



**Minutes of the Meeting of the Full Governing Body of Castle School
held on Monday 23rd March 2015 at 6.30 pm in the School Hall**

Present: Mary Langran (Chair), Carol McCarthy (Head Teacher), Gerry Skews, Lesley Leech, Natalija Rendjuk, Janet Elliott Poxon, Kate Dove and Janice Frankham

In Attendance: Sally Hempson (School Business Manager) and Yasmin Khan (Camclerk).

1.	Welcome & Apologies for Absence Mary welcomed governors to the meeting. Apologies were received and accepted from Dawn Graham, Mark Littlewood, Helen Dolling, Elvira Spronck and Nick Brenton.
2.	Declaration of Interest None made.
3.	Minutes of the meeting held on 24th November 2014 The minutes had previously been circulated for review. Governors agreed the minutes represented a true record.
4.	Matters arising from the minutes of the meeting held on 24th November 2014 Head will discuss matters arising in Headteacher's report.
5.	Minutes of the meeting held on 9th February 2015 The minutes had previously been circulated for review. Governors agreed the minutes represented a true record.
6.	Matters arising from the minutes of the meeting held on 9th February 2015 Refer to 7 to see items deferred.

7.

Matters arising from the minutes of the meeting held on 9th February 2015

(5.1) Governors approved changes to both the HTPR and HT salary panels for 2014-15. One of the governors expressed an interest in training to fulfil role on the panel but had no access to emails regarding training for governors. Camclerk to check membership of governing body with LA to ensure all governors are receiving emails.

Action : Camclerk

(6.2) Teaching British values is a statutory requirement. CMC presented in the last FGB meeting some work done by the children to show how the school was meeting the requirements. This was explained again to inform governors who were not present at the last meeting. All governors are aware of the work conducted at the school which meets the requirements set.

(6.6) ipad training is ongoing.

(6.7) CMC reported to the governors that she had confirmation of successfully passing to the sign off stage with Serco. CMC also informed governors that she had secured a place for the Ofsted training on the 16th and 17th April.

(7) Governors approved the Health & Safety policy and statement. Governors recognised the hard work and effort made by the business manager.

(8) Governors agreed that all documents are given a version reference and review dates to reduce any confusion where regular revisions are required.

(9) Governors approved the curriculum policies and agree to place on the website.

(10) It was brought to the attention of the governors that the HTPR process needs reviewing. It was agreed by the governors that the panel would meet and review the process. The governors also suggested that the Head have her mid- year review at the end of April considering that this should have already been done, however due to process was delayed.

(11) Governors considered the impact of the new constitution. With the introduction of a new constitution, concerns were raised regarding the recruitment and possible loss of appropriate skills required for the GB. Gerry Skews offered to draft an initial document which could be used in the future, when contacting organisations who the GB felt would add valuable skillsets.

Draft document to be circulated and governors to discuss at the next meeting,

Action : G Skews / All

8.	<p>Constitution</p> <p>The governors formally approved the draft constitution with effect from September 2015. Governors also requested that the chair would send an email to all governors asking them if they would like to continue or not when their term of office came to an end in 2015 in order to preserve skillsets</p> <p style="text-align: right;">Action : Chair</p>
9.	<p>Chairs report (Verbal)</p> <p>Chair informed the governors that she had</p> <ul style="list-style-type: none"> - Received a letter of resignation from a Level 4 TA since the last meeting. - Received a letter from an unqualified teacher regarding her pay. Governors were told that further information regarding this was withheld in the event that the member of staff wanted to appeal the decision by the F & P Committee. <p>Chair also informed the governors that she had attended a meeting with the school financial adviser and also attended the KIT visit. Chair wanted to report to the governors that positive comments were made about the Head and how the Ofsted Inspector training was clearly having a good impact upon the school.</p>
10.	<p>Headteacher's report</p> <p>CMC informed governors that 60 TA's need to have Performance reviews which would not be completed before Easter.</p> <p>CMC told governors that the building work started on Monday. LA would visit to monitor the impact upon the school with the building work and the noise levels. Area of the school has been marked off. The building is planned to be completed in October 2015.</p> <p>CMC informed governors that a new date with the Nurse Manager had been requested especially as protocols were now arriving via a secure email link and not via the nurse.</p>
11.	<p>Feedback from recent Keeping in Touch Visit (KIT).</p> <p>CMC presented a summary of last year's KIT visit and this year's visit. The development plan was presented at the visit with evidence around teaching and learning. CMC reported to the governors that the visit had gone well and that the school was perceived to be good and outstanding in some areas. Achievement progress was good, Teaching and Learning was good, Behaviour and Safety was outstanding, Management and Leadership was outstanding. Further work was required in key areas of development such as Maths.</p> <p>Chair informed governors that the leadership team were thanked for their contributions.</p> <p>CMC told the governors that she believes that the school has outstanding practices, evidence which can be seen in the classrooms. The report from the visit has yet to be received.</p>

12.	<p>Lead Governors</p> <p>Lead governors agreed to have a key piece of work. The governors agreed to oversee / be involved in work at school based on the school development plan. The governors suggested that the chair email all governors to see who would be interested in being involved in this work as it would require focused time.</p> <p style="text-align: right;">Action: Chair</p>
13.	<p>Intruder Policy</p> <p>Governors approved policy.</p>
14.	<p>Residential visit</p> <p>CMC requested permission to plan a residential trip for KS3 in 2016 to go to Kingswood in France. Governors agreed to allow permission to plan. CMC will present brochure in the next FGB meeting.</p>
15.	<p>Finance & Personnel Committee update</p>
	<p>Teaching & TA Insurance</p> <p>Recommendation from the F&P committee for Teacher and TA insurance for sickness cover was to go with the cheaper option. However after a review of the service offered by the other companies the business manager proposed to reconsider Richard Thacker.</p> <p>The business manager was able to make a saving of £5K if the number of claims made were dropped. Last year £43K was claimed. Governors recognised the hard work the business manager had done and supported the proposal to stay with Richard Thacker.</p> <p>ICT Service Contract</p> <p>The business manager informed the governors that the cost for ICT services which included admin support, ICT Technician and SIMS had gone up slightly to £17,849.15. Governors approved the ICT service contract.</p> <p>Update</p> <p>Chair informed governors that the school was looking at budget deficit of £150K. Date of the F&P and FGB would be changed to the 5th May in order to meet before the budget is submitted to the LA.</p>

16.	<p>AOB</p> <p>CSCA Management committee have met and agreed transfer of funds for the school budget. Meeting to be held next month to discuss further developments.</p>
17.	<p>Date of next Finance and Personnel meeting: Tuesday 5th May 2015 6.00pm</p> <p>Date of next FGB meeting: Tuesday 5th May 2015 at 6.30pm</p>

Signed Date.....