

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

Date/Time	22 nd October 2024 5.30pm via TEAMS				
Present	Initials	Category of Governor			
Emma Fell	EF	Co-opted			
Val Bishop	VB	Parent – Chair of FGB			
Jamie Edmonds	JE	Co-opted			
Jill Larcombe	JL	Co-opted – (slightly late)			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB			
Cathy Noble	CN	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned			
Jeremy Hilderley	JHi	Parent - sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JHu	School Business Manager (left early)
			Amanda Ballard	AB	KS1 Lead (left early)
			Claire Paton	CP	Asst HT and Maths Lead (left early)

The meeting started at 5.43pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Finance Items	JHu
4.	Carbon Action Plan	JHu
5.	Subject Lead presentation	KP/AB/CP
6.	Minutes of FGB meeting of 12 th September 2024, approval and matters arising	VB
7.	HT Report	CN
8.	School & Settings Vicit Note C	For info
9.	Agree School Development Plan	CN
10.	Y6 Data in full	CN
11.	Annual SEN Info Report	JL/CN
12.	Term dates for 2025-2026	CN
13.	Reports – Safeguarding and GDPR	CN/JL/VB
14.	Policies & Procedures	VB/JL/JE
15.	Part 2	CN
16.	Items brought forward by the Chair	VB
17.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above.	
2.	Declarations of Pecuniary Interest – VB/JE/CMB to sign at next physical meeting. None declared at this meeting	VB/JHi/ JE/CMB

3.	Finance Items – Reports shared prior to the meeting – questions raised - Q. There is no assigned budget for marketing; if and when this is needed, where does it come from? <i>A. We did have a marketing company which was costing around £380/month, but we have now assigned 1 admin staff member to produce the Facebook posts and we do not do any press, so we manage our own marketing. We don't have any more capacity to do any more in-house.</i> Q. What could we do to promote CPS? Looking at the roll numbers, and the recent suggestions of extended provision and extended age, how could we promote CPS more to new families? <i>A. We cannot use school funds to promote extended hours so all advertising would have to be financed by the extended hours. If marketing the school we can use school funding.</i> It was agreed that EF would contact Bev Hill (who looks after marketing) to discuss further. The Monitor Budget was produced in September and since then 2 x Teaching posts have been filled. The Support Staff pay rise is still not agreed, and is looking to be an amount per person. We budgeted 3% which will not be enough for those on a lower pay point, who could get up to 5.5%. Those on a higher pay point will get around 3%. Teacher pay is now agreed. There is an additional Core grant of £22K – the details are not totally clear yet and this could replace the teacher pay grant; we are still waiting for confirmation. DCC consult all and amend funding for SEND needs as required. We are still waiting for confirmation on amount/pupil. DCC also take a % for travellers/EAL etc. Currently this is not set nationally but locally. The expectation is that it will soon be set nationally, which would be welcome, especially as Devon is one of the lowest funded areas.	EF
4.	Carbon Action Plan – JHu has made all the changes that are within her remit – electricity, suppliers etc and is now looking for more input from classes. JHi used to be one of the Eco Warriors and FL will ask him to take this role again. <i>JHu left at 17.48 as JL arrived.</i>	FL/JHi
5.	Subject Lead presentation – KP/CP/AB gave a PowerPoint presentation and further explanation. Each have taken on an area with KP for Creative & Active Learning, AB for Literacy & Values and CP for STEM. They are meeting every 3-4 weeks and have developed action plans. They explained and expanded on the slides. Q. What are you doing for pupils with GD? <i>A. With WriteStuff we will be receiving training to support GD pupils better.</i> Q. When will this be? <i>A. In December.</i> It was explained that after completing RWI, pupils go onto Whole Class reading and Accelerated Reading. Currently, our stock of books is not quite right and the soonest that the Library service can attend to advise is December. It is not usual to have this many pupils at GD this early, and a bridging system will be used to support those who have completed phonics so early. Q. You have shown how you will teach lots of subjects – how are you going to monitor the learning? <i>A. We use data and pupil progress meetings. 3 children in each year are tracked to see the results of their learning. Data tracking is a powerful tool and will show the impact of more detailed action plans.</i> Q. You mention pupil voice – how do you evidence that? <i>A. eg. In Maths we use 3 focus children/year group. We look at their books and ask them to show us how to use equipment to show their learning. We quiz them on their knowledge. We need to know that children have the knowledge and can retrieve it.</i> Q. Do you use GD children for this? <i>A.</i>	

	<i>We use 3 vulnerable children currently, who are capable of GD. We do track GD children.</i> VB thanked all and CP/AB left at 18.20	
6.	Minutes of FGB of 12 th September 2024. These were agreed as a true and correct record and will be signed as such. • HT Appraisal – CN is waiting for dates from the advisor – CN to chase • Governor Visits – it was agreed to hold the meetings on 23/01/25, 11/03/25 and 24/04/25 in person and at 4.30pm to allow for learning walks and time to review pupils books. • Nursery Age – JHu provided notes from earlier in the year, and VB/CN/JHu have been discussing the way forward. Covered further in part 2 • Safeguarding Training – JE/CMB/VB/JHi have yet to attend. CN to provide dates.	CN
7.	HT Report – This was shared prior to the meeting with questions asked and replied to. The Ass of Education Advisors report shows where there are gaps in learning nationally, and the impact of absence. There is no comment from them regarding writing attainment. We are a group 2 school because of our data.	
8.	Schools & Settings Visit Note C - This was acknowledged by Governors	
9.	Agree School Development Plan - SDP – This will change slightly as we move forward. We use adapted teaching to do everything that we can do to help our children succeed. Q. How do we monitor; how do Governors hold the school to account? A. <i>Talk to children and staff.</i> Q. Governors will need evidence; how can we get this? A. <i>It was agreed to invite Governors to view Insight – the school tracking system. It is possible to do this while hiding pupil's names/details for GDPR purposes. CN to set up.</i> For Mental Health we will use StormBreak which uses physical activity and talking about how to feel happy. Professionals from the NHS will support the SENDCo and staff to enable children to access MH support within school. Q. Will the NHS support be available for children? A. <i>We will use and share the training we get with teachers.</i> There are no CAMBS practitioners available and we use professionals to support certain children. We need to look at the priorities for SDP and ask appropriate questions. All agreed.	CN
10.	Y6 Data in full - We are aware that the gap between PP and non-PP children is too wide. We need to monitor this.	
11.	Annual SEN Info Report – The SENDCo was unhappy with this and rewrote it. Q. where is the pupil voice within this? A. <i>It is a part of what we do and SENDCo will be asked to include it.</i> Report agreed. JL will arrange to meet SENDCo to discuss further.	CN JL
12.	Term Dates 2025-2026 - NPD are used for planning. Agreed	
13.	Reports – both acknowledged by Governors • Safeguarding • GDPR	
14.	Policies & Procedures • Disordered Eating Statement & Application Form - this relates to FSM children where they are special requirements that the school are unable to meet - Approved • Pay Policy – Approved	

	• Bring Your Own Device – this was recommended recently but on exploring the policy, it is not needed as own devices are not used within school – Discarded • SEND Policy – Approved by all	
15.	Part 2 - the meeting went into Part 2	
16.	Items bought by the Chair – VB asked all Governors to complete visit reports in a more timely manner. FL to send link to forms EF asked whether CPS would consider encouraging a Smartphone free childhood. This helps with Mental Health and if CPS would ask parents to not buy Smartphones. CN confirmed that phones are not allowed on school premises, and must be handed in first thing. They are returned at the end of the day and not to be turned on while on school premises. CN further commented that when showing parents around school, she advises parents to not let children have phones. It is thought that a lot of parents would embrace and support this. It was agreed that it is good for children to be phone free – the recent residential trip did not allow them and the children enjoyed a phone free, active lifestyle. They were not missed. EF will look further into this and feedback.	FL EF
17.	Impact Statement - It was good to reflect on what has been done and look further into the curriculum. This meeting was more child focussed and looked at learning positively. There was engagement with staff and an emphasis on further engagement.	
18.	Date of the next meeting – The next meeting will be on Tuesday 17 th December 2024 at 5.30pm in the Studio, CPS	

With no further business, the Chair closed the meeting at 7.30pm.

Agreed as a true record	Date