



CASTLE PRIMARY SCHOOL LGB

Part 1 Meeting Minutes



Date: 13th June 2023 at 6.00pm

Present:

- Mr T. Pear (TP) (Chair)
- Mrs J. Trevers (JT) (Vice Chair)
- Mrs N. Nee (NN)
- Mrs N. Leese (NL) (From 6.20pm)

Apologies:

- Mrs J. Lowe (JL)
- Mrs Z. Morris (ZM)
- Mr P. Griffin (PG)

In attendance:

Miss J. Mason – Headteacher (HT)

Clerk: Mrs C. Gritton

Administration

1. The Chair welcomed everyone to the meeting, apologies were received and accepted from JL, ZM and PG 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 2.0, the Minutes of the CPS LGB meeting held on 26th April 2023, were approved** as a true and correct record. **Paper 3.0a CPS Matters Arising Log, was received** and updated as noted therein. **[ACTION GOVERNORS:** Governors will send the dates of any Prevent training to the HT, to be entered on the Single Central Record (SCR). The Clerk will ask this of those not present].

4. School Performance

- Paper 13.06.23 HT Report was received.**
- 4.1.1 Review of the School Development Plan (SDP) for the current academic year **Paper RAG RATE CASTLE PRIMARY SCHOOL DEVELOPMENT PLAN 2022-2023 was received. Governors noted that** many areas had been progressed and were now rated green. **Challenge: Governors would like to see specific next steps listed, where items are rag rated amber. It was reported that** the items are ongoing.
 - 4.1.2 Review of the action plan and priorities for the next academic year **Challenge: Governors asked whether the priorities will remain substantially the same next academic year. It was reported that** there will be adaptations to the SDP. The curriculum is solid and mastery in Maths will be increased for younger years.
 - 4.1.3 Admissions and pupil number update Numbers were reported in the 13.06.2023 HT Report and the HT reported that since the report had been written, 2 children had left the school for personal family reasons.
 - 4.2 Pupil Progress and Attainment **paper APRIL 2023 DATA FOR GOVERNORS was received.** All pupils have completed Little Wandle and done well. **Challenge: Governors would like to see whole school data to enable SEND and PP comparisons. Governors were assured that** individual pupils have individual tracking and action plans.
 - 4.3 Pupil Premium (PP), Sports and PE Funding **[ACTION HT and CLERK: The HT will upload the reports to Governor Hub as soon as they are available and the Clerk will include the item on the autumn term LGB agenda].**
 - 4.4 Special Educational Needs and Disability (SEND) :
 - 4.4.1 Review of the Current Academic Year SEND Plan Nothing additional to HT Report.

4.4.2	<u>Review of the Action Plan and priorities for the next academic year</u> Nothing additional to HT Report.
4.4.3	<u>SEND Report Paper 2024 SEND information report was received. [ACTION GOVERNORS: Governors will consider the SEND Report and approve by correspondence]. Challenge: Governors asked whether the Trust is still providing SEND support to the school. It was reported that Mrs Josephs, from Trust central services continues to assist the school with SEND. The Trust is considering how best to provide long-term support to the school.</u>
4.5	<u>Looked After Children (LAC) Report</u> Nothing to report.
5. School Welfare	
5.1	<u>Attendance</u> It was reported that there are no concerns and attendance is good. More pupils are taking term time holidays, but the attendance figures remain above national average. Persistent absence has decreased significantly. Governors noted that attendance figures are very close to target.
5.2	<u>Behaviour</u> It was reported that behaviour continues to be good and there are no concerns.
5.3	<u>Safeguarding</u> Challenge: In response to Governor query, it was reported that CPOMs is a valuable reporting tool and is being utilised well.
5.4	<u>Staff Wellbeing</u> Item reported under Part 2.
6. Policy Updates	
6.1	<u>Policy Approval</u> The following Policies (with the exception of Child Protection and Safeguarding) had been uploaded to Governor Hub and it was agreed that Governors would be asked for comments via Governor Hub, no later than 12pm Friday 16 th June, at which time the Policies would otherwise be considered approved.
6.1.1	SEND Policy
6.1.2	Charging and Remissions Policy
6.1.3	Child Protection and Safeguarding Policy - This policy will be updated post September 2023 following the implementation of the updated Keeping Children Safe in Education guidance.
6.1.4	Children with medical Conditions who Cannot Attend School
6.1.5	Supporting Pupils with Medical Conditions
6.1.6	Admissions Arrangements 2024/2025
6.2	<u>Link Governor Monitoring</u> It was confirmed that Governor monitoring visits are up to date. Dates for next year will be agreed by circulation.
7. Governance Matters	
7.1	<u>Review LGB composition and Terms of Office</u> It was reported that Mrs Bialek had resigned from the LGB, due to work commitments. [ACTION GOVERNORS and HT: Governors and the HT will consider possible replacement recommendations].
7.2	<u>Skills' Audit</u> It was confirmed that the majority of CPS Governors have completed the Skills' Audit as requested by the TLA Director of Quality.
7.3	<u>Website Compliance</u> The HT assured Governors that Trust external and internal checks had been carried out on the school website and had confirmed that it is relevant regulation compliant.
8.	
7.2	<u>Local Matters</u> It was reported that the new canopy has been installed and is in use. The Trust Director of Estates and Marketing is obtaining quotes for the rest of the work the school would like to have carried out. An afternoon fundraiser has been planned by pupils for 28 th June, to purchase planters and Governors are welcome to attend. Presentation events are 17 th (KS1) and 18 th July (KS2), between 1:30pm and 3pm and Governors are welcome to attend.
7.3	<u>Matters to Share with the Trust Board</u> The HT thanked the Trust Board for their agreeing to funding for the canopy. The Chair is arranging quotes to have the boardwalk replaced and the school is hoping to apply to charities for the materials' costs.
7.4	<u>Matters to Share from the Trust Board</u> Nothing to report.
7.5	<u>AOB</u> The Chair reported that he had attended the Chairs' Forum, where Chairs were assured by the Trust that the merger is progressing to plan and that the merger schools and trust have similar ethos and culture to TLA and that central services should mesh well. [ACTION CLERK: The Clerk will email Mrs Bialek to thank her for all of her contributions to the LGB and support of the school].

Minutes approved:

Date:.....