



**Minutes of a Meeting of the Full Governing Body of Castle School  
held on Monday 30<sup>th</sup> April 2018 at the school**

**Present:** Mary Langran (Chair – ML)  
Carol McCarthy (Headteacher – CM)  
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.

<b>1</b>	<b>Welcome, introductions and apologies for absence</b>
1.1	Apologies were received and accepted from John Bastable and Helen Dolling.
1.2	The clerk post remains unfilled. NB took the minutes for this meeting.
<b>2</b>	<b>Declarations of Interest regarding items on the agenda</b>
	None.
	<b>MINUTES</b>
<b>3</b>	Minutes of the Full Governing Body meeting held on 5 <sup>th</sup> March 2018 <b>Approved</b> as a correct record for signature by the Chair
<b>4</b>	<b>Matters arising from the minutes</b>
4.1	(7.1) Governor vacancies: ML reported that there were currently four vacancies for the governing body. It was suggested that a skills audit be undertaken, preferably before any further recruitment, to identify what we are looking for in new governors. Agreed to use a RAG rating system to identify skills gaps  <b>Action: ML</b>
4.2	Staff Tea: this was confirmed as taking place on 16 <sup>th</sup> July at the end of the school day (1530). <b>Any volunteer helpers please let ML know.</b>

5	<p><b>New Headteacher</b></p> <p>CM reported on meetings Chris Baker had had at Castle to date. He was next due in school on 3 May to meet Linda Morgan, who will be in school as acting SIP for end of year updates and discussions with curriculum leaders. This would also be a chance for Chris to assess whether Linda would be suitable as Castle's SIP in the longer term.</p> <p>ML reported that Chris Meddle is the LA officer now in charge of new HT induction – ML will contact him to see what support Chris might expect in September.</p> <p style="text-align: right;"><b>Action: ML</b></p> <p>Chris has been invited to the 2 July FGB, and will be there to say hello rather than for the whole meeting which would be CM's last FGB.</p>
<b>FINANCE</b>	
6	<p><b>Minutes of F&amp;P Committee held on 16<sup>th</sup> April</b></p> <p>ML apologised these minutes had not been circulated with the main papers for this meeting. The meeting <u>noted</u> the minutes.</p>
7	<p><b>Budget 2018/19 for formal ratification</b></p> <p>The budget prepared by SH and Rob Cottle, Castle LA Finance Officer, had been considered and agreed at F&amp;P on 16<sup>th</sup> April and now came to FGB for formal approval. SH and Rob Cottle were thanked for their work, particularly the additional work involved in moving to a new reporting system when moving into the new financial year.</p> <p>CM highlighted the positive news that we had been able to set a balanced budget with a small end of year carry forward to 2019/20, and unlike in previous years money was available for curriculum provision and development. In part this had been made possible by the £70k carry forward from 2017/18. SH explained that the underspend in 17/18 arose from staffing costs being lower than budget, increased pupil numbers, and a higher level of funding top-up than budgeted. CM reported that we were currently eight under our 185 capacity, but she was confident all places would soon be taken based on unmet demand: she will bring fuller details to the 2 July FGB meeting.</p> <p>CM went on to detail proposals for use of the carry forward:</p> <ul style="list-style-type: none"> <li>- One L3 who has been doing swimming support would move up to full-time L4 in primary, becoming more involved in interventions;</li> <li>- Food tech would move from 3 days teach / 2 days TA to 4 days teach / 1 day TA;</li> <li>- There would be dedicated TA resource of 1 hr / week for webmaster role;</li> </ul>

8	<p>- Pupil Premium will be used in part for a L2 TA for physical development.</p> <p>Regarding ICT, the school had received quotes for 20 interactive whiteboards, to be funded from the agreed reserve carried forward. The total cost was £83k, 1k over the proposed budget, but CM stressed this would address our current needs. The proposals for Chromebooks were based on leasing and would come forward next year.</p> <p>Regarding capital budget, it was proposed that this £25k was used for outdoor play areas, complementing the work being done by the Rotary Club.</p> <p><b>Governors agreed these expenditure items and formally approved the budget.</b></p>
9	<p><b>School Financial Value Standard (SFVS)</b></p> <p>This had been circulated with papers for the meeting. ML reported that it had been submitted to the LA since the last meeting to meet the relevant deadline. Castle's responses were the same as those sent last year.</p>
10	<p><b>Energy savings update</b></p> <p>CM reported on a meeting she had had with the LA, where it was agreed that the new energy saving equipment in school was now fit for sign-off, apart from the foyer energy monitor display which needed to be connected. She suggested that a presentation by the contractors / LA to governors in the autumn might be of value.</p>
11	<p>SH reported that money was already being saved through the feed-in tariff.</p> <p><b>Teaching Assistant Pay</b></p> <p>The outcome of TA pay negotiations was a 2% uplift this year and a further 2% next year.</p>
	<p><b>Catering arrangements – update</b></p> <p>CM noted that it was now becoming urgent to initiate a process for selecting a new contractor for school meals. New catering arrangements need to be in place by 26 October at the latest. We have model specifications and tender documents, as well as the ESPO framework, to draw on, and other schools (eg Spring Common) have managed this process themselves rather than paying consultants for the work involved.</p> <p>It was agreed to establish a working group consisting of SH, ML, DL, a member of SLT and Brigid Dawe (current catering manager) to take this forward: SH would convene the group via email.</p>

	<b>Action: SH</b>
	<b>REPORTS</b>
<b>12</b>	<p><b>Whistleblowing</b></p> <p>The confidential LA report on the whistleblowing complaint had been received and circulated to governors. Apart from some minor matters, the report did not give credence to the complaints made by the whistleblower, and did not find the school or identified members of staff to have been at fault</p> <p>The governing body discussed the process issues associated with moving forward on this and the connected grievance complaint. Within the limits of confidentiality and ongoing hearings, governors felt the findings should be shared as quickly as possible with relevant members of staff, some of whom have been distressed by the allegations and the length of time the investigating and reporting processes were taking.</p> <p>A panel was due to convene this week to consider the grievance complaint: there would be further stages in the process if the complainant was not satisfied with the outcome. No further information could be shared at this stage.</p>
<b>13</b>	<p><b>GDPR</b></p> <p>The new General Protection of Data Regulation comes into force on 25 May. CM said a meeting was due to take place later in the week to discuss the implications for Castle School, and she would update governors with any necessary actions.</p>
<b>14</b>	<p><b>Any other business</b></p> <p>CM asked for approval of three DofE trips, which were <b>agreed</b> by the meeting.</p> <p>CM reported that transition plans are now in place for implementation after half term.</p> <p>CM reported that an unfavourable (and potentially libellous and actionable) mention of Castle School on social media, highlighted in her Newsletter to parents, was being followed up and the author identified.</p>
<b>15</b>	<p><b>Date of next meeting: 2<sup>nd</sup> July, 1800 at the school at 6pm please note earlier start.</b></p> <p>The meeting closed at 2015.</p>