff. <i>Q. How is it going with the new team for RWI?</i> A. 2 current members are completing the handover which is timetabled and monitored. <i>Q. Write Stuff – how is this progressing?</i> A. There are moderation events with other schools taking place – each week a different year group. We completed	

	internal moderation last week. Other schools are impressed with the choice of vocab and RWI that we are using across our school. <i>Q. Are these TCLP schools?</i> A. No – it is a less formal collaboration with interested schools. <i>Q. Is our moderation similar to other schools?</i> A. some are working hard for minimal results and are now seeing our results and the impact we are having. There is some flexibility with WriteStuff. The next steps are editing to ensure effective and WriteStuff sequencing.	
16.	Impact Statement – Good presentation on maths to give governors a greater understanding. Succession planning is underway and probable recruitment of governors. Several policies approved.	
17.	Date of the next meeting – The next meeting will be on Thursday 25 th April 2024 at 5.30pm via TEAMS	

With no further business, the Chair thanked all for attending and closed the meeting at 7.20pm.

Agreed as a true record	Date