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LANGSHOTT PRIMARY SCHOOL
FULL GOVERNING BODY MEETING – WEDNESDAY 30TH SEPTEMBER 2026 – 18:00

Governors Present:

Alex Carter (AC) Chair	Sarah Mackintosh (SM) Headteacher
Jack Tavassolly-Marsh (JTM)	Steve Jones (SJ)
Stacey Lewendon (SL)	Alistair Tickett (AT)

In Attendance:

Sonia Isard (SI) Deputy Headteacher	Belinda Ellis (BE) *(covering for Jess Paulsen)*
Alison Edney (AE) Clerk	

PART 1 – BUSINESS MEETING:

ITEM	ITEM	ACTION
1.	**APOLOGIES FOR ABSENCE**	
	James Brown, Gabrielle Hopper, Joanna Johnson, Amy Shevel notified the Clerk that they were unable to attend the meeting due to the open evening at Oakwood School. Apologies accepted. It was noted that SM will liaise with Oakwood School in advance of planning the dates for the 2027/2028 meetings to avoid future clashes. No apology was received from Harsha Kasetty Panchakashari and his absence was recorded as "did not attend, no apologies received".	**SM to liaise with Oakwood School**
2.	**DECLARATION OF INTEREST** There were no "declarations of interest". Due to there being no change in governor circumstances, new DoI forms were not completed as the record is up to date. New governor, Alistair Tickett completed a DoI and a GIAS form.	
3.	**CODE OF CONDUCT & GB CONSTITUTION** The Code of Conduct was reviewed and no changes made. All governors present signed the Code of Conduct. The GB Constitution was reviewed and all governors voted to extend the position of the Chair, Alex Carter, by a further four years. James Brown and Steve Jones will continue in their roles as Vice Chair. Alistair Tickett was formally accepted by the governors on to the governing body.	
4.	**SAFEGUARDING TRAINING** SI advised that Gabrielle Hopper, Stacey Lewendon, Jack Tavasolly-Marsh, James Brown, Amy Shevel, Joanna Johnson and Alison Edney had all completed the mandatory safeguarding training. **Action**: Governors that have not completed the training to complete the KCSIE Training.	
5.	**PREVIOUS MINUTES** The minutes from the meeting held on the 15th July 2026 were approved.	
6.	**CHAIR'S UPDATE** **Welcome & Opening Remarks**	

- Alistair Tickett was welcomed to the meeting and— Introductions round the table were provided.
- A welcome back was provided to all Governors and were thanked for their continued commitment, support and input for benefit of the school in the year ahead.
- An update on some of the new statutory duties now in force was provided as follows.

Key National Updates for Governors (Strategic Headlines)

1. Safeguarding – KCSIE 2026 now in force

KCSIE 2026 came into effect on 1 September 2026. Governors must ensure:

- Our safeguarding policy reflects the updated terminology and requirements.
- All staff have read Part One and completed training.
- Volunteers meeting new criteria have DBS checks including barred list information.
- Annual filtering & monitoring checks are completed and recorded.
- Early identification of young carers is effective.

2. Children's Wellbeing & Schools Act – major operational changes

Now statutory from September 2026:

- **Smartphones prohibited** during the school day – policy must be in place.
- **Uniform cap**: no more than three branded items.
- **Free breakfast club** required for all primary pupils.
- **Expanded Free School Meals** eligibility – annual rechecking required between 1 June and 1 October.

3. Allergy Safety – Benedict's Law (new statutory duty)

Schools must now:

- Publish a whole-school allergy safety policy.
- Name an SLT allergy lead.
- Provide allergy/anaphylaxis training for all staff.
- Stock spare adrenaline auto-injectors.
- Maintain Individual Healthcare Plans for all pupils with allergies.

4. Inclusion Strategy – deadline 31 December 2026

- Every school must publish an inclusion strategy by 31 December 2026.
- Funding from the **Inclusive Mainstream Fund** has already been released; governors must ensure it is allocated to the seven permitted spending themes. We should pick this up as part of the Finance Committee.

5. Staff Protection – bullying & harassment duties

- New DfE guidance on preventing bullying/harassment of staff.
- From October, legal duty rises to **"all reasonable steps"** and includes harassment by pupils and parents.

6. Teachers' Pay Award – budget impact

- 3.5% increase from September 2026; schools must self-fund the first 1%.
- Governors must ensure the budget reflects this pressure.

7. Ofsted Toolkit Update (not a new framework)

Inspectors will look more closely at:

- Safeguarding culture, including allergy management.
- Inclusion strategy and use of funding.
- Attendance, behaviour, bullying and mobile phone use.
- Achievement in context, especially for disadvantaged and SEND pupils.

	Local Surrey Updates **Admissions – 2028 consultation window** • If Langshott wishes to change admission arrangements for 2028, consultation must run for 6 weeks between **1 Oct 2026 – 31 Jan 2027**. **Planned Preventive Maintenance (PPM) & Compliance in School Buildings** Governors should ensure: • Any high-risk findings from statutory inspections are understood. • Remedial works have a clear plan and funding route. • PPMs are completed or scheduled. **Other Key Items for Start of Term** • **RSHE guidance**: new statutory version now in force. • **Suspensions & exclusions guidance**: updated rules already active. • **Attendance**: Management Information System (MIS) must register all pupils at the same time in both sessions – now a legal duty. • **Enrichment Framework**: schools must publicly display their enrichment offer. • **Data protection**: formal complaints process is now statutory. • **Martyn's Law**: not yet in force, but schools should identify a responsible person and draft public protection procedures. All education settings automatically fall within the Standard Tier, meaning schools must: o Designate a responsible person for terrorism protection. o Create and maintain four public protection procedures (e.g., emergency response, evacuation, communication). o Ensure staff have basic awareness training. o Conduct proportionate risk assessments and preparedness planning. o These duties are not yet enforceable but expected to come into force in spring 2027, giving schools this academic year to prepare. **Comment from SM:** The allergy policy was shared with the governors and following suggestions from both HK and AC the policy has been updated. SM will upload the policy to the school website shortly. **Comment from SM:** £17,000 from the Inclusive Mainstream fund has been received by the school.	
7.	**GOVERNOR ROLES** The governor roles were discussed and agreed and the new document outlining everyone's roles will be shared in due course. Plans are in place to recruit a new LA Governor to replace Andrew Yule.	
8.	**HEADTEACHER REPORT** **Start of Term and Staff Development** The start of term INSET was very successful. All mandatory safeguarding and health and safety training was completed, and staff were given the opportunity to contribute to the School Development Plan. As a result of this collaborative approach, the SDP was revised significantly to reflect staff input and priorities. There has been a strong focus this term on active learning, outdoor learning, and revisiting Rosenshine's Principles of Instruction. This has been well received and has already had a positive impact on classroom practice. This week SLT started lesson observations and we have seen some excellent work.	

	Reception Update Reception pupils have settled well into school life. **Data** We received the initial data during the summer term and are currently awaiting the revised figures. Once these have been received, a more detailed analysis will be undertaken and shared. The Key Stage 2 SATs analysis based on provisional outcomes 14.9.26 can be viewed in Appendix I. On the 29th September an email from Surrey County Council was sent to all staff to inform them of the TUPE. All staff will be moving to the new East Surrey Council. In reality there are no changes and there is no alternative as Surrey will cease to exist. **Comment from JTM:** Recommended that staff check their contract to ensure their length of service is correct and has not been affected. **SEF & SOAP:** The updated document was circulated to governors together with the SOAP. Adjustments to the Y6 data are pending and the documents will be updated thereafter. 408 children are on roll as at the 1st October 2026.	
9.	**SDP** The SDP has changed significantly following the staff inset day and the updated SDP will be shared with governors in due course. **Comments from AC**: In relation to Safeguarding & statutory compliance, given the major 2026 changes (KCSIE, allergy safety, bullying/harassment, inclusion strategy, breakfast club duty), the school may want to consider a short objective or sub-action ensuring: • governors monitor compliance • leaders implement new statutory duties • policies are updated and embedded In relation to Digital strategy / technology infrastructure, the Maintained Schools Governance Guide (2026) introduced six digital standards to be met by 2030. It was suggested the school could consider when would be an appropriate time to bring this in. **SM** noted that it may be a bit early to build this into the SDP at the moment, but will keep up to speed with any developments. **Comment:** AC is to liaise with SM regarding the Safeguarding and Statutory compliance update.	**AC to liaise with SM**
10.	**DATA** SM apologised for not sharing the report with the governors earlier – this was an oversight on her behalf. The data was reviewed but, due to awaiting remarks, the figures will change. The data is to be celebrated as reading has increased by 1.6% which improves the overall combined score. Current data is looking positive, with average scaled scores of 106.25 in Reading, 101.10 in Writing, and 105.10 in Mathematics (with 100 being the expected standard for pupils). Average progress scores are currently 2.534 in Reading, 1.715 in Writing, and 2.217 in Mathematics, with any score above 0 indicating positive progress. In addition, one paper that was submitted for remarking resulted in an increase from WTS (Working Towards the Expected Standard) to EXS (Working at the Expected Standard). Furthermore, a pupil who joined the school in Year 5 and will be disapplied from the data set is expected to have a positive impact on the school's overall outcomes.	

	SI commented that she had attended an Ofsted course last week and recommended governors view the IDSR. **Comment from JTM:** There is training available for governors. When Ofsted view the IDSR it is worth mentioning that five children joined the school in Y6 and, given their SEND requirements, this will have an effect on the data. The Surrey average is not available to date. SI will share the final data in November/December.	
11.	**OFSTED PREPARATION** Governors were reminded that when the Ofsted call is received, where possible they should attend the school. During the previous inspection JTM and JJ were present. An Ofsted "grab pack" will be prepared for the governors to collect at the school. AC and SM are working together to ensure the relevant information is included.	**SM & AC to prepare pack**
12.	**FINANCE COMMITTEE REPORT** The July and August reports were shared with the governors by Valentina during the summer. There is no cause for concern. The October Finance meeting has ben cancelled due to the delay with the Surrey Pay Policy and therefore the next Finance meeting will take place on Monday 16th November at 12pm.	
13.	**SAFEGUARDING** All school staff have completed the safeguarding training. It has been a busy summer for safeguarding and one of the biggest areas seen is parental conflict. Safeguarding is strong at the school and every incident is recorded on CPOMS. JB will meet with SI in due course.	
14.	**GOVERNOR TRAINING** This is to become a rolling agenda item and AC thanked JTM and SL for updating the training log. All governors are reminded to update the log as soon as possible. **Comment from SI:** SAfE offer in house training and AE has liaised with SAfE to organise either in-house or online training.	**Governors to update training log**
15.	**POLICIES** The policies were reviewed and agreed. Linked to to the Allergy policy it is recorded that SI is the EVC, Any child on a school trip that has an allergy is assigned to a teacher and not a parent/volunteer. The teacher is provided with a Risk Assessment which details the allergy – this is not shared with parent/volunteer helpers.	
16.	**FUTURE AGENDA ITEMS** • Governor training • IDSR	
17.	**SUMMARY OF ACTIONS ARISING FROM THE MEETING:** • SM to liaise with Oakwood school prior to arranging the FGB meetings for 2027/2028. • AC to liaise with SM regarding Safeguarding and Statutory compliance in line with the SDP • IDSR to be discussed at the next meeting • Governor training to become a rolling agenda item	