

CASTLE PRIMARY SCHOOL**Full Governing Board (FGB) Minutes**

Date/Time	23 rd January 2025 5.00pm				
Present	Initials	Category of Governor			
Emma Fell	EF	Co-opted – arrived late			
Val Bishop	VB	Parent – Chair of FGB			
Jamie Edmonds	JE	Co-opted			
Jeremy Hilderley	JHi	Parent			
Jill Larcombe	JL	Co-opted – left early			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB			
Cathy Noble	CN	Staff – Headteacher – arrived late			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence			
		Sanctioned / Not Sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk			

The meeting started at 5.00pm – Items not completed in agenda order

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Finance Items	JHu
4.	Minutes of FGB meeting of 17 th December 2024, approval and matters arising	VB
5.	HT Report	CN
6.	Governor Visits/Training	All
7.	Reports – Safeguarding	CN
8.	Policies & Procedures	All
9.	Items brought forward by the Chair	VB
10.	Learning Walk and feedback	All
11.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above.	
2.	Declarations of Pecuniary Interest – None declared at this meeting	
3.	Finance Items – In JHu's absence, all agreed that they had read the reports provided. VB has sent some questions to JHu and the answers will be circulated to all when received.	
4.	Minutes and Part 2 minutes of FGB of 17 th December 2024, and Part 2 minutes of 21 st January 2025. These were agreed as a true and correct record and signed as such. Declarations of Interest / Code of Conduct / Register of Interest – all completed	

	• Eco warriors – c/f from December 2024 – CN to incorporate into Outdoor Learning – item closed • HT Appraisal – JL/JHi are unable to make the proposed date and it is not known if this is still required – CN to check with advisor and request further dates if necessary • Safeguarding training - this is outstanding for VB/JE/CMB and will be arranged asap. • SDP – JE attended school to look at the tracking without pupil names and has completed a visit report – he recommended that all governors were given log in to Insight. VB to ask CP to provide same. • H&S Inspection report – report shared with some recommendations to be completed. • SEND Report – JL has visited, and will further attend in March at the audit. Visit report to be completed • MIS update/queries – the school have purchased Bromcom as the best option – item closed. • Surveys – Parents – ready to be presented at the next FGB; Staff – KP asked and the majority are happy for a standardised version; Pupils – CN will ask Yr6 • Joint Terms of Reference – c/f as awaiting feedback from Two Moors	CN CN CN VB JL EF/JE/CN FL
5.	HT Report – Governors confirmed that they had read this and had no questions. FC had a meeting with the Attendance Improvement Officer (AIO) on 15/01/25 and this is detailed in the report provided. Approval for the hall technical equipment was confirmed.	
6.	Governor Visits and Training – CMB/VB completed a Learning Walk on Monday (form to be completed) and witnessed the imbed of RWI with all TAs/teachers showing confidence in their knowledge. Pupils were focussed with Yr2 children moving on from RWI which shows positive results. JL has attended a training session from the NGA on Disadvantages – Widening the Lens webinar	
7.	Reports – • Safeguarding – JL has been sent the audit draft with the action plan. Nothing further to report.	
8.	Policies & Procedures – the first 3 were recommended and approved. • Admissions policy • EYFS Policy • Remote Learning & Info for Parents – minor changes EF asked to check the wording of the following, and to delay approval until the next meeting. It was noted that HR policies are model templates that come from HR One and the wording is agreed by the Unions etc, so any changes would need to be carefully considered. • Acceptable Behaviour Policy (staff)	EF
9.	Items bought by the Chair – acknowledged by Governors Change of FGB dates 22/03/25 moved to 12/03/25 01/07/2025 moved to 24/06/25	
10.	Learning Walk – initial feedback was that it was good to see the flow from EYFS through to Yr6 and that staff have identified areas within KS1 that need to be worked on. JE felt there was a distinct lack of technology including signage about internet safety and security. This is backed up in the benchmarking report	

	showing that CPS spent less on IT than other schools. It was good to see the focus on RWI and the understanding/evidence of improvement from when pupils started to where they are now. A deep dive evidenced through work displayed on class walls and in books. It was noted that there is a lack of maths visible in KS2 classrooms, which seems unbalanced – KP said that staff were aware of this and they are looking to address the issue. The inherent limitations to displays of maths as compared to other more visual subjects was noted. When the STEM Learning Walk is undertaken in April, it may be better explained. There is currently a lot of art/humanities displayed whereas previously this was more STEM which shows the alternating subjects in difference terms. The wall displays showing science and habitats was noted and looked good.	
11.	Impact Statement – A decision on improving the hall lighting/audio was confirmed. The Learning Walk showed that there was clear evidence of implementation and impact.	
12.	Date of the next meeting – The next meeting will be on 12 th March 2025 at 5.00pm in the Studio, CPS	

With no further business, the Chair closed the meeting at 6.58pm.

Agreed as a true record	Date