



LANGSHOTT PRIMARY SCHOOL

Smallfield Road, Horley

Surrey, RH6 9AU

Telephone: 01293 776341

Facsimile: 01293 821540

Email; info@langshott.surrey.sch.uk

www.langshott-surrey.sch.uk

Headteacher Mrs SL Mackintosh BEd(hons) NPQH

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

Wednesday 31 January 2024

Governors Present:

Alex Carter AC (Chair)
Jack Groves JG
Gabrielle Hopper GH
Stephen Jones SJ

Sarah Mackintosh SM
Jack Tavasolly-Marsh JTM
Andy Yule AY

In Attendance:

Gemma Langdale GL (Deputy HT)
Nina Booker NB (Asst HT)

Penny Batty PB (Clerk)

PART 1

	TOPIC	Action
1	<p>APOLOGIES FOR ABSENCE</p> <p>Due to work commitments. James Brown and Jo Johnson had offered their apologies as had Annie Mundy because of childcare issues and Kate Hayes due to her ongoing treatment. These were accepted by the GB</p>	
2	<p>DECLARATION OF INTEREST</p> <p>There were no Declarations of Interests in any of the agenda items.</p>	
3	<p>MINUTES OF PREVIOUS MEETING</p> <ul style="list-style-type: none"> • Part 1 and Part 2 minutes from the meeting held on 13 December 2023 were agreed by the GB and signed by AC. • Finance Committee minutes from the meeting held on 15 January 2024 were agreed and signed by AC. 	
4	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p>Item 4: SJ: Governor recruitment. See Item 11 JJ: Appraisal Monitoring. See Item 10</p>	

	<p>PB: Place: Governor Recruitment, School on a Page and Appraisal Monitoring on next agenda. Confirmed</p> <p>Item 8:</p> <p>GL: Comparison data for Reception summer born children. See attached</p> <p>Item 10:</p> <p>SM: Check School Fund interest. See email from SM on 28.12.2023</p> <p>Item 13:</p> <p>SJ: Arrange a statement for school web site re diversity</p>	
5	<p>CHAIRS UPDATE</p> <p>Since the previous meeting AC had been into school for catch ups and the KSNA (Key Support Needs Assessment) review. See Item 6.</p> <p>See also Part 2</p>	
6	<p>HEADTEACHERS REPORT</p> <p>The KSNA report had been circulated to governors prior to the meeting.</p> <p>SM said that there had been no surprises and it would appear that the assessor had been impressed with the school. The following 5 recommendations had been made by the assessor.</p> <p>Leaders of reading being sure that the effective teaching of phonics is leading to high predicted outcomes for end of year attainment, and if not, that in year assessment data is used to target provision (leaders could not easily report and what predicted outcomes were likely to be by the end of the year in this area). SM and the team are aware of this and appropriate advice/training is ongoing.</p> <ul style="list-style-type: none"> • Undertake half termly filtering and monitoring checks on a variety of devices in the school, reporting back to your internet provider to block sites felt inappropriate. School is currently moving to a new system so this will be reviewed. • Consider possible benefits for communication of safeguarding information to staff (and therefore developing staff knowledge of children) of using dual authenticator for staff logging into CPOMS. This has been discussed but neither the SLT nor teaching staff are keen on the idea. • During the visit the EYFS outdoor area wasn't set up to support the EYFS curriculum and to reflect continued or enhanced provision (this may of course have been unusual and a one off). The area is normally set up prior to the start of school but on this occasion the staff had been going to ask the children to help set up, so had been delayed. • FGB, and attached faculty governors in particular, to understand how the Ofsted focus for improvement is reflected in planning for the delivery and monitoring of outcomes in science and RE to support and challenge school improvement in these areas. This is ongoing having been picked up at the last Ofsted report. 	
7	<p>FINANCE</p> <p>SM informed the committee that at the recent Finance Committee meeting, the following was discussed:</p>	

	<ul style="list-style-type: none"> • Outcomes of the Pay Committee and HT Appraisal Committee findings • FMR where all questions from governors were answered satisfactorily • There has been an increase in income due to additional funding and donations. Also, energy costs have been less than expected. • Budget is currently in a good position. <p>SM said that the SFVS is due in March and the Finance Committee will be responsible for completing this. PB to circulate to committee.</p> <p>Actions: PB: Circulate SFVS to Finance Committee</p>	
8	<p>YEAR 6 MOCK RESULTS</p> <p>Attached Year 6 Mock Results had been forwarded to governors prior to the meeting. JG made the following observations:</p> <ul style="list-style-type: none"> • Results have generally improved since September especially in Greater Depth • Additional staff and interventions are clearly making a difference • January 2024 data is in line with the summer 2023 SATS results • Majority of children are interested, motivated and keen to improve • Will be able to compare school with national results by next FGM. Place Data on next agenda <p>GH asked how predictive targets compare with schools locally and SM said that they are better.</p> <p>SM said that following Covid results are gradually improving and this is backed up by Year 5 who are doing very well.</p> <p>Actions: PB: Place Data on next agenda</p>	
9	<p>ACADEMISATION</p> <p>See Part 2</p>	
10	<p>APPRAISAL MONITORING</p> <p>SM and Joe Johnson are arranging a date for this monitoring. Place on next agenda.</p> <p>Actions: PB: Place Appraisal Monitoring on next agenda</p>	
11	<p>GOVERNOR RECRUITMENT</p> <p>SJ said that there has been no response for new governors from Inspiring Governance and SM said that there had been no candidate's forthcoming for the recent Parent Governor role. GH suggested that a letter should go out to parents explaining the skill sets the GB require along with explaining that we are looking for Co-opted Governors as well as a Parent Governor if they do not want to take part in an election process. SJ agreed to research a marketing strategy for governor recruitment.</p> <p>Actions:</p>	

	SJ: Marketing strategy for governor recruitment	
12	PREMISES The attached comprehensive report which includes the H&S report had been circulated to governors prior to the meeting. GH asked if the issues highlighted during the last fire drill had been resolved and SM said that they were currently being addressed.	
13	SAFEGUARDING/SEND Attached report had been circulated to governors prior to the meeting.	
14	GOVERNOR MONITORING SM said that some governors have said that they will be coming into school this term.	
15	POLICIES AY had looked at both the Behaviour Policy and Online Safety Policy and suggested some minor amendments. SM agreed and amended the documents accordingly. Governors then agreed to ratify both the policies.	
16	GOVERNOR TRAINING AY had attended a recent Hot Topics session and had sent in a report. Following on from this, AY expressed slight concern over the school's attendance figures. SM explained that there had been several instances of chicken pox last term. The school takes attendance very seriously and will write to parents if necessary. Absence is also recorded on CPOMS which will instantly flag up any ongoing problems.	
17	FUTURE AGENDA ITEMS No additional items were to be added to the next agenda.	
18	GOVERNOR COMMENTS FROM THE MEETING NB and JG wanted to thank GH for all her invaluable help during the mock SATS week.	
19	MATTERS ARISING Item 7: PB: Circulate SFVS to Finance Committee Item 8: PB: Place Data on next agenda Item 11: SJ: Marketing strategy for governor recruitment Part 2: See minutes	
	FUTURE MEETING DATES Wed 17 April 2024 FGB incl HT report, SDP, Spring Data	

<p>Mon 29 April 2024 Finance Committee to confirm 2024/25 Budget Wed 15 May 2024 FGB incl Finance Report Wed 10 July 2024 FGB incl HT Report, SDP, Summer Data</p> <p>SM also brought the following dates to the attention of governors, which would be an opportunity to carry out monitoring visits.</p> <p>W/C Mon 05 February Computing and On-Line Safety Week Thu 07 March World Book Day (Reading and Music Project) Mon 18 March RE Project Easter</p>	
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SIGNED

Date