

PART 1 MINUTES FOR MEETING OF THE FULL GOVERNING BODY OF LINGFIELD PRIMARY SCHOOL

Wednesday 17 January 2024

Governors

Holly Barradell HB

Paul Cook PC

Natalie Hadleigh NH

Caroline Henry CH (Co Chair)

James Kearns JK

Laura Plumadore LP

Cassie Puplett CP (Headteacher)

Cameron Turner CT (Co Chair)

Ian Whitely IW

In Attendance:

Anna Sutton AS (Deputy HT)

Penny Batty PB (Clerk)

PART 1

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies had been received from Sue Darney and were accepted by the GB.</p>	
2	<p>DECLARATION OF INTEREST</p> <p>There were no Declarations of Interests in any of the agenda items.</p>	
3	<p>PREVIOUS MINUTES</p> <p>The following Part 1 and Part 2 minutes were agreed and will be signed by the appropriate Chair:</p> <ul style="list-style-type: none"> • Business Meeting/FGB 13.09.2023 • C&L Meeting 13.10.2023 • Resources Meeting 17.11.2023 	
4	<p>ACTONS ARISING FROM PREVIOUS MEETING</p> <p>Item 4: CP: Check PP forms went out to new parents. Confirmed, PP forms included in all Reception packs. Once a child is registered as PP, they become Ever 6 and remain registered throughout their school life. PC: Check positioning of defibrillator once installed. O/S has not yet arrived</p> <p>Item 6: CP: To check if child who left LPS has attended his new school. Confirmed. PB: Place data on the next C&L agenda. Confirmed</p> <p>Item 9: PB: Place PP evaluation on next C&L agenda in October. Confirmed</p> <p>Item 10: CT: Write to staff re survey results. Confirmed</p> <p>Item 13: PB: Email Review info to governors. Confirmed</p>	

	<p>Item 16: PC: Share training documents with governors. O/S</p> <p>Actions: PC: Check positioning of defib once it has been delivered PC: Share training documents with governors</p>	
14	<p>SEND</p> <p>As NH had to leave the meeting early, this item was bought forward.</p> <p>The attached SEND report had been circulated to governors prior to the meeting. JK highlighted that there are 9 EHCP's that have either been submitted or working towards submission which is a huge workload for NH on top of all the other aspects of her role. CP agreed but said that there was no money in the budget for an additional SENCO but NH does have an assistant helping her with the annual reviews and other admin areas. JK asked if those children waiting EHCP assessment were receiving the specialist provision they require and NH confirmed that they were.</p>	
5	<p>CHAIRS REPORT</p> <ul style="list-style-type: none"> • CT asked how the overpayment of maternity pay by SCC has affected the budget. CP said that Janice is currently working on this. See also Part 2 • GB discussed the position of vice-chair. PC said that due to work commitments he would struggle to commit to this role. CT suggested that it could be a role covered by 2 governors. Place this item on next FGB agenda. • Sue Darney's term of office is due to expire in February and she is the appointed LA governor. Sue has confirmed that she is happy to continue in the role and the GB have approved this. PB to arrange paperwork. • Term of office for JK also expires in February and he too has agreed to remain on the GB. <p>Actions: PB: Place Vice-Chair position on April agenda PB: Organise reappointment of LA gov. PB: Organise reappointment of JK</p>	
6	<p>HT REPORT</p> <p>CP had placed the report on Trello.</p> <p>CT asked about the number of Unauthorised Absences in the summer term. CP said that these were due to parents taking their children out of school for holidays. CP went onto explain that SCC no longer manages attendance so the school has taken the opportunity to reassess how they deal with this area. Nicki Dervischi has a good rapport with parents so she is now speaking to them face to face about attendance rather than sending out an official letter.</p> <p>LP asked about the persistent absence in Years 3 and 6. CP said that this is being monitored but confirmed that there are specific valid reasons for the</p>	

	<p>absences. CP went onto say that persistent lateness was more of a problem and suggested that this be discussed further at the next Resources meeting. JK pointed out that attendance at LPS is well above the national average and the school should be proud of their efforts in maintaining this figure.</p> <p>CT asked if the move from teaching 1 to 1 interventions to smaller groups was working? CP said that from the SLT and teachers point of a view it was working well and the children are benefitting from having contact with several members of staff rather than becoming dependent on just 1. However, some of the TA's involved have found the transition difficult.</p> <p>CT asked about the child who had 13 sessions of suspensions last term. CP said that the child did have a lot of problems at home but since the start of term he has appeared a lot calmer.</p> <p>CP said that last terms fire drill figures had not been included in the report and she will rectify this. (Following the meeting CP added the data to the report)</p> <p>Fire drill:</p> <ul style="list-style-type: none"> • October 10th 2023 • Time 3m 37s • All children left the building safely <p>JK asked if a lockdown procedure drill had been undertaken recently. CP said that she would be arrange one and to put this on the next FGB agenda.</p> <p>CP said that she was happy to report that children's behaviour was improving.</p> <p>Actions: PB: Place persistent lateness on Resources agenda CP: Carry out a Lockdown Procedure drill and place on next FGB agenda</p>	
7	<p>SEF/SDP</p> <p>CP explained that the HT report is written by the whole of the SLT and includes the SDP. SEF is being updated continually with emphasis on Ofsted recommendations. Governors have access to this on Trello.</p>	
8	<p>PAY COMMITTEE/ HT APPRAISAL COMMITTEE RECOMMENDATIONS</p> <p>See Part 2</p>	
9	<p>SFVS</p> <p>LP said that there were 2 actions on the SFVS that needed to be addressed;</p> <ul style="list-style-type: none"> • Has the School Fund been audited? This is still outstanding. IW is in contact with Cath Hearnden and will ask her to sign it off. There is also a trust fund which Cath set up and no one in the school is aware of its purpose. • Does the school benchmark its income? LP said that she will talk to Janice about this but does not anticipate any problems. Place on next Resources agenda. 	

	<p>Actions: PB: Place School Fund on next Resources agenda PB: Place Benchmarking Income on next Resources agenda</p>	
10	<p>FMR</p> <p>LP highlighted the following:</p> <ul style="list-style-type: none"> • Deficit has improved from £45K to £7,500K • SEND funding is slightly down but this will improve • Now the solar panels have been installed energy costs will start to go down 	
11	<p>PUPIL PREMIUM STRATEGY</p> <p>Governors went through the PP Strategy Statement noting how the PP funding had been spent and what the school wishes to achieve. It was noted that PP children are doing well in English and Maths and whilst Writing is behind, this is a confirmed post pandemic problem across all children and is affecting schools nationally.</p>	
12	<p>GOVERNOR MONITORING</p> <ul style="list-style-type: none"> • C&L Committee: Monitoring the new model for intervention groups • HB: Survey follow up • SD: Year 5, how English was taught 	
13	<p>SAFEGUARDING</p> <p>The attached detailed report had been submitted by Andrew prior to the meeting.</p>	
15	<p>GOVERNOR TRAINING</p> <p>No training had been completed.</p>	
16	<p>SUMMARY OF ACTIONS</p> <p>Item 4: PC: Check positioning of defib once it has been delivered PC: Share training documents with governors Item 5: PB: Place Vice-Chair position on April agenda PB: Organise reappointment of LA gov. PB: Organise reappointment of JK Item 6: PB: Place persistent lateness on Resources agenda CP: Carry out a Lockdown Procedure drill and place on next FGB agenda Item 9: PB: Place School Fund on next Resources agenda PB: Place Benchmarking Income on next Resources agenda Part 2:</p>	

	PC/JK: Investigate effects of workplace anxiety in schools LP: Investigate cost of cover at alternative insurance companies	
	MEETING DATES 2024 Fri 08.00 23 February 2024 Curriculum and Learning Fri 08.00 15 March 2024 Resources and Finance Fri 17.00 24 April 2024 FGB Online Fri 08.00 24 May 2024 Curriculum and Learning Thu 17.00 04 July 2024 FGB/ Resources and Finance. This meeting will be followed by a meal for all members of the FGB	

SIGNED

DATE