

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

Thursday 11 July 2024

Governors

Cassie Puplett CP (Headteacher)
Caroline Henry CH
Paul Cook PC
James Kearns JK
Natalie Hadleigh NH

Laura Plumadore LP
Ian Whitley IW
Seb Western SW
Cameron Turner CT (Chair)

In Attendance

Anna Sutton AS (Deputy HT)
Penny Batty PB (Clerk)

**PART 1
BUSINESS MEETING**

	TOPIC	ACTION
	CT welcomed the new co-opted governor Seb Western (SW) to the GB. SW has agreed to join the Resources Committee.	
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Sue Darney.	
2	DECLARATION OF INTEREST There were no Declarations of Interests in any of the agenda items.	
	SATs RESULTS CP said that she and AS wanted to share with the GB the SATs results headlines which had been published earlier that same day. Overall the results were excellent with improvements across the board, including Greater Depth, from the previous year. The national figure for the combined subjects was 61% and LPS had achieved 70%. The results will be discussed in detail at the C&L committee meeting next term.	
	SEND REPORT NH had produced the attached SEND report and had been circulated to governors prior to the meeting. (Updates are in blue). CP told the GB that thanks to the hard work and diligence of NH, 2 children will be starting in specialist schools in September.	

<p>3</p>	<p>APPOINTMENTS FOR YEAR 2024/2025</p> <p>The following appointments were agreed:</p> <ul style="list-style-type: none"> • Chair: CT • Vice Chair: PC • Governor responsible for liaison with the LA in the event of an allegation against the HT: CT • Governor Training: PC • Human Resources: PC • Single Central Record: PC • Pupil Premium and More Able: SD • Child Protection and Safeguarding: JK • Special Needs/Children in Care: JK • GDPR: IW • Stakeholder: IW • Finance: SW • Facilities: SW • Web Site Compliancy: TBC • Cyber Security: TBC <p>With regards to the Cyber Security, CP was going to contact Eduthing, the IT Management Servicer to check that the system and the school were both compliant. CP will report back at the next meeting.</p> <p>Actions:</p> <p>CP/PB: Talk to Eduthing and place Cyber Security on next agenda.</p>	
<p>4</p>	<p>COMMITTEES FOR YEAR 2024/2025</p> <p>Pay Committee: CT, PC, IW HT Appraisal Committee: CT, JK, SW Resources Committee: CP, CT, CH, SW, PC C&L Committee: CP, CT, SD, JK, NH, IW</p> <p>It was agreed that with the Curriculum Committee participating in termly Focus Walks and other governors going into school on a regular basis there was no requirement to carry on the Class Support Governor system.</p>	
<p>6</p>	<p>EMERGENCY CONTACTS</p> <p>CP thought that this had already been submitted to SCC by Janice but she would check and report back at the next meeting.</p> <p>Actions:</p> <p>CP/PB: Check that the information has been sent and place on September agenda</p>	
<p>6</p>	<p>GOVERNORS DETAILS</p> <p>GB had confirmed that their details are correct and that their information can be circulated amongst governors, Strictly 4S, Schools Alliance for Excellence and GIAS.</p>	

7	<p>PROCEDURAL MATTERS</p> <ol style="list-style-type: none"> 1. Code of Conduct was agreed and signed. 2. It was agreed that all GB meetings would continue to be closed 3. It was agreed that GB would allow Alternative Participation/Voting Arrangements if necessary and agreed in advance. 4. Governors agreed to the following statement: ‘Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity.’ 5. Governors agreed to adopt the following confidentiality statement: ‘Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved, they are made available to any member of the public who requests sight of them’. 	
9	<p>TERMS OF REFERENCE</p> <p>GB agreed Terms of Reference for:</p> <ul style="list-style-type: none"> • Pay Committee • HT appraisal Committee • Resources and Finance Committee • Curriculum and Learning Committee 	
10	<p>MEETING DATES 2024/2025</p> <p>GB confirmed the dates for next years meetings.</p> <p>17.00 Wed 11 September 2024 FGB 08.15 Fri 11 October 2024 Curriculum and Learning 08.15 Fri 15 November 2024 Resources and Finance 17.00 Wed 15 January 2025 FGB Online 08.15 Fri 14 February 2025 Curriculum and Learning 08.15 Fri 21 March 2025 Resources and Finance 17.00 Wed 23 April 2025 FGB Online 08.15 Fri 23 May 2025 Curriculum and Learning 17.00 Thurs 10 July 2025 FGB/ Resources and Finance followed by governors end of year meal</p>	
	<p>MATTERS ARISING</p> <p>Item 3: CP/PB: Talk to Eduthing and place Cyber Security on next agenda.</p> <p>Item 6: CP/PB: Check that the information has been sent and place on September agenda</p> <p>Next FGB Agenda: PB: Policies PB: Constitution of GB</p>	

SIGNED

DATE