



## Meeting of the Full Governing Body of Castle School

held on Monday 7<sup>th</sup> November 2016 at 10.05am in the School

**Present:** Mary Langran (Chair) (MLa)  
Nick Brenton (Vice Chair) (NB)  
Carol McCarthy (Head Teacher) (CM)

John Bastable (JB)  
Janice Frankham (JF)  
Donna Lovett (DL)  
Jane Merrett (JM)  
Katy Roberts (KR)  
Elvira Spronk (ES)

**Also in Attendance:** Sally Hempson (SH - School Business Manager)  
Steve Lake (SL – Site Team), until 11.35am  
Andrew Langford (AL – Site Team), until 11.35am  
Phil Robinson (PR – PE Department), until 11.35am  
Ron de Souza (RDS - Cambs County Council), until 11.15am  
Miles Messenger (MM - Bouygues), until 11.15am  
Graham Whiting (GW - Camclerk)

The meeting was quorate throughout.

<b>1a</b>	<b>Welcome</b>  The Chair welcomed RDS and MM.
<b>3</b>  3.1 3.2  3.3  3.4	<b>Reducing the school's carbon footprint and energy bills – presentation by Bouygues followed by full discussion regarding the options open</b>  The detailed Investment Grade Proposal had been circulated in advance. RDS opened the discussion by giving the background to the RE:FIT energy programme and Cambs County Council's appointment of Bouygues as their consultants/project leaders in 2014. MM began his presentation by advising that 4 main areas of savings have been identified for the school, as set out below. The annual savings target would be 40% for electricity and 12% for gas. <u>Solar panels</u> Permission has been granted for a 20kw system of solar panels to be installed at the school; though not for it to export any surplus energy generated. This latter would have a financial impact; however some additional income could be

	retained. Asked whether he was confident external factors would not impact on the school's savings over the 20 year term of the project, MM confirmed that Bouygues would not be permitted to change the tariff once agreement had been reached (hence it is in both parties' mutual interest to conclude negotiations as soon as possible).
3.5	Bouygues will appoint a contractor to carry out the work using best-value criteria.
3.6	A key feature will be that the school's internal lighting would change to ambient LED, which is more similar to natural daylight; steps would be taken to ensure the resulting changed illumination would not disturb or distress students. MM commented that these improvements would create a stand-alone electricity saving of 24% across the site.
3.7	<u>Energy Management Systems (Building Management System – BMS)</u> MM explained that installing BMS would cost £30k and that this is a longer-term project than other sections of the proposal. BMS is intended to supplement existing site management control; the plant in place at the school is itself efficient and well designed. MM said a conservative estimate of gas savings would be 10%, or £2.3k per annum.
3.8	A competitive service contract would be put in place; in practice this would mean a local contractor still being involved in rectifying problems and breakdowns.
3.9	To a question around energy price inflation, MM said Bouygues could not accept risk associated with any future impact of the world energy pricing model; or changing weather patterns. However all their figures have been checked by Cambs County Council.
3.10	<u>Pool Controls</u> It is proposed to install a computer-based system, costing £30k, which would allow the water temperature to be wound up or down according to demand. The Site Team members acknowledged that the existing control panel and flow meter are already 11 years old; in their view, the proposal therefore made both practical and economic sense.
3.11	<u>Insulation</u> All concurred that this fourth area of potential savings was self-evident.
3.12	<u>Financing</u> MM shared an accounting spreadsheet and savings graphic which included the costs of repaying the initial loan from Cambs County Council. RDS advised that the interest on this is back-end loaded. The base capital cost of going ahead would be £136k and the total capital loan repayable would be £151k – this would be the guaranteed maximum price. The net annual benefit to the school after 15 years, exclusive of loan repayments, would be £5k.
3.13	To a question about any possible impact on the agreement should the school move to academise, RDS confirmed that the accounting arrangements put in place would carry forward to any newly-formed academy or MAT.
3.14	SH accepted the invitation to meet with Cambs County Council officials to discuss the finance terms in full. <i>(RDS and MM left the meeting at this point)</i>
3.15	<u>Decision</u> Governors agreed that they were in a position to make a decision immediately without the need for a formal steer from school leadership, CM and SH having made clear their support for the proposal in the course of the discussion. That

<p>3.16 <b>Decision</b></p>	<p>support took into account the long-term nature of what governors were being invited to approve. <b><i>The GB unanimously agreed to proceed with all elements of the proposal. (SL, AL and PR left the meeting at this point)</i></b></p>
<p><b>1b</b>  1b.1  1b.2</p>	<p><b>Introductions and apologies for absence</b></p> <p>MLa formally welcomed DL and KR to their first FGB meeting. Governors introduced themselves and explained their respective roles on the GB and in the school.</p> <p>Apologies were received and accepted from Judy Coad (JC), Kate Dove (KD) Helen Dolling (HD) and Mark Littlewood (MLi).</p>
<p><b>2</b></p>	<p><b>Declarations of Interest regarding items on the agenda</b></p> <p>There were no declarations of interest in relation to specific items on the agenda. DL and KR will sign declarations and pass them to the Clerk/SH.</p>
<p><b>4</b></p>	<p><b>Minutes of the meeting held on 3<sup>rd</sup> October 2016</b></p> <p>The minutes had been circulated in advance; they were approved as a true record and signed by the Chair.</p>
<p><b>5</b>  5.1  5.2  5.3</p>	<p><b>Matters arising from the minutes of the meeting held on 3<sup>rd</sup> October 2016</b></p> <p>There are 2 current vacancies on the GB; 1 for a Co-opted Governor (to replace Lesley Leech) and 1 for a Parent Governor.</p> <p>In addition, ES's term of office as a Parent Governor is due to expire at the end of the current term; this was therefore her final meeting. Governors formally thanked her for 8 years of valued service; CM commented that ES has been widely respected and offered immense support.</p> <p><u>Action Points</u> (Item 8.15) The Single Central Record will be shared at the next meeting. <b>ACTION – CM/MLa</b> (Item 18) The Head's performance review meeting will take place on 15 November 2016 at 9.30am, comprising JB, NB and JM. JC will also attend as an observer with a view to replacing JM on the panel in due course. The relevant papers will be circulated on 9 November 2016. (tem 24b) CM advised that Thursdays have now been added to after-school provision; parents have been advised via the newsletter. However Fridays remain problematic.</p>
<p><b>6</b></p>	<p><b>School Website development – update on progress</b></p> <p>CM reported that the website is 'nearly there'; a conference call with the designers was due to take place the next day with a view to signing off the work by 11 November 2016. The official launch will be accompanied by advice that the website remains a work in progress. CM will allocate appropriate admin rights to MLa allow for it to be populated with information. <b>ACTION - CM</b></p>

<b>7</b>	<b>SDP/SEF – presentation and discussion</b>
<b>9</b>	<b>Governor Visits – topics linked to SDP – to be agreed</b>
7/9.1	It was agreed to take these items together. Both the SDP and the SEF had been circulated in advance.
7/9.2	CM explained that the SDP has other, more detailed, plans underneath it. The SEF has been created in conjunction with the school's improvement partner in the course of regular 'Keeping in Touch' (KIT) visits.
7/9.3	Discussing how the GB fits into the Leadership and Management structure, CM outlined that, should Ofsted make a Section 8 inspection, the inspector would only meet with the Chair. However this discussion would cover the jobs governors do, e.g. scrutinising the impact of Pupil Premium as part of the Head Teacher's performance review. Governors involvement in work and book scrutiny would also be highlighted, also joint work practice with the Local Authority.
7/9.4	It was agreed that the subjects of the visits listed under item 11.3 of the previous minutes need to be made more specific in order to tie in with the SDP: e.g. a visit focussing on a child's experience of a day in school and/or assessing how the school addresses complex needs would give the visiting governor the opportunity to assess how the school is using the new build in these contexts. All visits should seek to build on previous work.
7/9.5	It was agreed that the 3 specific areas of focus set out in the Governor Development Plan should be retained as this will assist in highlighting the story the school has to tell.
7/9.6	The bundle for the previous meeting contained various visit reports. It was suggested that governors take some time to review these in the light of the scrutiny element of a Section 8 inspection and the common inspection framework. <b>ACTION – All</b>
<b>8</b>	<b>Castle School and the future</b>
8.1	Deferred – governors are invited to look closely at the (non-statutory) NAHT (National Association of Head Teachers) pamphlet entitled 'Unpacking Academisation' circulated at the previous meeting.
8.2	At the next meeting It will be necessary to take a strategic decision whether or not to investigate the range of options available. <b>ACTION – MLa</b>
<b>10</b>	<b>Minutes of the Finance and Personnel committee meeting held on 17<sup>th</sup> October 2016</b>
	A draft version of the minutes had been circulated in advance for information.
<b>11</b>	<b>Any other Business</b>
11.1	DL and KR will be added as members of The Key, an on-line information site: - <a href="https://schoolgovernors.thekeysupport.com/">https://schoolgovernors.thekeysupport.com/</a> <b>ACTION – MLa</b>
11.2	CM advised that the Rochford report is due to be published. It contains recommendations around assessment (so called 'P' levels). The findings will be discussed at a future meeting (i.e. Spring [2] or Summer [1]).

12	<b>Items for the next meeting: -</b> <ul style="list-style-type: none"> <li>• Teachers' Performance Review - report</li> <li>• SEF</li> <li>• Residential trips to include primary sleepover, Duke of Edinburgh and KS3 Residential</li> </ul>
13	<b>Date of next FGB meeting:</b> <ul style="list-style-type: none"> <li>• Monday 23<sup>rd</sup> January 2016 at 6.30pm</li> </ul>

The meeting closed at 12.30pm.

Signed:.....

Dated:.....