

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

Wednesday 13 September 2023

Governors

Holly Barradell HB

Paul Cook

Sue Darney SD

Caroline Henry CH (Co Chair)

James Kearns JK

Cassie Puplett CP (Headteacher)

Cameron Turner CT (Co Chair)

In Attendance:

Penny Batty (Clerk) PB

PART 1

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies had been received from Laura Plumadore and Natalie Hadleigh.</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> <p>FGB Meeting 26 April 2023 C&L Meeting 19 May 2023 Resources Meeting 7 July 2023</p>	
4	<p>ACTIONS ARISING FROM PREVIOUS METINGS</p> <p>26.04 2023 FGB</p> <p>Item 7; CP: Talk to Elliot regarding a data logon for CT. O/S LP: Talk to Janice regarding asking parents to refill PP forms. CP to check that these went out with admissions CP/PC: Discuss exit interviews. Confirmed. 4 exit interviews were held. Only 1 negative comment saying that the member of staff had not felt supported</p> <p>Item 8: CH: Sign off budget. Confirmed</p> <p>Item 9: CP: Talk to Elliot regarding removing the SEND figures from the data. Confirmed PB: Place Writing in next C&L agenda. Confirmed</p>	

	<p>Item 10: PC: Check survey questions and respond to CP. See Item 10</p> <p>Item 11: CP: Check Maggie Vinten's contract. Confirmed, MV does not have any contact with personal data PC: Check positioning of defibrillator. Not yet been installed, Paul's wife has kindly agreed to deliver a training session to 12 members of staff</p> <p>Item 13: PB: Place GB Review on September agenda. See item 13</p> <p>Item 16: CP: Send Whistleblowing Policy to PC. Confirmed PB: Update Janice re completed policies. See Item 14</p> <p>07.07 2023 Resources Pupil Premium Evaluation. See Item 9 Staff Questionnaire Results. See Item 10</p> <p>Actions: CP: Check PP forms went out to new parents. PC: Check positioning of defibrillator once installed</p>	<p>CP PC</p>
<p>5</p>	<p>CHAIRS REPORT</p> <p>Neither CH nor CT had anything to report since the previous meeting.</p> <p>See also Item 3 of Business Meeting regarding prospective governors.</p>	
<p>6</p>	<p>HT REPORT</p> <p>CP had placed the HT report on Trello prior to the meeting and asked governors for questions.</p> <p>CH asked for an update on the Greener Energy project. CP said that unfortunately work had been delayed but the timetable was as follows:</p> <ul style="list-style-type: none"> • Half term: Installation of solar panels and replacement double glazing • Summer 2024: Ground Source Heat Pump installed along with radiators • ASAP: Following the latest Legionella Report corroded pipework must be replaced <p>SD asked if the school had been checked for concrete deterioration? CP confirmed that it had but the roof still had to be checked. So far, no abnormalities had been highlighted.</p> <p>LP had asked about the cost of solar panels. CP explained that initially they are paid for by the government but the school has to repay the loan over the next 25 years at approx. £8000 per annum which will still prove to be a saving compared to energy costs prior to installation. Unfortunately, due to the installation delays, additional energy costs of £8000 have been accrued but SCC have confirmed that they will pay for the boiler repairs.</p>	

Specialist SEND provision will be implemented this term. TA's will have 1 specific role instead of covering a variety of topics. CP made special mention of Charlotte Bunyan who has done a wonderful job of timetabling this new regime. Provision Mapping is in place with all data on Insight and staff fully trained in its use. JK asked if the team have adapted to the new system and CP replied that whilst some TA's had problems with the technology this has since been resolved. Also, some TA's preferred the 1 to 1 method of teaching but can now see the benefits of the new scheme. JK also asked if any parents have commented. CP said that they had not but Natalie is in constant contact with those parents as well as the staff.

Thanks to a concerted effort, the Attendance figures have improved significantly, 93.5% which is above the national average. Unauthorised Absences have been a problem but can, in part, be attributed to 2 children who went abroad to visit ailing grandparents for a total period of 28 days each. Also 1 child just did not come into school for long periods. This child has now moved onto Year 7 and CP said that she will check that he has started attending his new school as until he does, he is, theoretically, still the responsibility of LPS.

CP asked about the number of suspensions. There have been 101 sessions missed due to suspensions. CP explained that these involve 9 children, 4 of whom have now moved on.

PC asked about the monitoring of parental complaints and CP said that whilst there have been some grievances there had been no official complaints. Governors discussed whether these grievances should be documented and brought to the attention of the GB. CP said that there was a robust system in place for dealing with dissatisfied parents, starting with the child's teacher, then moving on to the phase group team and if it is still unresolved will then be taken to the SLT. CT asked about a situation where a parent approaches a governor with an issue. CP responded saying if the comments were low key or an operational problem the governor should ask the parent to follow the approved guidelines as detailed above. If the matter were deemed serious, then of course, CP would expect to be notified.

Due to the lengthy agenda, the summer data will be discussed in detail at the next C&L meeting in October.

CP reminded governors that whilst the previous year had been very challenging due to a number of issues, there had been plenty to celebrate including:

- Year 1 Phonics screening results at pre-pandemic levels
- Year 6 Local Authority external moderation all being agreed
- Achieving Early Excellence partner school status
- Moving 4 children to specialist provision
- Securing significant additional SEND funding
- Generating the most fundraising total ever - just over £16,000
- Securing replacement double glazing for half the school
- Devising, planning, and building a completely new SEND model based on expertise (thanks for recognising and acknowledging this, James)
- Digging deeper into the staff survey results, they are generally very positive with "disagree" being an accurate answer when it comes to one

	<p>or two questions about behaviour and routines being established and consistent - they're not yet, which is why this year is the second year of that being on the SDP. See also Item 10.</p> <p>CP added that there had been a very positive start to the new school year and there was a good feeling within the school which she is confident will continue.</p> <p>Actions: CP: To check if child who left LPS has attended his new school PB: Place data on the next C&L agenda</p>	<p>CP PB</p>
7	<p>SDP</p> <p>The focus of the SDP over the forthcoming year will be;</p> <ul style="list-style-type: none"> • Imbedding new Behaviour Policy • Maintaining the Gains in Writing and Maths and Early Years • Imbedding the new SEND provision • Putting Pedagogy into practice (The study and practice of how to teach and learn effectively) 	
8	<p>SEF</p> <p>CP reminded the GB that this document is being updated constantly and can be accessed through Trello.</p>	
9	<p>PUPIL PREMIUM EVALUATION</p> <p>This item will be discussed at the next C&L meeting in October.</p> <p>Actions: PB: Place PP evaluation on next C&L agenda in October</p>	<p>PB</p>
10	<p>STAFF SURVEY RESULTS</p> <p>PC had provided the GB with a detailed analysis of the Staff Survey which had been carried out during the summer term. There had been 47 responses out of a possible 70. CP said that she would be responding to specific criticisms and addressing individual comments. CT agreed to email all staff thanking those who had filled in the questionnaire and assuring them that any feedback would be acted on.</p> <p>Actions: CT: Write to staff re survey results</p>	<p>CT</p>
11	<p>FMR</p> <p>There are currently issues with the payroll and so this item will be picked up at the next Resources Committee meeting in November.</p>	

12	<p>SAFEGUARDING, SEND, DISADVANTAGED CHILDREN</p> <p>JK said that he would send the link to the latest KCSiE training and asked governors that once completed, please send certificate to PB. JK reminded the GB that it is a legal requirement for governors to read this.</p> <p>Actions: ALL: Read KCSiE and return certificate to PB</p>	ALL
13	<p>GB REVIEW</p> <p>It was agreed that PB should send out information regarding GB review.</p> <p>Actions: PB: Email Review info to governors</p>	PB
14	<p>POLICIES</p> <p>Once the new web site is operational, all policies will be uploaded. PB will ask governors to check their individual policies when they are due for renewal.</p>	
15	<p>GOVERNOR REPORTS</p> <p>LP and SD attended an Inset Day where the SDP was discussed. Their report can be viewed on Trello.</p>	
16	<p>GOVERNOR TRAINING</p> <p>No training had been completed this term.</p> <p>PC said that he will be sharing compulsory training documents with governors.</p> <p>Actions: PC: Share training documents</p>	PC
16	<p>SUMMARY OF ACTONS ARISING FROM 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</p> <p>Item 6: CP: To check if child who left LPS has attended his new school PB: Place data on the next C&L agenda</p> <p>Item 9: PB: Place PP evaluation on next C&L agenda in October</p> <p>Item 10: CT: Write to staff re survey results</p> <p>Item 12: ALL: Read KCSiE and return certificate to PB</p> <p>Item 13:</p>	<p>CP</p> <p>PC</p> <p>CP</p> <p>PB</p> <p>PB</p> <p>CT</p> <p>ALL</p>

	<p>PB: Email Review info to governors</p> <p>Item 16:</p> <p>PC: Share training documents with governors</p>	<p>PB</p> <p>PC</p>
	<p>MEETING DATES 2023/2024</p> <p>Fri 08.00 13 October 2023 Curriculum and Learning</p> <p>Fri 08.00 17 November 2023 Resources and Finance</p> <p>Wed 17.00 17 January 2024 FGB Online</p> <p>Fri 08.00 23 February 2024 Curriculum and Learning</p> <p>Fri 08.00 15 March 2024 Resources and Finance</p> <p>Fri 17.00 24 April 2024 FGB Online</p> <p>Fri 08.00 24 May 2024 Curriculum and Learning</p> <p>Thu 17.00 04 July 2024 FGB/ Resources and Finance. This meeting will be followed by a meal for all members of the FGB</p> <p>TBA HT Appraisal Committee Pay Committee</p>	

SIGNED

DATE