LARKFIELDS GOVERNORS MEETING MINUTES
SUMMER 1

Date of meeting: Wednesday 13th May 2026
Time of meeting: 6.15pm
Location: Larkfields Infant School

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

Minute taker – Laura Harvey

	AGENDA ITEMS	LEAD	DOCUMENTS
1.	**Apologies for absence** Apologies received and accepted from Sarah, Carly, Janet, Mark and Laura.	**CHAIR**	
2.	**Declaration of interest** There were no declarations of interest, either direct or indirect, for items of business on the agenda.	**CHAIR**	
3.	**Approval of minutes from last meeting and matters arising.** **Review of action tracker:** - **Nest Update** - **Inset day** - **Social event** - **Website** - **Safeguarding** Minutes for Spring 2 approved. Nest update – HT has not had any update from the trust. HT has confirmed that the nest has continued to run with the existing staff. The nest will continue to run with Joanne until we hear from the trust. Joanne is due to go on DSL training. The plan for this has been budgeted. Inset days – these have now been agreed with the junior school and will be as per previous minutes.	**ALL**	

	School event – Larkfields infants would like to organise a teddy bears picnic however our date clashes with the juniors Larksfest event. Chair would like HT to put out a communication to confirm that unfortunately we have been unable to run this as a joint event. Governors asks can parents collect their children in infants to attend the juniors event? Chair and governors would like the infants to dismiss as normal; parents are still able to join Larksfest with siblings. Safer recruitment & managing allegations – Chair has completed safer recruitment, still waiting for managing allegations No further questions or concerns were raised for this.		
4.	**Trust updates** Chair has uploaded some documentations for governor to look at. These can be found on Governorhub. Chair will attend the event at the beginning of summer and report back. Chair will try and attend the wellbeing event; HT will be in attendance. There was a trust meeting to communicate that line management of heads will formally move to deputy CEOs. This is a regularisation of current practice. No questions or concerns were raised for this.	**GM**	
5.	**Election of Chair** GM current term to 13/5/26 – moved to Summer 2 as insufficient governors in attendance	**VICE CHAIR**	
6.	**Headteachers Report - to include review of attendance data** HT report shared. Chair and governors expressed that they find this report very useful. Behaviour – see confidential Attainment – HT expressed how well the cohorts are doing, achieving high 60's low 70's for GLD which is very close to the national. Chair asks would you expect the greater depths to be higher. HT confirms yes however what we find is that staff are playing safe, we expect this to increase. Afterschool clubs – Chair asks what is happening next year. HT confirms this is something which is being looked at as the numbers have been decreasing. Chair asks do we run any Larkfields staff afterschool clubs. HT confirms yes, we run a choir club which has around 12 pupils currently. Chair would like to see after school clubs still being offered despite the falling numbers. Attendance data – Overall attendance is good at 95.7%. We do have a number of persistent absences which is down to a chicken pox outbreak within year 1. HT would like to focus on attendance and	**ALL**	**HT REPORT (NI)**

	see an improvement. Chair asks what do you think practically you would do to address it. HT confirmed she is working with Julia (Juniors) regarding leave of absence requests and has found when a child has a sibling in the juniors then they find that the attendance increases. No further questions or concerns were raised on this.		
7.	**Maintenance Plan** Work will be carried out. summer term during the summer break, there will be a new boiler fitted. HT will also look at the capital bids for next academic year to be placed such as the cladding		
8.	**Accident Reporting** HT shared report, there has been a slight increase as the pupils are back on the school field. Governors raised no questions or concerns on this.		
9.	**Review effectiveness of Governing Body, prioritise lines of enquiry and review annual planner** Annual planner shared. Chair felt that there were some items that were being visited too often. The changes made allow for SEF to be viewed each meeting in each part. Curriculum – this has always been on 3 times a year however this is always based on foundation subjects. Reading, writing, maths or EYFS subject is not covered. Chair would like to propose that we look at these as curriculum points 3 times over the year. Governors asks we did discuss looking at disadvantaged children half termly. Chair agreed that this will be reported termly. HT and governors are happy with the outlined planner and are aware this is subject to change. Chair to finalise. HT would like policies to still be on the agenda. Chair confirmed that these will be. No further questions or concerns were raised on this.	**CHAIR**	
10.	**Budget 2026/27** Budget has been extremely difficult this year due to the change of the finance system. HT shared the budget review. See confidential minutes Our nest prices have increased for next year. Afterschool club has remained the same however breakfast has increased by 50p. HT and chair are pleased with how the budget is, this is a very good position to be in. No questions or concerns were raised on this.	**NI**	
11.	**Marketing and recruitment plan** Marketing strategy – HT shared report. HT has started to review and would like to update the website with parent testimonials about why would you choose us, making sure it's up to date and using other nursery/school websites to see what we are missing. Putting	**NI/MA**	

	ourselves more in the community, social media, local newspapers. Bonds to be formed with more local nurseries slightly further afield. Governor asks – do juniors offer a walk around prior to the child starting school. Governor confirms from personal experience that they would only happen when they are in year 2. However, this may have changed with the head now in place. Chair comments – keeping the small groups for tours is great, having fixed dates is a great way for organising this. Having an evening option is also a good idea. Having the school advertised and the available sessions will be the best way to help achieve the goal. No further questions or concerns were raised on this.		
12.	**Redundancy consultations** See confidential minutes	**NI**	
13.	**Carried from spring 2** **SEN –** Governor shared report which showed the support and work that is being done in school to help children with needs. The report showed how flexible the TAs are within the classroom; it's not just directed solely at the 1-2-1 child. This is great to see. No questions or concerns were raised.	**AT**	
14.	**Safeguarding** Agreed lines of enquiry focus: RT3 – Recruitment, Record Keeping and External agencies. Chair shared report. The report shows the policy and procedures that are in place within the school for safeguarding. No questions or concerns were raised.	**GM**	**MONITORING REPORT (GM)**
15.	**Health and safety** Agreed line of enquiry focus: Martins law and security HT shared that all compliance checks that were outstanding have now been completed. The gates have been serviced. Information regarding Martins law is still coming through. We are due a health and safety audit from the Trust. No questions or concerns were raised.	**SB**	
16.	**Curriculum – PSHE** Agreed lines of enquiry focus: Changes to RSE curriculum and effective subject leadership – Moved to Summer 2	**AT**	
17	**GDPR** Agreed lines of enquiry focus: Responsibilities under new office structure – GDPR training has been completed and report from SB was shared. No questions or concerns were raised.	**SB**	

18	**School Development plan** Agreed lines of enquiry focus: Oracy. Report was shared – HT has confirmed that Voice 21 will not be continuing due to the cost involved. Chair asks given that voice 21 is not continuing how will we keep this imbedded in our school. HT confirms that information is being gathered to ensure these stay imbedded and this will be integrated within the English curriculum. This has had a positive impact in the school. No questions or concerns were raised	**LR**	
19	**Pupil wellbeing and mental health** Agreed lines of enquiry focus: Disadvantaged children. Report was shared showing the impact of mental health on disadvantaged children/advantaged children. This report showed how good mental health to being promoted within the school which things such as wellbeing Wednesdays, nurture. Larkfields is the first infant school to sign for the SAS wellbeing project. NS will look at the wellbeing project and what impact this has. No questions or concerns were raised	**NS**	
20	**Staffing structure** Agreed lines of enquiry: TA structure meeting the needs of the school. Report was shared. This showed that the HT has a strong plan in place moving forward. No questions or concerns were raised	**GM**	
21	**Policies to approve:** Maths – Approved. Attendance – Approved. Chair would like HT to look at the consistency of the staff roles within the documents as these are different in others Writing – Approved. Handwriting – Approved. No further questions or concerns were raised		
22	**Discussion of LoI for Summer 2** **Safeguarding** **Staff appraisals** **Extracurricular** **LAC (annual report)** **SEF** **Items to move to Summer 2** **Election of Chair -** GM current term to 13/5/26 **Curriculum – PSHE** Agreed lines of enquiry focus: Changes to RSE curriculum and effective subject leadership – Moved to Summer 2	**ALL**	
23	**Determine confidentiality of business - Determined – see confidential minutes**	**HT**	

24	**AOB –** HT asked if anyone is available on Friday 22nd May for teacher interviews.	**ALL**	
25	**Remaining scheduled meetings for 25/26** **6.15pm** **15th July 26** **Propose dates for 26/27 – chair would like to recommend the penultimate Wednesday of each term ex Christmas.**		

Meeting closed at 21.10