



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 10 July 2024

### Governors Present:

James Brown JB

Alex Carter AC (Chair)

Jack Groves JG

Gabrielle Hopper GH

Jo Johnson JJ

Harsha Kasetty HK

Steve Jones SJ

Sarah Mackintosh SM (Headteacher)

Jack Tavasolly-Marsh JTM

Andy Yule AY

### In Attendance:

Nina Booker NB (Asst HT)

Sonia Isard SI

Penny Batty PB (Clerk)

## PART 1

	TOPIC	Action
1	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Kate Hayes who is still undergoing treatment and Annie Munday who had childcare issues. These were accepted by the GB.	
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>  Part 1 and Part 2 minutes from the meeting held on 15 May 2024 were agreed by the GB and signed by AC.	
4	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <b>Item 11:</b> <b>AY/JB:</b> Rewording of Complaints and Staff Grievance Policies. <b>PB:</b> Place above on next agenda. <b>See item 13</b> <b>Item 16:</b> <b>AC:</b> Forward document regarding Cyber Security. <b>Confirmed</b> <b>PB:</b> Place Cyber Security on next agenda. <b>See Item 12</b>	

	<p><b>SM:</b> How was Sports Funding spent  <b>PB:</b> Place Sports Funding on next agenda. <b>See item 5</b></p>	
<b>5</b>	<p><b>SPORTS FUNDING PRESENTATION</b></p> <p>Siobhan Buchan (SB) and Amy Shevel (AS) joined the meeting to talk about how the school was spending the Sports Funding. SB had also produced the attached PP Presentation.</p> <p>The fund was used towards the following:</p> <ul style="list-style-type: none"> <li>• Get Set 4 PE Resource (£500)</li> <li>• Active Surrey Membership (£800)</li> <li>• Visits by 2 Olympian athletes (£1000)</li> <li>• Trained coaches delivering lessons (£200)</li> <li>• Staff uniforms to raise awareness (£300)</li> <li>• Various pieces of equipment</li> <li>• Mindfulness</li> </ul> <p>The presentation also explained the impact that the funding is having and the following stats were noted.</p> <ul style="list-style-type: none"> <li>• We have entered over 25 events this year with over 170 children attending them.</li> <li>• 61% of Year 4 children have represented Langshott this year.</li> <li>• 55% of KS2 have represented Langshott in a sporting event.</li> <li>• 3 children with EHCPs have attended sporting events.</li> <li>• Plenty of successes in local HLP events.</li> <li>• 2 children nominated and through to the final stage of trials for the Reigate and Banstead district teams.</li> <li>• 2<sup>nd</sup> place in KS2 and KS1 District sports! (£700)</li> <li>• Sports day (£400)</li> <li>• Money spent on teacher release time and to attend events as there is only 1 PE lead.</li> </ul> <p>HK said that his work involves adolescent diabetes and suggested that a member of his team could come into school and talk to the children about healthy lifestyles. AS said that this would fit in well with the Forest Schools lessons where the children grow, cook and eat their own produce.</p> <p>SI said that it should be minuted that SB gives up a lot of her free time to organise and attend after school events and this was acknowledged by the GB.</p> <p>JTM asked if the PE department required any additional funding. NB said that a running track would be useful but this is not financially viable as the school sits on a flood plain. The school is hoping, however, to have use of the Oakwood facilities once they have been completed.</p> <p>AC thanked both SB and AS for their informative presentation.</p>	
<b>6</b>	<p><b>HT REPORT</b></p> <p>The HT report had been circulated prior to the meeting. The questions and responses from SM are attached.</p>	

7	<p><b>CHAIRS REPORT</b></p> <p>AC reported on the following:</p> <ul style="list-style-type: none"> <li>• Every school is now being sent a defibrillator. SM confirmed that Langshott had already received theirs and has been installed and registered.</li> <li>• The Education Policy Institute has highlighted issues within the education system with SEND funding being the priority.</li> <li>• A study has shown that high ability children from low income families begin to fall behind in Y6. The study recommends governors look at how their school is addressing this.</li> <li>• Staff retention in academies has worsened and it is linked to physical and mental wellbeing. Governors are being encouraged to help create a healthy environment for staff.</li> <li>• There will be a governor tea party for staff at 13.30 on 23<sup>rd</sup> July which is the last day of term. Governors were asked to confirm their availability and if not available could they please provide some cakes if possible.</li> </ul>	
8	<p><b>DATA</b></p> <p>SM and SI went through the attached PPP with governors and the following points were highlighted.</p> <ul style="list-style-type: none"> <li>• KS1 and 2 Teacher Assessment Attainment, all areas have improved except Maths where it was down 1.7%</li> <li>• Writing, although improved, will continue to remain a focus next year especially in the current Y3.</li> <li>• School is looking to approach Writing differently and intends to move away from the Write Stuff.</li> <li>• Reception figures have improved from last year but there are several children in the year with severe needs but no funding.</li> <li>• Y6 results were excellent, much improved from last year. Up on the national average in all areas.</li> </ul> <p>AC asked that congratulations from the governors are passed on to the Y6 children and team.</p>	
9	<p><b>ANNUAL REVIEW</b></p> <p>AC acknowledged that it had been a difficult year due to events outside the school's control. AC thanked those governors who have helped resolve these challenges and hoped that next year governors will have more time to focus on the children.</p> <p>JB recognised the time and effort that AC had given during her first year in office as Chair. SM agreed with this and personally thanked AC for all the valued support she had provided over the year.</p> <p>JTM said that he had been impressed with the quality of questions being asked at the meetings.</p>	
10	<p><b>SAFEGUARDING</b></p> <p>NB had submitted a Safeguarding Report prior to the meeting.</p> <p>NB had met with JB and they had looked at CPOMS in detail. Next year Behaviour will be taken off CPOMS and placed onto SIMS so that parents will be able to monitor their child's behaviour at school.</p>	

	<p>A Home School Link Worker (HSLW) has been appointed who will help foster relationships between the school and vulnerable families.</p> <p>NB said that governors should be aware that at the recent District Sports event, several staff and parents had attended to help keep a watchful eye on the children. This was in contrast to other local schools who had only a small number of adults with the children.</p> <p>SM said that NB will be stepping down from her role of DSL in September and thanked her for the hard work she has carried out in this area.</p>	
<b>11</b>	<p><b>GDPR UPDATE</b></p> <p><b>See Part 2</b></p>	
<b>12</b>	<p><b>CYBER SECURITY</b></p> <p>SM had received the attached information from the schools IT provider CITL. Courses for staff are recommended and SM is looking into this as well as the possibility of insurance. SM will report back at the next meeting.</p> <p>AY asked if the system triggers an alert if a person was to use the schools IT system inappropriately, for example, to research weapons. SM said that she receives many alerts of this nature almost all of which are innocuous but take up considerable time to check. SM feels that the present system could be refined. NB said that she is looking into seeing how this can be resolved and will discussed a future meeting.</p> <p><b>Actions:</b>  <b>SM/NB:</b> Investigate Cyber Security Insurance and training courses for staff. <b>PB:</b> Place on next agenda</p>	
<b>13</b>	<p><b>POLICIES</b></p> <p>AY said that he had recently attended Complaints Training and had been advised not to reword either the Complaints or Staff Grievance policies and to keep to the DfE models.</p> <p>Attendance and Safeguarding Policies to go onto the next agenda.</p> <p><b>Actions:</b>  <b>PB:</b> Place Attendance and Safeguarding Policies on next agenda</p>	
<b>14</b>	<p><b>CONSTITUTION OF THE GB</b></p> <p>Governors noted that there were currently 2 vacancies on the GB, 1 Parent and 1 Co-Opted. The Parent Governor position will be advertised at the start of the new term. SJ confirmed his intention of remaining on the GB when his term of office expired in October 2024</p>	
<b>15</b>	<p><b>APPOINTMENTS FOR YEAR 2024/25</b></p> <p>AC suggested that she would put forward a proposal for appointments which could then be discussed at the next meeting. This was agreed.</p> <p><b>Actions:</b>  <b>PB:</b> Place Governor Appointments on next agenda</p>	

16	<p><b>EMERGENCY CONTACTS</b></p> <p>SM confirmed that the school had already submitted these to SCC</p>	
17	<p><b>GOVERNORS' DETAILS</b></p> <p>Governors confirmed that the details that are on file are correct.</p>	
18	<p><b>PROCEDURAL MATTERS</b></p> <ol style="list-style-type: none"> <li>1. Code of conduct: this was agreed and signed by the governors' present.</li> <li>2. Open or Closed Meetings: Agreed to open meetings but any visitor who wishes to attend has to approach either the Chair or Clerk in advance.</li> <li>3. Alternative Participation/Voting: Agreed to retain current arrangements which means that unless the meeting is completely on-line, governors have to be present to be able to vote.</li> <li>4. Invitation to other to attend meetings: Agreed that this can go ahead with agreed caveats.</li> <li>5. Sub Committees: Agreed that sub committees can elect their own Chair.</li> </ol>	
19	<p><b>TERMS OF REFERENCE</b></p> <p>Terms of reference for the following committees were agreed:</p> <ul style="list-style-type: none"> <li>• Pay Committee</li> <li>• HT Appraisal Committee</li> <li>• Finance Committee</li> </ul>	
20	<p><b>GOVERNOR TRAINING</b></p> <p>AC suggested that emphasis was given to training next year. GH said that the new Secretary of State for Education, Bridgette Phillipson, will be talking about her vision for education in an online address on 16 July. GH said that she would circulate details to governors.</p> <p><b>Actions:</b> <b>GH:</b> Circulate details regarding address by Education Secretary</p>	
21	<p><b>FUTURE AGENDA ITEMS</b></p> <ul style="list-style-type: none"> <li>• Academisation</li> </ul>	
22	<p><b>MATTERS ARISING</b></p> <p><b>Item 12</b> <b>SM/NB</b> Investigate Cyber Security Insurance and training courses for staff. <b>PB:</b> Place on next agenda</p> <p><b>Item 13</b> <b>PB:</b> Place Attendance and Safeguarding Policies on next agenda</p> <p><b>Item 15</b> <b>PB:</b> Place Governor Appointments on next agenda</p> <p><b>Item 20</b> <b>GH:</b> Circulate details regarding address by Education Secretary</p>	

	<p><b>MEETING DATES 2024/25 (FGB dates in bold)</b></p> <p><b>Autumn Term</b>  12.00. Mon 23 September 2024 Finance Committee (Zoom)  <b>18.00. Wed 2 October 2024 FGB incl Finance Report</b>  12.00. Mon 18 November 2024 Finance Committee (Zoom) finalise draft budget  <b>18.00. Wed 11 December 2024 FGB incl HT Report, SDP, Autumn Data</b></p> <p><b>Spring Term</b>  12.00. Mon 13 January 2025 Finance Committee  <b>18.00. Wed 29 January 2025 FGB incl Finance Report</b>  <b>18.00. Wed 2 April 2025 FGB incl HT report, SDP, Spring Data</b></p> <p><b>Summer Term</b>  12.00. Mon 28 April 2025 Finance Committee to confirm 2025/26 Budget  <b>18.00 Wed 21 May 2025 FGB incl Finance Report</b>  <b>18.00 Wed 9 July 2025 FGB incl HT Report, SDP, Summer Data</b></p>	
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**SIGNED** .....

**Date** .....