

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	11 th February 2026 – The Studio, CPS				
Present	Initials	Category of Governor			
Mike Cooper	MC	Parent			
Emma Fell	EF	Co-opted			
Jeremy Hilderley	JHi	Parent			
Jill Larcombe	JL	Co-opted			
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			
Val Bishop	VB	Parent – Chair of FGB – sanctioned – work commitments			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JHu	SBM

The meeting started at 17.32. Item 14 was discussed after item 4.

	Agenda	Led by
1.	Welcome to new Parent Governor –Mike Cooper	CMB
2.	Present & Apologies	FL
3.	Declaration of Interests	FL
4.	Finance Items	JHu
5.	Minutes and Part 2 minutes of FGB meeting of 15 th December 2025, approval and matters arising	CMB
6.	HT Report	TP
7.	Results of Surveys	TP
8.	Governor Visits & Training	All
9.	Reports – Safeguarding	JL
10.	Carbon Action Plan	
11.	Policies & Procedures	All
12.	Items brought forward by the Chair	CMB
13.	Impact Statement	All
14.	Part 2	TP
	Date of next meeting	FL

No	Item	Action
1.	Welcome to MC in his first face-to-face meeting	
2.	Present and Apologies as above.	
3.	Declarations of Pecuniary Interest – none in addition to those already declared	

4.	Finance – Q. It was noted that the years don't all balance. What is the acceptable norm now? <i>A. It is acceptable for Yrs1 and 2 to balance.</i> School Meals - Q. Is there a comparison for the number of meals previously supplied? <i>A. With Norse the average was 160, it is now 170 with more staff eating school meals.</i> Q. What is being done to increase uptake? <i>A. KS1 uptake is good due to UIFSM and we have done a deep delve into older year groups – there is peer pressure and habits formed. We are working with the kitchen to do some taster pots/sessions.</i> There was a discussion on staff absences and where we are now with kitchen staff. Breakfast Club – CPS will need to sign up to this by the end of March for the funding. SLT are discussing staffing arrangements for the required half hour, as there could be some cost implications although the school is keen to make it work and the funding is generous. Q. Do potential parents ask about breakfast club? <i>A. If they do, we signpost them to Sandcastles.</i>	
14.	The meeting went into Part 2 at 17.40 until 18.07. MC was not present for the discussion. JHu left after Part 2 discussion	
5.	Minutes and Part 2 minutes of FGB meeting of 15th December 2025 – these were agreed and were signed as a true and correct account of that meeting. Matters arising • Governor profiles for newsletter –MC is awaiting DBS approval still and will provide a photo and profile for inclusion asap • Template Risk Assessment for Ofsted – TP advised that school is still sourcing guidance and best practice to ensure the best available is produced. In the interim items such as the staff survey show consistency and stabilisation is coming through. c/f till July 2026. Q. When is the Ofsted inspection expected? <i>A. It is anticipated to be Spring 2027.</i> • Wellbeing Charter – Confirmed as signed up on 29/01/2026	MC VB/TP
6.	HT Report (including progress against milestones and oversight of data). There are a few amber items which are our challenge as we move forward. Q. How are you resolving the issue of Priority 3 – mixed age classes? <i>A. The curriculum is not coherent, so we are auditing the curriculum to put together a rolling 2-year programme ready for September. It is currently not joined together, with some not as good as they could be. We want “quality first teaching” embedded for September and will use the summer term to develop this.</i> With Priority 5 – embed practices – we now have a clear assessment process. Insight captures small steps but is not right for SEND children. With SEND children, the vast majority is “stages rather than ages” and children may only move 1 stage while securing objectives. Insight is not detailed enough to capture these, and we need to work out the balance of workloads against results. BookWrites is embedding well and we don't expect to see vast improvements immediately. We have a good sense of what we need to achieve. There is improvement in sequential achievements and skills are developing. This is a long-term goal to find the gaps, plug and review again. Children are showing great enthusiasm and excitement for writing and sharing stories. It is a promising start with positive vibes. Attendance (<i>amended at the FGB of 23/04/26 as below</i>) – we are pushing this in the newsletter, but attendance is still not back to where it was before the spate	

	of illness late last year. Other schools <i>also had significant absences around the Christmas period, did not dip in the same way</i>, and there are still colds etc present within CPS. We have some families out, but the numbers are going back up slowly. There is a weekly s/g attendance meeting held. It was commented that Ofsted roll attendance and behaviour into one category, so we need to keep attendance up to meet criteria. Q. Do Ofsted compare to similar schools? A. They do - however the school is also currently working with a significantly raised number of families that are facing a variety of social issues, which is further impacting attendance data. Further work is also needed to support all families to understand the value of education. A general comment was made that the newsletter seems to have too much information which TP took on board.	
7.	Surveys – Staff survey – the results were shared with all and the areas of most concern are the pressure of workloads and behaviour management. There are some important points to consider – some contractual – some difficult – all must meet the needs of all children regardless of the level they are working at. This means that some teachers have to plan for 3 or 4 different groups. Manageable adaption – for all to solve to support all. Parent/Carer survey – this reflected overall strong satisfaction with some areas for development. Behaviour – extra focus is needed. Bullying needs to be defined through PSHE and assemblies. “Children who misbehave get rewarded” – this could be that children with needs get “big-up” praise for small achievements. Misbehaviour is not rewarded. CPS celebrates all external achievements and gives certificates weekly, including HT certificates across a range of needs and abilities.	
8.	Governors’ visits and training – With the migration of SharePoint to TEAMS, the visit form has not migrated. CMB suggested a new form which will be shared with all to use for visits in the future. GovernorHub is also a useful resource. Governors are reminded to make regular visits to school, using a visit form and Q cards to assist them. “Visits help make data real”.	FL
9.	Reports – Safeguarding – JL provided a report and gave a precis of the highlights.	
10.	Carbon/Climate Action Plan – following a discussion, it was decided that TP will take the lead in promoting and engaging in new initiatives. A report will be shared with FGB annually (unless directed otherwise).	TP
11.	Policies & Procedures – if available • Policy review - Follow a discussion, it was agreed that unless dictated otherwise, all policies will be reviewed every 4 years. • Draft Admissions Policy 2027-28 - approved • Resolution (Grievance) – new version - approved • Draft Catering Policy – c/f • Charging & Remissions – no changes - approved • Lettings - approved • Information Security – c/f – awaiting further information • Data Protection – c/f • Freedom of Information – c/f • CCTV – c/f	

12.	Items brought forward by the Chair – none	
13.	Impact Statement – Streamlining policy management, progress against priorities – needs and further work identified, annual safeguarding audit completed.	
	Date of next meeting – Thursday 23 rd April – virtually via TEAMS	

With no further business, the Chair thanked all for attending and closed the meeting at 19.23

Agreed as a true record	Date