

**Minutes of a Meeting of the Full Governing Body of Castle School
held at 1800 on Monday 2nd July 2018 at the school**

Present: Mary Langran (Chair – ML)
Carol McCarthy (Headteacher – CM)
John Bastable (JB)
Nick Brenton (NB)
Jude Coad (JC)
Kate Dove (KD)
Janice Frankham (JF)
Donna Lovett (DL)
Katy Roberts (KR)

Also in Attendance: Sally Hempson (School Business Manager - SH)

The meeting was quorate throughout.

1	Welcome, introductions and apologies for absence
1.1	Apologies were received and accepted from Helen Dolling.
1.2	The clerk post remains unfilled. NB took the minutes for this meeting.
1.3	Chris Baker, Castle School Headteacher from September 2018, briefly joined the meeting before the formal business, to introduce himself to governors.
2	Declarations of Interest regarding items on the agenda
	None.
	MINUTES
3	Minutes of the Full Governing Body meeting held on 30 th April 2018 Approved as a correct record for signature by the Chair.
4	Matters arising from the minutes
4.1	(4.1) Governor skills audit: JC has sent a draft questionnaire to ML, to be finalised over the summer and circulated for response in September before any further recruitment, to identify what we are looking for in new governors. Action: ML

4.2	(5) New Headteacher: ML is currently speaking to the LA about support for Chris on his arrival in post in September.
	REPORTS
5	<p>Headteacher's report</p> <p>CM's final report as Head of Castle School, including extensive appendices from senior staff members, had been circulated in advance of the meeting. CM highlighted:</p> <ul style="list-style-type: none"> a) On the basis of current enquiries and requests, the indications are that Castle will fill all its 185 places in September b) The student population is likely to include an increasing number of young people with challenging behaviour, for whom Castle may not be the best provision c) There had been an (in CM's view encouraging) increase in parents hoping for 'happiness' as an outcome from their child's school years d) Children whose attendance had fallen: this was mainly cause by illness or medical interventions. Castle has robust arrangements in place for supporting families whose children were identified as being at risk of persistent non-attendance e) CM's report covered the works completed by Morgan Sindall and the Rotarians on refurbishing playground equipment and facilities, which has been very positive for children and school staff. She suggested governors should write formally to thank those involved in this work. f) A number of staff are leaving at the end of term: TA L3 interviews were due to take place the following week. The L2 post for pupils' play development and wellbeing had been advertised, but it was now felt this should be at L3. Governors agreed this change and the associated additional salary costs involved g) Cannabis Oil/Cannabinoid Oil: CM had raised this in her report as it had recently had a high public profile. It was not approved as medication by NICE, but CM expressed her sympathy and understanding for a Castle child who suffered up to 300 seizures a day which could be more effectively managed through cannabis oil h) The report identified some priority areas for future expenditure i) CM commended the appendices which gave details of various aspects of the school's performance.

6	<p>Governors thanked all involved for the production of the comprehensive Headteacher’s report, and congratulated Connie de Martino on her nomination as ‘Teacher of the Year’. They also congratulated the school for being nominated for ‘PE Department of the Year’ and Ana Rocha for her award as ‘Personal Finance Teacher of the Year’.</p> <p>In Appendix 2 to CM’s report, Anne Haberfield asked for a lead governor to take forward the school’s work on ‘Artsmark’. JC volunteered for this role.</p> <p>Chair’s report</p> <p>ML had provided a short report on her work as Chair of Governors this term. Her report noted the amount of time taken up in dealing with grievance / whistleblowing concerns; thanked the school SMT and fellow governors for their help and support; and offered to stay on as Chair next term to ensure a smooth handover from CM to Chris Baker. She particularly thanked CM and congratulated her on 40 years in teaching and 13 at Castle School, and looked forward to the end of term celebrations to mark the end of Carol’s time with us.</p>																								
FINANCE																									
7	<p>Draft minutes of F&P Committee held on 25th June</p> <p>ML apologised these draft minutes had not been circulated with the main papers for this meeting. The meeting <u>noted</u> the minutes.</p>																								
8	<p>Catering update</p> <p>SH confirmed that LGSS (the LA’s service provider to schools of legal and other advice) will support Castle in going out to tender on this contract. ML was going to Gretton School in Girton the following week to taste the LunchCo provision there.</p>																								
9	<p>Letting rates from September 2018</p> <p>SH proposed, and the meeting agreed, to increase letting rates in line with inflation of 3%. New rates:</p> <table border="1" data-bbox="376 1626 1385 1960"> <thead> <tr> <th>Hire Charges per 2 hr session</th> <th>Mon-Fri</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>Hall</td> <td>60</td> <td>70</td> <td></td> </tr> <tr> <td>Meeting Rooms</td> <td>40</td> <td>50</td> <td></td> </tr> <tr> <td>Classrooms</td> <td>40</td> <td>50</td> <td></td> </tr> <tr> <td>Specialist Areas</td> <td>50</td> <td>60</td> <td></td> </tr> <tr> <td>Training Room</td> <td>190 per day</td> <td></td> <td></td> </tr> </tbody> </table>	Hire Charges per 2 hr session	Mon-Fri	Saturday	Sunday	Hall	60	70		Meeting Rooms	40	50		Classrooms	40	50		Specialist Areas	50	60		Training Room	190 per day		
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	Pool	60 per hour	70 per hour	80 per hour + caretaker costs
10	<p>Daily rate for hire during the school holidays £350</p> <p>Saturday morning rate 8.30 – 1.00 pm Sunshine Club £175</p> <p>Rowers Monday 7 – 8pm gym hire £40</p>			
11	<p>Charges and Remissions policy</p> <p>The meeting formally adopted this policy, which has not changed since last year.</p> <p>CCSA Audited Accounts</p> <p>The meeting received and noted these accounts, which have been submitted to the Charity Commission.</p>			
OTHER ITEMS				
12	<p>Premises, health & safety</p> <p>NB spoke to a short written report previously circulated following his attendance at the termly meeting with Strictly Education to monitor premises / H&S at Castle. He noted that regular governor scrutiny of premises / H&S is considered good practice, but at present there is no lead governor for this work. Strictly Education provide an audit service, and the meeting agreed that they should be asked to conduct an audit at Castle over the summer break, to provide reassurance to governors and the incoming Headteacher.</p> <p style="text-align: right;">Action: SH</p> <p>Though not part of Strictly Education’s work at present, it was noted that our current signing-in arrangements for school visitors are not very secure and may breach individual confidentiality. It was agreed to look into alternative arrangements with the incoming Headteacher next term.</p>			
13	<p>Dates for Governors’ meetings 2018-19</p> <p>Proposed dates for governors’ meetings next school year had been circulated with papers for this meeting. ML noted that the timing (1830) and dates of meetings had been discussed with Chris Baker, but may change once he is in post. They will also have to fit in with the availability of our new clerk when he/she starts.</p>			
14	<p>Any other business</p> <p>Policy reviews would be discussed at the next FGB meeting</p>			
15	<p>Date of next meeting: Monday 8th October at the school at 6.30pm</p>			

	The meeting closed at 1930.
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