



LARKFIELDS GOVERNORS MEETING MINUTES SPRING 1

Date of meeting: Wednesday 4TH February 2026

Time of meeting: 6.15pm

Location: Larkfields Infant School

George Marshall (chair)
 Nichola Irwin (HT)
 Sarah Baryayanga (community gov)
 Carly Allen (community gov) A
 Janet Wilson (community gov)
 Mark Antropik (parent)
 Helena Tooth (staff gov)
 Laura Radford (vice Chair)
 Natalie Smith (community gov)
 Abi Todhunter (parent gov)

Minute taker – Laura Harvey

	AGENDA ITEMS	LEAD	DOCUMENTS
1.	<p>Apologies for Absence</p> <p>Carly – Travelling to Ruddington for other duties. These will be accepted for the next 3 meetings. Governors accepted and agreed this.</p>	CHAIR	
2.	<p>Declaration of interest</p> <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p>	CHAIR	
3.	<p>Approval of minutes from last meeting, matters arising and review of action tracker</p> <p>Minutes were approved by governors</p> <p>Matters arising – Teams site. Does everyone have access to this. Governors confirmed yes, they do.</p> <p>Action tracker – Chair has shared this within the teams site. This is a working document.</p> <p>The nest – the current situation is that the 1 member of staff is employed by lime tree and they are running the back office and admin. The other staff remain employed by Larkfields. We are working with the trust on this and awaiting a decision.</p>	ALL	Action tracker

	<p>Item in confidential minutes</p> <p>Chair has sent the code of conduct to all new governors via teams, this need signing as soon as possible.</p>		
4.	<p>Autumn Term headteachers report To include monitor progress and attainment data</p> <p>HT report has been shared prior to the meeting. Chair asks why is oracy currently rated as amber. HT explains this is due to some paperwork (progression framework) being outstanding. Chair asks persistent absences on FSM, why is this? HT confirms this is SEN pupils and this will come down. Chair states that maths prediction for year 1 are looking good. HT confirms this is from mastering maths.</p> <p>Safeguarding – online safety, what incidents are these. HT explained what these are and that they are low level. Chair queries - There seems to be more incidents, why is this, have we had more incidents or have we just got better at logging these. HT confirms we have had more injuries to staff and havet got better at logging these.</p> <p>No further questions or concerns were raised.</p>	NI	HT report
5.	<p>Accident Report (summer term)</p> <p>Figures were shared from a random week and the figures appeared quite normal. Governors raised no questions or concerns regarding this.</p>	NI	Accident data
6.	<p>Maintenance plan</p> <p>Maintenance plan was shared. The report shows a few items which are overdue however these have been noted by the chair and the office. Governors raised no questions or concerns regarding this.</p>	NI/SB	Maintenance plan
7.	<p>Admissions – approve ranking if applicable</p> <p>HT confirmed ranking will be done after February half term. Numbers for 2026 are showing as down currently.</p> <p>Chair would like an action putting in a summer agenda to have a sort of marketing strategy within the governors.</p>	MA	
8.	<p>Staff wellbeing – survey</p> <p>Trust wellbeing survey shared. The survey showed a few struggles within the TA team. HT thinks this is down to the role being misunderstood. Chair asks workload around SEN, is this still a struggle. HT confirms this is potentially easing due to a school leaver. HT is working through the actions from the survey. Governor confirms that the new timetable is working well within the TA’s and giving them guidance on where they should be and what they should be doing.</p>	All	Survey Data

	Governors raised no further questions or concerns regarding this.		
9.	<p>Health and safety Agreed lines of enquiry focus – lockdown procedures and school vulnerability to include impact of new legislation</p> <p>Health and safety report was shared. Most previous issues have been resolved. The electric gates are still an issue; this is still being looked into. The boiler still needs to be replaced; this is hopefully happening in the summer.</p> <p>Chair asks the current situation with the gate not working. HT confirms we are manually locking this.</p> <p>Governors raised no further questions or concerns regarding this.</p>	SB	Monitoring report
10.	<p>Pupil Premium funding Agreed lines of enquiry focus</p> <p>Pupil premium report shared. Pupil premium can be a struggle within an infant school due to UIFSM.</p> <p>Governors raised no questions or concerns regarding this.</p>	SB	Monitoring report
11.	<p>Safeguarding - To include:</p> <ul style="list-style-type: none"> - Review of safeguarding audit – NCC safeguarding spreadsheet. This is a very large document which will be reviewed annually. By doing this this has highlight a lot of things that we are doing good. We have a few partly met, these areas were training that was due for renewal and not having a safeguarding email address. - NSCP information for governors – Governors have all been made aware of this. This information has been shared within the teams site. - Monitoring report: agreed lines of enquiry focus: Rolling topics 1- to include staff training, preparedness and confidence for digital and online issues – Rolling topic document was shared. Training records can be found on every. Chair has seen an Every report which shows that most people are up to date with the training. Chair spoke to Larkfields staff regarding the safeguarding training. The staff felt that the training was good and covered areas. Governor states the use of online games/messages are becoming more and more common and these are discussed within the staff team during briefings and the staff room. <p>Misuse of AI against staff – Chair Is this a briefing concern. HT confirm EMET are looking at AI. HT can talk</p>	GM	Monitoring report

	<p>to staff to make staff aware of the implication of putting photos etc on social media.</p> <p>Governors raised no questions or concerns regarding this.</p>		
12.	<p>School Development Plan Agreed lines of enquiry focus: progress for disadvantaged groups</p> <p>This was really positive; no child can fall through the net. Every child has an action plan and the staff knows that child. There was no action given as the staff are doing great.</p> <p>Chair asks – identifying the barriers, do you feel like the barriers are different for a disadvantaged child to others. HT confirms no, disadvantage children have multiple barriers compared to peers but similar barriers</p> <p>Governors raised no further questions or concerns regarding this.</p>	LR/AT/NS	Monitoring report
13.	<p>Curriculum Agreed lines of enquiry focus: computing – including new curriculum and guidance</p> <p>Governor shared the report. This was a very in-depth report which showed many items including short and medium term plans that the children need to be developing, how these things learnt are being recorded and when they are recorded. The report also showed how all the children were involved in computers. The key challenge in this is the resources within school however this been discussed with the HT.</p> <p>Governors raised no questions or concerns regarding this.</p>	LR/AT	Monitoring report
14.	<p>Behaviour Agreed lines of enquiry focus: low level behaviour – staff management and pupil perception</p> <p>Behaviour report was shared. The report was written after talking with 15 children across all the year groups. The report showed some very lovely answers across all the year groups. This report shows a great understanding of the children that some SEN children about the behaviour where it says children understand its not bad behaviour.</p> <p>HT asks did you get the sense that the children felt safe. Governor confirmed yes, they did feel safe and they know what was and know the boundaries</p> <p>Governors raised no further questions or concerns regarding this.</p>	JW	Monitoring report

15.	<p>Sustainability Agreed lines of enquiry focus: action plan review</p> <p>There is a climate action plan, a copy can be found in the governor site.</p> <p>Governors felt assured by the progress being made.</p>	GM	Monitoring report
16.	<p>Policies to approve</p> <ul style="list-style-type: none"> - English – moved spring 2 - EYFS – Governors have approved this policy. - Antibullying – Governors have approved this policy. 	Chair	
17.	<p>Discussion of Lol for spring 2</p> <ul style="list-style-type: none"> - Safeguarding (GM) – Continue work on rolling topics around student education and awareness, online and inclusive access. - Charging and remissions (SB) lettings policy and lime trees. - HT appraisal (update) (GM, HT and LR) - SEND (AT) monitor the concern level, how we support the lower-level need. - Standards of teaching (NS) inclusive section of SEF. - Website (NS) continue with website and review statutory obligations on website. <p>Item to move to Spring 2</p> <p>Policies to approve – English</p>	Chair	
18.	<p>Determine confidentiality of business</p> <p>See confidential minutes</p>	HT	
19.	<p>AOB</p> <p>A post meeting email was circulated by the chair proposing to co-opt Laura Radford as a Community Governor for a further 4 year term</p>	ALL	
20.	<p>Remaining schedules meetings for 25/26 (6:15PM) 18th March 26 13th May 26 15th July 26</p>		

Meeting closed at 20.09