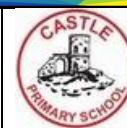




Local Governing Board to The Learning Partnership  
**CASTLE PRIMARY SCHOOL LGB**  
**MINUTES**



**Date: Thursday 16<sup>th</sup> May 2024 at 6.00pm**

**Present:**

Mr T. Pear (TP) (Chair)  
 Mrs J. Trevers (JT) (Vice Chair)  
 Mrs Z. Morris (ZM)  
 Mrs N. Leese (NL)  
 Mrs Jaime Lowe (JL)

**Apologies:**

Mr P. Griffin (PG)

**In attendance:**

Miss J. Mason (JM), Headteacher  
 Dr A. Howells (AH), TLP Director of Quality

**Clerk:** Mrs S. Pomeroy

Administration		Action
1	<p><b>Welcome, Apologies and Quorum</b>            The Chair welcomed everybody to the meeting and confirmed it was quorate. Apologies were received and accepted from Mr. P. Griffin. Unless otherwise stated, all papers referred to had been uploaded to GovernorHub (GH) prior to the meeting.</p> <p><b>Declarations of Interest</b>            There were no declarations of pecuniary or personal interest made with the business of the agenda.</p>	
2	<p><b>Minutes of the previous meeting</b>            The Minutes of the Castle LGB meeting held on 16<sup>th</sup> January 2024 were approved and would be electronically signed on Governor Hub by the Chair.</p> <p><u>Matters Arising</u>            There were no matters arising.</p>	Chair
Strategic Direction and Progress against Priorities		
3	<p><b>School Improvement Plan (SIP)</b>            The Headteacher provided an update:</p> <ul style="list-style-type: none"> <li>The document had been updated and shared and was self-explanatory.</li> <li>Work had been carried out each term against the priorities and many actions were now complete, especially those relating to Maths, Writing and CPD.</li> </ul> <p>Governors commented that progress against the priorities was looking strong and that it was beneficial to have the RAG rating.</p> <ul style="list-style-type: none"> <li>The school was trying to obtain quoted for the outside work and this was an ongoing project.</li> </ul> <p><b>Q. How are staff responding to the CPD?</b>            R. The response has been good, but the school needs to be careful to balance the requirements of the Trust CPD with the needs of the school. It is a small staff, and they do</p>	

	<p>not have the capacity to complete all the Trust training in addition to that required by the school. There are four teachers and they each have responsibility for three or four subjects.</p> <p><b>ACTION:</b> AH would feed back to the Trust that it needed to be mindful of the capacity of a small school and be careful not to over-burden staff with Trust CPD.</p> <p><b>Q. Is there a timescale for the completion of the work required for outdoor learning?</b> R., No quotes for the work have been returned, and it is as yet unclear whether the school will receive funding.</p> <p><b>Q. How does this affect priority 3 on the SIP?</b> R. It has proved difficult to obtain quotes as it is a small project.</p> <p>TP stated that he may be able to provide a team who would donate their time free of charge to complete the project.</p>	<b>AH</b>
<b>Education</b>		
<b>4</b>	<p><b>Admissions and Pupil Numbers</b> The latest numbers by year group were provided in the Headteacher's report. 12 children would be admitted into Reception in September 2024 and there would be around 10 children in Nursery. This was a good number.</p> <p><b>Q. What were pupil numbers like last year?</b> R. There were 14 children only in total in EYFS.</p> <p><b>Q. What are the staffing arrangements for 2024-25?</b> R. Nursery, Reception and Year 1 would be taught in one class until Christmas. The school is still considering the most efficient staffing arrangements. It has not been confirmed yet as the final budget has not been received from the Trust.</p> <p>AH confirmed that the Trust is currently involved in the budget setting process and that a meeting of the Finance and Staffing Committee would take place on 20<sup>th</sup> May 2024 when more information would be available. He recognised that it is difficult for schools to make staffing decisions until they have received confirmation of the budget and would feedback concerns to the Trust.</p> <p><b>ACTION:</b> AH would feed concerns regarding staffing back to the Trust who would work with the Headteacher to provide the necessary support to ensure that the curriculum was delivered effectively .</p>	<b>AH</b>
<b>5</b>	<p><b>Attendance</b> Attendance figures were detailed in the Headteacher's Report.</p>	
<b>6</b>	<p><b>Behaviour</b> The Headteacher informed governors that behaviour is very good in school.</p> <p><b>Q. How has SAT's week been?</b> R. The children responded very well. The school provided additional support to some pupils. The wording on one of the Maths papers was challenging. The work on Reading fluency has had an impact; all children who were assessed at the beginning of the year had made significant improvements.</p>	

	<p><b>Q. There are three Looked After Children in school and one EHCP application pending. Are there any concerns or issues to report to governors?</b></p> <p>R. The Headteacher is responsible for dealing with Looked After Children. The school is waiting for an Educational Psychologist's report for the EHCP application and is currently 5<sup>th</sup> on the list. The school receives weekly support from the Trust Primary SENCO, and this is very beneficial to the school.</p>	
7	<p><b>Curriculum – Progress</b></p> <p>Information from the following Data Drops (Spring 2024) had been shared:</p> <ul style="list-style-type: none"> <li>• EYFS</li> <li>• KEY STAGE 1</li> <li>• Lower Key Stage 2</li> <li>• Upper Key Stage 2</li> </ul>	
8	<p><b>Curriculum – Attainment</b></p> <p>This item was not discussed at the meeting.</p>	
9	<p><b>Curriculum – Link Governor Monitoring</b></p> <p>This item was carried forward.</p>	
<b>Welfare</b>		
10	<p><b>Safeguarding</b></p> <p>There had been no safeguarding incidents to report.</p> <p>The Headteacher reported that staff had received Level 1 training and that some governors had also received the link to the training. Governors were requested to inform the school office when they had completed it.</p>	
11	<p><b>Welfare and Wellbeing – Students</b></p> <p>A range of activities had taken place which were detailed in the Headteacher's report. Staff are undertaking training to support pupil's self esteem and confidence.</p> <p><b>Q. Is this training of good quality?</b></p> <p>R. Yes, the resources are good.</p>	
12	<p><b>Welfare and Wellbeing – Staff</b></p> <p><b>Q. How is staff wellbeing?</b></p> <p>R. Staff are upbeat and there is a lighter mood within school. All staff work hard as a team and support each other.</p>	
<b>Local Matters and Stakeholder Engagement</b>		
13	<p><b>Staffing Update (Part 2)</b></p> <p>A teacher has resigned and is intending to teach abroad. The school is awaiting confirmation of the budget before it can advertise the role. This means that it may miss the deadline of 31<sup>st</sup> May for teacher resignations.</p> <p><b>Q. What are the options if the school is unable to employ a teacher in time for September 2024?</b></p>	

	R. One option is that the Headteacher could take on a teaching commitment or that resources could be re-deployed from within the Trust. A meeting is scheduled with the CEO after the May 2024 half term and more information would then be available.	
14	<p><b>Local Policy Approval</b></p> <p>The following polices had been shared on Governor Hub:</p> <ul style="list-style-type: none"> <li>• 2025 Behaviour and Exclusion Policy</li> <li>• 2026 EYFS Policy</li> </ul> <p>The Chair confirmed that all governors had read the polices. AH explained that the Trust is looking to standardise statutory polices across the Trust and to provide model policies where required. The aim is to remove the burden of policy approval from the LGB.</p>	
15	<p><b>Stakeholder Engagement – Parents/Carers</b></p> <p>There was nothing to report at this meeting.</p>	
16	<p><b>Stakeholder Engagement – Wider Community</b></p> <p><b>Q. Is there an update from Patrick on work with the church?</b> Patrick visits school but the school has not visited church since Christmas.</p> <p>The headteacher highlighted the following activities:</p> <ul style="list-style-type: none"> <li>• Bikeability Training</li> <li>• Police Cadets with local officer from Kidsgrove area</li> <li>• Range of after school Clubs</li> <li>• Stem project which was very successful</li> </ul> <p>TP reminded governors that he had uploaded an item to Governor Hub for the newsletter regarding governor recruitment and asked for comments. Governors responded that there should be an email address included for people to use to respond to the notice and requested that school emails for governors be re-activated. <b>ACTION:</b> Governor school email addresses to be re-activated.</p> <p>Governors also discussed whether it would be useful for them to attend school events wearing governor lanyards so that they could interact with parents. It was agreed that this was a good idea and requested that the Headteacher circulate suitable dates. <b>ACTION</b></p>	<p>JM</p> <p>JM</p>
17	<p><b>Communication – To Trust Executive, Trust Board, Education, Standards and Performance (ESP) Committee</b></p> <p>Matters for AH to raise with the Trust had been identified earlier in the meeting.</p>	
18	<p><b>Communication – From Trust Executive, Trust Board, Education, Standards and Performance (ESP) Committee</b></p> <p>AH highlighted the following:</p> <ul style="list-style-type: none"> <li>• The annual skills audit has been launched and governors were reminded to complete it.</li> <li>• The Governors Conference would take place on 13th July 2024 and invitations would be issued shortly. It would offer opportunities for governors to network and attend workshops.</li> </ul>	
	<b>Date of next meeting</b>	

	It was agreed that the date of the next meeting should be re-arranged to a later date as this meeting had taken place much later than originally planned. The clerk would ask the school's regular clerk to liaise with the Chair and Headteacher to set a date. <b>ACTION</b>	<b>Clerk</b>
	<b>The meeting closed at 18:38</b>	

**Table of Actions – LGB – 16.05.24**

Agenda No.	Action	Who?	When?
2	To electronically sign the previous minutes on Governor Hub.	Chair	May 2024
3	To feedback to the Trust concerns over the capacity of staff in a small school to carryout both Trust CPD and school specific CPD.	AH	May 2024
4	To feedback to the Trust that the LGB sought assurances that staffing would be in place for September 2024 to ensure that the curriculum was delivered effectively.	AH	May 2024
16.0	To re-activate school email addresses for governors.	JM	May 2024
16.1	To circulate dates of school events which governors could attend.	JM	May 2024
	To liaise with the school's regular clerk to set a date for the next meeting.	Clerk	May 2024