

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

Wednesday 15 January 2025

## Governors

Cassie Puplett CP (Headteacher)

Sue Darney SD

Paul Cook PC

James Kearns JK

Natalie Hadleigh NH

Ian Whitley IW

Cameron Turner CT (Chair)

## In Attendance

Penny Batty PB (Clerk)

## PART 1

	TOPIC	ACTION
1	<b>APOLOGIES FOR ABSENCE</b>  Apologies received from Seb Western. Caroline Henry	
2	<b>DECLARATION OF INTERESTS</b>  <ul style="list-style-type: none"> <li>There were no Declarations of Interest received from the governors present at the meeting.</li> </ul>	
3	<b>PREVIOUS MINUTES</b>  The GB agreed the following Part 1 and Part 2 minutes. <ul style="list-style-type: none"> <li>FGB Meeting 11 September 2024</li> <li>C&amp;L Meeting 11 October 2024</li> <li>Resources Meeting 15 November 2024</li> </ul>	
4	<b>MATTERS ARISING FROM THE PREVIOUS MEETING</b>  <b>Item 7:</b> <b>CP:</b> Place SDP and SEF on Governor Trello pages. <b>SDP access is limited to 10 guests, however all gobs have access to the SEF and a termly HT report which provides the information</b> <b>AS:</b> Prepare a presentation on Spelling for next C&L meeting. <b>Confirmed</b> <b>Item9:</b> <b>PB:</b> Invite Lucy to the next C&L meeting. <b>Confirmed</b> <b>Item 10:</b> <b>ALL:</b> KCSiE training. <b>Confirmed</b>	

5	<p><b>CHAIRS REPORT</b></p> <p>CT did not have any updates for Part 1. Confidential update in Part 2 minutes.</p> <p>CT informed the GB that there were still 3 governor vacancies on the GB. He was aware of 1 person that may be interested and he will be in contact with them in due course. PC said that it was important that the GB reflected the diversity of the school. IW agreed and said that he would approach the Showmen's Community on the GB's behalf.</p> <p><b>See also Part 2</b></p> <p><b>Actions;</b>  <b>CT:</b> Contact prospective governor  <b>IW:</b> Approach the Showmen's community re governor vacancy</p>	
6	<p><b>HT REPORT</b></p> <p>CP had placed the full HT report on Trello prior to the meeting and she invited questions from governors.</p> <p><b>CT asked what is PINS?</b></p> <p>NH explained that this is Partnership for Inclusion of Neurodiversity in Schools which is a project that brings health and education specialists into schools to carry out audits and to see what provisions are in place and to make recommendation.</p> <p><b>JK asked if L-PSA deliver on provision?</b></p> <p>NH responded that representatives of L-PSA (Learners Single Point of Access) are coming into school next week. They are a group who offer help and support for SEND children and the project ties in well with the school.</p> <p><b>CT asked about the recent Learning Walk with Jessica Stanton, the new case worker.</b></p> <p>CP said that Jessica is very proactive and she was very positive about the provision that is in place.</p> <p><b>JK asked about attendance.</b></p> <p>CP responded that the key issues are with parents taking children out of school for holidays. Letters have been sent to all parents explaining the new DfE arrangements. Letters will also be sent from Nicki to those parents where persistence absence is an issue and meetings arranged. It should be noted however that there are parents who will take their children away sometimes for 2 or 3 weeks and are happy to accept the fine.</p> <p><b>JK: Safeguarding.</b></p> <p>JK referred to Andrew Hall who is a specialist safeguarding consultant and has produced a free handbook,</p> <p><b>CT: Acronyms</b></p>	

	<p>CT referred to the numerous acronyms that are used within education and asked where possible could they be interpreted in future HT reports.</p> <p><b>CT: Reception and Nursery numbers</b></p> <p>CT said that Reception is over subscribed. CP said that this was due to appeals from parents who were late getting their initial applications in but were agreed to by SCC. Nursery is full. Applications for September 2025 are looking positive.</p> <p><b>JK: Behaviour</b></p> <p>JK said that he understood that the previous high levels of poor behaviour had been challenging but he understood that this has now started to improve. CP agreed and said that the whole team are now more expert in handling this problem and are forging good relationships with the parents. JK said that the good working relationship between Natalie and Andrew should be celebrated.</p> <p><b>JK: SEND</b></p> <p>JK asked if the SEND numbers (53) included the 20 EHCP's. NH said that they have been included. JK reminded governors that the governments £1 million funding is not meant for EHCP's which is where NH spends most of her time.</p> <p><b>CT: Why the fixed term suspension?</b></p> <p>CP said that the school has tried very hard with this child but he needs specialist help. Meetings are ongoing between Mum and the SEND Area Team Lead.</p> <p><b>CT: Data</b></p> <p>CT said that looking at the Autumn Data, Writing still appears to be an issue and CP responded that 1 term is not long enough to make a true assessment and you must look at where children are now as most children should be working towards. Teachers will flag up any children where this is not happening. CT said that they Y6 results were very encouraging and CP agreed.</p> <p><b>SD: Why does the HT report not mention GDS as a specific group like PP?</b></p> <p>CP said that she would speak to Lucy and ask her to address this in the future. SD that she had recently undertaken a Learning Walk across school and attended a pop in session on GDS in Y4 led by Alex Hunt which had been excellent.</p> <p><b>Still a number of ongoing problems regarding the building work.</b></p> <p>CP agreed but said that Janice was working very hard trying to resolve the issues.</p> <p><b>Actions:</b>  <b>CP:</b> To ask Lucy to include GDS in next HT report</p>	
7	<p><b>FMR</b></p> <p>Seb Western had uploaded the FMR figures onto Trello prior to the meeting.</p> <p>CP said that there was currently a surplus of £87K and although the schools had lost money on Pupil Premium and Nursery funding they had received extra</p>	

	from other areas. CP said that they were still waiting to know about the SEND Support funding which Janice had not included.	
<b>8</b>	<b>SFVS</b>  Seb has confirmed that in conjunction with Janice he has completed the SFVS. CT will sign this off in due course	
<b>9</b>	<b>PAY COMMITTEE RECOMMENDATIONS</b>  These recommendations were in the Resources minutes of 15 November.	
<b>10</b>	<b>HT APPRAISAL COMMITTEE RECOMMENDATIONS</b>  <b>See Part 2</b>	
<b>11</b>	<b>SAFEGUARDING/SEND</b>  NH had uploaded a report onto Trello.  JK said he had little to add except that 3 children who are due to start have very high needs and this level of complexity is increasing across the board. NH added that fortunately specialist support is going out to schools. CT said that the school was fantastic in the provision of SEND and this should be celebrated.	
<b>12</b>	<b>POLICIES</b>  GB agreed to ratify the following policies that had been checked by individual governors: <ul style="list-style-type: none"> <li>• Allegations of Abuse (JK)</li> <li>• Disciplinary (PC)</li> <li>• E Safety (SW)</li> <li>• Equality, Diversity and Inclusion (JK)</li> <li>• Exclusions (CT)</li> <li>• Grievance Resolution (PC)</li> <li>• Supporting Children with Health Care Needs (JK)</li> </ul>	
<b>13</b>	<b>GDPR</b>  NH said that as far as she was aware there had been no GDPR incidents that needed to be reported to the GB.	
<b>14</b>	<b>GOVERNOR TRAINING</b>  No governor training had taken place since the previous meeting.	
<b>15</b>	<b>SUMMARY OF ACTIONS ARISING FROM THE MEETING</b>  <b>Item 5:</b> <b>CT:</b> Approach prospective governor <b>IW:</b> Approach the Showmen's community re governor vacancy <b>Item 6:</b> <b>CP:</b> To ask Lucy to include GDS in next HT report	

	<b>DATES OF NEXT MEETINGS</b> <b>08.15 Fri 14 February 2025</b> Curriculum and Learning <b>08.15 Fri 21 March 2025</b> Resources and Finance <b>17.00 Wed 23 April 2025 FGB Online</b> <b>08.15 Fri 23 May 2025</b> Curriculum and Learning <b>17.00 Thurs 10 July 2025</b> FGB/ Resources and Finance. This meeting will be followed by a meal for all members of the FGB	
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**SIGNED** .....

**DATE** .....