

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

Thursday 10 July 2025

Governors

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

Cameron Turner CT
Natalie Hadleigh NH
Seb Western SW

In Attendance

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

PART 1 BUSINESS MEETING

	TOPIC	ACTION																														
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Ian Whitley.																															
2	DECLARATION OF INTEREST There were no Declarations of Interests in any of the agenda items. PB asked that those governors who have not already done so, please email to her the updated Declaration of Interests for 2025/26.																															
	SATs RESULTS CP said that she and AS wanted to share with the GB the SATs results headlines which had been published earlier. Overall, the results were excellent with key stats as follows: <table border="1"><thead><tr><th></th><th>LPS</th><th>National</th><th></th><th>LPS</th><th>National</th></tr></thead><tbody><tr><td>Reading</td><td>78%</td><td>75%</td><td>GDS</td><td>45%</td><td>33%</td></tr><tr><td>Writing</td><td>74%</td><td>72%</td><td>GDS</td><td>17%</td><td>13%</td></tr><tr><td>Grammar</td><td>74%</td><td>73%</td><td>GDS</td><td>38%</td><td>30%</td></tr><tr><td>Maths</td><td>76%</td><td>74%</td><td>GDS</td><td>26%</td><td>26%</td></tr></tbody></table> The results will be discussed in detail at the C&L committee meeting next term. SD informed the GB that she had been into school on 4 June to look at GDS and she had been very impressed with how the children are being taught.		LPS	National		LPS	National	Reading	78%	75%	GDS	45%	33%	Writing	74%	72%	GDS	17%	13%	Grammar	74%	73%	GDS	38%	30%	Maths	76%	74%	GDS	26%	26%	
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3	CONSTITUTION The terms of office for both CT and PC finish in March and May 2026 respectively. Both CT and PC are parent governors and they both indicated that they would like to remain on the GB. PB to check if they have to be re-elected. 4 co-opted vacancies remain. Actions: PB: Check if parent governors have to be re-elected	
4	APPOINTMENTS FOR YEAR 2025/2026 The following appointments were agreed: <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: PC • Cyber Security: IW • Stakeholder: IW • Finance: SW • Facilities: SW • Web Site Compliancy: IW 	
5	COMMITTEES FOR YEAR 2025/2026 Pay Committee: CT, PC, IW HT Appraisal Committee: CT, JK, SW Resources Committee: CP, CT, SW, PC C&L Committee: CP, CT, SD, JK, NH, IW	
6	GOVERNORS DETAILS GB had confirmed that their details are correct and that their information can be circulated amongst governors, Schools Alliance for Excellence and GIAS.	
7	PROCEDURAL MATTERS <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: <p>‘Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity.’</p>	

	<p>5. Governors agreed to adopt the following confidentiality statement:</p> <p>‘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’.</p>	
8	<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 	
9	<p>POLICIES</p> <ul style="list-style-type: none"> • Accessibility JK • Allegations of Abuse Against Staff CT • Attendance CT • Behaviour JK • Bereavement IW • Charging and Remissions SW • Children with Health Care Needs JK • ECT SD • Educational Visits IW • First Aid PC • Grievance PC • Nursery Admissions CT • Premises Management SW • PSHE/RHE SD • Pupils With Medical Conditions JK • SEND JK • Whistleblowing PC <p>All policies except for Nursery Admissions and Premises Management, which are in draft form, had been checked by governors and subsequently ratified by the GB.</p> <p>Actions: PB: Place Nursery Admissions and Premises Management on next FGB agenda.</p>	
10	<p>ACTIONS FROM MEETING</p> <p>Item 3: PB: Check if parent governors have to be re-elected</p> <p>Item 9: PB: Place Nursery Admissions and Premises Management on next FGB agenda.</p>	

	MEETING DATES 2025/2026 GB confirmed the dates for next year's meetings. 17.00 Wed 10 September 2025 FGB 08.00 Fri 10 October 2025 Curriculum and Learning 08.00 Fri 14 November 2025 Resources and Finance 17.00 Wed 14 January 2026 FGB Online 08.00 Fri 13 February 2026 Curriculum and Learning 08.00 Fri 20 March 2026 Resources and Finance 17.00 Wed 22 April 2026 FGB Online 08.00 Fri 22 May 2026 Curriculum and Learning 17.00 Thurs 9 July 2026 FGB/ Resources and Finance. This meeting will be followed by a meal for all members of the FGB	
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SIGNED

DATE