



LANGSHOTT PRIMARY SCHOOL

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LANGSHOTT PRIMARY SCHOOL

FULL GOVERNING BODY MEETING – WEDNESDAY 22ND OCTOBER 2025 – 18:00

Governors Present:

Alex Carter (AC) Chair	Sarah Mackintosh (SM) Headteacher
Gabrielle Hopper (GH)	Andy Yule (AY)
James Brown (JB)	Jo Johnson (JJ)
Jess Paulsen (JP)	Steve Jones (SJ)
Stacey Lewendon (SL)	Jack Tavassolly-Marsh (JTM)

In Attendance:

Sonia Isard (SI) Deputy Headteacher	Amy Shevel (AS) Assistant Headteacher
Alison Edney (AE) Clerk	

PART 1 – BUSINESS MEETING:

ITEM	ITEM	ACTION
1.	APOLOGIES FOR ABSENCE & WELCOME Harsha Kasetty – apologies were accepted. Annie Munday – resigned from the Governing Body on the 21.10.25 due to work commitments. Welcome to our new Parent Governor, Stacey Lewendon.	
2.	DECLARATON OF INTEREST There were no declaration of interests declared and all the Governors signed new Dol forms for the record.	
3.	ELECTION OF CHAIR/VICE CHAIR Governors were happy for Alex Carter to continue as Chair and for James Brown and Steve Jones to continue as Vice Chair. AY expressed his thanks for their continuing support.	
4.	PREVIOUS MINUTES Part 1 and Part 2 of the Minutes from the previous meeting held on the 9 th July 2025 were accepted and signed by AC. Please see the attached Minutes.	
5.	CHAIR'S UPDATE & CONSTITUTION OF THE GB Please see the Chair's update attached.	"Skills Audit" to be included in future Agenda items

	Comment from AY: regarding the letter from Bridget Phillipson (Education Secretary of State) issued Oct 2025 - Implications for Primary School Leadership and Governance. Inclusion is mentioned everywhere and is very much the focus of Ofsted. Comment from SM: The school is committed to attendance and is pushing hard on this. The data for this year is 96% which is better than the national figure of 93%. The Constitution was reviewed and both Jack Tavassoly-Marsh and Gabrielle Hopper agreed to extend their term to 30th October 2029 and 10th November 2029, respectively.	AC to liaise with Penny Batty regarding updating the details on GIAS for JB.
6.	GOVERNOR ROLES In light of Annie Munday's resignation and Stacey Lewendon joining, the roles were reviewed and agreed. Please see the attached Governor Roles document.	
7.	HT REPORT It has been a very successful start to the year compared to last year. The new Reception pupils have settled in well and an update is available in the School Newsletter. On the 22nd October there was an Early Years Audit undertaken by SAfE and a Finance Audit – both of which were very successful. On the 15th October, the KSNA SAfE visit was carried out which is undertaken annually and should Ofsted visit, there will be no surprises for Surrey. The report from SAfE will be available in time for the next meeting in December. SM has requested the same person visit the school next year so that there is consistency in the reporting. KSNA: (Key Support Needs Analysis) Roseanne Gumbs from SAfE visited on 15th October and was impressed with what she saw. The report has not yet been received from the school but feedback was positive and has given SLT lots of discussion points. SOAP: The SOAP report was circulated. Comment from AY: Approved the structure and the way it was presented. AY asked is the EY data drop cohort-related or is there something else going on? Answer - Absolutely cohort related in Reception. This was recognised during the EYFS audit on 22.10.25. The good PSC checks were down to a lot of work and support for the children taking it. Intervention groups, mock phonics screening checks where Helen then carried out gap analysis to work out what the children needed to work on in their intervention groups. Teachers also did extra daily phonics with specific children. Finally, Helen held parental drop in sessions for parents to ask about the PSC. Helen also sent home specific sounds for children to practise based on their mock screens. AY questioned the National 2025 figure for % Passed on the Multiplication Tables Check. It was confirmed that the figure of 21.1 was the average mark, but had been mistakenly put in the wrong column. Final national data for the MSC should be released in November. <u>School Leaders Wellbeing Charter:</u> SM advised that there is a national decline in the amount of people becoming Headteachers. Only Governing bodies can help Headteachers and School Leaders. This charter has been put together by Surrey Heads to present to Governors. SM conformed that she felt well supported by AC, she has fortnightly meetings with AC and focus on wellbeing for herself and the staff is encouraged. Comment from AY: He has read the charter and whilst it is full of nice words he feels that they are superficial and idealistic. Funding is still inadequate. The SEND support in Surrey is abysmal. The intention is admirable but action is hard however it is better than nothing. The new Caretaker has been in post since the 29th September and has already made a huge difference to the SLT.	

8.	SDP The SDP was written at the end of July/beginning of August 2025. Some amendments will be made following the KSNA and the Early Years visit from SAfE, as SM believes the SDP should be a fluid document. SM will share the SDP is updated half termly and will be shared with Governors again at the December meeting. Comment from AY: AY acknowledged that it all looks sensible to him, but asked, In the "School Context" table: • Is there any difference between "Disadvantaged", "FSM" and "PP" Our figures are the same in these categories, but for some schools they might be different depending upon the cohort e.g. armed forces pupils etc... • What is "Not SEN" Not SEN" denotes pupils who had been on SEN register at some time in the past, but are no longer on the SEN register. • Objective 3 includes a Key Action of "Hold termly progress meetings with a clear focus on target pupils, including SEND, disadvantaged, and those on the cusp of greater depth." – They certainly used to happen a few years ago (as I attended a couple), so did they stop for some reason? No they haven't stopped, but we have added them to the plan to ensure they have a high profile • In the Success Criteria for the Objectives in general, are there any hard numbers that some of the improvements can actually be measured against (e.g. "Attainment data shows upward trends in target year groups/subjects over the academic year", "fewer disruptions", "Decreased frequency of CPOMS incidents linked to low resilience")? Quantifiable data will be used wherever possible to show progress. Comment from SI: Termly staff progress meetings are always held and recorded. Comment from JTM: Holding questions on the objectives of the SDP for now because he acknowledges we wish to tweak things in the light of the two recent SAFE visits., but would like to see a more data driven report and understand the outcome the school is looking for. SM acknowledged this and assured Governors that SLT will endeavour to do this.	"SDP" to be included in future Agenda items
9.	PREMISES & HEALTH AND SAFETY REPORT • Langshott Emergency Plan – the Surrey Model has been updated and these updates are reflected in the Plan. The school has an agreement with Oakwood School that should either they or Langshott enter a lockdown, they will contact one another to update them on the situation. This will only be necessary if it is likely to affect the school. Ladybirds will be contacted separately. Ladybirds nurse already join the school for fire drills. Comment from JTM: Questioned whether the lockdown procedure has been practiced with pupils yet or just staff. SM advised that the school do not feel it necessary to practice with the pupils as, should the need arise, we are confident that the children are so compliant that they will respond to their teacher's instructions to hide. The school do not wish to scare the pupils as they may become distressed and parent complaints will undoubtedly follow. The Staff have practiced the lockdown procedure and GH recommended it be practiced again with all staff during the next INSET day. • Premises Health and Safety Report Comment from SJ: SJ asked if the Phishing simulation test will be done again, SM said two had been done so far and yes, they would continue. SM reassured SJ that the staff are getting better each time.	Lockdown procedure to be practiced with all staff during the next INSET day

10.	DATA The data report was circulated prior to the meeting and SI asked for questions. It was noted that the KS2 and Phonics data is very good, but there is a sharp decline in the Early Years data due to the cohort. AY expressed concern that there are a lot of numbers, but it is difficult to draw any useful conclusions from them. He asked what are the figures on P3 and how do they relate to those on P2? ANSWER - The data on P2 and P3 is very similar, it merely separates the children working at or above. One is combined, one is separated. Do staff actually do anything with “The Diminishing the Difference” reports? Most are based on statistically insignificant numbers and “narrowing” (green => good) often occurs because the top figure has gone down. ANSWER - Staff do not typically use the “Diminishing the Difference” reports directly, as these are primarily designed to provide governors with an overview and to prompt discussion about the progress of key groups. Our focus is on each child as an individual rather than on broad groups. Targets are set according to pupils’ starting points to ensure progress is meaningful and personalised. However, we will be reviewing this in the light of the new Ofsted framework where groups of pupils and Disadvantaged in particular will be a key focus. The key improvement to this year’s staff data pack is the inclusion of named pupils who are expected to reach age-related expectations or greater depth. A review of EYFS provision took place today conducted by SAFE. The feedback has been positive, but there are also some key actions for improvement. Congratulations were extended to the head of Early Years, JP, for all her hard work. It was noted that as our previous data management system has been withdrawn, we are now having to learn how to use SONAR. AY will liaise with SI before the next meeting to discuss SONAR and it was recommended SL attend the meeting too. SI clarified that all staff will have meetings after half term to set targets. It is a priority that all staff better understand the data and more training will be given on this. It was noted that last year’s EYFS, that achieved the very low results, (the current Y1 group) are the “covid babies” and therefore they were very behind in their behaviour and learning when they joined the school in 2023. As they progress through the school it is hoped that their academic results will improve. The Y1 pupils have more staff assisting them than any other year group as it includes three children with complex medical and behavioural needs which take up a huge amount of adult time. It was noted that parental engagement for this year’s Reception pupils has been much higher than last year’s cohort.	AY & SL to attend a meeting with SI to discuss SONAR before the next meeting in December. SI to liaise with AY and SL re dates.
11.	FINANCE COMMITTEE REPORT: please see the attached Finance Committee meeting Minutes from the meeting held on the 6th October. JJ noted the Finance Committee confirmed they were happy with Valentina Rosu’s explanations.	
12.	SAFEGUARDING/SEND The SEND policy and report was shared with the Governors and a few updates have been made. Hiral Mehta updated the policy, but SJ will have a final look at it. Safeguarding training: All the Governors apart from one has completed the training. AE will chase this Governor	AE to action

	Comment from JB: JB came to school last week to meet with SI and check on Safeguarding. He reported that it is working well and will share his report with AE. The use of AI was discussed at length and AY advised that he had read the policy and it appears well balanced and the topics well covered. SM noted that there had been no official staff training yet on AI. Staff are however are mindful of the AI tools they are using and know not to enter any personal details. SM is to liaise with CITL to see if they offer any AI training. SAFEGUARDING: 1 x pupil CIN; 1 x pupil PLAC; 1 x pupil LAC	JB to share report with AE SM to liaise with CITL
13.	POLICIES: The policies had been looked at by a Governor that had now left, so to ensure compliance, it was agreed that the following Governors would review the below policies and feedback to SM if any adjustments need to be made. • Safeguarding: JB • SEND: SJ • AI: AY • Whistleblowing: JB • Pay: this was reviewed by the Finance committee and no further action is required • Appraisal: AC • Staff Code of Conduct: it was agreed that this does not need reviewing • Pupil Premium Report: AY to review by 31.12.25 once the data has been uploaded • First Aid Policy: this was reviewed last year and changes have been made. All staff on playground duty carry a first aid kit and if the injury is serious the pupil is referred to the school office for treatment. No further review is required. • Behaviour: this was updated in April 2025 and no further action is required.	Governors to review policies
14.	GOVERNOR REPORTS JTM provided a verbal report. JB to email a copy of his visit report from last week's safeguarding visit Please see the report from AC attached. AC noted that she had a very enjoyable visit to the school recently. There were no questions from the Governors. SM will liaise with SL to arrange a visit to the school. All Governors were reminded they are welcome to visit the school any time and to liaise with SM to arrange a time.	JB to email AE his report SM to liaise with SL
15.	GOVERNOR TRAINING: Comment from SL: Dates are yet to be announced for the New Governance training. AY to locate the "Welcome to Governance" document and scan and email a copy to SL and AE.	AY to locate document and share with SL and AE
16.	FUTURE AGENDA ITEMS: • Strategic Intent • Governor Visits and Planning • SDP • Skills Audit	AY to liaise with SM AC, SM & AE to liaise
17.	SUMMARY OF ACTIONS ARISING FROM THE MEETING • Skills Audit and SDP to be included in future Agenda items • AC to liaise with Penny Batty regarding JB's details on the GIAS website	

	• Lockdown procedure to be practiced during the next INSET day • AY and SL to attend a meeting with SI re SONAR • AE to chase Harsha Kasetty regarding the safeguarding training • JB to share his Safeguarding report with AE • SM to liaise with CITL re AI training • Governors to review policies • SM to liaise with SL to arrange a visit to the school • AY to locate "Welcome to Governance" document and share with SL and AE • AY to liaise with SM re "strategic intent" • AC, SM & AE to liaise re Governor Visits and planning	Actioned 23.10.25 Completed 24.10.25
18.	FUTURE DATES: The next FGB meeting will be held on Wednesday 17th December at 6pm. JJ has offered her apologies as she is unable to attend on this date. Her apologies were accepted. Christmas lunch will be served to the pupils on the 17th December and SM invited the Governors to come to the school to help serve lunch to the pupils. A Pay Committee meeting was scheduled for the 1st December however this has been cancelled as the Pay Committee function is now obsolete with the removal of performance related pay. Any other functions of the Pay Committee will be subsumed into the Finance Committee. We will check the Terms of Reference of the Pay Committee will be checked to ensure all duties have been taken over. The Pay Policy was agreed by the Finance Committee on the 6th October 2025.	