

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

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

Date/Time	10 th September 2025				
Present	Initials	Category of Governor			
Val Bishop	VB	Parent – Chair of FGB			
Jeremy Hilderley	JHi	Parent – Attended virtually			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB			
Tom Paddon	TP	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned			
Emma Fell	EF	Co-opted - sanctioned			
Jill Larcombe	JL	Co-opted - sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk			

The meeting started at 5.35pm.

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Minutes of FGB meeting of 24 th June 2025, approval and matters arising	VB
4.	Review delegation to HT and LG/Committees. Ensure all are clear on their delegated limits and responsibilities Agree to share contact info Agree to send invitation letter to parents re Parent Governor Look at membership and TofRs etc	VB
5.	Annual Planner Changes to legislation	FL
6.	Decide if meetings of the FGB will continue to be open to the public Reminder of agreement on virtual attendance	FL
7.	Review practice and timescales for dealing with circulation of minutes and papers and a reminder that draft FGB minutes are published on the website	VB/FL
8.	Election process for Chair and Vice-Chair	FL
9.	Data Protection Termly Report (July 2025)	For info
10.	Decision on governors “promoting” the governors to staff and parents, and on attendance at parents evenings/staff meetings etc	VB/FL
11.	Remind governors of the need to be quorate to make decisions and reaffirm the quorum for the GB	FL
12.	Reminder of the procedure should governors wish to put items on the agenda	VB/FL
13.	A general reminder of Part 2 procedure and confidentiality	FL
14.	Review and sign KCSiE and Code of Conduct	FL
15.	Review the procedure for dealing with apologies and sanctioning of absence	FL
16.	Clerks Appraisal – set date	VB/FL

17.	Governors visits	VB/TP
18.	Reaffirm the aims and visions of the school	VB
19.	Items brought forward by the Chair	VB
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above.	
2.	Declarations of Pecuniary Interest – TP/VB/KP/CMB completed their Register of Interest forms. JHi/EF/JL to do so at the next meeting.	JHi/EF/ JL
3.	Minutes of FGB meeting of 24th June 2025 – these were agreed and signed as a true and correct account of that meeting. Matters arising - HT Appraisal (Objective setting) date - confirmed as 25/09 for JL/JHi/CMB - Pay & Performance Committee meeting - confirmed as 23/10 for VB/JHi/JL	
4.	Review delegation to HT and LG/Committees. Ensure all are clear on their delegated limits and responsibilities – Some roles were reassigned and a new list will be provided to all Agree to share contact info – this was agreed by all present Agree to send invitation letter to parents re Parent Governor – there is now a weekly newsletter to parents and it was agreed to put a short profile of each governor in these prior to half term. After half term, self-nomination letters will be sent to parents. TP/VB will write the letter and also provide wording for a new advert for Governors for Schools to advertise the other governor vacancies. Look at membership and TofRs etc – these will be updated with the new information and sent to all	FL All TP/VB FL
5.	Annual Planner – Q. can this be amended? <i>A. yes. It is a working document.</i> It was agreed to put this on M/s Planner so that all can access it. Changes to Legislation – The information on Relationships and sex education (RSE) and health education guidance was acknowledged	FL
6.	Decide if meetings of the FGB will continue to be open to the public – it was agreed that these should be open and transparent. The dates will be given to the office to publish in the newsletters and add to the school calendar Reminder of agreement on virtual attendance – acknowledged by all	FL
7.	Review practice and timescales for dealing with circulation of minutes and papers and a reminder that draft FGB minutes are published on the website - The Clerk will provide the agenda and associated documents 7 days prior to the meeting. Governors are asked to review/read all documents and email questions to the document author and Clerk. Governors are asked to review polices assigned to them in a timely manner to share at the meetings.	
8.	Election process for Chair and Vice-Chair – Nominations are to be sent to the Clerk prior to the next meeting. The process was acknowledged by all.	All
9.	Data Protection Termly Report (July 2025) – this was acknowledged by all.	
10.	Decision on governors “promoting” the governors to staff and parents, and on attendance at parents evenings/staff meetings etc – this was covered in item 4	
11.	Remind governors of the need to be quorate to make decisions and reaffirm the quorum for the GB – GB quorum is half the number of governors rounded up. Currently 7 so the quorum is 4. Acknowledged by all	

12.	Reminder of the procedure should governors wish to put items on the agenda – contact both the Clerk and the Chair. Items can be added to the agenda if received prior to distribution or raised by the Chair at the meeting.	
13.	A general reminder of Part 2 procedure and confidentiality – a reminder of the reasons to discuss items under Part 2 and to query if something strays into Part 2 within a meeting.	
14.	Review and sign KCSiE and Code of Conduct – TP/VB/CMB and KP signed these. EF/JHi and JL to sign at next physical meeting	JHi/EF/ JL
15.	Review the procedure for dealing with apologies and sanctioning of absence – apologies should be sent to the Clerk asap (to ensure meetings will be quorate). Reasons for absence will be raised at meetings and sanctioned if acceptable.	
16.	Clerks Appraisal – A date will be arranged between VB/FL	VB/FL
17.	Governors visits – these are a vital part of governance and a programme will be agreed at the next meeting following a presentation by SDP. Q Cards are a good resource to use. The Clerk will send the link to these. TP will look at the protocol for visiting and reissue at the next meeting	FL TP c/f
18.	Reaffirm the aims and visions of the school – TP and the team to work on these with the input of parents and children, and they will be included in the next meeting.	c/f
19.	Items brought forward by the Chair – Safeguarding training needs to be undertaken by all governors. The Clerk will send out a link to training from The Key for all to complete	FL All
20.	Date of next meeting	

With no further business, the Chair thanked all for attending and closed the meeting at 6.34pm.

Agreed as a true record	Date