

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

Governors are expected to read/review all documents circulated prior to meeting, and email questions to document author.

Date/Time	22 nd May 2025 5.00pm				
Present	Initials	Category of Governor			
Emma Fell	EF	Co-opted – arrived slightly late			
Val Bishop	VB	Parent – Chair of FGB			
Jeremy Hidderley	JHi	Parent			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB			
Cathy Noble	CN	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned			
Jamie Edmonds	JE	Co-opted - sanctioned			
Jill Larcombe	JL	Co-opted – sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JHu	School Business Manager (left early)
			Jamie Walsh	JW	Educatering (left early)
			Mrs Walsh	MW	Educatering (left early)
			Lorraine Pedrick	LP	Kitchen Manager (left early)
			Claire Paton	CP	STEM Subject Lead (attended for part)

The meeting started at 5.00pm. Items were completed out of order.

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Part 2 - Catering	JW
4.	Part 2 - Finance Items	JHu
5.	Presentation by CP on STEM followed by a Learning Walk	CP
6.	Minutes of FGB meeting of 12 th March 2025, approval and matters arising	VB
7.	HT Report	CN
8.	H&S Audit	For info
9.	Wellbeing Link Governor	FL
10.	New Q Card, Terms of Reference, Upcoming Webinars, Safeguarding for May	For info
11.	Governor Visits/Training	All
12.	Reports – Safeguarding/GDPR	CN
13.	Policies & Procedures	All
14.	Items brought forward by the Chair	VB
15.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
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1.	Present and Apologies as above.	
2.	Declarations of Pecuniary Interest – None declared at this meeting	
3.	Part 2 – Catering (<i>EF arrived during this item</i>)(<i>JW/MW/LP left at the end of this item</i>)	
6.	Minutes of 12 th March 2025. These were agreed as a true and correct record and signed as such. • Safeguarding training – This has been completed for all. • Joint Terms of Reference – this was reviewed and agreed. With thanks to Two Moors Primary School for reviewing - Adopted • Surveys –Staff – KP will source a standardised survey. Pupils – CN will ask Yr6 and develop an appropriate survey. Parent – EF has a survey ready to go. It was agreed that these would go out in September. • Acceptable Behaviour Policy – EF requested that this be c/f to allow time to review Q&A email from HROne. CMB to review policy and email from a legal position to ensure CPS is not exposed to risk. Clerk to resend email and policy to CMB	CN/KP/ EF EF c/f FL to send to CMB
4.	Part 2 - Finance Items (<i>completed at 7.00pm. JHu left at the end of this item, CP arrived</i>)	
5.	Presentation on STEM followed by a Learning Walk – CP talked about the provision of STEM throughout the school, and Governors then completed a Learning Walk reviewing books and topics covered by CP. Further questions were asked and answered. (<i>CP left at 7.00pm</i>)	
7.	HT Report – The report was acknowledged by Governors and questions and answers were provided prior to the meeting. JHi has agreed to act as a mentor/buddy to the new HT, Tom Paddon.	
8.	H&S Audit – 100% was achieved and Governors wish to send a big thank you to JHu and the team.	
9.	Wellbeing Link Governor – it was decided that all Governors are responsible for this and will ensure that while on school visits, they take time to access/review wellbeing and report back to FGB.	ALL
10.	New Q Card – Sustainability and Climate Action – acknowledged by all New Terms of Reference – Sustainability and Climate Action LG – this post will be reviewed at the September meeting. Upcoming Webinars etc – acknowledged by Governors Safeguarding for May – acknowledged by Governors	c/f
11.	Governor Visits and Training – #106 acknowledged.	
12.	Reports – • Safeguarding – report acknowledged • GDPR – no report this meeting	
13.	Policies & Procedures • Neonatal Care Leave – reviewed and proposed by KP. Adopted • Privacy Notice – Governors – reviewed and proposed by JL. Adopted in her absence • H&S Policy - reviewed and proposed by KP. Adopted • Behaviour Principles – reviewed and proposed by CN. Adopted • Behaviour Policy - reviewed and proposed by CN. Adopted • Flexible Working Request – reviewed and proposed by JL. Adopted in her absence	

	• Intimate Care – reviewed and proposed by JL. Adopted • Online Safety Policy – c/f • Computing Policy – c/f • Medication Policy – to include new advice – reviewed and proposed by JL. Adopted in her absence • Sun Safety Policy – reviewed and proposed by CN. Adopted	c/f c/f
14.	Items bought by the Chair – none	
15.	Impact Statement – Decision to appoint new food supplier to improve the quality of food, and lessen the current burden on kitchen staff. The Learning Walk focussed on impact on children of maths at the planning/implementation phase. Governors were able to see evidence of this in pupil work and wall displays.	
16.	Date of the next meeting – The next meeting will be on 24 th June 2025 at 5.00pm in the Studio, CPS. To include a Learning Walk and presentation by Amanda Ballard	

With no further business, the Chair closed the meeting at 7.17pm.

Agreed as a true record	Date