

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	21 st May 2026				
Present	Initials	Category of Governor			
Mike Cooper	MC	Parent			
Jeremy Hilderley	JHi	Parent			
Jill Larcombe	JL	Foundation			
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 – Work commitments - Sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Jo Hutter	JHu	SBM (via TEAMS)
			Barnaby Poslett	BP	Potential Governor

The meeting started at 17.32.

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	New Governor	CMB
4.	Finance Items	JHu
5.	Part 2	TP/JHu
6.	Proposed Dates for FGB 2026-27	FL
7.	Minutes and Part 2 minutes of FGB meeting of 23 rd April 2026, approval and matters arising	VB
8.	HT Report	TP
9.	Governor vacancies	FL/TP
10.	Governor Visits & Training	All
11.	Reports	TP/JL
12.	Policies & Procedures	All
13.	Items brought forward by the Chair	CMB
12.	Impact Statement	All
	Date of next meeting	FL

The meeting was preceded by a Learning Walk led by KP and attended by some Governors.

The formal meeting started at 17.35

No	Item	Action
1.	Present and Apologies as above.	
2.	Declarations of Pecuniary Interest – none in addition to those already declared	

3.	New Governor – BP left the room and the meeting went into Part 2 at 17.40-17.45. BP was then invited back and co-opted as a governor.	
4.	Finance – all reports acknowledged by Governors and questions raised as follows: Q. It was previously mentioned that there were plans to bring the PE Coach inhouse. Where is this now? <i>A. CP was initially going to take this on but was unable due to a teaching commitment. Last year it was a 11 class school so not possible to release another member of staff to do this. The sports grant is restrictive in its use.</i> Q. With the increase in gas prices – have we maxed out solar/renewable potential on site? <i>A. The investment is huge - £50k for solar on the roof meaning it is not worthwhile. Air/ground source heat pump would mean replacing all the radiators/pipework etc and grants are not available for businesses.</i> The meeting moved into Part 2 at 17.51 (BP left the room) to discuss Redundancy consultation and Part 2	
5.	Part 2 – the meeting continued with Part 2 until 18.10. <i>JHu left at the end of Part 2 discussion and BP returned</i>	
6.	Proposed dates for 2026-27 – it was agreed to revisit in July to decide on panel dates and members. TP will provisionally book the Ofsted training for 19/11/26.	c/f
7.	Minutes and Part 2 minutes of FGB meeting of 11th February 2026 – these were agreed as a true and correct account of that meeting and were signed as such Matters arising • Parent Governor Vacancy – One candidate applied and another expected tomorrow (which is the closing date) • SIP – this has been shared with all • Insight log-ins for Governors – these have been set up • Pupil Survey – raw data shared • Surveys – TP has diarised for Spring Term • Governor visits – ½ day confirmed as 19/06/26. TP is happy to produce a timetable or for Governors to follow own lines of enquiry. All are reminded to completed visit forms • Strategic Plan – c/f to July FGB	ALL TP/VB
8.	HT Report – acknowledged by all with questions - Q. With the roll out of BookWrites, how do you track progress? <i>A. Key staff are released to look at books, observe lessons and from that we offer CPD as required. I.e. We highlighted that “planning in progress” needed more input, and BookWrites came in for ½ day and we have since seen improvement. At the next inset day there will be time for staff to review ready to move forward. Under Priority 3 – White Rose Maths uses “small steps” and CP quizzes weekly to track planning against progress.</i> Q. How do you evidence this? <i>A. Summative assessments and teacher assessment – what the children say and what is in their books. Y6 shows very clear progress with a 12% increase and the gap shortened for disadvantaged children. There is a lot more testing throughout the school using standardised tests. Y5 complete SATs tests which means the Y6 teacher can see the level each child is at, and we are working with those who are just at ARE. Seeing green shoots everywhere.</i>	

	Q. Filtering and Monitoring 1 minute guide is sent to us all – how do we know it is in place within school? <i>A. CPOMS – the categories have been changed to include F&M requirements with an alert on searches including follow-ups with CompuTeam.</i> Q. With behaviour, how do you log incidences? <i>A. We have a “if in doubt – CPOMS” procedure with categories such as “friendship issues”, “Peer on Peer”, “Child on adult” and “Mental Health” etc. We can look and filter incidences.</i> Q. RISE: Behaviour and attendance webinar – do you always attend or another member of staff? <i>A. FC went on the Cranbrook vision. The main message received is that we are on the right track. We meet every week to look at s/g attendance. We use Insight to track and look at the shift in %. Attendance is all about culture and giving a reason for children to want to come to school. We are being proactive and when there is poor attendance we contact parents. We celebrate attendance (weekly class cup). FC analyses and reports, which we use to discuss how the % are affected and how to improve them.</i> Q. What does your SEND toolkit look like? <i>A. This is new and we are now ready to share with all – inclusive practice and consistent approach using verbal and hand signs to be consistent and include all (including any adults present).</i> Q. In the pupil survey – there was some negative feedback from Y6 on cold calling. Can you expand on this? <i>A. Y6 are just not used to this method, and some feel it is babyish. As pupils progress through the school it will be more accepted.</i> Q. Has there been a decent amount of interest in the EY Network? <i>A. Yes – there is a list on the website – 5 nurseries. Launch Day is on 3^d June. TP expressed that he was surprised and pleased at the amount of interest. CPS want to build association of attending CPS.</i>	TP/FL
9.	Governor Vacancies – this was discussed under item 7	
10.	Governors’ visits and training – visit forms acknowledged by all	
11.	Reports – acknowledged by Governors. Some previous items have touched on this content. MC is now LG for Data Protection. Safeguarding – Following Christmas, there were a number of families in crisis. Mental Health has now levelled out. The s/g team are staying proactive to support our children. On the 1st Tuesday of the month Devon Hub are here and they will also be at the coffee morning in June. Devon CHAT (foodbank) are also getting involved. We are at the heart of the community and are part of it.	
12.	Policies & Procedures – if available • Information Security – c/f – awaiting further information • Data Protection – changes – approved • DP Complaint Form – new - approved • Freedom of Information – updated - approved • CCTV – c/f • Acceptable Use Policy – new version – approved • Artificial Intelligence – updated – approved • Bring Your Own Device (BYOD) – discussion and c/f for review by MC/TP/JHU	

	• Emergency Management Plan – new version – approved • Health & Safety – updated – approved • Acceptable Behaviour – updated – approved • Parking Policy – new – approved • EYFS – updated - approved	MC/TP /JHu
13.	Items brought forward by the Chair - none	
14.	Impact Statement – Learning Walk gave insight to all – good level of challenge and rigour into the HT report	
	Date of next meeting – Wednesday 8 th July – The Studio, CPS. CMB gave her apologies and confirmed that this would be her last meeting. She was thanked by all for her time with CPS.	

With no further business, the Chair thanked all for attending and closed the meeting at 19.13

Agreed as a true record	Date