

LARKFIELDS GOVERNORS MEETING MINUTES

SUMMER 1 TERM



Date of meeting: Wednesday 14th May 2025

Time of meeting: 6.15pm

Location: Larkfields Infant School

Present:

Nick Johnson (Chair 1-3)

George Marshall (Chair 4 onwards)

Nicola Irwin

Helena Tooth

Carly Allen

Sarah Baryayanga

Apologies for Absence

- Apologies of **absence** were received from Governors (Laura Radford, Janet Wilson) prior to the meeting. These were **accepted** by the board. Philip Owen has resigned (see AOB).

Declaration of interest

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

Election of Chair

- George Marshall was nominated by a member of the Governing Body which was seconded by another member of the Governing Body, for the position of Chair of Governors. GM left the room whilst discussions were held with all present members of the Governing Body, with a unanimous census of agreement. GM took on this role with immediate effect and chaired the remainder of the meeting.

Please note: There remains a Parent Governor position vacant. NI to put our vacancy to parents.

Approval of minutes from last meeting and matters arising:

- The minutes were read and GM requested one amendment which was actioned by HW in the meeting. The revised meeting minutes were **approved** by all members of the Governing Body.
- No outstanding actions/amendments

Headteachers Report

- This was displayed on the board for all present members of the Governing Body to view, whilst GM and NI provided further context. Priority 3 was assigned AMBER on the report rather than GREEN – this was challenged by GM and NI advised that due to this being a larger piece than initially thought, NI will be arranging a staff session to review curriculum as it was suggested that alterations have been made over time which need realigning with National Curriculum Standards.
- NI discussed the report in further detail and the impact this has had on staff.
- NI advised that there have been a number of children join during this term, due to moving into the area or moving into a neighbouring area outside of catchment but their catchment area schools are full. Although this is beneficial to the school to see an increase in numbers, NI raised concerns that this is potentially a temporary/holding move until they are able to attend the school of choice – which can cause disruption to the school and the child's education.
- Good numbers for 2025/2026 in-take

- Good feedback on how the TRUST supported NI with a behavioural incident and resolving quickly.
- GLD – Requires Improvement / Poor.
NI discussed this with the board in detail. Conversations have been held with the CEO and CFO about concerns surrounding budgets and available funding. Governors asked if there was anything that they are able to support with – which NI kindly rejected.
- Safeguarding Incidents have spiked since January 2025. The report states 36 which is the number of incidents – which impacts approximately 10 children.
- Discussion surrounding: How effective are [we] with the SEN middle tier children who are not high needs but still require support due to the amount of time spend with higher needs SEN. Feedback from teachers is they feel that they are not able to provide the support they would like to offer but due to budget restrictions, they are unable to get additional support in the classroom (TA).
- Governing body discussed the definition of OFSTED DISADVANTAGED and what the requirements are for children to fall into this category.
- No questions from any present members of the board.

Monitor expenditure against the Budget Plan and 2025/26 annual budget

- Report was on display for all present members of the Governing Body to read whilst SB provided additional commentary on each bullet point. SB advised that the budget for 2025/2026 has been approved, areas of concerns and development suggestions were discussed. SB advised there were areas that were making a profit and suggested this be invested however NI advised that this cannot be ringfenced as this is going back into the budget to support other areas where there is a deficit.
- Headline from the budget is that there is a requirement for staffing reductions which needs to be reviewed.
- There are concerns that the forecast will not be approved due to in-year deficit and the carry-forward being so low. Any further expenditure reductions would likely require further cuts to the TA team, and the Governing Body echoed the NI's concerns that this could significantly impact the operation of the School.
- No questions from any present members of the board.

Safeguarding Report (rolling topics x 2)

- Displayed report on the screen for all present members of the Governing Body to read whilst NJ provided further detail and context on the individual points.
- Continuous Improvement seen which is the whole reason for this report, but is good to see that positive changes are being made.
- No questions from any present members of the board.

Staff Wellbeing

- The report was on the screen for all present members of the Governing Body to read whilst GM provided further detail and context on the individual points, referring back to previous point within the Governors Meeting. A positive to take from the report, is that on the whole, the support from the TRUST to school is generally good and supporting from School Improvement Planner is going to be constructive and optimistic.

- School Survey Results were read out by NI including %. As the survey was completed anonymously, [we] are unable to identify the areas that are a lower percentage to unpick, hold appropriate conversations and make appropriate changes. In regards to well-being, the consensus is that “Although it is tough at the moment, I am still happy at work”.
- No questions from any present members of the board.

Pupil Wellbeing and Mental Health

Moved to Summer 2 – **accepted** by the present members of the Governing Body.

Review the current status of the School Development Plan

Moved to Summer 2 – **accepted** by the present members of the Governing Body.

Health and Safety including maintenance plan and accident report

- Displayed the report on the screen for all present members of the Governing Body to read whilst GM provided further context and detail.
- Back up battery on Roller – on order
- Lightening protection failed - Maddie escalated to previous contractor responsible for installation.
- Training and Recording of Training
New system that the TRUST will be implementing from September 2025 (EVERY), looks easier to navigate and clearer to understand. Reporting on training completion will be available to determine what is completed/ outstanding.

Review HT annual development progress

Moved to Summer 2 – **accepted** by the present members of the Governing Body.
GM & LR to pick up.

Policies to approve:

- Accessibility Plan
- Equality Plan (and evaluation)
- *Moved to Summer 2* – **accepted** by the present members of the Governing Body

Confirm date of next meeting:

- 16th July 2025 @ 6:15pm

Review and discuss proposed Agenda items for next meeting (Summer 2) and lines of enquiry:

- Appointment of Chair and Vice Chair and designated governors
- Review curriculum- extracurricular offer; computing and D&T
- H&S annual audits
- Safeguarding rolling topics
- Monitor budget against expenditure
- Approve write off of debts
- Review information on website
- Staff and support staff appraisal process
- Determine the staffing compliment & review the structure
- Review of admissions data for 2025-26
- Review School SEF
- LAC annual report
- Review Behaviour monitoring records & policy
- Review equality objectives
- SEN annual review

- Policies: SEND; SEND information Report; H&S
- **Agreed** by all present members of the Governing Body

Evidence of GB impact on School Improvement

- Impact on and monitoring of Staff Wellbeing
- Approval of Budget
- Robust monitoring of Safeguarding

Determine confidentiality of business

One item indicated above

AOB

Phillip Owen has handed in his notice of resignation due to reasons outside of the trust. This has been accepted by the Governing Body, with immediate effect.

Nick Johnson is also resigning from the governing body with this being his last meeting. The Governing Body and HT thanked Nick for his significant contributions both as a governor and chair.

Please note: This leaves two community governor vacancies. HT to contact a potential individual.

GM requested that additional time is allocated to Governing Meetings to support with gaining clarity on requirements of a Governor and the Governing Body and the planned activities and lines of enquiry for the next meeting. More specifically when there is somebody new joining the Governing Body. This will support in preventing duplication of work and output. GM to view the annual planner and simplify to make more user friendly, to ensure that requirements of the Governing Body are clear and understood by all and to help with making the improvements required to gain the desired traction.