

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

Wednesday 14 January 2026

Governors

Cassie Puplett CP (Headteacher)
Sue Darney SD
James Kearns JK
Paul Cook PC

Cameron Turner CT (Chair)
Natalie Hadleigh NH
Seb Western SW

In Attendance

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

**PART 1
BUSINESS MEETING**

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from Ian Whitley.</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>GB agreed the following minutes:</p> <ul style="list-style-type: none"> • FGB Meeting 10 September 2025 • C&L Meeting 10 October 2025 • Resources Meeting 14 November 2025 	
4	<p>MATTERS ARISING</p> <p>Item 2: All gobs: Return Declaration of Interest Forms to Penny. Confirmed</p> <p>Item 5: CT/PB: Discuss constitution and report back at the next FGB. See Item 5</p> <p>Item 6: CP: Breakdown attendance figures. Confirmed, see HT report</p> <p>Item 9: PB: Place PP on January FGB. See Item 7</p> <p>Item 12:</p>	

	<p>CT: Send out staff questionnaire results to governors, respond to staff. Confirmed</p>	
<p>5</p>	<p>CHAIRS REPORT</p> <p>CT said that he is meeting up with Paul Bunyan as a potential Co-Opted governor and he will invite him to the next 2 committee meetings to give him an insight into the role. If Paul then wishes to join the GB he will be formally invited to the next FGB in April. SW mentioned that as Paul is his father-in-law he would ensure that there were no conflicts of interest. PB said that she would check with SAfE to confirm that members of the same family can sit on the GB.</p> <p>CT pointed out that the terms of office for both PC and himself were ending this term. As they are both Parent Governors it was agreed that parent elections should proceed and if 2 new parents were to be elected then CT and PC would transfer to a co-opted role.</p> <p>Actions:</p> <p>PB: Check with SAfE to ensure that members of the same family can sit on the same GB. Received the following response from SAfE There is nothing restricting this as long as the prospective governor has the skills and experience the board is seeking and governors are comfortable with this. Both would be expected to declare any interests/conflicts in the normal way.</p> <p>PB: Liaise with CP regarding Parent Elections after half term.</p>	
<p>6</p>	<p>HT REPORT</p> <p>CP had uploaded the HT report onto Trello prior to the meeting. Fire drill updates to be added.</p> <p>CP encouraged governors to look at the SDP on Trello which is concentrating on GD. OPAL (Outdoor Learning and Play) is being launched in the morning of the Inset Day on 13 April and in the afternoon staff will be discussing Ofsted. CP said that all governors would be welcome to attend. CP suggested that as the Ofsted visit is imminent she would like the topic to be placed on every agenda and also have a stand alone meeting early in the summer term to discuss the inspection. PC suggested that rather than an on-line FGB meeting on 22nd April, this should be face to face as discussions are usually more productive. This was agreed. PB to check with absent governors</p> <p>CP asked that with regards to Attendance, she would like this to be discussed at the next Resources meeting.</p> <p>AS told governors that Mary Myatt, who is an education advisor, writer and speaker had met (via Zoom) with her, Cass and Charlotte to discuss a collaboration _and said that LPS was light years ahead of others in many areas which was very encouraging. AS also announced that she has produced Blogs which are receiving lots of interest and Cass has recorded their first podcast with early excellence of continuous provision in KS1.</p>	

The GB talked about the Just Read programme that had recently been introduced at the school and SD had been into school to experience the teaching of the programme first hand and had produced the following report:

I visited school on 25/11/25 to observe Just Read in action. The scheme was initiated in the last academic year and is used for half of every term.

My thanks must go to Charlotte for her superb organisation which enabled me to undertake a deep dive into the world of Just Read.

I should like to congratulate her and the team for discovering this exciting scheme and also for their courage and tenacity in implementing it. New initiatives are often greeted with scepticism by their facilitators but the enthusiasm and commitment of everyone involved was clear to see and the subsequent learning outcomes, for the children, were just amazing- L.P.S. has done it again!

I first saw a new Year 3 pupil, who couldn't read when she came to Lingfield: she is now making amazing progress.

Next, I visited Year 1 and was astonished at the vocabulary being used by such young children.

In Year2 the methodology was fascinating to observe. It included the use of flash cards and actions for new words thus aiding both comprehension and retention. The pupils were then encouraged to use the new words in sentences which reinforces their acquisition into their own word banks.

The texts become more challenging in K.S.2,. Classics are used and also words from across the curriculum. A I is also used to produce pictures to stimulate response and in summaries.

The class teacher reads a chunk from the set text/ class reader; it has been carefully chosen and is read without interruption- a difficult task to manage as teachers have to refrain from stopping to explain. However, language skills can be taught through literature.

Pupils have engaged with the system. They appear confident in their use of a sophisticated vocabulary and, perhaps of greater importance, they appear to be thoroughly enjoying this new learning experience which is also inculcating a love of language and reading.

CP thanked SD for her detailed report.

The HT report was then discussed in detail by the GB with the following highlights:

- JK asked about Wellbeing and Personal Development of staff and was assured that these were strong areas within the school (see handbook)
- It was noted that one of the challenges the school faces is that of parental engagement with some parents coming into school regularly

	<p>with queries and concerns that were not necessarily within the school's remit and boundaries, therefore, need to be set. NH said that the school is happy to signpost parents to relevant professional agencies for support but parents must remember that the school is there as an educator. SW asked if class teachers are impacted by parents continually coming into to speak to them and NH assured him that if this were the case, the teacher would be well supported by phase groups leaders or the leadership team.</p> <ul style="list-style-type: none"> • Data was discussed in detail, and it was agreed that in future 20 minutes should be allocated to the agenda in order to fully review this area. • JK asked that as well as the whole year data it would be useful to see anonymised data of the SEND children in order that the progress of individuals could be tracked. SD added that it would be useful to also see the anonymised data for the GD children. CP agreed and explained that this more forensic look is part of the committee meetings. CP also suggested that the next C&L meeting should focus on data from the Inclusion groups. <p>Actions: PB: Attendance on next Resources agenda PB: Place Ofsted on every agenda PB: Arrange for next FGB to take place in school PB: Place data for the Inclusion Groups on next C&L agenda</p>	
7	<p>PUPIL PREMIUM</p> <p>CP confirmed that she and AS will be finalising the report by the end of the week. Place on next FGB agenda.</p> <p>Actions: PB: Place PP on next FGB agenda</p>	
8	<p>FMR</p> <p>SW said that thanks to Janice's prudent budgeting there is now a carry forward of K120 to next year. SW will give a full update at the next Resources meeting.</p>	
9	<p>SFVS</p> <p>SW confirmed that he has spoken to Janice re SFVS and will be going through the document with her before the next Resources meeting where it can be signed off prior to the 31st March deadline.</p>	
10	<p>PAY COMMITTEE RECOMMENDATIONS</p> <p>Pay Committee had met last term and were told that all staff were receiving the standard pay rises with no teachers progressing to another pay scale. This was noted by the GB.</p>	
11	<p>SAFEGUARDING, SEND, DISADVANTAGED CHILDREN</p> <p>JK had met with Andrew who had confirmed that there were no safeguarding issues to report. JK said that Andrew had undertaken FGM training.</p>	

	<p>NH said that several highly placed educators are now coming into the school to look at the SEND provision that LPS are offering and are clearly impressed. JK asked about EHCP funding as he is aware that some other schools are having problems with this. NH replied that whilst she has not had any problems with funding, but there have been more rejections. JK agreed and confirmed that criteria is getting stricter as more children are now expected to attend mainstream schools.</p> <p>SEND funding has still to be agreed by the LA.</p>	
12	<p>POLICIES</p> <p>The following policies were ratified and will be updated on the web site:</p> <ul style="list-style-type: none"> • School Fund Policy • Charging and Remissions • Data protection • Exclusions • Grievance • Separated Parents • Supporting Pupils with Medical Conditions (although JK pointed out that this one need formatting) <p>3 policies outstanding for the Spring Term</p> <ul style="list-style-type: none"> • Pay • Complaints • Disciplinary 	
13	<p>GDPR</p> <p>CP confirmed that there were no GDPR incidents to report.</p>	
15	<p>GOVERNOR TRAINING</p> <p>The following training had been undertaken since the previous FGB.</p> <ul style="list-style-type: none"> • JK: Safer Recruitment • JK: Ofsted Framework • IW: Ofsted Framework • PB: Ofsted Framework • PB: Clerks Briefing <p>Governors were reminded that governor training is offered through SAfE, The Key and Judicium.</p>	
16	<p>SUMMARY OF ACTIONS ARISING FROM THE MEETING</p> <p>Item 5: PB: Liaise with CP regarding Parent Elections after half term.</p>	

	<p>PB: Check with SAfE to ensure that members of the same family can sit on the same GB.</p> <p>Item 6:</p> <p>PB: Attendance on next Resources agenda</p> <p>PB: Place Ofsted on every agenda</p> <p>PB: Arrange for next FGB to take place in school</p> <p>PB: Place data for Inclusion Groups on next C&L agenda</p> <p>Item 7:</p> <p>PB: Place PP on next FGB agenda</p>	
	<p>MEETING DATES 2025/2026</p> <p>08.15 Fri 13 February 2026 Curriculum and Learning</p> <p>08.15 Fri 20 March 2026 Resources and Finance</p> <p>All day Monday 13 March 2026 Launch of OPAL</p> <p>17.00 Wed 22 April 2026 FGB Please note that this meeting will now be held in school</p> <p>08.15 Fri 22 May 2026 Curriculum and Learning</p> <p>17.00 Thurs 9 July 2026 FGB/ Resources and Finance. This meeting will be followed by a meal for all members of the FGB</p>	

SIGNED

DATE