

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	24 th June 2025 5.00pm	
Present	Initials	Category of Governor
Emma Fell	EF	Co-opted – arrived slightly late
Val Bishop	VB	Parent – Chair of FGB – arrived late
Jamie Edmonds	JE	Co-opted
Jeremy Hilderley	JHi	Parent – Acting Chair until VB arrived – left early
Jill Larcombe	JL	Co-opted – arrived late & left early
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB – attended partially by dial in
Cathy Noble	CN	Staff – Headteacher
Katy Plumley	KP	Staff
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned

In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JHu	School Business Manager (left early)

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.	Finance Items	JHu
4.	Learning Walk on Literacy & Values led by KP	KP
5.	Minutes and Part 2 Minutes of FGB meeting of 22 nd May 2025, approval and matters arising	VB
6.	HT Report	CN
7.	Resources	For info
8.	SEND Review	CN
9.	Equity Audit	For info
10.	Dates for 2025-2026	FL
11.	Governor Visits/Training	All
12.	Reports – Safeguarding/GDPR	CN/JL
13.	Policies & Procedures	All
14.	Items brought forward by the Chair	VB
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 –	

	Sports Funding Report – Q. Do we receive any voluntary contributions for swimming? <i>A. Only about £200.</i> Q. Do all children need to go? Could those that already swim not go? <i>A. It is a case of reducing the cost or providing the same experience to all.</i> There followed a discussion with the pros and cons of only providing lessons for those that could not swim the required distance of 25m by the end of Yr6. Report approved to be published Monitor Budget – these were acknowledged by all with no questions. JHu and the school admin team were acknowledged and thanked for continuing to provide an excellent service under difficult conditions with Bromcom issues and the additional workload created from this. Q. Were there any additional admin costs due to Bromcom? <i>A. No, the team have been working flat out.</i> Q. Do we pay a single fee for the year? <i>A. Yes.</i> JHu went on to explain that there continues to be difficulties with the online payment system. She has contacted the Senior Auditor and DCC Revenue team who were unaware of the problem. It has been confirmed that it is a glitch from Bromcom to DCC Bank account and we are not the only school effected. The next step will be to involve the DCC Legal Team to ascertain whether terms of the contract are being met. JHu has been looking for an alternative payment collection provider, should the issues remain unresolved. Currently, cash is having to be taken to Barclays in Barnstaple whilst the online payment system is down. There are other difficulties which seem to be linked to the new system at DCC rather than Bromcom. <i>(EF arrived)</i> Changing to EduCatering – According to the latest report from SW Norse for the month of May we are in profit £650, which is far short of the £1000's they predicted, which is just not achievable. Transferring of staff contracts is progressing slowly. With the drop in meals (we will not be catering for other schools), there is a need for a drop in hours on transfer. EduCatering have provided good, accurate forecast for hours needed. Consultation with staff, UNISON and Norse is underway. Norse have not, as yet provided the TUPE information. CPS is happy to reconsider hours as and when the number of meals increases but needs to start at the average of 175 meals a day <i>(VB arrived)</i>. Staff are in favour of Educatering Q. Can staff resign and then be employed by CPS? <i>A. We would need to advertise and could then not guarantee that they would be re-employed. (JL arrived)</i> FSM – all those families receiving Universal Credit will automatically be entitled to FSM in July 2026. CPS will not receive the PP element. It is anticipated that UC will be means tested more often than the current 6 years for PP. Acceptable Behaviour Policy – <i>(VB took over as Chair)</i> this was discussed with JHu still present. The GB need to decide whether to accept the policy as it is or to follow the legal process of consultation to amend the wording. JL proposed that we accept the HROne policy – we pay and use HROne to provide HR policies and their legal department have provided the document and answered the queries raised. It was stated that we engage the services of HROne the same as OneWest to provide the expertise – within school we do not have the expertise to make the decisions and do not keep track of changes in legislation. We could move to a different HROne provider from April 2026. JHi added that he had read the policy in a different way to EF. It was decided by a majority vote (with one abstention) to accept the policy as it stood. The Clerk was instructed to check monthly for updates and review asap. <i>(JHu left)</i>	
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		Clerk
4.	Learning Walk on Literacy & Values led by KP – Q. What do Governors need to focus on? <i>A. We have been focussed on reading which is difficult to evidence. We worked with DCC to help all access reading and whole class reading. The younger pupils have their own reading area as bridge out of RWI. It is difficult to say if the phonics scores will convert to reading. The current Yr2 will take longer to see the impact of RWI. The evidence will be more in the writing.</i> The Learning Walk was concluded and Governors will completed visit reports to evidence this.	
5.	Minutes and Part 2 Minutes of 22 nd May 2025. These were agreed as a true and correct record and signed as such. Matters arising • School meals – Spring term – not available due to software upgrade – item closed • Acceptable Behaviour Policy – c/f from march – discussed in item 3	
6.	HT Written Report – The report was acknowledged by Governors and questions and answers were provided prior to the meeting. Attendance report - acknowledged	
7.	Resources – • New Q Card – PE & Sports Premium – acknowledged by all • Equity Audit and Learning Walk resource - acknowledged by all	
8.	SEND Review – acknowledged by all	
9.	Equity Audit – this was felt to be a bit vague and unclear as to the expectations for CPS to complete	
10.	Dates for 2025-2026 – these were acknowledged and agreed by all. Pay & Performance was set as 23/10/25 at 4.00pm, prior to the FGB meeting. Governors are VB/JHi/JL. HT Appraisal – (Objective setting). CMB was appointed to this committee which now consists of JL/JHi/CMB. CN to request dates from Advisor and circulate (<i>JL left</i>)	CN
11.	Governor Visits and Training – #107 JHi and #108 EF acknowledged. All Governors reminded to complete visit reports and advise training dates	
12.	Reports – • Safeguarding – report acknowledged • GDPR – report acknowledged	
13.	Policies & Procedures – all adopted • Online Safety Policy – recommended by JE. Update to reflect school using Smoothwall instead of SWGrid. Reminder that scams are increasing and risks are higher. Annual review recommended. • Computing Policy – recommended by JE. Update to take into account the potential usage of AI inside the school. • Complaints Policy – new version – recommended by JL • Managing unreasonable behaviour – new version – recommended by JL • DBS Check policy – no changes – recommended by JL	
14.	Items bought by the Chair – VB thanked both JE and CN on their 13 years of service to the school. They shared their high and low points and were presented with cards and gifts from the governors. (<i>JHi left</i>)	
15.	Impact Statement – Update on Bromcom and the issues being faced. The Learning Walk looked at the progress of writing throughout the school and the	

	reading program. Reflected over HT's 13 years tenure and the legacy she is leaving behind. We identified the great data within EYFS.	
16.	Date of the next meeting – The next meeting will be on 10 th September 2025 at 5.30pm in the Studio, CPS.	

With no further business, the Chair thanked all for attending and closed the meeting at 7.14pm.

Agreed as a true record	Date