

# LARKFIELDS GOVERNORS MEETING MINUTES SPRING 2TERM



**Date of meeting: Wednesday 2<sup>nd</sup> April 2025**

**Time of meeting: 6.15pm**

**Location: Larkfields Infant School**

## Apologies for Absence

- Apologies of **absence** were received from Governor (Laura Radford) prior to the meeting. These were **accepted** by the board.

## Declaration of interest

- There were **no** declarations of interest, either direct or indirect, for items of business on the agenda.

## Approval of minutes from last meeting and matters arising:

- *To read KCSIE part 1, appendix A*
- All governors confirmed that this has been acknowledged on Governor Hub.
- The minutes were **read** and **approved** by all members of the Governing Body.
- No outstanding actions/amendments

## Headteachers Report

- New head teachers report due out in May 2025.
- Pupil intake over the last couple of years has been on a steady decline which has impacted the available budget. During 2024/2025, there have been an addition 5 in year admissions which increases numbers to 170 within the school which is a great place to be in.
- Intake looks good for 2025/2026, great turnaround on previous year intake.
- 2026/2027 to look at Strelley area due to increase in applications from this area.
- No questions from any present members of the board. Governors acknowledge good turn-around and change in approach taken to support the Senior Leadership Team with the onboarding of pupils from a wider radius and showcasing the successes.

## Health & Safety Review including the Maintenance Plan

- Headline > systems working well and happy with progress. Aligned in system vs actual
- External audit was good, policy and risk assessments for alternate areas.
- Roller shutter has been done, new battery fitted over holiday
- Lightening protection – done. However, failed on follow-up check. NI has gone back to provider and pushed back on costings as Warranty has only just come to an end and faults should not be occurring this quickly. With estates team and business manager to determine who picks up the costs.
- Ash Tree is being taken down in 2<sup>nd</sup> week of Easter Holiday
- Drainage – cameras put down and advised that there was nothing there, but smell is still present sporadically. Alternate companies are coming back with same outcome. With Estates team > as this was not an issue pre-extension.

## Accident report

- Acknowledged and no further actions or discussion held by present members of the governing body.

## Monitor Pupil Premium Funding, expenditure and Action Plan

- **SB & NI to put time in to discuss budgets for 2025/2026 due to budget changes.** Due to SEN requirements which were unplanned; there have been structural changes within job roles to be able

to facilitate child needs. The financial impact of this will be visible in next years budget where there may be a decrease in available funds.

- Supply costs have gone up significantly due to staff sickness/absence/bereavement.
- Compliance check failures (fire EXIT sign checks) required work/costings to become compliant.
- Staffing numbers to be reviewed for 2025/2026 to support with costings and ratio staff/child.
- Recovery Plan from Trust as 2025/2026 may be a minus budget.
- Pupil Premium Strategy to be updated in July 2025.
- 2024/2025 Strategy shown on screen by Chair and overview provided by Head Teacher.
- Acknowledged and no further questions/discussion held by present members of the governing body.

### **Safeguarding**

- Three topics in alignment with lines of Enquiry.
- Summary: recruitment is thorough with enhanced background checks and long-standing employee reference checks.
- Encouraging staff to log all concerns for safeguarding.
- Collaboration with external agencies – working well.

### **Trust Audit (Annual)**

- Ofsted Inspection performed in January 2025 by a member of staff within trust. The Final Report was read by Headteacher to the present members of the Governing Body.
- Governing Body acknowledged the report and comments made by internal Ofsted inspector.
- No further actions or discussion held by present members of the governing body.

### **Review plans for Staff training & ensure that they are in line with the current SDP**

- This was shown on a display screen, acknowledged and no further questions/discussion held by present members of the governing body.
- Report on annual appraisal of the HT – *move forward to Summer 1 due to absence.*

### **Review Attendance**

- Attendance Report on Governor Hub which is available to review. This was shown on the display screen and discussed with the Governing Body. There have been significant improvements with particular families in the school. Governing Body acknowledged the progress made and efforts put in to support with increased attendance.
- Discussed individual cases on figures for SEN attendance and potential impact for remainder of the year.

### **Monitor standards of teaching**

- Report is available on Governors Hub – this was shown on the display screen. Areas of Improvement Section discussed with commentary provided by NI. Curious Quest > good feedback from Teaching Staff surrounding engagement, this focuses on pupil writing. Parents have come into school and other schools are interested in the 'Curious Quest' and the impact this is having on the children. Presentation of work may have slipped, this is being monitored.

### **Classroom TA**

- Staff Meeting at beginning of the year about adaptive teaching practices (explicit teaching, scaffolding in lesson, breaking down instructions, technology). This will form part of the development plan for 2025/2026.
- SEN Audit was completed in April 2025, received some excellent verbal feedback, waiting on written report. Larkfield Infants has been put forward for Flagship due to standards.

**Review current status of School Development Plan** – *move forward to next meeting due to absence, agreed by present members of the Governing Body.*

### Review progress & attainment (Review National Data)

- Data can be found in the HT Report.
- This was shown on a display screen, acknowledged and no further questions/discussion held by present members of the governing body.

### Monitor arrangements for school visits/ residential(s) NJ

- Uploaded to Governors Hub and discussed with present members of the board. Family volunteers is necessary but due to staffing requirements with SEN, TA Volunteering is not currently an option.

### SEN Report

- SEN Governor Visit 11.2.2025 was displayed on screen. Larkfield's received excellent feedback on visit. Governing Body acknowledged the performance of the member of staff being discussed and the positive impact this is having on the school and trust.

### Review curriculum coverage & provision- Science

- Uploaded to Governors Hub and shown on display screen. Staged approach based on 3-year curriculum cycle. There has been progress made in terms of redesign and decluttering. New subject lead for RE and Music (Early Stages of implementation). This is working well and there is an obvious progression within pupil understanding and output.
- Play based curriculum is continuing with year 2 still doing targeted sessions, year 1 with a more flexible approach. 3-Year plan of how to implement play into early years curriculum. Staff are at the beginning of a play manifesto training. Alignment with staff understanding of benefits of approaching learning differently for early years.

### Policies

- Admissions Policy 2024-25
  - Early years Policy
  - Homework Policy
  - Attendance Policy
  - Behaviour Policy (Relationship & Behaviour)
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- No significant changes made, some changes made to terminology and further explanation of policies included for clarity. All present members of the Governing Body **approved** changes and documents uploaded.

### Confirm date of next meeting

- 14<sup>th</sup> May 2025 – **confirmed**

### Agenda items for next meeting (Summer 1):

- Safeguarding rolling topics
- Monitor budget against expenditure
- Staff Wellbeing
- Review HT annual development progress
- Review information on website
- Pupil wellbeing and mental health
- Review curriculum with focus on computing and D&T

### Evidence of GB impact on School Improvement

- Expenditure
- Budget
- Standards of Teaching
- SEN Update

### **Determine confidentiality of business**

- Potential Hospital admission
- Numbers for next year (admission)
- Governing Chair Recruitment

### **AOB**

#### **INSET Day Confirmation**

- 1<sup>st</sup> September 2025 – Admin Day
- 10<sup>th</sup> October 2025 – EMET Conference
- 27<sup>th</sup> March 2026 – Trauma Informed Schools
- 1<sup>st</sup> June 2026 – Long Term Planning
- 27<sup>th</sup> July 2026 – Twilight
- 13<sup>th</sup> October 2026 – 6<sup>th</sup> Day for Training (Proposed)

Proposed 6<sup>th</sup> day due to push from CEO and Deputy CEO to support with statutory training requirements and new OFSTED Framework.

*06<sup>th</sup> Day was supported and approved with all present members of the Governing Body.*

#### **Sustainability: Maddie**

Climax action plan to be implemented Sept 2025. Larkfield put forward as a pilot school for onboarding. Let's go zero-carbon by 2030, implement carbon reduction plan for usage within the school. Trust are going to sign up to campaign. Links in with United Nations Sustainability Goals. Sustainability Governor required – George Marshall volunteered and all present governors were happy with this. Maddie Bowley to arrange meeting with George Marshall to discuss requirements of the role.