

LARKFIELDS GOVERNORS MINUTES AUTUMN 2



Date of meeting: Wednesday 3rd December 2025
Time of meeting: 6.15pm
Location: Larkfields Infant School

Present
 George Marshall
 Laura Radford
 Janet Wilson
 Nicola Irwin
 Helena Tooth
 Natalie Smith
 Abi Todhunter
 Mark Antropik
 Carly Allen

	AGENDA ITEMS	
1.	<p>Apologies for Absence Sarah Baryayanga- <i>accepted</i></p> <p><i>Abi Todhunter was welcomed to her first meeting of the governing body as a parent governor.</i> <i>Helena Tooth has been reconfirmed as staff governor for a further 4 year term</i></p>	
2.	<p>Declaration of interest Headteacher- <i>Headteacher Appraisal item</i></p>	
3.	<p>Approval of minutes from last meeting and matters arising:</p> <ul style="list-style-type: none"> - Governor recruitment- NI to write to Kimberley School-<i>done but no interest.</i> - Governor training inc. KCSIE P1- <i>governors reminded this is on EVERY</i> - Letter to LJS <i>still awaiting a meeting with the Head and the COG of LJS, this to be arranged in the new calendar year</i> - Use of MSTeams <i>governors are having issues accessing this. GM is in discussion with the Trust around these issues and moving Teams to our system. Action – GM to follow up</i> - Safeguarding monitoring <i>awaiting a response from the trust. Also see safeguarding item later.</i> <p>NI provided an update on the Nest, which will be ‘The Nest, run by Limetree’s’ from January. The focus will be on maintain the ethos of the current provision with Limetrees providing much needed admin support and a lead playworker.</p> <p>NI updated on staffing plans in view of Edwina Bamford’s departure, with Beth Robertson to teach Woodpeckers full time form January. This will provide excellent continuity for these children.</p>	
4.	<p>School Self Evaluation Framework</p> <p><i>New Ofsted Framework explained, discussion about EY and Inclusion tab. This is a new framework in the process of being populated. It was agreed that governors will focus on 1-2 areas when reviewing in subsequent meetings to provide meaningful review.</i></p>	

	<p><i>GM highlighted that this document also provides a useful framework for lines of enquiry for monitoring visits on these topics.</i></p>	
5.	<p>Monitor expenditure against the budget plan and annual accounts.</p> <p>Monitor inventories and assets (including disposals)</p> <p><i>Budget is better than appears, discussed reasons why relating to ongoing efforts to save costs where possible and taking action as early as possible. The short term outlook for this year is better than expected, however significant medium term challenges remain.</i></p> <p><i>Discussed the projected numbers for next year based on current applications and implications for budget and staffing. Final numbers will not be known until the new calendar year.</i></p> <p><i>The assets for disposal list was shared for information, relating to old furniture and very old IT equipment.</i></p>	
6.	<p>Safeguarding</p> <p>Agreed lines of enquiry focus: Single central record monitoring and QA of new self assessment.</p> <p>GM carried out a monitoring visit with Natalie Cochrane (SCR) and NI. <i>GM Feedback about the SCR record and the risk assessments in place for gaps where longstanding members of staff, such as 2 references. The schools approach to updating the SCR is robust and is assisted by the trusts HR team where required.</i></p> <p><i>SG Audit to new framwework</i> <i>A few minor administrative actions were identified by this process which are being addressed.</i> <i>ACTION- NI to circulate documentation around NSCP pathways for governors awareness.</i></p> <p><i>The Governing body looked at the SG monitoring timetable, governors agreed to continue with this format and to include SCR monitoring regularly. GM has updated the safeguarding monitoring framework to reflect this.</i></p>	
7.	<p>HT Annual Appraisal.</p> <p>Focus as per agreed objectives. GM and LR updated on the appraisal which was held in October.</p> <p><i>Explanation of the three objectives from last year.</i> <i>Objective 1- Curriculum redesign - Mostly met and expanded significantly in scope</i> <i>Objective 2- School office strategy - Met</i> <i>Objective 3- Trauma informed schooling - Met and exceeded</i></p> <p><i>Current Year agreed objectives</i> <i>Objective 1 Attainment ELG, PSC and YEAR 2 in line with national figures</i> <i>Objective 2 Budget</i> <i>Objective 3 Distributed Leadership</i></p>	
8.	<p>Admissions arrangements</p> <p>Agreed lines of enquiry focus: Compliance with statutory requirements and management of oversubscription and waiting lists</p>	

	<p><i>MA Confirmed that admission arrangements are clear on the website and the school has robust systems and follows the arrangements outline in the policy and guidance. Discussion around the criteria for admission. The policy has been unchanged for a number of years.</i></p> <p><i>Consultation period is coming up in 2027, which will be the same for all local schools who previously consulted simultaneously.</i></p>	
9.	<p>SEND Agreed lines of enquiry focus: Identification of SEND and a graduated response, including new emerging needs</p> <p><i>CA presented a comprehensive report based on a visit with the Schools SENCO. Discussion about early identification and the systems involves, interventions, use of TA's, and adaptive teaching.</i></p> <p><i>Governors would like to seek clarification of how many children are on each of the SEN categories and clarification of the progress for children on monitored and concerned, what support is offered, what is the general barriers for them. Action- Granularity of data to be added to the SEN annual review.</i></p>	
10.	<p>Standards of Teaching Agreed lines of enquiry focus: Curriculum redesign and effectiveness of curriculum leadership</p> <p><i>LR feedback that adaptive teaching is strengthening, recent lesson observations showed an improvement in varying pedagogic practice and improving engagement.</i></p> <p><i>LR feedback about teacher confidence at teaching foundation subjects and how subject leads are supporting subject knowledge.</i></p> <p><i>Governors queried which subjects areas focusing on this year- Music and PSHE</i></p> <p><i>Discussion on changes to PSHE and RSE curriculum to reflect new guidance.</i></p> <p><i>Governors asked that parents get informed of any up and coming changes to the RSE curriculum. NI informed that this is a requirement and would be done.</i></p>	
11.	<p>School visits Agreed lines of enquiry: Relevance to redesigned curriculum</p> <p><i>GM feedback around school trips and how the school enables all pupils to attend. GM shared concerns around how stretched the school is in supporting inclusion. Governors discussed inclusion and exclusion of pupils around extra-curricular activities. Governors asked can parents of SEN children support, NI confirmed this happens in some cases but is not always possible.</i></p> <p><i>GM feedback around costs, and the measures school take to reduce costs for parents and the School. This is particularly important in view of the importance of voluntary contributions for activities to run. Governors agreed the School is taking what measures it reasonably can to minimise costs.</i></p>	
12.	<p>Policies to approve:</p> <p>Marking and feedback policy <i>Governors Approved- one typing error to change.</i></p>	<p><i>Statutory Policy Ratification & other Annual tasks</i></p>

13.	<p>Discussion of Lol for Spring 1 <i>Headteacher report</i> <i>Attendance Data Reviewed for Autumn 1</i> <i>H&S – Lockdown procedures and school vulnerability. GM to ask SB to conduct PP Plan</i> <i>SG- Staff Training and Online Safety Training, how confident staff feel in responding to online issues. (GM)</i> <i>SDP- focus on the progress of disadvantaged groups (LR/AT/NS)</i> <i>Staff Wellbeing- Share The Trust Report for further discussion and follow up</i> <i>Curriculum- PSHE (LR/AT)</i> <i>Behaviour- low level behaviour, how staff are coping with this and how children perceive it. (JW)</i> <i>Sustainability- look at the action plan (GM)</i></p>	
14.	<p>Determine confidentiality of business <i>None</i></p>	
15.	<p>AOB <i>Website looks good but some typos - Natalie Smith to audit the website. Governors acknowledged the hard work it has taken to set up the new website and felt it was much easier to find information.</i> <i>New CEO- Paul Smith</i> <i>Create an action tracker so we keep track of on going actions from the minutes- GM to create</i></p>	
16.	<p>Remaining schedules meetings for 25/26 (6:15PM) 4th February 26 18th March 26 13th May 26 15th July 26</p>	