

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

Date/Time	25 th April 2024 5.30pm via TEAMS				
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			
Jill Larcombe	JL	Co-opted (left early)			
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	Jo Hutter	JH	School Business Manager (left early)
			Catherine McBride	CMB	Potential Governor

The meeting started at 5.30pm – some items completed out of order

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	5 year budget plan	JH
4.	Capital Report	JH
5.	School Budget Share Monitor Month 12	JH
6.	School Meals (Spring) and Breakfast Club	JH
7.	SEND Funding Report	CN
8.	Minutes of FGB meeting of 12/03/24, approval and matters arising.	VH
9.	HT Report & update on TCLP	CN
10.	Class/staff arrangements for following year	CN
11.	Governor visits and training undertaken	All
12.	Reports – Safeguarding, GDPR, and Social media	JL/VB/for info
13.	Policies & Protocols	all
14.	Items brought forward by the Chair	VH
15.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above. CMB was welcomed as a potential Governor and everyone introduced themselves. JE was reappointed as Co-opted Governor and VH was approved as LA Governor (subject to LA approval), when her term of office expires in May	
2.	Declarations of Pecuniary Interest – Nothing further to that which is already declared.	

3.	5 year budget plan – This has been reworked/revised and with the c/f we can balance until year 3. This is with 11 classes and using the c/f. We are one of a few schools able to balance to year 3. We also have staffing available and space for additional children if necessary. <i>Q. If other schools cannot c/f, is there the chance that our c/f can be taken away?</i> A. No. We need to justify why we want to c/f. We want 11 classes and are hoping for the numbers to fill them. We are building on our good reputation and good Ofsted report. For schools that need support, when funding is allocated, some goes to a centralised pot to be used for EAL, traveller and schools in financial difficulties. The % is decided in the Autumn term when schools can “negotiate” the %. CN added that those that can balance in year 3 normally have a good c/f – which is allocated. It is never know how long subsidies etc will continue for, and we need to be ready. <i>Q. Do you include 3% inflation?</i> A. No, we take advice from DCC and try to forecast but we can never know everything. E.g. the war in Ukraine raising paper costs and we are currently overestimating energy costs – we use best guess scenario. <i>Q. There was quite a lot spent on Saints SW (sports coach)?</i> A. This will come down radically next year. There will be an expected drop of £3,000 per term. Financial Plan approved	
4.	Capital Report – the new year end position of £447,035 was confirmed following last minute updates. The Capital report shows the year end and how it is split. There is £22,313 to roll forward. DCC will meet within a month to consider if CPS can roll forward as we are building up an amount to purchase solar panels. JH continues to chase the DCC surveyor and hopes to have the report by the next FGB. <i>Q. Will the panels be installed over the summer holidays?</i> A. No. The process to purchase will take too long as it will have to go to tender. Within the Capital plan, there are some deadlines for spending. £12k was allocated in October to be spent by March but this timeframe was not doable for the process required, so we used it for smaller items – new freezers etc. As we are a relatively new building we already have LED lighting and good insulation. Any residue is now part of the c/f. DCC have agreed in principle to resurface our outer carpark and we would like to use some of the c/f to provide an accessibility ramp. DCC will cost this separately.	
5.	School Budget Share Monitor Report Month 12 – covered in 3 and 4 above.	
6.	School Meals (Spring) – Numbers are down a bit, but we have had a menu change with sandwiches back on the menu and the number are rising back up. There has been a staff change and all seem happy and settled in the kitchen. Breakfast Club – the system has changed as children were enjoying it so much they were lingering and causes issues within class registration. It meant that staff – mainly TAs - were late clearing up and to class also. We are now doing a “grab ‘n’ go” bag with a bagel that children eat in class during registration. We applied for a Kellogg’s grant of £1k which we got, and the National School Breakfast scheme, which was due to finish, will now extend to July 2025, which will finance the b/f club for a while. <i>Q. Looking at the numbers, there is little change overall, but the % of PP children has increased. Do you know why?</i> A. Teachers have talked to their classes and the children talk to each other. It is great that we are achieving this as it is those PP children who were the initiative for this – to provide them with breakfast to keep their energy levels up in the mornings. <i>Q. There is, on average, 100% more PP children, you must be doing it right?</i> A. We spoke to the National Schools Breakfast team and	

	they gave us some ideas to help engage the PP children. We are averaging 60-70 pupils a day. The numbers are steady with the PP numbers high.	
7.	SEND Funding Report – c/f	
8.	Minutes of FGB of 12th March 2024 were confirmed as a true and correct record of the meeting, and will be signed at a later date. Matters arising: • H&S Inspection Tour – KP and JG have completed the outstanding tasks – item closed • Parent Governor Nominations – There will be 2 Parent Governor vacancies in May and following a discussion, it was agreed that VB will write an invitation letter to be used and forward to the Clerk. • Data discussion and feedback – A date will be set for JE to meet with CN/CP. • Equality & Diversity Policy and Equality Duty – JL/CN have discussed and have a further meeting planned for Monday – c/f	VB JE/CN/ CP JL/CN
9.	HT Report – TCLP – CN shared her understanding of the TCLP and where it is now. She has been invited to attend a meeting on 7th May to discuss the future of TCLP. (JL left 18.15) HT Report - verbal – CN advised that after 2 years of RWI, the results are amazing. We have negotiated a further 12 months of involvement with Illsham Hub. Reading is improving. We have been completing a mile a day to help children with their Mental Health to provide exercise and a movement break, which is aimed at prevention rather than cure. We have been accepted on a new initiative by DCC “storm break” which over time will replace the mile walk. This will be starting in September. Attendance – current attendance is 94.45% and a full report is provided.	
10.	Class/staff arrangements for the following year – we have 11 classes budgeted for and have yet to finalise the details. There are 41 children starting and 49 leaving from Yr6. We are still hoping to have more start and showed a family around school today.	
11.	Governor visits and training undertaken – None	
12.	Reports • Safeguarding – Data shared prior to the meeting with JL. MH is high on the agenda and there is 1 x CIC, 3 x CP, 1 x CIN and several at EH. All staff have completed asthma training under Safeguarding rules. <i>Q. How is the response from MASH?</i> A. They are generally advising that we don't meet the threshold, they seem more organised and improvement in the service is starting. CN explained the “level” system and that she pushes to get support that she feels is needed. There are major attendance concerns with 3 pupils. CPS recognise that it is important to keep detailed records to provide the evidence required. • GDPR –The report was shared and acknowledge by Governors • Social Media – The contract with Hedgerow Marketing finished on 31/03/24 and social media has been taken in-house. The ability to comment on Facebook has been removed as it is no longer monitored 24/7 to remove unsuitable posts. There has been no comments from parents regarding this. <i>Q. The majority of people interacting with Facebook are female – how do we get male interaction?</i> A. It is a fact that more women than men use	

	Facebook. There was a discussion on what posts might engage men more. The admin staff post what is supplied by teachers and TAs. <i>(JH left 18.44)</i>	
13.	Policies & Protocols – all policies were adopted as noted below • Staff Code of Conduct – new version • Secondment – no changes • Recruitment & Selection – new version • Acceptable Use of IT – this references a lot of other documents and pulls them all together. • Privacy Notice – Job applicants • Privacy Notice – Workforce • Privacy Notice – Parents & Pupils. <i>Q. It is correct that pupils have the same rights over their data as everyone else, how do we explain it to them and help them to understand? Should we be sending this to parents to advise their children?</i> A. This was discussed, and it was decided that the office will be asked to share this privacy notice through newsletters, apps and other communication means.	FL
14.	Items bought by the Chair – <i>Q. We are coming up to SATs – how are we expecting to fair?</i> A. We are doing really well. We completed practice papers 5 weeks ago and the progress is phenomenal. We are at about 60% and hope that this will increase. Yr5 have been doing bikeability which has meant that the Yr5/6 teachers could focus on Yr6 for revision. Yr5 will work separately to Yr6 for the next 2 weeks in the mornings to enable Yr6 to have more concentrated revision time. We are concentrating on moderation in writing in the afternoons and don't have any "wobbly" children. All the SATs organisation of rooms and staff is complete and we are keeping the momentum going. <i>Q. CPaine has been involved a lot, has that affected the rest of the school?</i> A. We are getting writing done prior to SATs week so that we are able to focus. <i>Q. WriteStuff has been going for a year. What is the impact?</i> A. We are finding areas of concern and also positive areas. Independent writing is being shown as necessary. Yrs1/2 are now doing the same as Yrs5/6 in terms of patching phonics to get as many through the phonics as possible. Yr2 no longer complete SATs so we are continuing to look at our own assessments. We have hosted several schools with regard to moderation. <i>Q. Is moderation CPD for staff?</i> A. Yes, we continue to be asked to support other settings, and it is lovely to know we are doing well and supporting other schools. We provide professional development through the National College and many staff are doing CPD to boost their scores.	
15.	Impact Statement – We have discussed a way forward with TCLP and the implications on our land. Reappointed 2 Governors. There is a continuing discussion on partnership working. We have a better understanding of finance and are confident in the forward planning, while realising that they are challenges. Glad to see an increase in PP children at breakfast club. The meeting went into Part 2 at 19.04 <i>(CMB left at 19.04)</i>	
16.	Date of the next meeting – The next meeting will be on Thursday 11 th July 2024 at 5.30pm in The Studio at CPS	

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With no further business, the Chair thanked all for attending and closed the meeting at 19.19.

Agreed as a true record	Date