

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

Wednesday 23 April 2025

## Governors

Cassie Puplett CP (Headteacher)  
Sue Darney SD  
James Kearns JK  
Natalie Hadleigh NH

Cameron Turner CT (Chair)  
Seb Western SW

## In Attendance

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

## PART 1

	TOPIC	ACTION
1	<b>APOLOGIES FOR ABSENCE</b>  Apologies received from Caroline Henry, Paul Cook, Ian Whitley	
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 15 January 2025</li> <li>C&amp;L Meeting 14 February 2025</li> <li>Resources Meeting 21 March 2025</li> </ul>	
4	<b>MATTERS ARISING FROM THE PREVIOUS MEETING</b>  <b>CT:</b> Approach prospective governor <b>c/f</b> <b>*IW:</b> Approach the Showmen's Community re governor vacancy <b>c/f</b> <b>Item 6:</b> <b>CP:</b> To ask Lucy to include GDS in next HT report <b>confirmed</b>  <b>*SD</b> asked what percentage of the school were from the Showman's Community and <b>AS</b> said that this figure fluctuated but she would find out.  <b>Actions:</b>  <b>AS:</b> How many children at the school are from the Showman's Community	

5	<p><b>CHAIRS REPORT (see also Part 2)</b></p> <p>CT told the GB that work on the school had continued over the Easter holidays and the new cabling was being installed. SW said that there were still some items of work outstanding including the heat pumps but this should be resolved in the near future. A complaint from a neighbour had been received and was being dealt with by the contractor and a meeting had also been scheduled with CP and CT.</p>	
6	<p><b>HEADTEACHERS REPORT</b></p> <p>The HT report had been circulated to governors prior to the meeting and CT suggested that governors went through the document. The following observations were made.</p> <p><b>SDP1</b></p> <ul style="list-style-type: none"> <li>• Occupational Therapy meeting went well with only minor tweaks suggested</li> <li>• Positive feedback following the Family Voice visit</li> <li>• SALT audit was also positive</li> <li>• SEND funding has been agreed</li> <li>• Met with Nicki Atkinson the SEND case officer who is very understanding of the school's needs</li> <li>• 5 referrals to Woodlands Autism Outreach</li> <li>• 4 EHCNA's submitted</li> <li>• 2 further parental EHCNA's being submitted. NH said that there has now been another layer added to the EHCNA referral service whereby a child has to be rejected at 2 other local schools before the referral can proceed</li> <li>• 5 awaiting specialist (1 secured for September)</li> <li>• 2 with Mainstream but school have said no to consultation as they need specialist provision</li> </ul> <p><b>SDP2</b></p> <ul style="list-style-type: none"> <li>• Meetings with both teachers and TA's have taken place to improve subject knowledge</li> <li>• Plans to undertake a cross-school moderation with HLP</li> </ul> <p><b>SDP3</b></p> <ul style="list-style-type: none"> <li>• AS has witnessed an improvement in concept displays within the classroom</li> </ul> <p><b>SDP4</b></p> <ul style="list-style-type: none"> <li>• Subject leaders are becoming more confident</li> <li>• Successful twilight session where all subject leaders had the opportunity to speak about their subject</li> <li>• AS intends to assess the areas where subject leaders need help</li> <li>• In line with Ofsted recommendations more RE trips are being organised</li> <li>• 337 sessions due to unauthorised absences, increase of 124 compared to spring term 2024. Increase mainly due to 4 children and fixed penalty notices were issued</li> </ul>	

	<ul style="list-style-type: none"> <li>CP said that there has been a noticeable change in issues for absenteeism since Covid with some children struggling to attend school</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>More successful Early Help referrals</li> <li>12 parents attended the Behaviour Workshop with several more requesting slides and info. A further workshop is planned for the summer term. Feedback has been positive</li> <li>JK said that it was apparent that Andrew is building good relationships with parents which has led to early interventions and his role is now more proactive rather than reactive</li> <li>There are now 70 children on the SEN register compared to 53 the previous term</li> </ul> <p><b>Data</b> Please see details of the Spring Data on Trello</p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Budget deadline has been extended to the 8 May</li> <li>Still unclear if the Sports funding or UIFSM will continue</li> </ul> <p><b>Premises</b> See Item 5</p> <p><b>Fire Drill</b></p> <ul style="list-style-type: none"> <li>Successful Fire Drill was undertaken on 26 March</li> <li>Lockdown Drill is scheduled for the summer term. SW asked what this involved and CP said that all children are expected to proceed to the main corridor where they should then sit in silence</li> </ul> <p><b>Parents Evening</b></p> <ul style="list-style-type: none"> <li>This was well attended with only a small number of families who did not attend. JK said that the school should be very proud of this level of participation as it shows good engagement with parents</li> </ul>	
<b>7</b>	<p><b>BUDGET CONFIRMATION</b></p> <p>SW said that he has arranged to see Janice where they will go through the final budget. With a view that the budget must be submitted by the 8 May, governors decided that once it has been looked at by both SW and CT, governors will be contacted and asked for approval. If necessary a Teams meeting can be arranged.</p> <p><b>Actions:</b> <b>CT/SW:</b> Arrange for budget approval by governors</p>	
<b>8</b>	<p><b>FMR</b></p> <p>Due to a technical problem there are no Year End figures as yet but February's data showed that everything was on track. SW will put figures on Trello when released.</p> <p><b>Actions:</b> <b>SW:</b> Place FMR on Trello</p>	
<b>9</b>	<p><b>SAFEGUARDING</b></p> <p>See item 6</p>	

<b>10</b>	<b>SEND/DISADVANTAGED CHILDREN</b>  See Item 6	
<b>11</b>	<b>QUESTIONNAIRES</b>  GB agreed that the annual Parent Questionnaire should be carried out by governors at the next parents evening (CP to advise dates) using the same format as last year,  Staff questionnaire will be discussed at the next C&L meeting when Ian is available.  <b>Actions:</b> <b>CP:</b> Advise GB of Parents Evening dates <b>PB:</b> Place Staff Questionnaire on next C&L agenda	
<b>12</b>	<b>GB SELF EVALUATION</b>  CT suggested that it would be helpful if there was a questionnaire that governors could use. PB said that she would source this and send to CT. Place on next FGB agenda.  <b>Actions:</b> <b>PB:</b> Source SEF for a GB and place on next FGB agenda	
<b>13</b>	<b>POLICIES</b>  CP said that in order to ensure that governors are checking the most recent policy, they should refer to the school web site and not Trello. PB to provide a list of all policies on Trello, when they are due to be checked and which governor is responsible. The following need to be checked as soon as possible. Please refer any comments/suggestions to CP.  <ul style="list-style-type: none"> <li>• Accessibility (PC/JK)</li> <li>• Attendance (CT)</li> <li>• Behaviour (CT)</li> <li>• Bereavement (IW)</li> <li>• Health and Safety (SW)</li> <li>• Intimate Care (JK)</li> <li>• RHE/PHSE (SD)</li> <li>• Safe Touch (JK)</li> <li>• SEND (JK)</li> <li>• Whistleblowing (PC)</li> </ul> <b>Actions:</b> <b>PB:</b> Provide policy list on Trello	
<b>14</b>	<b>GDPR</b>  1 parent had applied for a Subject Access Request	
<b>15</b>	<b>GOVERNOR TRAINING</b>  <b>JK:</b> Safer Recruitment	

16	<p><b>SUMMARY OF ACTIONS ARISING FROM THE MEETING</b></p> <p><b>Item 4:</b>  <b>CT:</b> Approach prospective governor  <b>IW:</b> Approach the Showmen's community re governor vacancy  <b>AS:</b> How many children at the school are members of the Showmen's Community  <b>Item 7:</b>  <b>CT/SW:</b> Arrange for budget approval by governors  <b>Item 8:</b>  <b>SW:</b> Place FMR on Trello  <b>Item 12:</b>  <b>PB:</b> Source SEF for a GB and place on next FGB agenda  <b>Item 13:</b>  <b>PB:</b> Provide policy list on Trello</p>	
	<p><b>DATES OF NEXT MEETINGS</b></p> <p><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</p>	

**SIGNED .....**

**DATE .....**