



LARKFIELDS GOVERNORS MEETING MINUTES SPRING 1

Date of meeting: Wednesday 18th March 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) A

Helena Tooth (staff gov)

Laura Radford (vice Chair) A

Natalie Smith (community gov)

Abi Todhunter (parent gov) A

Minute taker – Laura Harvey

	AGENDA ITEMS	LEAD	DOCUMENTS
1.	<p>Apologies for absence</p> <p>Apologies were received and accepted from Abi, Carly and Laura. Mark was absent and had not sent apologies in advance.</p>	CHAIR	
2.	<p>Declaration of interest</p> <p>Head teacher's appraisal update.</p>	CHAIR	
3.	<p>Approval of minutes from last meeting – Spring 1 minutes accepted. Minutes from additional meeting via teams accepted. Extension of Laura's term agreed by email following meeting, governors are happy with this. Governors have also approved by email with a majority vote the separated parents policy.</p> <p>Matters arising and review of action tracker – The Nest – A letter has gone out to our parents explaining the current situation with The Nest/Lime trees. Procurement/central team would like tenders from 3 providers for this to be presented to the board. Chair would like to propose that if the board push back on this being provided from an outside provision then we meet again to discuss this. Chair asked what is happening with Tracey. HT confirms the situation with Tracey is unclear at the moment. No further questions were raised</p>	ALL	ACTION TRACKER

	<p>Office restructure – see confidential minutes</p> <p>The action tracker was reviewed and no questions or concerns were raised.</p> <p>No questions were raised.</p>		
4.	<p>Inset Days agreement</p> <p>6 inset days 26/27.</p> <p>01/09/26 – Administrator day.</p> <p>02/09/26 – School priorities/compliance day.</p> <p>09/10/26 – EMET conference.</p> <p>08/01/27 – first aid inset day</p> <p>22/02/27 – Ofsted training</p> <p>07/06/27 – Long term planning</p> <p>HT is awaiting feedback from Larkfields Junior governors regarding this.</p> <p>Chair confirms that these should be confirmed in agreement with Larkfields Juniors.</p> <p>Governors have approved these in principle.</p> <p>No questions or concerns were raised on this.</p>	NI	INSET DAY PROPOSAL
5.	<p>Monitor budget against expenditure plan</p> <p>Monitoring against the budget is difficult as we are working against RF1, due a new budget system we have not been provided with RF2.</p> <p>Also see confidential minutes</p> <p>Governors asks – reception numbers, how are we looking, have they gone up. HT confirms that these have not gone up, HT will report back after National Offer Day.</p> <p>No further questions or concerns were raised on this.</p>	NI/SB	BUDGET SUMMARY
6.	<p>Consider the disapplication of pupils from statutory testing (if required)</p> <p>No children to disapply for phonics testing.</p> <p>No questions or concerns were raised on this.</p>	NI	
7.	<p>Admissions – approve ranking (if required)</p> <p>HT confirms that ranking have been done for September intake. 40 first choices.</p> <p>No questions or concerns were raised on this.</p>	MA	
8.	<p>Governor development plan</p> <p>Chair shared the document. Document has been updated and expanded by the chair.</p> <p>Chair would like the planner to be reviewed and brought in line with the SEF. Chair will draft a document for this and bring this to the next meeting.</p> <p>No questions or concerns were raised on this.</p>	GM	GOVERNOR DEVELOPMENT PLAN
9.	<p>Staffing update 26/27 – Teaching assistants</p> <p>See confidential</p> <p>No questions or concerns were raised on this.</p>	NI	

10.	<p>Charging and remissions Agreed lines of enquiry focus: - Relationship with Lime Trees for The Nest To be moved to another meeting item – perhaps autumn 1.</p>	SB	MONITORING REPORT (SB)
11.	<p>SEND Agreed lines of enquiry focus: - provision for children with To be moved to Summer 1</p>	AT	MONITORING REPORT (AT)
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Prevent annual review – Document was shared. Many items on this document are aimed at older children rather than an infant school. Chair confirmed that staff are aware of their roles within this. No questions or concerns were raised on this. • SCR review – SCR review was completed by a random audit check from the Chair. Chair is happy to report everything is in place. No questions or concerns were raised on this. • Monitoring report: Agreed lines of enquiry focus: Rolling topics 2- to include student voice on education and awareness, online safety and inclusive practises – Chair shared report on this and discussed his findings from talking to pupils. Yr 2 showed to have a good understanding of online safety. Chair and HT have discussed how to get this knowledge to everyone and how to apply this with a household. Information regarding online safety has been shared within newsletters. Chair was pleased to see what the children were being taught has clearly ‘sunk in’ and is working. No questions or concerns were raised on this. 	GM	MONITORING REPORT (GM)
13.	<p>Disadvantaged children - Agreed lines of enquiry focus: Development of disadvantaged children governor role. To include review of inclusion section of School Evaluation Framework NS shared the report and findings – To review the Inclusion section of the School Self-Evaluation Form (SEF). NS report found that Larkfields Infants shows a genuine commitment to these children and can identify the children and how to support them effectively. Time is sometimes a barrier for interventions however Larkfields do try and do all they can to make sure everything is done to support children that can fall through the cracks. The role of link governor – NS has found areas to explore during school visits for first 12/24 months (aim to consider one topic per half term whilst link governor role is being established) Chair has indicated that this can be discussed as part of the annual planner.</p>	NS	MONITORING REPORT (NS)

	No questions or concerns were raised on this.		
14.	HT Appraisal update See confidential minutes.	GM/LR	MONITORING REPORT (LR/GM)
15.	Website Agreed lines of enquiry focus: Review of new website and review against statutory requirements NS shared the review of the website. NS found a few amendments that need to be made and these will be shared with Natalie in the office to update. NS found that from the list of mandatory items that should be on the website there was only 1 item that couldn't be located, HT to rectify this. NS found that from the list of 'should be published items' there were 3 items that couldn't be located. HT to investigate these. NS to share her report with Natalie in the office for items to be updated including policies and data which were also found to be out of date No questions or concerns were raised on this	NS	MONITORING REPORT (NS)
16.	Policies to approve <ul style="list-style-type: none"> • Reading – Governor asks reading friends should this be in the policy. HT will add this the policy – Policy approved. • English (carried from last time) – this has been split into reading and handwriting. • Attendance policy – Chair to check this and moved to Summer 1 • Accessibility plan – Chair queries identify a named person to take responsibility – perhaps name the person. Policy approved subject to change. • Equality plan – Policy approved. • Careers Education Statement - Approved. • LAC policy – Contact details have been added. Policy approved. • Teaching and learning Policy – Chair felt that the policy does not cover play-based learning. HT confirm a play-based learning policy is being written. HT will reference this within this policy. Policy approved. • Uniform policy – Chair noted that the uniform section on the website needs to be updated to reflect this. Policy approved. 	CHAIR	
17.	Discussion for Lol for Summer 1 H&S – Martins law - SB GDPR – Responsibilities following office restructure - SB Safeguarding – Background checks Staffing compliment and structure – Chair and LD	CHAIR	

	<p>School development plan – Oracy - AT Curriculum – History and Geography - PSHE Changes re RSE curriculum, are we complement with what we are teaching LD Behaviour – removed and consider as part of annual planner. Pupil wellbeing and mental health – NS</p> <p>Items to moved forward</p> <ul style="list-style-type: none"> • Staffing update 26/27 – Teaching assistants • SEND - Agreed lines of enquiry focus: - provision for children with 		
18.	<p>Determine confidentiality of business Determined</p>	HT	
19.	<p>AOB NS allergy training – HT is waiting on the trust regarding this to see if there will be training on Every for this. This should be covered in our first aid training as well.</p>	ALL	
20.	<p>Remaining scheduled meetings for 25/26 6.15pm 13th May 26 15th July 26</p>		

Meeting closed at 20.27