



LANGSHOTT PRIMARY SCHOOL

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

Wednesday 11 December 2024

Governors Present:

Alex Carter AC (Chair)

James Brown JB

Gabrielle Hopper GH

Jo Johnson JJ

Jack Groves JG

Sarah Mackintosh SM (Headteacher)

Jack Tavassoly-Marsh JTM

Andy Yule AY

In Attendance:

Nina Booker NB (Asst HT)

Sonia Isard SI (Deputy HT)

Penny Batty PB (Clerk)

PART 1

	TOPIC	Action
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Annie Mundy, Harsha Kasetty and Steve Jones</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 FGB on 2 October 2024 were agreed and signed by AC • Finance Committee minutes from 18 November 2024 were agreed and signed by JJ 	
4	<p>ACTIONS FROM PREVIOUS MEETING</p> <p>Item 8: SLT: Review GD priorities. See Item 8</p> <p>Item 12: SI: Report back to next FGB on CPOMS. See Item 12</p> <p>Item 15: JTM: Investigate termly governor training. See Item 19</p>	

	<p>Item 16: PB: Following to go on next agenda.</p> <ul style="list-style-type: none"> • SOAP. See Item 16 • Cyber Security. See Item 15 • Hiral to talk about the SEND provision at the school, See Item 5 	
5	<p>SEND PROVISION</p> <p>Steve Jones had submitted a SEND report following his visit into school on 26 November which had been circulated to governors.</p>	
6	<p>CHAIRS REPORT</p> <p>AC presented the following update to the GB.</p> <p>General Updates:</p> <p>On behalf of the Governors – thank you to Jack Groves was provided, noting his dedication to the school and pupils over the years, and for being a valued member of staff and a staff governor. The Governors wish Jack all the best as he moves forward with his career.</p> <p>A reminder to governors was provided that when making school visits to ensure the members of staff and Sarah have seen and agreed the report / write up before issuing out.</p> <p>The Chair has visited school a number of times since the start of school, including walkabouts of the school, and the school always remains calm and welcoming with happy children and staff.</p> <p>A request to invite Governors to donate a book instead of writing Christmas cards was made.</p> <p>Other Updates:</p> <p>Plan for Change</p> <p>The Prime Minister has outlined milestones for delivering national missions through a Plan for Change.</p> <p>The opportunity mission focuses on breaking the link between a child’s background and future success, targeting four areas: early childhood development, school achievement, skills for growth, and family security. Progress will be tracked using milestones like Early Years Foundation Stage assessments, secondary school attainment, and youth education or employment</p> <p>EPI Report</p> <p>New research by the Education Policy Institute (EPI) shows over 300,000 children were missing from education in 2023—a 41% rise since 2017. Over 50,000 pupils permanently exited the system, with minority ethnic, SEND, and disadvantaged pupils disproportionately affected.</p> <p>EPI recommends tracking reasons for pupil removals to address illegal exclusions and systemic issues. Fiona Fearon, NGA’s Head of Policy, emphasizes the need to tackle underlying disparities and focus on families’ needs.</p> <p>Parental Engagement Guide</p> <p>In partnership with Parentkind, NGA has created parental engagement guides for schools and trusts. These resources highlight the importance of parent participation, actionable steps for</p>	

	<p>schools, and monitoring strategies. Parentkind’s latest survey reveals parental perspectives on the cost of living, mental health, and education concerns like attendance and learning at home. Parental engagement guidance</p> <p>Disadvantage Gap Widens</p> <p>The Department for Education reports a widening disadvantage gap in early years development, rising from 19.9 to 20.5 percentage points. While overall development rates improved, disparities persist. NGA’s <i>Widening the Lens on Disadvantage</i> project offers toolkits to help boards address pupil needs.</p>	
7	<p>HT REPORT</p> <p>SM had distributed her report prior to the meeting. Several governors had submitted questions which she had answered and circulated to the GB. (Attached) SM asked if any of the points that had been made needed clarification.</p> <p>GH asked if there had been much uptake on the swimming pool during October half term. SM responded that there had been but in future she would ensure that the school would advertise earlier in the term so parents had time to plan. SM added that so far 98 parents had responded to her questionnaire about the pool and she had booked the pool again for Summer Term 2027.</p> <p>JTM asked about the felling of 23 trees on the premises. SM said unfortunately these trees had to be cut down due to the sodden ground and high winds that had made them unstable. Work will be carried out on 23 December 2024</p> <p>AC thanked SM for her comprehensive report.</p>	
8	<p>SDP</p> <p>SM explained that the current SDP is not entirely up to date as some assessments still needed to be carried out. SM explained that Greater Depth (GD) had not been included in this year’s SDP as the SLT agreed that the school should focus on the ‘expected’ so that children are ‘secondary school ready’.</p>	
9	<p>DATA</p> <p>AY referred to the 80% target and asked how this will be achieved and how is it tracked. SM responded that the data will be the guide. For example, Reading in Year 1 is currently 73% so there is a strong possibility that this will be over 80% by the end of the year. NB suggested that governors attended Pupil Progress meetings as this would give them an insight into the progress being made. NB also suggested that governors should discuss the figures with the Subject Leaders.</p> <p>JTM said that the key is to look at trends as these will identify what is working or not. SM told the GB that the school is moving away from Target Tracker to a new system at the end of the year. AC suggested that if possible could the new system be made governor friendly.</p>	
10	<p>FINANCE COMMITTEE REPORT</p> <p>JJ said she had nothing to add to what had already been recorded in the minutes.</p>	

11	<p>PUPIL PREMIUM STRATEGY STATEMENT</p> <p>SM said that governors had received the updated figures with the agenda and Steve Jones had looked at them in detail when he came into school recently. The figures have now been published on the web site.</p>	
12	<p>SAFEGUARDING</p> <p>SI asked the GB for their thoughts on the following Safeguarding Scenario.</p> <p>During a visit to the school a child asks if they can tell you something. They say that they don't know whether to tell someone or not as it seems silly. They say that they've seen some horrible videos online and they can't stop thinking about them and they don't know what to do. What would you do?</p> <p>AY responded with the following:</p> <ul style="list-style-type: none"> • Tell the child they are not being silly • Thank the child for telling you • Explain that what they have said does not sound right and you will talk to a staff member • Don't promise confidentiality • Report matter to DSL <p>SI explained that there had been enquiries from Childrens Services relating to 6 children in 3 families.</p> <p>Up until 8 November, 528 incidents had been reported on CPOM's but most were identified as 'no further concerns'.</p> <p>JT asked SI if she feels the need for counselling outside school, but SI assured him that she was well supported within the school environment and she has also carried out some additional training which had proved useful.</p>	
13	<p>SEND</p> <p>SM told the GB that in January there will be 11 children with EHCP's plus more children with SEND needs overall within the school. 2 more staff have been recruited for January to help with the high need children.</p> <p>SM said that unfortunately, some of our more complex children can become very dysregulated within a mainstream setting. Any child that is a major disruption to the class or is a danger to themselves or others does have to be sent home on a suspension as outlined in our Behaviour Policy.</p> <p>SM said that most of the parents of the children with very high needs are aware of the complexities surrounding that child and the limitations of Surrey being able to offer a Special School placement , thus they are happy to accept that a part-time timetable is needed and is in the childs best interests.</p> <p>SEND provision is a nationwide problem and many Headteachers are contacting their MP's about this but there is no quick fix and so far nothing constructive has been done.</p> <p>See also Part 2</p>	

14	<p>GDPR</p> <p>SM confirmed that there had been no GDPR breaches to report.</p>	
15	<p>CYBER SECURITY</p> <p>Please refer to training report from AY.</p> <p>AY said that following on from his training it would appear that the biggest risk within schools is from their own staff in inadvertently clicking on dangerous links and therefore staff training should be taking place. SM said that this has already been organised for 8 January 2025. AC suggested that following training it may be beneficial to carry out random cyber checks to ensure that the training has been embedded. SM agreed.</p>	
16	<p>SOAP</p> <p>JTM asked if SOAP was still relevant now that Ofsted has visited. JJ said that it was a useful document for new governors. AC said that she would organise a governor to take responsibility for updating SOAP.</p> <p>Actions: AC: Approach a governor to update SOAP</p>	
17	<p>POLICIES</p> <p>SM said that the Appraisal Policy and Pay Policy had been updated to reflect the Pay Committees discussion regarding the removal of Performance Related Pay. It was clarified that If a teacher is on UPS they should not expect to progress up a scale more often than every 2 years so that ‘substantial and sustained’ work could be evidenced.</p>	
18	<p>GOVERNOR REPORTS</p> <p>The following reports had been received from governors:</p> <ul style="list-style-type: none"> • HK: Health and Safety • SJ: SEND • JB: Safeguarding 	
19	<p>GOVERNOR TRAINING</p> <p>JTM said that it would appear that Strictly 4S no longer offers training. AY suggested that as the school pays into Strictly it may be pertinent to find out why training has stopped. SM agreed to do this.</p> <p>JTM suggested that if a governor sees an appropriate training session from any of the other providers i.e. Governing Matters, SAfE, National College or Click on IT, they notify governors on the WhatsApp group.</p> <p>Actions: SM: Check on the viability of continuing with Strictly 4S</p>	
20	<p>FUTURE AGENDA ITEMS</p> <p>Check political landscape for academisation.</p>	

21	<p>SUMMARY OF ACTIONS</p> <p>Item 16: AC: Approach to update SOAP</p> <p>Item 19: SM: Check on the viability of continuing with Strictly 4S</p>	
	<p>MEETING DATES 2024/25 (FGB dates in bold)</p> <p>Spring Term 12.00. Mon 13 January 2025 Finance Committee 18.00. Wed 29 January 2025 FGB incl Finance Report 18.00. Wed 2 April 2025 FGB incl HT report, SDP, Spring Data</p> <p>Summer Term 12.00. Mon 28 April 2025 Finance Committee to confirm 2025/26 Budget 18.00 Wed 21 May 2025 FGB incl Finance Report 18.00 Wed 9 July 2025 FGB incl HT Report, SDP, Summer Data</p>	

SIGNED

Date