

## Meeting of Castle Primary School

Local Governing Board (LGB)

**Tuesday 15<sup>th</sup> October 2024 at 17:00 in person at Castle Primary School**

Governors in attendance:	Tom Pear	(TP)	Chair of Governors
	Jess Trevers	(JT)	Vice Chair of Governors
	Patrick Griffin	(PG)	Appointed Governor
	Zoe Morris	(ZM)	Parent Governor
Others in attendance:	Jill Mason	(JM)	Headteacher, Castle Primary School
	Sally Dakin	(SD)	Headteacher, Dove Bank Primary School
	Allan Howells	(AH)	Director of Quality, TLP Trust
	Sarah Lomas	(SL)	Clerk, TLP Trust

ITEM		ACTION
	<b>GOVERNANCE AND ADMINISTRATION</b>	
1.	<b>Welcome, Quoracy, Apologies and Declarations</b> Governors were welcomed to the meeting.  The meeting was confirmed to be quorate.  There were no declarations made or conflicts of interest with the business of the meeting raised by governors.	
2.	<b>Minutes of the Last Meeting and Matters Arising</b> a) The minutes from the previous meeting on 16.05.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. <b>ACTION:</b> Upload a copy of the approved minutes to Governor Hub and mark as signed. b) The action log from the previous meeting was reviewed and the following items were noted: <b>ACTION:</b> It was agreed that school events would be added to the Governor Hub calendar for information.	Clerk          SD/Clerk
3.	<b>Compliance</b> Governors were reminded to ensure that any outstanding annual declarations and confirmations were completed at the earliest opportunity. <b>ACTION:</b> Complete annual declarations and confirmations online via Governor Hub.	All gobs as req.
4.	<b>Membership and effectiveness update</b> a) It was agreed that the vacancies on the Board would be considered under Part 2 of this meeting. b) It was confirmed that the Trust are utilising external support for governor recruitment from a charity called Governors for Schools and opportunities have been listed for a number of schools including Castle and Dove Bank. c) It was noted that there are no terms of office due to expire before the next meeting.	
5.	<b>Annual tasks</b> a) TP had been nominated for the role of Chair and had been duly appointed by the Trust Governance Committee for a one-year term of office to run until the first meeting of the autumn term 2025. b) JT was nominated as Vice Chair of the LGB. No other nominations were received, and JT was duly elected as Vice Chair of the LGB for a one-year term of office to run until the first meeting of the autumn term 2025.	

ITEM		ACTION								
c)	Consideration was given to link governor roles and the following roles were confirmed: <table><tr><th>Link Role</th><th>Governor</th></tr><tr><td>Safeguarding</td><td>JT</td></tr><tr><td>EYFS</td><td>ZM</td></tr><tr><td>SEND</td><td>TBC</td></tr></table> <p>The role of Early Years link governor was considered and ZM requested that details of the role be forwarded for information. It was also considered whether links could be made with Sally Earle, TLP Early Years Lead, to help support this role.</p> <p><b>ACTION:</b> Forward information regarding the Early Years link role to ZM.</p> <p><b>ACTION:</b> Contact Sally Earle at the Trust for support with the EY governance role.</p> <p>It was agreed that further link roles along with the workload for JT taking on SEND and safeguarding would be considered under Part 2 of this meeting.</p>	Link Role	Governor	Safeguarding	JT	EYFS	ZM	SEND	TBC	Clerk SD
	Link Role	Governor								
Safeguarding	JT									
EYFS	ZM									
SEND	TBC									
d)	The consideration of a link governor monitoring schedule was deferred until the next LGB meeting. <p><b>ACTION:</b> Add consideration of link governor roles and a link governor monitoring schedule to the next LGB meeting agenda.</p>	Clerk								
STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES										
6.	<b>Part 2 (Confidential) – Leadership and Governance Update</b> <p>This item was recorded under Part 2 of this meeting.</p>									
7.	<b>Self Evaluation Form – to evaluate the impact of the SIP for 2023-24</b> <p>The SEF had been circulated to governors prior to the meeting and the following items were highlighted:</p> <p>The school confirmed that a new maths subject lead had been appointed following the departure of the previous subject lead at the end of the last academic year. The new subject lead is currently undertaking the second year of the development programme for maths leads.</p> <p>There were no questions from governors on the content of the SEF. Governors highlighted the impact of the work undertaken to improve maths which has been evidenced in the recent SATs results.</p> <p>Governors noted that the additional funding received to support maths had enabled the school to provide additional support to the Year 5 pupils impacted by Covid. Governors commented that any future additional funding from the Trust to support other subjects would be welcomed by the school.</p>									
8.	<b>School Improvement Plan – to agree the strategic priorities for 2024-25</b> <p>It was confirmed that JM and SD have been working on the 2024-25 SIP and paper copies were provided to governors at the meeting. Governors noted that the key priorities include:</p> <ul style="list-style-type: none"><li>Adaptive teaching</li><li>Curriculum</li><li>Attendance</li></ul> <p>The SIP contains an action plan which details how targets will be met. It was noted that the format of the SIP is a Trust-wide template used by all schools.</p> <p>Governors queried whether the SIP could be approved via circulation, and it was confirmed that this was acceptable via written approval on Governor Hub.</p> <p><b>ACTION:</b> Circulate the SIP following the meeting.</p> <p><b>ACTION:</b> Confirm approval of SIP priorities via written resolution on Governor Hub.</p>	SD All govvs								

ITEM		ACTION																				
	Additional discussions took place under Part 2 of this meeting.																					
	EDUCATION																					
9.	<p><b>Admissions and Pupil Numbers</b></p> <p>Pupil numbers were confirmed as follows:</p> <table><tr><th>Year Group</th><th>Pupil Number</th></tr><tr><td>Nursery</td><td>13</td></tr><tr><td>Reception</td><td>12</td></tr><tr><td>Year 1</td><td>7</td></tr><tr><td>Year 2</td><td>13</td></tr><tr><td>Year 3</td><td>12</td></tr><tr><td>Year 4</td><td>16</td></tr><tr><td>Year 5</td><td>5</td></tr><tr><td>Year 6</td><td>17</td></tr><tr><td>Total</td><td>95</td></tr></table>	Year Group	Pupil Number	Nursery	13	Reception	12	Year 1	7	Year 2	13	Year 3	12	Year 4	16	Year 5	5	Year 6	17	Total	95	
Year Group	Pupil Number																					
Nursery	13																					
Reception	12																					
Year 1	7																					
Year 2	13																					
Year 3	12																					
Year 4	16																					
Year 5	5																					
Year 6	17																					
Total	95																					
10.	<p><b>Review of Attendance for 2023-24</b></p> <p>The overall attendance rate for 2023-24 was confirmed as 96.9%. The school had set a target of 97% and considered the final figure to be a success.</p> <p>Governors <b>approved</b> the attendance rate target of 97% for 2024-25.</p>																					
11.	<p><b>Review of 2023-24 progress and attainment including KS2 SATs results</b></p> <p>The positive 2023-24 SATs results were commended by the LGB. The school confirmed that the Year 6 cohort were academically strong.</p> <p>There were 14 pupils in the Year 6 cohort and the results were set out as follows:</p> <table><tr><th>Subject</th><th>% achieving expected</th><th>% achieving greater depth</th></tr><tr><td>Reading</td><td>93%</td><td>14%</td></tr><tr><td>Writing</td><td>86%</td><td>7%</td></tr><tr><td>Maths</td><td>100%</td><td>21%</td></tr><tr><td>Grammar, punctuation and spelling</td><td>93%</td><td>50%</td></tr></table> <p>Governors noted that the Year 1 phonics check results were below the 2022-23 data with 69% of pupils passing the test compared to 100% in 2022-23.</p> <p>Governors expressed their thanks to staff for all their work in preparing pupils for the national tests.</p>	Subject	% achieving expected	% achieving greater depth	Reading	93%	14%	Writing	86%	7%	Maths	100%	21%	Grammar, punctuation and spelling	93%	50%						
Subject	% achieving expected	% achieving greater depth																				
Reading	93%	14%																				
Writing	86%	7%																				
Maths	100%	21%																				
Grammar, punctuation and spelling	93%	50%																				
12.	<p><b>To agree the progress and attainment targets for 2024-25</b></p> <p>Governors were informed that specific targets for 2024-25 have not been set individually by schools. Targets are set in line with the Fisher Family Trust research data.</p> <p>It was confirmed that targets will be reviewed once pupils have completed the first set of assessments for the year and data has been analysed.</p> <p><b>ACTION:</b> Add confirmation of progress and attainment targets for 2024-25 to the next LGB meeting agenda.</p>	Clerk																				
	WELFARE																					
13.	<p><b>Safeguarding update</b></p> <p>Governors acknowledged receipt of the briefing in the Headteacher’s report.</p> <p>The school explained that an issue with access to CPOMS to record incidents had been resolved and full functionality had been restored.</p>																					

The meeting moved to Part 2.