



CASTLE PRIMARY SCHOOL LGB

Part 1 Meeting Minutes



Date: 4th October 2023 at 6.00pm

Present:

Mr T. Pear (TP) (Chair)
Mrs J. Trevers (JT) (Vice Chair)
Mrs Z. Morris (ZM)

Apologies:

Mrs N. Nee (NN)

Absent:

Mrs J. Lowe (JL)
Mrs N. Leese (NL)
Mr P. Griffin (PG)

In attendance:

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

Clerk: Mrs C. Gritton

Administration

1. The Chair welcomed everyone to the meeting, apologies were received and accepted from NN and the meeting was quorate. There were no declarations of interest.
Unless otherwise stated, all papers, policies and links had been uploaded to Governor Hub (GH) prior to the meeting.
2. Minutes of the Previous Meeting – Papers 2a, the **Minutes and 2b Part 2 Minutes of the CPOS LGB meeting held on 14th June 2023**, were **approved** as a true and correct record. There were no outstanding actions.
3. Membership and Effectiveness **It was reported that** the LGB has an Appointed Governor vacancy.
4. Annual Tasks **It was confirmed that** TP had been approved as Chair and JT approved as Vice Chair for the academic year 2023/2024.

Strategic Direction and Progress Against Priorities

5. Annual Tasks – Vision, Values, Ethos **Governors and the HT confirmed that** they are happy with the school’s Vision, Values and Ethos, as was Ofsted at the recent inspection. Reflecting the local community is an important part of the school and further consideration is being given to how the school interacts with the local community. Governors were invited to join the coffee mornings and [**ACTION CLERK:** The Clerk will arrange for Governors to have Governor ID badges, so as to be visible to stakeholders and the wider community at events and the HT will send a list of events to the Clerk/TP to share with Governors].
6. Self-Evaluation (SEF) **It was reported that It was agreed that** Governors will prepare an Action Plan of school events, visits and training needs, to further support the school.
7. School Improvement Plan (SIP) Papers 7a **DEVELOPMENT PLAN 2023** and **7b RAG RATE CASTLE PRIMARY SCHOOL DEVELOPMENT PLAN 2022-2023** were **received**. **It was reported that** Maths Mastery and other funded programmes are ongoing. Long term plans are on the school website and there are a set of detailed plans which sit behind those which detail timelines and targets. The Trust has worked with all Trust schools’ Headteachers to streamline priorities.

Education

Paper 04.10.23 HT Report was **received**.

8. Admissions and Pupil Numbers **It was reported that** admission numbers were low in Reception and in answer to **Governor Challenge as to how that will affect the school**, **it was reported that** this will present challenges next year, due to lagged funding issues. However, there have been a good number of enquiries for Reception and Nursery for next year.

<p>9. Attendance Governors noted the good attendance figures and challenge: asked whether the school rewards attendance. It was confirmed that attendance is rewarded with certificates, badges and small novelty items, which are popular with the students.</p> <p>Challenge: Governors queried the attendance target of 96.5%, noting that last year's actual attendance had been 97%. It was reported that Ofsted had been most interested in what the school does to tackle persistent absence (of which there is very little) and had been satisfied with the school's response. Staffing issues due to illness are causing some difficulties presently, but the school is focusing on fun activities to encourage students to attend. It was agreed that the attendance target would be set at 97%, whilst recognising that this is ambitious, especially given the small cohort numbers, which can cause only 1 student's absence to influence figures significantly.</p> <p>10. Behaviour It was reported that as always, behaviour is very good as students enjoy coming to school and there were no incidents to report.</p> <p>11. Curriculum – Progress and 12. Curriculum – Attainment Papers 12a Castle Primary School Results Data 2022-2023 and 12b JULY 2023 DATA were received. Governors noted that the results were strong and congratulated the school and hard work of the staff.</p> <p>Challenge: Governors asked whether the HT had any concerns. It was reported that the HT had no particular concerns, most important metrics were all positive and everybody was pleased that whilst writing was nationally a weaker subject, it had shown improvement at CPS. Governors noted that Progress has also shown great improvement and congratulated the school on its the Yr1 Phonics, at 100%.</p> <p>Challenge: Governors asked what is being done to support student achievement in Good Level of Development (GLD). It was reported that interventions are in place, but writing is the biggest challenge. The Trust are considering ways in which it can support its schools with Greater Depth students.</p> <p>Challenge: Governors asked whether Pupil Premium (PP) and Special Educational Needs and Disability (SEND) students' results showed improvement. It was reported that the Trust Director of Primary Education and Deputy CEO were pleased with the CPS results. The school is moving to Fischer Family Trust (FFT) data analysis which will provide target setting and greater analysis of all data including PP and SEND data.</p>
<p>Welfare</p> <p>13. Safeguarding It was reported that there had been no incidents to log into CPOMS and all meetings for vulnerable (Looked After Children, Early Help etc) had gone well. It was confirmed that the Single Central Record was up to date, in response to Governor Challenge.</p> <p>14. Welfare and Wellbeing – Pupils It was confirmed that the students are happy to come to school and there are no concerns.</p> <p>15. Welfare and Wellbeing – Staff It was reported that there has been a number of Covid related illness and absences.</p> <p>Challenge: Governors asked whether the staffing structure works for the school and its students. It was reported that whilst the staff were working together as a team to make it work, the HT cannot sustain her current teaching commitment, whilst also fulfilling her HT role responsibilities. It was reported that the school had been successful in its bid for funding to keep class sizes below 30, which will be utilised to support staffing costs.</p> <p>Challenge: Governors asked how much Planning, Preparation and Assessment (PPA) time teachers get at CPS. It was reported that they have 3 hours a week (10% of teaching time) which is the standard entitlement.</p>
<p>Local Matters and Stakeholder Engagement</p> <p>16. Local Policy Approval It was reported that CPS policies are up to date. AH advised that the Trust has agreed a year 'grace period' in which schools can roll forward local policies as required. The Trust is looking to align policies where possible, but are aware that CPS is in Staffordshire Local Authority, where all other Trust schools are Cheshire East, so some policies need to reflect that.</p> <p>17. Stakeholder Engagement – Parents/Carers It was reported that parents/carers are all positive about the school and are happy with the provisions. The Parent Governor present confirmed this.</p> <p>18. Stakeholder Engagement – Wider Community It was reported that the school is joining in community events and encouraging the community to come into school for school events.</p>

Challenge: Governors asked whether the school still has community members doing supported reading at the school. It was reported that the role was advertised Easter 2023, but no one came forward.

Governors discussed ways in which the school might advertise the role in the community.

19. Communication – To Trust Board, Executive and Education, Standards and Performance (ESP) Committee
Governors would like to have noted their thanks and support for the school with regard to its results and attendance figures.

20. Communication – From Trust Board, Executive and Education, Standards and Performance (ESP) Committee **It was reported that** there is an aspiration to hold another Trust conference, but plans have not yet been made. Trustees are looking forward to visiting Trust schools over the coming months and Governors will be welcome to attend when they do so. Chairs’ Forum has been split into 2 groups; primary and secondary, with a joint meeting at the end of the school year. **In response to Governor Challenge as to Vice Chairs being invited to Chairs’ Forums, it was reported that** meetings will be for Chairs only, as the groups may become too large for meaningful discussion if Vice Chairs were to attend too. Chairs can deputise to Vice Chairs should Chairs not be available for a meeting. The Trust is looking at ways to improve communication flow between LGBs and the Trust Board.

Challenge: Governors noted that TLA had previously looked to enhance the provision of specialist teachers across the Trust and asked whether that initiative was ongoing. It was reported that current collaborative work was happening in SEND and other areas and any ideas for further areas was welcomed.

21. AOB Nothing to report.

Date and Time of Next Meeting: Tuesday 28th November 2023 (Rescheduled from 29th November)

Meeting closed at 7:5pm

Minutes approved:

Date:.....