

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

**Wednesday 24 April 2024**

**Governors**

**Paul Cook PC**  
**Natalie Hadleigh NH**  
**Sue Darney**  
**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><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies had been received from Caroline Henry and were accepted by the GB.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>There were no Declarations of Interests in any of the agenda items.</p>	
3	<p><b>PREVIOUS MINUTES</b></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"> <li>• FGB 17.01.2024</li> <li>• C&amp;L Meeting 23.02.2024</li> <li>• Resources Meeting 16.03.2024</li> </ul>	
4	<p><b>ACTIONS ARISING FROM PREVIOUS MEETING</b></p> <p><b>Item 4:</b> <b>PC:</b> Check positioning of defib once it has been delivered. <b>It will be located in the medical area and training is being organised. IW is organising training at St Johns on a Saturday morning and he will email details of event if anyone is interested.</b> <b>PC:</b> Share training documents with governors. <b>See Item 13</b></p> <p><b>Item 5:</b> <b>PB:</b> Place Vice-Chair position on April agenda. <b>See Item 11</b> <b>PB:</b> Organise reappointment of LA gov. <b>Confirmed</b> <b>PB:</b> Organise reappointment of JK. <b>Confirmed</b></p> <p><b>Item 6:</b> <b>PB:</b> Place persistent lateness on Resources agenda. <b>Confirmed</b></p>	

	<p><b>CP:</b> Carry out a Lockdown Procedure drill and place on next FGB agenda. <b>See HT report</b></p> <p><b>Item 9:</b></p> <p><b>PB:</b> Place School Fund on next Resources agenda. <b>Confirmed</b></p> <p><b>PB:</b> Place Benchmarking Income on next Resources agenda. <b>Confirmed</b></p> <p><b>Part 2:</b></p> <p><b>PC/JK:</b> Investigate effects of workplace anxiety in schools. <b>See Part 2</b></p> <p><b>LP:</b> Investigate cost of cover at alternative insurance companies. <b>See Part 2</b></p>	
<b>5</b>	<p><b>CHAIRS REPORT</b></p> <p>CT informed governors of the following:</p> <ul style="list-style-type: none"> <li>• 2 teachers will be leaving at the end of the year and 1 maternity cover is required. Interviews for these posts have now taken place.</li> <li>• Charlotte has now taken over the running on Nursery following the resignation of Kathy. Building work on the Early Years unit will take place over the summer holidays.</li> <li>• Additional building work will also take place during the holidays on the ground heat source pumps and piping.</li> <li>• Unfortunately, Holly Barradell has had to resign from the GB due to childcare issues. CT formally thanked Holly for all the input and hard work she has given to the GB.</li> </ul> <p><b>Additional comments in Part 2</b></p>	
<b>6</b>	<p><b>HT REPORT</b></p> <p>The HT report had been uploaded onto Trello prior to the meeting. CP asked if there were any questions.</p> <ul style="list-style-type: none"> <li>• LP asked about the 3 children who have left the school. CP responded that this was due to the lack of space in the After School Clubs (ASC). ASC is full to capacity on most days, but CP is reluctant to open up a classroom and the gym is used for clubs. CP is considering recruiting an external person to help with ASC as TA's are reluctant to extend their working day.</li> <li>• JK asked about the additional workload for NH as there are now 20 EHCP's which each involve a lot of work. HH said that 6 EHCP children will be moving on from Y6 but there is a problem with the children who have high needs not being moved on to specialist schools as the government has frozen high needs funding. CP said that she has regular meetings with NH in order to discuss any issues.</li> </ul>	
<b>7</b>	<p><b>BUDGET CONFIRMATION</b></p> <p>LP had uploaded the budget onto Trello prior to the meeting.</p> <p>LP explained that Janice has now completed the budget although she is still waiting confirmation on some figures including whether SCC will continue to fund the specialist SEN teacher. There has been a sizeable increase in staff wages, but a recent bench marking has shown that the cost at LPS is comparable with other schools, standing at 86%. NI contributions have</p>	

	<p>increased but the gas costs should start to decrease once the heat source pumps are installed.</p> <p>CP said that the school is very entrepreneurial and is constantly looking at ways to raise money which is why the budget is currently sustainable. CP also praised Janice for the excellent job she does managing the budget.</p> <p>Year End Position Income less expenditure leaves an in-year deficit of £17,847, which added to the sum forecast to be brought forward from the previous year leaves a carried forward of £53,961 which represents 2% of income.</p> <p><b>GB agreed the Budget for 2024/25 which CT will sign off</b></p> <p><b>Actions:</b></p> <p><b>CT:</b> To sign off budget</p>	
8	<p><b>FMR</b></p> <p>LP had uploaded the latest FMR figures onto Trello prior to the meeting. Forecast outturn shows an in-year surplus of £62,252 compared to budget in year surplus of £45,560.</p> <p>LP stressed that these were not the final figures but the funding for the specialist SEND teacher for 2023/24 has now been received. The impact of the solar panels that were fitted last year should start to be seen over the summer. JK mentioned about the extended services income which in total brings in over £100k. He added that he will look out for any charitable funding that might be available for the school.</p>	
9	<p><b>SAFEGUARDING</b></p> <p>JK had uploaded the latest report from Andrew onto Trello. JK told governors that Andrew had been into his school to carry out designated Safeguarding training.</p> <p>JK said that there are a number of vulnerable children at the school who have a support plan. CT asked what classifies a child as vulnerable. JK replied that there are many categories including poverty, neglect, LAC and Covid.</p>	
10	<p><b>SEND/DISADVANTAGED CHILDREN</b></p> <p>CT asked if the changes to the SEND provision that were implemented at the beginning of the school year been successful. CP responded that they had and the bespoke teacher is not only of benefit to the SEND children but also to the class as a whole. JK asked if the C&amp;L committee could look at the relevant data at the next meeting and CP agreed and suggested that NH go through some examples at the meeting.</p> <p>NH added that INSIGHT has been invaluable to see how a child is progressing.</p> <p><b>Action:</b></p> <p><b>CP/NH:</b> Bring SEND data to the next C&amp;L meeting</p>	

11	<p><b>GB SELF EVALUATION</b></p> <ul style="list-style-type: none"> <li>• CT asked governors if they still wanted to carry on with the committee structure next year. This was agreed but with a new start time of 08.15 for committee meetings.</li> <li>• It was also agreed to retain 2 FGB meetings that were face to face and the other 2 would be online.</li> <li>• CT suggested that the class buddy system was not working and whilst all governors are welcome to visit, the Curriculum governors would continue to carry out Learning Walks. JK suggested that governors are provided with a calendar of school events for next year. This was agreed</li> <li>• IW felt that governor induction was insufficient. CT agreed and would look into this.</li> <li>• IW suggested that he was moved onto C&amp;L committee as it would be a better fit for him. This was agreed.</li> <li>• LP will be resigning at the end of the year which will mean that there will be 4 vacancies. 1 Parent Governor and 3 Co-Opted Governors.</li> <li>• CT said that the GB needed a Vice Chair to be able to step in if required. PC agreed to fill this role.</li> </ul> <p><b>Actions:</b>  <b>CP:</b> Provide governors with school event calendar  <b>CT:</b> Look into governor induction process</p>	
12	<p><b>GOVERNOR MONITORING</b></p> <p>All governors had been into school at some point over the last term.</p> <p>CT asked if any governor could attend the next 2 Parents Evenings in order to carry out the Parent Questionnaire. The following was agreed:</p> <ul style="list-style-type: none"> <li>• July 4: CT, IW, PC</li> <li>• July 9: CT, IW, LP</li> </ul> <p>Please not the last meeting of the year to be held on 4<sup>th</sup> July has now been moved to Thursday 11<sup>th</sup> July at 17.00. This will be followed by a meal for all members of the GB.</p>	
13	<p><b>GOVERNOR TRAINING</b></p> <p>PC said that he had uploaded training information onto Trello which will be beneficial to governors. CT said that he and CP would review this.</p> <p>JK had carried out training in the following:</p> <ul style="list-style-type: none"> <li>• Prevent</li> <li>• Food and Hygiene</li> </ul> <p><b>Actions:</b>  <b>CP/CT:</b> To review training info</p>	
14	<p><b>SUMMARY OF ACTIONS</b></p> <p><b>Item 5:</b>  <b>CT:</b> Speak to Janice</p>	

	<p><b>PB:</b> Find out if the LA governor has any sway with the council</p> <p><b>Item 7:</b></p> <p><b>CT:</b> To sign off budget</p> <p><b>Item 10:</b></p> <p><b>CP/NH:</b> Bring SEND data to the next C&amp;L meeting</p> <p><b>Item 11:</b></p> <p><b>CP:</b> Provide governors with school event calendar</p> <p><b>CT:</b> Look into governor induction process</p> <p><b>Item 13:</b></p> <p><b>CP/CT:</b> To review training info</p> <p><b>Part 2:</b></p> <p><b>JK/PC:</b> Workplace anxiety investigation for next meeting</p>	
	<p><b>MEETING DATES 2024</b></p> <p><b>Fri 08.15 24 May 2024 Curriculum and Learning</b></p> <p><b>Thu 17.00 11 July 2024 FGB/ Resources and Finance.</b> This meeting will be followed by a meal for all members of the FGB</p>	

**SIGNED** .....

**DATE** .....