

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

Wednesday 10 September 2025

Governors

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

Cameron Turner CT
Natalie Hadleigh NH

In Attendance

Penny Batty PB (Clerk)

PART 1 BUSINESS MEETING

	TOPIC	ACTION
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Anna Sutton, Seb Western, Ian Whitley and Paul Cook.	
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. Actions: All govs: Return Declaration of Interest Forms	
3	PREVIOUS MINUTES GB agreed the following minutes: <ul style="list-style-type: none">• C&L Meeting 23 May 2025• FGB Meeting 10 July 2025• Resources Meeting 10 July 2025	
4	MATTERS ARISING FGB Meeting Item 3: PB: Constitution of GB. See item 5 Item 9: PB: Place Nursery Admissions and Premises Management policies on next FGB agenda. See item 13 Resources Meeting Item 5:	

	<p>PC: Send questionnaire results to CP.</p> <p>PB: Place on next FGB agenda. See item 12</p>	
5	<p>CHAIRS REPORT</p> <p>Please refer to Part 2 of these minutes.</p> <p>CT and PB will discuss the constitution and report back to the GB in January.</p> <p>Actions:</p> <p>CT/PB: Discuss constitution and report back at the next FGB</p>	
6	<p>HT REPORT</p> <p>CP had placed the detailed report on Trello prior to the meeting. GB discussed the following aspects of the report:</p> <ul style="list-style-type: none"> • Disappointing turn out at the SEND coffee morning with only 1 parent attending and no responses to the questionnaire that was sent to parents. • Email received from Josanne at SALT praising NH and her team • Number of EHCP's set to hit approx 30 25/26. • Spelling was a priority on the SDP for 2024/25. Cross school moderation with Oakwood focussed on GDS which confirmed that LPS was on par or better. Spelling will continue as a focus • Connective Curriculum: Anna has continued to develop Alex Hunt in this field and Alex will now take over this lead. • 435 children on role at the end of the year. 21 children had left due mainly to relocating. • Attendance remained consistent throughout the year at around 93.5%. JK said that this is slightly better than the national average for primary schools. JK suggested that in future attendance could be broken down to include the number of SEND/EHCP children who are absent. CP agreed SD asked if there were still a number of travellers at the school which could affect attendance? CP said currently there are only a few travellers on role. Attendance will continue to be a focus with Nicki monitoring persistent absentees and meeting with the parents • CP said that she expected the next Ofsted inspection to be carried out in either the Summer or Autumn term next year. This will be carried out using the revised ratings • There are 19 children on the At Risk register whilst 1 family with complex issues has moved on • Less suspensions than last term. Only 14, down from 26 in the Spring term and 14 in Autumn. • Pupil Premium remains steady and the SLT are currently reviewing the Strategy Statement and providing more rigour around Impact and Progress • Data: Impressive results at GDS and Early Years. CP said that it is important that governors remember that with the high SEND provision at the school, attainment will never reach 100% • CP said that the SLT are working on marketing the school for its good practice and already several influential educators and writers are following the school and its progress on social media. SAfE have 	

	<p>introduced a project, Linking Local Leaders, and have invited only 20 schools to join this initiative which Lingfield is one of them.</p> <p>Actions: CP: Breakdown attendance figures</p>	
7	<p>SDP</p> <p>Full SDP is available on Trello.</p> <p>SDP1, Playful Curriculum</p> <p>CP told GB about an exciting new project that the school is pursuing, OPAL, Outdoor Play and Learning.</p> <p>OPAL's programme enables schools to provide every child with rich opportunities to be creative, collaborative and active in their outdoor play, in environments that are safe enough for 'health and safety' but challenging enough for children's ongoing development.</p> <p>OPAL will be coming into school to suggest how best to utilise the playground, field and pond areas to revolutionise the outdoor provision at lunchtimes. CP would like to extend the amount of time children play outside, as well as encouraging them to take risks, build relationships and increase exercise. 2 governors, Paul and Ian will be involved in the working party and it is hoped that the project will go 'live' in April. Click on the following link to see how St Michaels School has transformed playtimes</p> <p>https://youtu.be/cm7IfAEsql</p> <p>SDP 2 Bread and Butter, Oysters and Champagne – Writing</p> <p>This is a concept which suggests that once you get the basics (bread and butter) everything else will follow (oysters and champagne). Full details and a paper by Emma Turner, The Curriculum is a Knife and Fork, on Trello</p> <p>SDP 3 Words, Words, Words</p> <p>Charlotte Bunyan will be leading this initiative in KS2 which aims to build on what has gone before and ensuring that the child does not move on until they fully understand.</p>	
8	<p>SEF</p> <p>The SEF continues to work within the Ofsted framework and is updated as and when required.</p>	
9	<p>PUPIL PREMIUM EVALUATION</p> <p>As discussed in the HT report, this is being compiled and will be ready for the FGB in January 2026 (place on agenda). CT said that he would like to understand more of the impact and CP suggested that this was discussed at the C&L meeting in October (place on agenda)</p> <p>Actions: PB: Place PP on October C&L and January FGB</p>	

10	<p>SAFEGUARDING, SEND, DISADVANTAGED CHILDREN</p> <p>All governors must read the latest guidance in KCSiE. Keeping children safe in education - GOV.UK Once you have done so please let Penny know.</p> <p>Actions: All govs: Read KCSiE and send certificate to Penny</p>	
11	<p>FMR</p> <p>In the absence of Seb this item will be carried forward to the next Resources meeting.</p>	
12	<p>STAFF QUESTIONNAIRE RESULTS</p> <p>CP said that the results were encouraging and there did not appear to be any specific issues. CT said that she would send out the results to everyone and also respond to staff.</p> <p>Actions: CT: Send out staff questionnaire results, respond to staff</p>	
13	<p>POLICIES</p> <p>The following policies have been read by governors and amended where necessary:</p> <ul style="list-style-type: none"> • Nursery Admissions • Capability • Code of Conduct 	
14	<p>GDPR</p> <p>Confirmed that there have been no GDPR issues</p>	
15	<p>GOVERNOR TRAINING</p> <p>No training since previous meeting.</p>	
16	<p>SUMMARY OF ACTIONS ARISING FROM THE MEETING</p> <p>Item 2: All govs: Return Declaration of Interest Forms to Penny</p> <p>Item 5: CT/PB: Discuss constitution and report back at the next FGB</p> <p>Item 6: CP: Breakdown attendance figures</p> <p>Item 9: PB: Place PP on January FGB</p> <p>Item 10: All govs: Read KCSiE and send certificate to Penny</p> <p>Item 12: CT: Send out staff questionnaire results to governors, respond to staff</p>	
	<p>MEETING DATES 2025/2026</p> <p>08.15 Fri 10 October 2025 Curriculum and Learning</p> <p>08.15 Fri 24 October 2025 Pay Committee</p> <p>09.00 Fri 24 October 2925 HT Appraisal</p>	

	<p>08.15 Fri 14 November 2025 Resources and Finance 17.00 Wed 14 January 2026 FGB Online 08.15 Fri 13 February 2026 Curriculum and Learning 08.15 Fri 20 March 2026 Resources and Finance 17.00 Wed 22 April 2026 FGB Online 08.15 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</p>	
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SIGNED

DATE