



LANGSHOTT PRIMARY SCHOOL

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

Wednesday 9th July 2025 at 18.00

Governors Present:

Alex Carter AC (Chair)

Gabrielle Hopper GB

James Brown JB

Jess Paulsen JP

Jack Tavasolly-Marsh JTM

Sarah Mackintosh SM (Headteacher)

Andy Yule AY

Jo Johnson JJ

Steve Jones SJ

In Attendance:

Sonia Isard SI (Deputy HT)

Valentina Rosu VR (SBM)

Hiral Mehta HM (SENCo)

Alison Edney AE (new Clerk)

PART 1

Item	TOPIC	Action
	AC welcomed Jess Paulsen, the newly appointed Staff Governor, to the Governing Body. The Chair introduced Alison Edney, the new Clerk to Governors, who attended her first meeting.	
1	APOLOGIES FOR ABSENCE Apologies were received from Harsha Kasetty and Annie Munday, and were accepted by the Governing Body. However, it was agreed that the Chair will follow up with Annie Munday to discuss her recent pattern of non-attendance at meetings.	
2	DECLARATION OF INTEREST <ul style="list-style-type: none">• There were no Declarations of Interests in any of the agenda items.• Governors confirmed that they have filled in the Register of Interest form and returned it to PB	
3	PREVIOUS MINUTES Part 1 and Part 2 minutes from the meeting held on 21st May 2025 were agreed by the GB and signed by AC.	
4	ACTIONS FROM PREVIOUS MEETING 1. VR to check the NCSL platform to ensure all Governors have done the Cyber Security Training. See email from SM 23.06.2025	

	<p>2. JB/SJ: To continue working on a governor recruitment campaign. They will consult Sarah-Jane Ashworth who has offered to support with this. The governors are currently awaiting a response from her to progress further. See Item 14</p> <p>3. SM and GB To prepare questionnaires ready to send out in July. Results shared See Item 11</p> <p>4. AY to share the link to the DfE SEND Checklist. See Item 10</p>	
5	<p>HT REPORT</p> <p>The HT report had been circulated prior to the meeting. The questions and responses from SM are attached.</p>	
6	<p>CHAIRS REPORT</p> <p>The Chair extended sincere thanks to Penny for her contributions to the Governing Body and wished her all the very best for the future.</p> <p>Special thanks were also given to Nina, recognising her outstanding support and dedication to the school. The Chair noted that Nina has been an incredible asset and expressed heartfelt appreciation for all she has done, wishing her continued success in her future endeavours.</p> <p><i>Chair's Briefing – Key National Developments</i></p> <p>The Chair provided a strategic overview of key national education priorities and their relevance to Langshott Primary. Topics included:</p> <ul style="list-style-type: none"> • Ofsted Reform – Emphasis on shorter, developmental inspections and the importance of self-evaluation. • Mental Health & Well-being – National focus on pupil and staff well-being to be considered in reviewing current provision. • Teacher Recruitment & Retention – Discussion on national challenges and implications for staffing and well-being strategies. • EdTech & AI – Consideration of safe and effective use of AI in learning, with safeguarding flagged for review. • Curriculum Reform – Focus on digital skills, climate education, and ethics; potential future curriculum developments noted. • SEND Developments – Introduction of the national SEND Standards Framework and additional funding, with implications for future budgeting. • Attendance & Behaviour – Persistent absence remains a national concern; data to be monitored. • Sustainability – Discussion on the school's role in the net-zero agenda; not an immediate priority but to be kept under review. • Safeguarding (KCSIE 2025) – Governors reminded to ensure training is up to date. • Governance Expectations – Reference to the updated DfE Governance Handbook; ongoing focus on self-evaluation and training. 	
7	<p>DATA</p> <p>The Governing Body reviewed the summer data, with Year 6 results tabled at the meeting. SM had circulated the data via email prior to the meeting. The results for Year 6 were described as the strongest in recent years, and the GB acknowledged this positive outcome.</p> <p>SI highlighted the collaborative work between Reception teachers (JP and HP) and the STIPS teacher to support transition into Year 1. It was noted that Reception and Year 1 staff had agreed on pupil levels during the moderation</p>	

	<p>meeting, and that the Phonics provision continues to be a success. The current approach will be maintained next year.</p> <p>JTM enquired whether it would be possible to distinguish outcomes between pupils who have been at Langshott throughout their school journey and those who joined later. SI responded that the school is currently transitioning from Target Tracker to Sonar, as the former will no longer be supported after July. Data preservation is being prioritised, and SI invited JTM to specify any particular data he would like to see in a future report from September.</p> <p>AC expressed her appreciation for the excellent Year 6 results and extended thanks to the Year 6 team for their hard work and dedication.</p>	
8	<p>ANNUAL REVIEW</p> <p>The Governing Body reflected on its effectiveness over the past academic year, highlighting key successes and areas for further development:</p> <ul style="list-style-type: none"> • Training & Development: <p>SM noted that the recent training session was very valuable, with AC agreeing that it provided helpful insights into handling various aspects of the governor role.</p> <ul style="list-style-type: none"> • Monitoring: <p>GH enquired about the monitoring timetable. SI confirmed that she is currently working on it.</p> <ul style="list-style-type: none"> • Celebrating Success: <p>JTM highlighted the success in writing data outcomes and noted it was something worth celebrating. The GB acknowledged this achievement with thanks.</p> <ul style="list-style-type: none"> • Governor Engagement: <p>AY suggested that an area for improvement would be encouraging governors to ask more questions before meetings.</p> <p>SM confirmed that she generally receives questions from multiple governors in advance of FGB meetings, indicating active engagement.</p>	
9	<p>SAFEGUARDING REPORT</p> <p>SI reported that safeguarding remains in a strong position, with only minor issues to address. There are currently no significant concerns, and the school continues to maintain a proactive and thorough approach to safeguarding.</p>	
10	<p>SEND</p> <p>The SEND Report to Governors June 2025 was circulated to all members of the Full Governing Body in advance of the meeting.</p> <p>SJ provided positive feedback on the current SEND provision, noting an excellent classroom setup, a wide range of tools to engage pupils, and clear examples of adaptive teaching. He highlighted that the number of pupils with SEND has increased significantly, from 7 last year to 20 this year. He also</p>	

	<p>raised concern about a noticing a pupil receiving the lowest level of funding despite having clearly higher needs.</p> <p>HM confirmed that, legally, the school must fulfil the requirements of each pupil's EHCP, regardless of the level of funding received. She noted that this often involves ongoing dialogue with the local authority to secure appropriate support.</p> <p>SJ added that attendance figures are also impacted by some SEND pupils being unable to attend full-time.</p> <p>AC asked whether the budget should be reviewed to provide additional support in light of the increased workload. SM confirmed that from September, JP will take on responsibility for the new paperwork related to Reception pupils.</p> <p>GH queried whether the figure of 20 pupils includes the new intake. HM clarified that the total number will fluctuate, as Year 6 pupils leave and are replaced by new Reception pupils.</p> <p>AY commented that the current system makes it difficult for schools to deliver the level of service that pupils with SEND require. He also raised a concern that involving parents in policy development could risk creating gaps in provision. HM responded that while the school continues to follow all statutory requirements, the policy will be reviewed.</p> <p>JTM agreed and suggested removing the section of the policy that states it is developed with parents, to avoid the risk of including commitments the school may not be able to fulfil.</p>	
11	<p>QUESTIONNAIRES</p> <p>The Governing Body discussed the results of the recent parent, pupil, and staff questionnaires.</p> <p>AY gave a brief presentation on the staff questionnaire, highlighting a very positive overall outcome. Notably, one response specifically acknowledged the support provided by governors to staff, which was seen as encouraging and a motivation for governors to continue strengthening their engagement with the school.</p> <p>SM shared feedback from the pupil survey and confirmed that follow-up actions had been taken in response to comments from pupils who indicated they did not always feel safe. The school is committed to addressing these concerns and ensuring all pupils feel secure and supported.</p> <p>It was noted that the parent questionnaire received a low response rate, and the Governing Body expressed hope for improved engagement in future surveys to gain more representative feedback.</p>	
12	<p>GDPR UPDATE</p> <p>SM informed the Governing Body that no GDPR breaches have occurred during the current term</p>	
13	<p>CONSTITUTION OF THE GB</p>	

	<p>The Governing Body reviewed its current constitution and membership status. It was noted that there is currently:</p> <ul style="list-style-type: none"> • 1 vacancy for a Co-Opted Governor • 1 vacancy for a Parent Governor <p>The following governors have terms of office ending in 2025/26:</p> <p>JJ – Term ends on 01.09.2025. JJ confirmed she is happy to renew, though possibly not for a full four-year term. She will remain in post until a replacement is appointed.</p> <p>JTM – Term ends on 31.10.2025. JTM confirmed he is happy to continue.</p> <p>GH – Term ends on 11.11.2025. GH will soon be going on maternity leave, and a temporary replacement may be required during her absence.</p> <p>Based on this, the Governing Body may potentially have 2 Parent Governor vacancies and 1 Co-Opted Governor vacancy to address in the coming months.</p>	
14	<p>APPOINTMENTS FOR YEAR 2025/2026</p> <p>The Governing Body discussed appointments and planning for the upcoming academic year.</p> <ul style="list-style-type: none"> • Governor Recruitment: <p>JB and SJ will continue leading the governor recruitment campaign. They have consulted with Sarah-Jane Ashworth, who has offered her support. The governors are currently awaiting a response from her to progress the next steps.</p>	
15	<p>EMERGENCY CONTACTS</p> <p>SM confirmed that the school’s emergency contact details have been submitted to Surrey County Council as required.</p>	
16	<p>GOVERNORS’ DETAILS</p> <p>Governors to verify their contact details are correct and confirm that information can be circulated amongst all governors, the school, Strictly Education 4S, Schools Alliance for Excellence and GIAS (Get Information About Schools)</p> <p>Governors to agree that in the interest of transparency, a GB should publish on its website:</p> <ol style="list-style-type: none"> 1. The structure and remit of the governing body and any committees 2. Relevant business and pecuniary interests (as recorded in the Register of Interests) 3. Information for each governor who has held office over the past 12 months 4. Attendance at governing body and committee meetings over the last academic year 	
17	<p>PROCEDURAL MATTERS</p>	

	<p>The Governing Body reviewed and unanimously agreed to the following procedural items for the 2025/2026 academic year:</p> <ol style="list-style-type: none"> 1. Agree Code of conduct and sign 2. Agree on Open or closed meetings 3. Agree on Alternative Participation/Voting Arrangements 4. Agree to Chair being able to invite others to meetings provided all governors receive a weeks notice and that the invitation can be withdrawn if a formal objection is made by a governor to the Chair at least 24 hours before the meeting 5. Agree that sub committees can elect their own Chair and that this is documented in the Terms of Reference. <p>All governors present confirmed their agreement to the above.</p>	
18	<p>TERMS OF REFERENCE</p> <p>The Governing Body reviewed and agreed the Terms of Reference for the following committees for the 2025/2026 academic year:</p> <ul style="list-style-type: none"> • Pay Committee • Headteacher Appraisal Committee • Finance Committee <p>All governors present confirmed their agreement to the Terms of Reference as presented.</p>	
19	<p>GOVERNOR REPORTS</p> <p>AC: The Whole School Visit Report from AC had been circulated to all members in advance of the meeting.</p> <p>SJ: The SEND Report, prepared by SJ following his visit to the school, was circulated to all members in advance of the meeting and noted by the Governing Body.</p>	
20	<p>GOVERNOR TRAINING</p> <p>Governors were asked to confirm any training undertaken during the term. Reference was made to the email from SM dated 23.06.2025, regarding the NCSL platform, and governors were reminded to ensure they have completed the Cyber Security Training.</p>	
21	<p>FUTURE AGENDA ITEMS</p> <p>JTM mentioned he has completed the Oakwood analysis and is ready to share it.</p> <p>Key findings:</p> <ul style="list-style-type: none"> • English results at Oakwood were lower than average. • Pupils who performed well at Langshott continued to do well at Oakwood. • Pupils who had lower achievement at Langshott maintained similar performance levels at Oakwood. 	

	JTM also proposed contacting the two staff members who are leaving to arrange exit interviews.	
22	SUMMARY OF ACTIONS ARISING FROM THE MEETING	
	<ul style="list-style-type: none"> Add SDP to the next meeting agenda.. 	

PROPOSD FUTURE DATES		
Term 1		
Monday	7 October 2025	Finance Committee 12.00 idday (Pay Policy)
Wednesday	22nd October 2025	FGB - incl. Finance Report and Summer Term data 6pm
Monday	18th November 2025	Finance Committee to finalise draft budget 12.00
Wednesday	26th November 2025	Headteacher Appraisal Committee 5.30pm
Monday	1st December 2025	Pay Committee 12.00
Wednesday	17th December 2025	FGB - Head's Report, SDP & Autumn Term data 6pm
Term 2 (Short term)		
Monday	26th January	Finance Committee 12.00
Wednesday	11th February 2026	General FGB incl Finance Report 6pm
Term 3		
Wednesday	15th April 2026	FGB - Head's Report from Term 2 , SDP & Spring Term data 6pm
Monday	20th April 2026	Finance Committee (to confirm 25-26 budget) 12,00
Wednesday	20th May 2026	General FGB incl Finance Report 6pm
Wednesday	15th July 2026	FGB - Head's Report, SDP & Summer Term data 6pm