

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

Date/Time	12 th March 2025 5.00pm				
Present	Initials	Category of Governor			
Emma Fell	EF	Co-opted – arrived slightly late			
Val Bishop	VB	Parent – Chair of FGB			
Jamie Edmonds	JE	Co-opted			
Jeremy Hilderley	JHi	Parent			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB – arrived slightly late			
Cathy Noble	CN	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned			
Jill Larcombe	JL	Co-opted – sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JHu	School Business Manager

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.	Appointment of New HT	VB
5.	Minutes of FGB meeting of 23 rd January 2025, approval and matters arising	VB
6.	HT Report	CN
7.	School Library Visit Note	For info
8.	Marketing Update	EF
9.	Wellbeing Link Governor	FL
10.	Governor Visits/Training	All
11.	Reports – Safeguarding	CN
12.	Policies & Procedures	All
13.	Items brought forward by the Chair	VB
14.	Reflection of school (in place of Learning Walk)	All
15.	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 - SFVS – this was ratified and signed by the Chair. - Draft Budget – to be approved at the May meeting. This is the first draft and DCC have changed the funding available and the finance process so have extended the timeframe to allow schools to be able to complete. JHu is meeting the DCC Finance officer on 25/03. (CMB arrived) JHu made governors aware that restructuring needs to be looked at. VB recognises	

	the challenges coming and agreed that the GB will look at this further in May. It is acknowledged that the staff costs are creeping up (as a percentage of the budget) and will need to be addressed once pupil numbers are known. • LA Services – JHu advised that the costs arrived yesterday and that the recommendation is to continue as previously. As expected there are some small increases. • 5 Year Condition Report – the survey was completed in August 2024 and finger guards have already been fitted/replaced. There are some worn smoke strips on doors which are scheduled to be replaced. It was requested to remove the Sandcastle sections of the report, but this has not happened. As CPS has a full time caretaker, internal decoration is undertaken by him at a much lower cost. The report updates to the “Connect 2” website, with expiry dates etc. VB thanked JHu for her input. <i>JHu left as EF arrived</i>	
4.	Decision on the appointment of a new HT from September 2025 – The position has been offered to Tom Paddon and he has accepted. VB completed the relevant paperwork to forward to DES. VB thanked all Governors and staff involved in the 2 days of interviews – all the candidates deserved to be there and it was a very difficult process and choice to make. The DES advisor commented on the very fair process from the Governor panel. All candidates were complimentary regarding the school and felt very welcomed. Tom has some really great fresh ideas to bring to CPS.	
5.	Minutes of 23rd January and Part 2 minutes of 21st January 2025. CMB requested an addition to item 10 of the 23/01/25 minutes -address the issue. <i>The inherent limitations to displays of maths as compared to other more visual subjects was noted.</i> When the STEM...These were then agreed as a true and correct record and signed as such. • Safeguarding training - this is outstanding for VB/JE/CMB. VB/JE/CMB to advise CN of availability asap. • Joint Terms of Reference – c/f as awaiting feedback from Two Moors • Surveys –Staff – KP asked and the majority are happy for a standardised version; Pupils – CN will ask Yr6	VB/JE/C MB FL KP/CN
6.	HT Report – The report was acknowledged by Governors with the following questions: Q. Attendance appears to be up, is this sustainable? <i>A. Attendance depends on the time of year, so not necessarily.</i> Q. With regard to the ECT; how much extra effort is required from staff and does this take time away from pupils? <i>A. The new framework is better – more supportive but incredibly complicated. ECT's have policies with lots to track. Units need to be completed in quite a tight timeframe with all checked and tracked by mentors, who also have to view videos etc to understand the requirements.</i> Q. Is there any impact in delivering to children? Or benefit? <i>A. More benefit – it takes them back to basics with lots of questions on how they teach. Some don't realise that although they have completed university, there are still 2 years of work to do. Overall it is a good system if sometimes a bit “weighty”.</i>	

7.	School Library Visit Note – acknowledged by Governors	
8.	Marketing Update The competitor review was completed independently and the information can be used to create marketing in the future. The Parent Survey wording was queried regarding special support and a couple of items added/amended to include this. Ideally it is hoped that all 3 surveys can be sent out at the same time. CN queried the ratios presented on staff:pupils and suggested that these could be skewed in the way the info was obtained. It was noted that this is the information that parents would be able to access. VB thanked EF for arranging for the reports. The Marketing report was acknowledged by Governors.	
9.	Wellbeing Link Governor - it is now recommended to have this role. VB agreed to step into the role until September.	
10.	Governor Visits and Training – VB/CMB to complete form from January. #104 and #105 acknowledged.	VB/CMB
11.	Reports – Safeguarding – the link did not allow this to be opened and CN read out the report, expanding briefly.	
12.	Policies & Procedures Acceptable Behaviour Policy (Staff) – queries have been raised and sent to HR One, with the response received earlier today. As there has not been time to view the response c/f to April Early Career Teacher Induction (ECT) approved via email Children In Care (no changes) - approved Fire Evacuation Procedures (no changes) - approved Data Breach Policy (no changes) - approved Data Breach Flowchart (no changes) - approved Finance Policy (no changes) - approved Procurement (no changes) - approved	c/f
13.	Reflection of school (in place of Learning Walk) – Staff and pupils should be very proud – the candidates comments were positive – everyone they met was very friendly and open. The child interviews surprised all the candidates and it was commented that the pupils all know the school values and take pride in them.	
14.	Items bought by the Chair – none	
15.	Impact Statement – Secured the future of the school by appointing a substantive HT. The Governors are further on with creating surveys to get feedback from parents, staff and pupils to enable the school to provide the best that they can. Governors acknowledged the need to review the 5 year budget and undertake restructuring as necessary.	
16.	Date of the next meeting – The next meeting will be on 24 th April 2025 at 5.00pm in the Studio, CPS. To include a Learning Walk and presentation by CP	

With no further business, the Chair closed the meeting at 5.45pm.

Agreed as a true record	Date