

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

Date/Time	12 th September 2024 5.30pm	
Present	Initials	Category of Governor
Emma Fell	EF	Co-opted
Jeremy Hilderley	JHi	Parent
Jill Larcombe	JL	Co-opted
Cathy Noble	CN	Staff – Headteacher
Katy Plumley	KP	Staff
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned
Val Bishop	VB	Parent – Chair of FGB - sanctioned
Jamie Edmonds	JE	Co-opted - sanctioned
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB - unsanctioned

In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk			

The meeting started at 5.43pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Discussion on whether to appoint Emma Fell – Co-opted Governor	FL
3.	Declaration of Interests	FL
4.	Minutes of FGB meeting of 11 th July 2024, Part 2 minutes of 25 th April 2024, approval and matters arising	VB
5.	Review delegation to the HT and LGs / Look at membership and Terms of Reference / Review and confirm current LG roles	VB
6.	Annual Planner	FL
7.	Decide if meetings will continue to be open to the public and virtual attendance	VB
8.	Review practise for circulation of minutes and paper and that draft FGB minutes are posted on the website.	VB
9.	Decision on “promoting governors” to parents and staff.	FL
10.	Remind governors of the need to be quorate	FL
11.	Remind of the procedure to include items on the agenda	VB/FL
12.	Part 2 procedure and confidentiality	CN
13.	Review & sign KCSiE 2024 and Code of Conduct	FL
14.	Procedure for absences and reminder that attendance register is posted on the website	FL
15.	HT Appraisal – confirm arrangements	CN/VB
16.	Clerks Appraisal – set date	VB/FL
17.	Governor visits	VB/CN
18.	Policies and Procedures	KP/CN
19.	English Hub (Ilsham report)	For info
20.	Internal Audit Final Report	For info
21.	Items brought forward by the Chair	VB
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above. With both the Chair and Vice-Chair unavailable, CN was elected as Chair of this meeting.	
2.	Discussion on whether to appoint Emma Fell – Co-opted Governor – EF left the room while the discussion took place and following a discussion, EF was welcomed to the FGB	
3.	Declarations of Pecuniary Interest – Registers were signed by those present – VB/JE/CMB to sign at next physical meeting	VB/JE/ CMB
4.	Minutes of FGB of 11th July 2024. It was noted that the Clerk had omitted to confirm that the term of office for the Chair and Vice-Chair is held for 1 year. They were agreed with this amendment and were signed as such. Part 2 minutes of 25th April 2024 were agreed as a true and correct record and signed as such. • Sports/PE Premium Report – this is on the website – item closed • Equality & Diversity Policy and Equality Duty – CN/JL have worked on these and the objectives will go into the review document – it was agreed to adopt both • Pupil Privacy Notices – FL confirmed that these have been shared – item closed • Subject Leaders presentation and Governor Visits – KP proposed a timetable and gave further explanation. A presentation of 10 minutes will be given at the start of every meeting and Governors will visit to follow up within 2 weeks. Staff meetings are held on Wednesdays between 3.30 and 4.15pm and Development meetings on Thursdays. Governors are welcome to attend. <i>Q. Is refresher/updating s/g training given throughout the year?</i> A. All staff attend in September, then one minute guides are drip feed throughout the year. Updates are given at staff meetings when necessary. <i>Q. What is discussed at Development Meetings?</i> A. These are specific – assessment /monitoring across subjects etc.	CN ALL
5.	Review delegation of functions to the Head Teacher and Lead Governors. Ensure all are clear on their delegated limits and responsibilities - agreed Agree to share contact information - agreed Look at membership and Terms of Reference (ToR) and quorum for committees -Head Teacher (HT) Appraisal Panel, Pay, First and Appeals - Pay committee will be VB/JE/JH/JL. HT Appraisal will be JE/JH/JL (FL to advise JH of training dates). All Governors (except staff) will sit on the 1st and 2nd committees.	FL
6.	Review and confirm current Lead Governor roles and curriculum links – JL will take on Finance and EF will take on Engagement. JH will join JE on Curriculum for both KS1&2. EF will take on Early Years. JL will take on Personnel/HR and GDPR. All other remain the same with vacancies in Attendance/Behaviour, PP and Wellbeing.	
7.	Decide if meetings of the FGB will continue to be open to the public – it was agreed to make them public. Agree on virtual attendance – it was agreed that alternate meeting will be virtual, and governors may attend face-to-face meetings virtually when necessary. References to the pandemic will be removed.	

8.	Review practice and timescales for dealing with circulation of minutes and papers and a reminder that draft FGB minutes are published on the school website – all were reminded that documents should be circulated 7 days prior to the meeting; and that draft minutes are published on the website after approval from the HT and Chair. The HT Report will have a column for questions and all present agreed to read all reports and documents in advance and provide questions prior to the meeting where possible. These will be included in the minutes.	
9.	Decision on governors “promoting” the Governors to staff and parents, and on attendance at Parents Evenings/Staff Meetings etc – governors will try to attend staff meetings, development meetings, learning walks will be re-introduced prior to face-to-face FGB meetings and lunchtime drop in sessions with staff. Parent evenings will be advised and governors welcome to attend to chat with parents.	
10.	Remind governors of the need to be quorate to make decisions and reaffirm the quorum for the GBB – there are currently 8 Governors so 4 are required for FGB meetings to be quorate. Pay and HT Appraisal must have a minimum of 2.	
11.	Remind of the procedure should governors wish to put items on the agenda – Contact the Clerk and Chair with ample notice (taking into consideration the 7 days for circulation of documents).	
12.	A general reminder of Part 2 procedure and confidentiality – CN reminded all of the need to keep confidential items “in the room”, and that if anyone believes that a discussion is moving into confidentiality, they should alert all.	
13.	Review and sign Keeping Children Safe in Education (KCSiE) (Governors are required to read and understand the whole document) and the Code of Conduct – all present signed to agree and JE/EF/VB/CMB will sign at next physical meeting.	JE/EF/ VB/CM B
14.	Review the procedure for dealing with apologies and sanctioning of absence – Governors should advise the Clerk as soon as possible and should be aware that attendance is published on the school website. All governors were asked to check their attendance for the previous year prior to publishing.	
15.	HT Appraisal – confirm arrangements being made for appraisal – CN advised that Mark Walker – the new advisor - had been in touch with potential dates but that she would rather continue with Martin until Mark is familiar with the school. CN will contact Martin and committee with potential dates.	CN
16.	Clerks Appraisal – date to be set with VB	
17.	Governor visits – KP invited all Governors to come in and have a walk around following SL presentations. Dates to be set at each meeting.	KP/CN
18.	Policies & Procedures • Accessibility Plan – JL complimented CPS on a really good report – approved • Staff Acceptable Use of IT – With JHu getting a mobile with 6 PIN protection, this has resolved a concern. It was further agreed that the school will purchase a digital camera for use on school trips. Personal mobile phones will not be used to take photos – Approved • Policy for the Management of OEVOA – Section 13 was agreed and completed - Approved	
19.	English Hub (Ilsham) Report – this end of 2 year report is shared mainly for information, and shows that we have progressed further than expected. CPS has decided to continue to work with Ilsham Hub.	

20.	Internal Audit Final report – shared for information. The only issues being that the asset register requires items to be located in certain rooms. As a school, we frequently move items not pupils.	
21.	Items bought by the Chair – Governors online safeguarding training was agreed as 24 th September at 7pm.	
22.	Date of the next meeting – The next meeting will be on Tuesday 22 nd October 2024 at 5.30pm via TEAMS	

With no further business, the Chair closed the meeting at 6.48pm.

Agreed as a true record	Date