



CASTLE PRIMARY SCHOOL LGB

Part 1 Meeting Minutes



Date: 26th April 2023 at 6.00pm

Present:

Mrs J. Trevers (JT) (Vice Chair)
Mrs N. Nee (NN)
Mrs J. Lowe (JL)
Mrs Z. Morris (ZM)

Apologies:

Mr T. Pear (TP)
Mrs L. Bialek (LB)
Mrs N. Leese (NL)

In attendance:

Miss J. Mason – Headteacher (HT)
Dr. A. Howells – TLA Director of Quality (AH)

Clerk: Mrs C. Gritton

Administration

1. It had been agreed prior to the meeting, that JT would chair in TP’s absence. The Chair welcomed everyone to the meeting, apologies were received and accepted from TP, LB and NL and the meeting was quorate. Unless otherwise stated, all papers, policies and links had been uploaded to Governor Hub (GH) prior to the meeting.
2. Declarations of Interest – There were no declarations.
3. Minutes of the Previous Meeting – **Paper 3.0, the Minutes of the CPS LGB meeting held on 24th January 2023, were approved** as a true and correct record. **Paper 3.0a Actions from CPS LGS – For April meeting, was received** and updated as noted therein.

4. School Performance

Papers 4.0 – 5.0- 26.04.23 HT Report, Paper 4.1a Castle Review by Jo Young 23.3.23, Paper 4.1b TLA school Review Castle Primary 23 March 2023, were received.

4.1 School Improvement Plan (SIP) It was reported that the Trust had recently provided additional, external support and advice, which had been well received and helpful. All actions in the SIP are progressing. A Maths mastery development programme will be added to further enhance the curriculum.

4.2 Admissions and Pupil Numbers Governors noted figures in the HT Report.

4.3 Pupil Progress and Attainment PAPER 4.3 APRIL 2023 DATA FOR GOVERNORS, was received. It was reported that most year groups are doing well. Due to small cohort sizes, the Pupil Premium (PP) and SEND data cannot be broken down any further if anonymity of reporting is to be retained. The biggest gaps are in Yr4, as they were Yrs 1 and 2 during Covid and missed the largest bulk of early input on which to build their knowledge, but the school is doing all it can to support and enhance their progress. The teaching structure is impactful and Yr5 progress has been particularly good, especially in Maths.

Challenge: Governors asked how the school assesses Yr4. It was reported that the school utilises standardised assessments, carried out each half term to enable identification of any fluctuations in pupil’s ability and teacher judgements are of great value for overall pupil assessment over time.

Challenge: Governors asked what provisions will be put in place for when Yr4 move to Yr5. It was reported that the school will endeavour to teach Yr4 separately, to target their needs, but this will be dependent on finances and staffing. [Further discussion reported under Part 2].

Challenge: Governors noted that there are more pupils not on track, than are on track for literacy and asked what is being done to address this. It was reported that support is in place and Language is at 100% and good communication and language skills will assist in improving literacy. The phonics and early reading provision, Little Wandle is having a positive impact on pupil’s progression and is well received and enjoyed

by both staff and pupils and staff would like to see that provision rolled out to KS2. Governors thanked the HT and staff for their time and work and noted that overall, reports were positive.

4.4 Special Educational Needs and Disability (SEND) Paper SEND Action Plan 2023, was received. It was reported that all appropriate interventions are in place and the school is being supported with its SEND needs by the Trust SEND lead, Mrs Josephs. All referrals are up to date. The school is making use of the electronic register, staff are updated and most pupils with SEND are making good progress toward their targets. The vulnerable list is being carefully monitored, work is organised and the HT has oversight of pupil progress. (Further discussion reported under Part 2).

5. School Welfare

5.1 Attendance **Governors noted** the data in the HT Report. Attendance is slightly below target, but appropriate **interventions** are in place.

5.2 Behaviour **It was reported that** the school has very little poor behaviour. The pupils'/staff relationship is good. The Play Therapist and counsellors continue to attend the school and the support they provide is of great help. **A Governor reported that** their personal experience of school support for their child with a disability, has been excellent and they had felt assured by the school's commitment to educating staff and children about their child's particular disability.

5.3 Safeguarding Paper 5.3 Safeguarding Interim Review, was received. **It was reported that** in her school review, Trust lead Mrs Hooley had noted that the safeguarding data on CPOMS was up to date and had been pleased to further note that low level concerns are now also being tracked. Mrs Milward from the Trust, has also carried out a review of the school website and Single Central Record (SCR) and has reported that they are in perfect order. Mrs Milward will carry out a safeguarding audit later in the year.

5.4 Staff Wellbeing **It was reported that** an external stress risk assessment has been carried out. Feedback shows that whilst there are no areas of major concern, all staff feel some degree of stress. This will be recorded and the school and Trust will follow up to ensure staff are supported. There will be a follow up audit in the Autumn term. The Trust continues to provide Trust schools' collaborative wellbeing incentive opportunities and staff have access to counselling through both the Trust and Staffordshire Local Authority.

6. Policy Updates

6.1 Policy Approval

6.1.1 **2024 Mar SEX AND RELATIONSHIPS EDUCATION POLICY**, was received. [ACTION: Governors will read the policy online and confirm approval on GH].

6.2 Link Governor Updates Paper 6.2a Example School Visits Form, Paper 6.2b Governor Learning Walk with Jo Young, Paper 6.2c Computing Link Governor Review and Paper 6.2d Science Link Governor Review, were received. **It was reported that** Link Governor visits had taken place and **Governors noted that** the children love and value the school and want to behave. The children understand that it's ok to be different and are confident. **The HT reported that** the behaviour system of yellow and red cards works very well. **Governors noted** that staff have passion for their subjects, but from general discussions, **Governors noted that** it was evident that staff have too great a workload.

7. Other Matters

7.1 Risks

- Staffing as discussed herein and under Part 2.
- New laptops are needed. The school is carrying out and audit of IT need.

7.2 Local Matters **It was reported that** the new canopy is being installed during the May half term and Mr Routs from the Trust is obtaining quotes for the rest of the work the school would like to have carried out.

7.3 Matters to Share with the Trust Board

- Staffing as discussed under Part 2 (To be raised with the Trust Executive)

7.4 Matters to Share from the Trust Board Link 7.4 Feedback from Trust Board held on 29 March 2023, was received. On behalf of the Trust, AH thanked the HT and the LGB for their work and support.

7.5 AOB [ACTION: The HT will send out Parent View surveys in readiness for Ofsted]. Governors were reminded to upload their training records to GH.

Date and Time of Next Meeting: Tuesday 13th June 2023 at 6pm. Meeting closed at 7:50pm

Minutes approved:

Date:.....

