

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	15 th July 2026				
Present	Initials	Category of Governor			
Val Bishop	VB	LA – Chair of FGB			
Mike Cooper	MC	Parent			
Jeremy Hidderley	JHi	Parent			
Tom Paddon	TP	Staff – Headteacher			
Katy Plumley	KP	Staff			
Barnaby Poslett	BP	Co-opted			
Apologies	Initials	Reason for Absence - Sanctioned / Not Sanctioned			
Jill Larcombe	JL	Foundation – work commitments - sanctioned			
Charlene March	CM	Parent – internet issues - sanctioned			
Catherine McBride	CMB	Co-opted – Vice-Chair of FGB – holiday - 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.	New Governor welcome	VB
4.	Finance Items	JHu
5.	Part 2	TP/JHu
6.	Minutes and Part 2 minutes of FGB meeting of 21 st May 2026, approval and matters arising	FL
7.	Strategic Plan & addition of 3 year strategic goal on SIP	VB/TP
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	VB
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 welcome – CM was welcomed in her absence	
4.	Finance – Finance report was unavailable due to Bromcom issues. No questions had been asked of the SBM prior to the meeting. TP was able to advise that the financial audit this week received positive feedback, and that it is anticipated that Bromcom issues will be resolved by September. The Sports Funding report was approved, and FL will advise the school office that it is available to be published on the website by 31 st July as required.	FL
5.	Part 2 – the meeting went into Part 2 until 17.47. <i>BP was not present for this item.</i>	
6.	Minutes and Part 2 minutes of FGB meeting of 21st May 2026 – these were agreed as a true and correct account of that meeting and were signed as such Matters arising • Proposed dates for 2026-27 – These dates were reviewed and agreed by all present. TP emailed the trainer to confirm Ofsted training for Thursday 5th November. • Appoint Governors to the P&P and HT Appraisal Committees – P&P members approved as VB/JL/BP with HT Appraisal as JL/MC with a vacancy (MC to attend training 23/09/26) • Strategic Plan – see item 7	TP
7.	Strategic Plan and addition of 3 year strategic goal on SIP – VB/TP have used the SIP and need to add the 3 years of governance goals to this. It needs to be an open discussion on what governors want this to be; focussing on improving the school and strengthening governance. MC felt that the ½ day visit was good – it was good to talk to other governors outside of meetings and the format of the visit worked well. It was good to have governors together. Q. How do we strengthen and support? <i>A. All teachers were happy to share and possibly practice their Ofsted pitch. The format enabled conversation between governors and teachers/staff.</i> MC would like to use the opportunity to monitor requirements within DPO/computing policies and will endeavour to schedule this into his visits. Next year curriculum and alignment priority will need governor visits – TP will schedule these. Q. Did it work having all governors in at the same time? <i>A. Yes. It was encouraging to all staff seeing 5/6 governors. It reinforces thinking and explaining.</i> The objectives we want to work towards are strengthening relationships in school and with governors and parents. Q. We need to have a process for measuring this – how do we know what is successful? <i>A. staff not worrying when governors are in school. Knowing what the LG roles are and understanding that governors are not checking up but checking in.</i> Q. Do teachers understand the professional capacities of our governors? <i>A. We bring lots of other skills and need to ask staff what governors can do to support them and CPS. Suggestions are governor “social” visits once a term, and more formal visits for the other half term. It was suggested to complete a survey towards the end of the year asking staff if they feel that they know the governors.</i>	TP
8.	HT Report – VB thanked TP for the past year, and the improved standard of data provided. VB advised that she wants to email all staff to thank them for the past year. This was agreed by all.	VB

TP thanked VB for her support and said that not all the results had not come through as timely as he had hoped. TP acknowledged that following 2 complaints by staff members regarding the heat, he had not properly considered their psychological safety for that week. The work completed that very hot week does not reflect the work completed during the rest of term. They have been some positive and challenging conversations ongoing. VB agreed that it has been observed and seen how the whole school has gelled under TP as a new HT – there is a marked difference across the whole school. TP replied that Psychological Safety will be included in the SIP next year. The heatwave was a mini crisis, and CPS did consider different options, asked staff to advise if they felt unwell etc. It is accepted that people react differently in the heat. TP accepts the complaints and CPS has now developed a Heat Plan. This includes providing sails, cold food and the acceptance to do things/work differently to cool down. There is a lot of data to process and for next year the “Castle Way” will be implemented. It will include deep thinking about “why”. Formative action using prior knowledge, maximising impact and a focus on actions. Writing – next year the modelling and practising planning will be aligned. There will be a focus on foundational skills. The curriculum will be fast with things moving at pace as we now have a very clear picture. Q. How will you deal with specific intervention? A. <i>these children will be given an introduction before lesson, so they are ready to learn. It is not about change, but about doing it better – consolidation.</i> KP agreed that she is seeing the impact of change and next year retaining and building on this. TP showed a data slideshow. The tracking system is robust and secure. It has taken a year to understand fully where the school is. Now a child’s progress can be tracked through regardless of age. We want more children to get to ARE. TP explained that average steps are 1.8 and that when children achieve GD this is more that 2 steps but it is not recognised. If they maintain GD it does not show progress. Disadvantaged children make the same progress as others but could achieve more. Some who are WBL are still at WBL but have made good progress. It is important for teachers and TA to understand and know progress achieved. More children are moving up which is huge progress for some. The Yr5 cohort have completed Yr6 SATs papers. Those achieving 95%+ are in a good place. When completing assessments, teachers include external factors based on the knowledge of the child, it was interesting to note that the SAT scores were higher than the teacher assessments. These needs to be standardised without removing the professional dialogue. Yr4 had a huge increase in those gaining 25/25 in times tables. All scores have improved and we can see a considerable improvement. We are beginning Yr6 data drops. These are now recorded by objectives so we can easily see levels and the granular level shows where the objective was achieved. Q. How do teachers feedback? A. <i>Little and often or all at once. Full time teachers have one day each half term to complete paperwork. It enables us to see more detailed achievement.</i> During the past 2 years there have not been any great shifts. Next year we will focus on all children. CPS is in a better place than previously. We need to maintain good progress. Some teachers are cautious, but it is all about culture. We need to prioritise “orange” children

	differently to “green/blue” children. (Orange denotes WBL, green is ARE and blue is GD). We need to understand what the data means and are working with teachers to help them understand this. It is a cultural understanding and removal of unconscious bias. Q. Is assessment on the SIP? A. <i>It would be useful to have a table sharing targets for next year. We will need to have the data to refer to. In 2026-27 there is the consolidation and sustainability phase.</i> SEF – the data was available too late for governors to be able to scrutinise – c/f. Realistically this will be rewritten at the end of next term. We hope to continue to move at the same rate and the Head of Education at DCC is confident for a positive Ofsted review, and very supportive.	c/f
9.	Governor Vacancies – 2 new governors this term with 2 leaving. There are still 4 vacancies overall. (2 Co-opted, 1 Foundation and 1 Parent). The Royal Society of Volunteers has launched a new website which will be looked at. All governors will complete a skills audit in September	FL All
10.	Governors’ visits and training – visit forms acknowledged by all. JHi visited 19/06 (visit form to be shared next FGB) and discussed workload/wellbeing with KP/AB. They are happy with being left to lead. MC queried whether the pupil voice has been heard regarding homework (ATOM), as this is not generally well like. Some don’t receive homework and ATOM does not show where/how incorrect answers are wrong. TP explained that the new teacher starting in September will be the homework co-ordinator. LBQ was considered but is too expensive for the amount of use. The h/w co-ordinator will look at the amount of homework and the benefit of it. It could be used as a tool to understand what children are learning, and used for better engagement between parents and children. ATOM’s answers can be interpreted differently, and the child does not always understand why they are wrong – sometimes there is more than 1 right answer. As there is no support on this and it is not marked by teachers, is there value to homework? Would it be good to align with THS? SPARKS provides a better experience and quality. It is online and teachers can easily see results and know the child’s understanding levels. Q. Can we see young carers in the data? We see other disadvantaged children’s data. It would be good to see this especially if we are looking to gain an award for young carers. A. <i>Yes, this can be included.</i> New Q Card on Governing board minutes shared and acknowledged.	
11.	Reports – acknowledged by Governors. DPO – Q. why are there so many SAR requests? A. <i>Culture of CPS plus increasing in general.</i> It was noted that MFA has not yet been rolled out for Governors. This will happen in the autumn term. Social Media – It was agreed that the current format is much better than was previously paid for. Thanks to the office staff for such a great job.	
12.	Policies & Procedures – Approved unanimously as recommended • Information Security – changes • Data Protection Complaints Policy & Procedure – new • CCTV - no changes • Computing Policy - changes • Behaviour Principles – no changes • Positive Behaviour Policy – no changes	

	- Complaints Policy – updated to include DP update - Letting Policy – update around deposits - Procurement – no changes Carried forward to September - Restrictive Interventions – c/f September - Mobile Phones in Schools – c/f September New policy that needs to be approved and on website for 1st September - Allergy – new Approved with the following amendment - Finance – remove reference to Resources Committee and default responsibility to FGB Not approved – further discussion required - Safe Taking & Sharing of Images guidance – new	c/f c/f TP/FL FL TP/JHu
13.	Items brought forward by the Chair – Thanks to JHi for completing an additional term as a governor. JHi will be missed for his experience and knowledge. Thanks to CMB in her absence, especially for the support and guidance while recruiting TP.	
14.	Impact Statement – Lots of data around assessment and development shared, with a clear understanding of the way forward. Clear goals to strengthen relationships between school and parents. Visits by governors made and plans in place for the next year. Good policy scrutiny.	
	Date of next meeting – Thursday 10 th September 2026 – The Studio, CPS.	

With no further business, the Chair thanked all for attending and closed the meeting at 19.22

Agreed as a true record	Date
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