

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	10 th September 2026				
Present	Initials	Category of Governor			
Val Bishop	VB	LA – Chair of FGB			
Mike Cooper	MC	Parent			
Jill Larcombe	JL	Foundation			
Charlene March	CM	Parent			
Tom Paddon	TP	Staff – Headteacher			
Katy Plumley	KP	Staff			
Barnaby Poslett	BP	Co-opted			
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned			
In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk			

The meeting started at 17.35.

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Minutes and Part 2 minutes of FGB meeting of 15 th July 2026, approval and matters arising	FL
4.	Skills Audit	All
5.	Review delegation of function to the HT and LG/Committees. Ensure all are clear on their delegated limits and responsibilities. Agree to share contact information Consider and approve membership and Terms of Reference (TOR) and quorum for committees	VB
6.	Annual Planner & Confirmed Meeting Dates	FL
7.	Decide if meetings of the FGB will continue to be open to the public Reminder of agreement on virtual attendance	VB
8.	Attendance Register 2025-2026	FL
9.	Review practice and timescales for dealing with circulation of minutes and papers and a reminder that draft FGB minutes are published on the school website.	All
10.	Data Protection Termly Report (July 2026)	For info
11.	SEND Info Report September 2026	For info
12.	Remind governors of the need to be quorate to make decision and reaffirm the quorum for the FGB	
13.	Reminder of the procedure should governors wish to put items on the agenda	VB/FL
14.	A general reminder of Part 2 procedure and confidentiality	TP
15.	Review and sign Keeping Children Safe in Education (KCSiE) and Code of Conduct	FL

16.	Review the procedure for dealing with apologies and sanctioning of absence	FL
17.	Election of Chair & Vice-Chair	FL
18.	Clerks Appraisal – set date	VB/FL
19.	Governor Visits	VB/TP
20.	Policies and Procedures	TP/KP
21.	Reaffirm the aims and visions of the school	VB
22.	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 – all governors reviewed/updated and signed their declarations and returned to the Clerk	
3.	Minutes and Part 2 minutes of FGB meeting of 15th July 2026 – the FGB minutes were agreed as a true and correct account of that meeting and were signed as such. BP left the room as the Part 2 minutes were briefly discussed and it was agreed to add a sentence for clarification, and revisit at the next meeting. Matters arising HT Appraisal (Objective setting) - date set as 02/10/2026 with Mark Walker in attendance with JL/MC/CM. The time to be confirmed by TP.	c/f TP
4.	Skills Audit – this is not yet complete – c/f to October meeting to discuss skill present, and training requirements.	c/f
5.	Review delegation of functions and update Terms of Reference to the HT and LG/Committees – following a discussion it was agreed that Governors will take on the following LG roles: - VB – Staff wellbeing, Attendance & Behaviour - MC – GDPR, School Improvement, Curriculum KS2 - JL – S/g, Allergy, Finance - CM – Community/Parental Engagement, Pupil Premium - KP – HR, Premises, H&S - BP – Curriculum KS1, Deputy S/g, EY - All will consider environmental sustainability within their individual roles - HT Appraisal committee was approved as JL/MC/CM - P&P Committee was approved as VB/JL/BP - Appeals/First Committee will be all appropriate Governors and decided at the time of need. Terms of Refence for LG roles & Committees were shared and approved by all. These will be updated to reflect the above. Quorum is shown on TofRs for committees. All agreed to share contact information which FL will distribute	FL FL
6.	Annual Planner and confirmed Meeting Dates – The AP was shared and approved by all with no comments. The dates were agreed. Timings were added for the P&P and Osted dates, with HT Appraisal time to be confirmed.	

	The dates for meetings will be shared on Outlook or TEAMS to enable them to be added to individual calendars.	FL
7.	Decide if meetings of the FGB will continue to be open to the public – it was agreed that they should be, and that the dates should be published in the school newsletter Reminder of agreement on virtual attendance – shared and acknowledged by all	FL
8.	Attendance Register 25-26 – acknowledged by all with no comments	
9.	Review practice and timescales for dealing with circulation of minutes and papers and a reminder that draft FGB minutes are published on the school website – it was confirmed that papers should be with the Clerk 7 days prior to a meeting for distribution to all. All governors should endeavour to read documents prior to a meeting.	
10.	Data Protection Termly Report (July 2026) – acknowledged by all. It was noted that OneWest is no longer the DPO for CPS. The new DPO is Alvin from Devon Moors Federation. TP believes the cost is comparable.	
11.	SEND Info Report September 2026 - It was commented that J Gardner (who has left CPS) and A Green (on maternity leave) were still on the report and that this should be amended prior to publication. Clerk to amend and ask office to publish on website.	FL
12.	Remind governors of the need to be quorate to make decisions and reaffirm the quorum for the FGB - this was acknowledged by all and the quorum was confirmed as 4 at the present time.	
13.	Reminder of the procedure should governors wish to put items on the agenda - contact VB/FL	
14.	A general reminder of Part 2 procedure and confidentiality – advised by TP and FL	
15.	Review and sign the KCSiE and the Code of Conduct – all present signed to agree that they have read, understood and agree to abide by the KCSiE and the new Code of Conduct. VB asked TP to advise governors how the changes to the KCSiE were being implemented going forward.	TP
16.	Review the procedure for dealing with apologies and sanctioning of absences – Governors were reminded to advise the Clerk if they are unable to attend and provide a reason for the FGB to be able to consider sanctioning the absence. This is also important to ensure meetings are quorate. A reminder of the 6 month rule was shared.	
17.	Election of Chair and Vice-Chair – the procedure was shared with all	c/f
18.	Clerks Appraisal – VB/FL will meet prior to the FGB in October.	
19.	Governor visits – It was agreed that all governors will make individual visits linked to the LG roles (prior agreement with TP). Also a ½ day visit for all to be arranged to include Learning Walk. It was commented that governor visits are fulfilling and enjoyable and show the reality of the role. It was further agreed that Subject Leads will be invited to FGB meetings – tied in with SIP.	TP/VB TP
20.	Policies & Procedures – Safeguarding – new DCC version including changes to KCSiE 2026 – approved with the change to SENDCo – for website asap	FL

	Allergy Policy – new – Approved – for website asap	FL
21.	Reaffirm the aims and visions of the school – acknowledged by all	
22.	Items brought forward by the Chair – Safeguarding training. This needs to be completed on GovernorHub. If this training is undertaken in a different role, please advise the Clerk of the date of training for training record.	
	Date of next meeting – Thursday 15 th October 2026 – The Studio, CPS.	

With no further business, the Chair thanked all for attending and closed the meeting at 18.27

Agreed as a true record	Date