East Midlands Education Trust

LARKFIELDS GOVERNORS MEETING MINUTES SUMMER 1

Date of meeting: Wednesday 15th July 2026
Time of meeting: 6.15pm
Location: Larkfields Infant School

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

Minute taker – Laura Harvey

	AGENDA ITEMS	LEAD	DOCUMENTS
1.	**Apologies for absence** Apologies were received and accepted from AT, HT and CA. MA absent from the meeting, MA has been absent for the 3 last meetings, Chair to make contact.	**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 –** Approved. **Review of action tracker:** - **Annual planner for 26/27 –** Chair has carried out some amendments to the annual planner following the previous meeting. - **Update from wellbeing event** – Chair was unable to attend this however HT completed the survey and the results were discussed. HT is unsure how this progresses forward however will find out. - **Redundancy and recruitment -** redundancy processes have been carried out for the TA and completed. Receptionist role redundancy went to panel on Friday and is progressing. - **Action tracker –** safer recruitment is outstanding for vice chair, chair has completed this. Managing allegations training is due - Head confirmed dates now available in November and March which the chair will attend.	**ALL**	

	No questions or concerns were raised.		
4.	**Trust updates** Chair attended the annual chairs meeting and reported back the key points. • Budgets are now to be agreed between the schools and the trust however governors are to be informed and are able to challenge these however they will not be involved in setting and spending. • The trust is encouraging all school to use the DFE **ICFP** tool for budget. • Attainment was a key area of discussion during the meeting and data shared showing the trust schools and where they are ranked. • New HT report to be introduced for governors. • Governor training – excessive amount of required training. This is being looked at by the trust and will be shared by email once available. No questions or concerns were raised.	**GM**	
5.	**Election of Chair and Vice Chair** GM current term to 13/5/26 – GM happy to continue. All governors present in agreement. LR current term is 15/7/26 – LR happy to continue. All governors present in agreement. HTo voted remotely.	**CHAIR/VICE CHAIR**	
6.	**LAC annual report** Report shared. Chair commented that the schools expertise in Trauma across a growing number of staff should be highlighted. It has a significant impact on the children and thanked for their support. No questions or concerns were raised.	**ALL**	
7.	**Monitor budget** Due to the new finance system, the budget is presented in a very different way. Key points were: • The carry forward has been higher than expected which is great. Our budget overall is looking good. • New budget has been set without a deficit • We may need additional TA hours due to cohort. Emergency SEN funding may be available from October **Teachers pay award –** This is partially funded; we budgeted 3% and are funding 1% we should be okay with this.	**SB/NI**	

	Approve writing off of debts – there are a few debts in the nest but they are expecting these to be paid therefore no debts to be written off.		
8.	**Review 1st admissions data** This is lower than expected and may indicate a decreasing birth rate however when we have our walk arounds in the Autumn term, we tend to get an indicator of numbers for the next academic year. 1st Admissions – 43 admitted. **ACTION** – Chair to carry out review of information on how to promote LIS and how we are achieving this, is this having an impact on the numbers etc, photos on the website? Designing a poster to display in local playgrounds, nurseries etc. HT confirms that there will be evening open days as well this time as well as daytime ones.	**NI**	
9.	**Review of SEF –** to include define priorities for next year. Document shared. Most areas are now completed and are showing good results overall. Chair ask if there anything that the HT would like to highlight for governors to pick up or be aware of. HT confirms no however HT would like the governors to test the results to see if they have been graded correctly as and when required. Chair proposes that each meeting one of these tabs is discussed as an agenda item. HT happy with this. No questions or concerns were raised.	**CHAIR**	
10.	**Carried from Spring 2** **Curriculum – PSHE –** PSHE is being taken on by BR, NB and HT. Chair asks terminology changes for year 2, did we receive any feedback. HT confirms no.	**AT**	
11.	**Safeguarding** SCR check – Report shared. No concerns were raised following the review. The review confirmed that the record is being kept up to date. Agreed lines of enquiry focus – RT4 – monitoring, preventative measures, training and drills – Report shared. A reduction in serious safeguarding concerns in recent months however all staff remain alert to potential risks and issues. Risk assessments are in place. Safeguarding concerns continue to be reviewed by SLT. Fire drills are logged. Lockdown drills are not currently but will do from Sept 26 No questions or concerns were raised.	**GM**	
12.	**Staff Appraisal** Agreed lines of enquiry focus – suitability of process.	**GM**	

	Appraisals have been carried out and continue to help structure and align to the school priorities. HT has made governors aware that covering PPA, ECT time, networks and Opal time is putting a strain on staff. HT and Carla will be teaching to help with this strain. Whilst this will be a strain this will help the HT see how the classes are working and help keep the structure of the school.		
13.	**Extracurricular** Agreed lines of enquiry focus – future plans in view of falling interest. Enrichment obligations. Report shared showing the several actions from the 25 visits have been carried out such as reading boxes during lunchtime. Enrichment/extracurricular activities will continue to be offered however these may be led by the staff as well as the outside provision. The priority is to maximise the opportunity of these to all and to promote them to all. SDP – this shows 3 priorities; these were shared with governors. 1) attainment gap between disadvantaged children and their peers. 2) Improve standards in writing 3) establish a coherent, ambitious and sustainable Personal Development and Wellbeing programme Governors felt assured by these and raised no questions or concerns.	**GM**	
14.	**Policies to approve:** Equality objectives and action plan Allergy safety policy – approved in principle. Chair to read this. Policies to approve: Equality objectives and action plan Allergy safety policy – approved in principle. Chair to read this in detail and feedback any minor issues to the Head. Chair has expressed how disappointed he is that the trust has not sorted this in good time before it becomes law in September, resulting in wasted duplicated effort to ensure that as a school we are compliant. Health care plan documents have similarly been updated using a DFE template due to this change in the law and no update documents have been provided by the trust. Chair confirmed that the school are seeking to fund the buying of EPI-pens which will lead to a significant cost. HT has confirmed that the trust has been approached to buy these in bulk for all trust schools to reduce the cost however the request has been declined.		

15.	**Discussion of Lol for autumn 1** Monitoring visits - Sports funding (move to Autumn 2) focus on OPAL Staff training – Managing the training and constantly changing requirements, including for midday and other part time staff (GM)) Disadvantaged students – NS to carry this out from NS report in Summer 1 (NS) Behaviour – low level disruption in carpet sessions (JW). Curriculum – writing seeking assure that the writing framework has been understood and how staff are sticking to this. (LR) SEF – Safeguarding	**ALL**	
16.	**Determine confidentiality of business** **None.**	**HT**	
17.	**AOB** Chair – reports are now being shared through Arbor. Comments have been made regarding this and the limitations on these. Chair does not feel that the reports share our values as a school. Chair to monitor with the Headteacher ahead of next years cycle and raise his concerns with the trust. Data – Chair has shared his data report showing how the school is doing and what they are achieving following assessments. Chair feels that the results are quite outstanding. Chair would like to write to all the staff to acknowledge this. Governors approved this. Governors felt assured by this report and raised no concerns.	**ALL**	
18.	**Scheduled meetings for 26/27 (6.15pm)** 7th October 2nd December 3rd February 17th March 19th May 21st July		

Meeting closed at 20.16