



LANGSHOTT PRIMARY SCHOOL

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Headteacher Mrs SL Mackintosh BEd(hons) NPQH

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

Wednesday 15 May 2024

### Governors Present:

Jeremy Basting JB

Alex Carter AC (Chair)

Jack Groves JG

Gabrielle Hopper GH

Jo Johnson JJ

Steve Jones SJ

Sarah Mackintosh SM (Headteacher)

Jack Tavasolly-Marsh JTM

Andy Yule AY

### In Attendance:

Gemma Langdale GL (Deputy HT)

Penny Batty PB (Clerk)

## PART 1

	TOPIC	Action
1	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Harsha Kasetty due to work commitments and Kate Hayes due to her ongoing treatment. These were accepted by the GB. Annie Mundy was absent.	
2	<b>DECLARATION OF INTEREST</b>  There were no Declarations of Interests in any of the agenda items.	
3	<b>MINUTES OF PREVIOUS MEETING</b> <ul style="list-style-type: none"><li>Part 1 and Part 2 minutes from the meeting held on 17 April 2024 were agreed by the GB and signed by AC.</li><li>Minutes from the Finance Committee Meeting held on 29<sup>TH</sup> April 2024 were agreed and signed by JJ.</li></ul>	
4	<b>CURRICULUM PRESENTATION</b>  Kären Wesson (KW) joined the meeting and gave the attached Power Point Presentation to the GB.	

	<p>KW explained that she had recently completed and NPQ in Leading Literacy which aims to improve leadership skills and in turn raise the standard of literacy at Langshott school.</p> <p>KW handed out to governors a number of examples of children's independent writing from across the school.</p> <p>Following the presentation governors asked the following questions:</p> <p><b>JTM:</b> Do you have everything you need to enable you to teach the children effectively?  <b>KW:</b> She had the resources but there was never enough time in the school day.</p> <p><b>JTM:</b> What feedback do you receive from staff?  <b>KW:</b> Lots of verbal feedback. Teachers find that there is a requirement for children to return to basics e.g. the use of full stops, so a trial is being carried out in Y5 to embed the knowledge they learnt in KS1.</p> <p><b>AC:</b> Does the extended school day help?  <b>KW:</b> Only KS1 is affected by longer hours as KS2 has always worked 32.5 hours but the school is continually looking at ways to maximise time.</p> <p><b>JTM:</b> Does homework help?  <b>KW:</b> Whilst spellings are still given to the children to learn on a regular basis, homework tends to involve completing a selection of tasks that can include the family.</p> <p><b>AY:</b> Is success measured purely by the data?  <b>KW:</b> No, progress is seen in many areas but is not necessarily reflected in the data. SM said it was just as important to embed a love of reading and learning.</p> <p>AC thanked KW for her informative presentation.</p>	
<p><b>4</b></p>	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><b>Item6:</b>  <b>SM:</b> Publish diversity data. <b>Confirmed, now on website</b></p> <p><b>Item 16</b>  <b>PB:</b> Check policies. <b>See Item</b>  <b>PB:</b> Send SOAP to SM. <b>Confirmed</b></p>	
<p><b>6</b></p>	<p><b>CHAIRS UPDATE</b></p> <p>AC provided the GB with the following updates:</p> <ul style="list-style-type: none"> <li>• Nina Booker had asked AC to thank GH on her behalf for the help she had provided during SATs</li> <li>• JG had asked if the subject of academisation could be placed on Part 1 of the meeting so that he, as a staff governor, could be included. AC said that as these were only preliminary discussions they should remain in Part 2, but JG was welcome to join that part of the meeting,</li> <li>• The HLP have a meeting of Chairs and Vice Chairs on either 18<sup>th</sup> or 19<sup>th</sup> of June, AC is unable to attend. If another governor was able to take her place could they contact AC, and she would provide full details.</li> <li>• There have been calls to scrap the single phrase Ofsted judgements but this has been rejected.</li> <li>• Calls to reduce frequency of inspections but this was also rejected.</li> </ul>	

	<ul style="list-style-type: none"> <li>• School suspensions have reached record levels. 75% increase from pre pandemic levels.</li> <li>• Persistent absence is also increasing.</li> <li>• Rise in parental grievances. Schools are being offered training in how to deal with these.</li> <li>• If elected, Labour has promised to reform PE curriculum.</li> <li>• Not enough space for the additional childcare that is being implemented in September. Schools are being asked if they have any unoccupied space. Governors noted that Langshott does not.</li> <li>• MAT leaders are warning that any teacher pay rise would be unaffordable without additional funding.</li> <li>• Research is being done into the gender inequality in the education system.</li> <li>• Primary school intakes are expected to fall in the next 5 years.</li> </ul>	
<b>7</b>	<p><b>HEADTEACHERS REPORT</b></p> <ul style="list-style-type: none"> <li>• The RAAC report had now come through and she was pleased to report that there were no concerns.</li> <li>• SATs have gone smoothly. Children come into school early for breakfast and appear very relaxed.</li> </ul>	
<b>8</b>	<p><b>FINANCE</b></p> <p>JJ confirmed that the final budget for 2024/25 had been approved and signed by AC.</p>	
<b>9</b>	<p><b>WEB SITE COMPLIANCY</b></p> <p>SJ confirmed that he had checked the web site and it was currently compliant.</p>	
<b>10</b>	<p><b>GOVERNOR MONITORING</b></p> <p>Since the last meeting the following governors had been into school:</p> <ul style="list-style-type: none"> <li>• GH: Helping with SATs</li> <li>• JJ: Interviewing for SBM</li> </ul>	
<b>11</b>	<p><b>POLICIES</b></p> <p>SM said that she had sent the following policies out to be checked and they will be ratified at the next meeting:</p> <ul style="list-style-type: none"> <li>• Charging and remissions</li> <li>• Data protection &amp; privacy notices</li> <li>• Equality objectives</li> <li>• Governors' allowances</li> <li>• Pupil attendance</li> <li>• School complaints</li> <li>• School uniforms</li> <li>• Staff grievance</li> <li>• Support for pupils with medical conditions</li> </ul> <p>AY suggested that regarding both the Complaints Policy and the Staff Grievance Policy, the school should reword the Stage 4 section to make it clear that the complainant can only proceed to the Sage 4 level if they can prove that the previous</p>	

	<p>processes have not been carried out correctly. Complainants should not be allowed to bring in new evidence. It was agreed that both AY and JB should look at the policies from other schools and come up with alternative wording.</p> <p><b>Actions:</b>  <b>AY/JB:</b> Rewording of Complaints and Staff Grievance Policies.  <b>PB:</b> Place above on next agenda.</p>	
12	<p><b>GOVERNOR TRAINING</b></p> <p>Governors have undertaken the following training:</p> <ul style="list-style-type: none"> <li>• JB: Health and Welfare</li> <li>• AY: 2024 Governor Guides</li> <li>• JTM: NPQH</li> </ul>	
13	<p><b>FUTURE AGENDA ITEMS</b></p> <p>AY said that at the recent Governor Guides session, emphasis was put on cyber security and it was recommended that a governor should complete the training. JTM confirmed that he had done this. AC said that there was a document relating to Cyber Security called 10 Steps which she would forward to SM and suggested that this item was put on the next agenda to ensure the school was compliant.</p> <p>GH said that it would be good for governors to know how the Sports Funding was spent this year.</p> <p><b>Actions:</b>  <b>AC:</b> Forward document regarding Cyber Security  <b>PB:</b> Place Cyber Security on next agenda  <b>SM:</b> How was Sports Funding spent  <b>PB:</b> Place Sports Funding on next agenda</p>	
17	<p><b>MATTERS ARISING</b></p> <p><b>Item 11:</b>  <b>AY/JB:</b> Rewording of Complaints and Staff Grievance Policies.  <b>PB:</b> Place above on next agenda  <b>Item16:</b>  <b>AC:</b> Forward document regarding Cyber Security  <b>PB:</b> Place Cyber Security on next agenda  <b>SM:</b> How was Sports Funding spent  <b>PB:</b> Place Sports Funding on next agenda</p>	
	<p><b>FUTURE MEETING DATES</b></p> <ul style="list-style-type: none"> <li>• Wed 10 July 2024 FGB incl HT Report, SDP, Summer Data</li> </ul> <p><b>SCHOOL EVENT DATES</b></p> <ul style="list-style-type: none"> <li>• Week Beginning 17<sup>th</sup> June – PSHE, RSE and Science Project</li> <li>• 19 &amp; 20<sup>th</sup> June – Mindfulness Days</li> <li>• Week beginning 15<sup>th</sup> July – Health Week incorporating DT, RE, PSHE and PE</li> <li>• 19<sup>th</sup> July – Sports Day</li> </ul>	

**SIGNED** .....

**Date** .....