

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	16 th October 2025				
Present	Initials	Category of Governor			
Val Bishop	VB	Parent – Chair of FGB			
Emma Fell	EF	Co-opted			
Jeremy Hidderley	JHi	Parent			
Jill Larcombe	JL	Co-opted			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB (left slightly early)			
Tom Paddon	TP	Staff – Headteacher			
Katy Plumley	KP	Staff			
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned			
Jo Hutter	JHu	SBM			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk			

The meeting started at 5.32pm.

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Finance Items	
4.	Minutes of FGB meeting of 10 th September 2025, approval and matters arising	VB
5.	Election of Chair & Vice-Chair	FL
6.	Strategy for the next 3 years and Priorities for Year 1 Discussion on content of HT reports in future Governor visits – dates to be agreed	TP
7.	Preparation for Ofsted	VB
8.	Review Governor training needs	TP/VB
9.	Y6 Data in full	TP
10.	Marketing	EF/VB
11.	Annual SEN Info Report	TP
12.	Term dates for 2026-2027	TP
13.	Governor Visits & Training	All
14.	Reports – Safeguarding & Young Carers	TP
15.	Young Carers Policy	JL/JHi
16.	Policies & Procedures	All
17.	Items brought forward by the Chair	VB
18.	Impact Statement	All
	Date of next meeting	FL

No	Item	Action
1.	Present and Apologies as above.	

	More dashboard information. Governor visits – all were asked to commit to 1 visit per term and to decide on the areas they would like to visit. C/f to set dates for the Spring term at the December meeting.	c/f
7.	Preparation for Ofsted – VB will ask DCC to provide a template risk assessment. It was agreed that wellbeing is taken seriously by the FGB and VB is currently the Wellbeing LG. VB will share the template for the Wellbeing charter with TP for discussion at the December meeting. It was agreed that it would be helpful for the school to share what would be useful. (CMB left 7.03pm)	VB VB c/f TP
8.	Review Governor training needs – the DES training schedule was shared, and it was suggested the GovernorHub/The Key is a source of information and training. Clerk to resend invite emails	FL
9.	Y6 Data in full - acknowledged by all	
10.	Marketing – TP/EF have been unable to meet – c/f	c/f
11.	Annual SEN Info Report - approved for publishing	
12.	Term dates for 2026-2027 - approved	
13.	Governors visits – #109 EF acknowledged	
14.	Reports – acknowledged by all • Safeguarding • Young Carers	
15.	Young Carers Policy – while Governors are happy to approve this policy it feels tokenistic to sign up to gain an award. We need to include YC in all our policies. It was agreed to look at/include their data as a key part of that focus as this is the first time that YC have featured at an FGB meeting. Policy was adopted and £150 for resources agreed.	
16.	Policies & Procedures – all approved and adopted as recommended • Pay Policy – minor changes • Admissions 2025 – minor changes • Admissions 2026 – minor changes • Admissions 2027 – new version • Attendance Policy • Capability – no changes • Redundancy – new version • Teachers Appraisal – new version • Send Policy – minor changes • Safeguarding • Governors Allowance/Expenses Draft Catering Policy – it was felt that this was not a policy, and VB will contact JHu to discuss content and purpose further.	VB
17.	Items brought forward by the Chair – none	
18.	Impact Statement – Governors spent a lot of time considering SIP and operating areas of improvement and how to progress to support teaching and learning, agreeing to prioritise data and monitoring over the coming year.	
	Date of next meeting – changed to Monday 15 th December – virtual meeting	

FGB minutes 16th October 2025

With no further business, the Chair thanked all for attending and closed the meeting at 7.15pm.

Agreed as a true record	Date