

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

Date/Time	11 th July 2024 5.30pm				
Present	Initials	Category of Governor			
Val Bishop	VB	Parent – Vice Chair of FGB			
Jeremy Hilderley	JHi	Parent			
Vicky Hill	VH	Parent – Chair of FGB			
Jill Larcombe	JL	Co-opted			
Catherine McBride	CMB	Co-opted			
Cathy Noble	CN	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned			
Jamie Edmonds	JE	Co-opted - sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JH	School Business Manager (left early)
			Emma Fell	EF	Potential Governor

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

	Agenda	Led by
1.	Present & Apologies	FL
2.	Election of Chair and Vice-Chair	FL
3.	Declaration of Interests	FL
4.	Monitor Report	JHu
5.	Sports Premium Funding Report	JHu
6.	School Meals (Summer) and Breakfast Club	JHu
7.	Minutes of FGB meeting of 25/04/24, approval and matters arising.	VH
8.	HT Report	CN
9.	Report from DCC visit in May	For Info
10.	SDP Final Draft	CN
11.	Performance Data	CN
12.	Phonics Results	CN
13.	EYFS Headlines	CN
14.	Review of SATS results	CN/KP
15.	Priorities set for Pupil Premium	CN
16.	Class/staff arrangements for following year	CN
17.	Special Dietary Requirements	CN
18.	Dates of FGB for 2024/25 academic year	FL
19.	Updated Code of Conduct	FL
20.	Governor visits and training undertaken	All
21.	Reports – Safeguarding, GDPR, and Social media	JL/VB/for info
22.	Policies & Protocols	All
23.	Items brought forward by the Chair	VH
24.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above. EF was welcomed as a potential Governor, JHi was welcomed back as a Parent Governor and everyone introduced themselves. JL was confirmed as Foundation Governor from 07/05/24. CMB and EF left the room as the FGB discussed the appointment of CMB as Co-opted Governor. The decision was to appoint CMB.	
2.	Election of Chair & Vice-Chair – VH has resigned her position as Governor and VB put herself forward as Chair. Approved. CMB put herself forward for the position of Vice-Chair. Approved.	
3.	Declarations of Pecuniary Interest – VB declared that she is a Governor of the Somerset Foundation Trust.	
4.	Monitor Report – The Sports Grant funding is now included. As you can see, pupil numbers for the school are lower than hoped for. We have 285 and had hoped to be at 294. With these numbers we will have £30-£36k less for the financial year 2025 than predicted on the current 5 year budget plan. The school led tutoring funding is due to end this term. We have exceeded School Led Tutoring expenditure so there will be no claw back on unspent funding. The new Government could make changes which are as yet unknown. The date for updated monthly figures is the 8th of each month so the next update will be 22nd October. The confirmed carry forward from 2023/24 for School Budget Share is £447,035. Capital funding can only be used for capital projects which includes IT hardware – the IT update shows the latest. The Capital Budget c/f is £22,313. The solar panels are £45K and a meeting is arranged during the holidays to look at energy use and possible funding streams. Devon County Council predictions is for lower pupil numbers moving forward. Tiverton is expected to be down by approximately 100 by next year. Our PAN is 60 and we have 44 starting in September. Q. Any uplift before April? A. Unknown. Some went to special schools which was expected, some moved away. October/November is the time for the best guess. The reception predictions were accurate – we predicted 40 and got 44. There was a discussion on marketing/promoting the school and JHu has some data on Nurseries/preschool from February which she will share.	
5.	Sports Premium Funding Report – Governors were happy with this documents. KP to proof read before publishing on the website.	KP
6.	School Meals (Summer) and Breakfast Club – Breakfast club is going fantastically and the funding has been extended to July 2025. We have purchased a commercial kitchen toaster.	
8.	IT Update – When Emma Evans left THS, they withdrew our IT support. We are now using CompuTeam which works differently. A ticket is raised, which is prioritised, before staff contacted. CompuTeam have looked at our backups. There are some minor teething issues which are being resolved. Teachers are to receive new laptops with the old ones being reconfigured for TA or pupil use. As a school we are looking at Cloud based backup systems, and to become either a Google or Microsoft School. There is a working party who will visit other schools and demonstrate in-house.	

	The old, out of date admin PCs have been updated. We use VOIP and the broadband is not the best which can then affect our phones. We are on several waiting lists for fibre optic connection. We have entered into a 3 year contract on a fibre lease line. They will complete a survey of our current setup over the summer holiday with a new system in place in October. (JHu left 18.10pm)	
7.	Minutes of FGB of 25th April 2024 were confirmed as a true and correct record of the meeting, and signed as such. Matters arising: • Parent Governor Nominations – VB rewrote the parent nomination letter and JHi was successfully recruited. The Clerk was instructed to send out the nomination form again 2 weeks before the October half term. • Data discussion and feedback – Item closed • Equality & Diversity Policy and Equality Duty – Some changes have been made to the new requirements. JL/CN to meet to set the Equality Objectives. The suggestion is to include 3 from the SDP which could be SEND, Attendance and MH. • Pupil Privacy Notice – this was approved to include 2 versions – one to be accessible. The office will be asked to share with children and put on the website.	FL JL/CN FL
8.	HT Report – verbal – Following the Ofsted review in February, CPS has introduced lots of clubs, which change every ½ term. Staff are working hard. We are 2 years into the RWI phonics scheme which takes 3 years to embed with really good results. We continue to work with Illsham Hub termly. We have been with the writing scheme – WriteStuff – for over a year and the scaffolding is working brilliantly. We were moderated by the DCC for Yr6 writing who said that the children clearly enjoy working, and are working well. Maths Mastery is also working well. We need to work with the lower end children to give them a good, solid grounding. Within Maths; we can see who was affected by the Covid years. Whereas reading and even writing worked remotely, maths has to be taught. Attendance – we are in line with the national average and are working hard with persistently absent pupils with SAM meetings to support them. The data is impacted by approximately 9 PA children. This is backed up by the knowledge that as they move out of area, the data improves. CIN/CP children can get Social Worker support but beyond that, there is a limit to support from external agencies. It is a scary fact that if a child attends on 60-65%, that they lose a school year in every 3 years.	
11.	Performance Data – Yr6 – The pupils have achieved better than expected at the beginning of the year. <i>Q. Did you specifically target some?</i> A. Yes. Those who were just below expectations, then others. One child did not take the tests which has skewed the data. The results are up from last year across the board. KS1 – No SATs sat this year so no comparison. EYFS – this was a struggle and we were only 1.5 children off. There are some high needs in this group. KS2 – these are the only statutory tests now. The national average is 67% and we are at 64%. This is based on the government baseline from Sept 2017 standards. We have had a speech, language and communication struggle. Phonics – this is at 75% compared with last year's national average of 69%. Several of the children that did not reach the target are just below, and by the	

	end of year 2 we are above the NA. Those that struggle most are generally those children on the SEND register. We continue to work with them. Yr2 – tests are non-statutory. Reading is at 60%, Writing at 51% and Maths at 57%. We expect these percentages to grow. Yr4 – Multiplication tests are statutory with 25 questions. We are at 15% with the NA being 20% Yr6 – scores are up from last year. When we compare these with pre-pandemic scores it does not look good. However, it must be remembered that 1/3 of our children are PP children.	
9.	Report from DCC visit in May – this was for information only.	
10.	SDP Final Draft – c/f	
11.	Performance Data – covered above	
12.	Phonics Results – covered above	
13.	EYFS Headlines – covered above	
14.	Review of SATs results – covered above	
15.	Priorities set for Pupil Premium – we are in year 2 of a 3 year plan. The priority list was shared via email with governors	
16.	Class/staff arrangements for the following year – list shared	
17.	Special Dietary Requirements – c/f as more consultation is needed	
18.	Dates of FGB meetings for 2024/25 – there was a brief discussion around these with the suggestion that a rolling 2 year subject program was also put in place. After each subject has been presented, a governor visit on that subject to take place within the following week. KP agreed to put dates together for SLs to attend and for visits.	KP
19.	Updated Code of Conduct – this was approved for adoption in September	FL
20.	Governor visits and training undertaken – None	
21.	Reports • Safeguarding – CN ran through the document and gave some further information as necessary. • GDPR – Good compliance was acknowledged with JHu working hard to keep CPS in line with guidance. • Social Media – This a new report format since we have taken this in-house. It will be shared termly in future.	
22.	Policies & Protocols – all policies were adopted as noted below • Staff Acceptable Use of IT – this has been discussed in depth between JE, JHu, FL and CN. CN has agreed that the school will purchase a mobile phone to be used by JHu for accessing iTrent and that phone will not be used on school trips. Cameras must be used only. If JE is in agreement, this is approved. • Emergency Management Plan – Approved • Health & Safety - Approved	
23.	Items bought by the Chair – The Clerk stated that with a change in leadership of the FGB, there is a requirement to look at Lead Governor roles ready to allocate in September. FL will provide a list to all to review.	FL
24.	Impact Statement – We have a new governance team moving forward and a review of progress and success. The DCC writing moderation report was shared along with new class arrangements. Agreed to look at promoting CPS to nurseries and pre-schools for September 2025.	
25.	Date of the next meeting – The next meeting will be on Thursday 12 th September 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 19.44.

Agreed as a true record	Date