

LARKFIELDS GOVERNORS AGENDA AUTUMN 1



Date of meeting: Wednesday 8th October 2025
Time of meeting: 6.15pm
Location: Larkfields Infant School

Present

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

Minute taker – Laura Harvey

1. Apologies for Absence

None received

2. Declaration of interest

Laura Radford – declared interest in item 15 (Sports Funding).

3. Approval of minutes from last meeting and matters arising: All governors agreed with the meetings taken.

- Governor Recruitment (GM/NI) Mark Antropik has joined the governing body as a parent governor and was welcomed to the meeting. Abi Todhunter has also been nominated as a parent governor and the governing body looks forward to welcoming her. All present unanimously agreed to co-opt Natalie Smith as a community governor. . One community governor role remains vacant.
- Governor training and teams' site (GM) Governors to receive guidance from Kerry Wilson on training. Chair proposes moving to Teams as suggested by the trust. Chair to request Kerry to give access to all.
- Letter to LJS (GM) – Letter has been sent to LJS and acknowledged. We are awaiting a reply. LIS is proposing that if alcohol is served at the Christmas fair, then the infants will not be part of this, we may run our own fair at a different day or at the same time. All governors agreed, no objections were raised. **Governor asks** why would do ours on the same time? Chair said this is an option and may be better for parents. All agreed this was an operational matter for the SLT.
- ALL ITEMS ABOVE CONCLUDED.

4. Maintain Register of Business Interests

Mark and Natalie to complete.

5. Review Governor Link Roles, terms of office and Annual Planner

MOVED TO THE END OF THE MEETING

Items carried forward.

6. Approve write off of debts

Governors agreed for the debt amount of £449.14 to be written off. **Governor asks** some of these are strange amounts, were some payments made. HT confirmed that some amounts were raised but not full payment. **Governor asks** were these mostly year 2 and was this a cohort or year group effect. HT confirms that this cohort has a large amount of what is classed as disadvantaged **Governor asks** can we use the pupil premium towards this? HT confirms no we do not. Governors agreed this has been approved.

Review of reports and data

7. Summer Term Headteachers Report

Headteachers report was shown to the group and shared on teams for future reference. HT has been trying to encourage parents to apply for FSM even though the children in the school all receive UIFSM. Attendance overall is good at 95.4% persistent absences typically relates to children with part time timetables. Comments in confidential minutes

Governor asks what does '1 child is being monitored for behaviour'? HT confirms that they are monitoring a child because their behaviour has been discussed a few times and they have been discussed for example at staff meetings.

End of year results – Results are lower than national. Many of our year 2's had significant social and emotional needs. The Year 2 left reception with a GLD of 50%, progress through year 1 and year 2 for the cohort has been good. and therefore phonics recheck results were fantastic, with only 1 child moving onto juniors having not quite reached the pass mark. Results are than national.

Curriculum is being reviewed with the school. We are focusing more on the skills for each subject.

Pupil premium/FSM – all of our TA's are now 1-2-1 however we have managed to release 1 TA for interventions.

Afterschool clubs – Waiting to see how our new sports company are.

Governors raised no concerns or comments on this.

8. Accident Report (Summer term)

Minimal accidents reported partially due to infants moving from the field due to Opal on the field for the junior school. HT has confirmed that all staff and especially TA's need to be logging incidents on themselves from children. This will be introduced to the rest of the staff.

Governors raised no concerns or comments on this.

9. H&S Annual Audit and maintenance plan and set monitoring priorities for H&S – Health and safety report was 99%, well done. A few minor issues were reported. These have been mostly resolved. One was paperwork not being completed but this is now completed online however this had not been sent to the school for safe keeping at the time of the audit. SB looked at the previous report to see what was brought up then. SB has confirmed that most of the previous items have been resolved.

Governors raised no concerns or comments on this.

The NCC risk assessments for cleaning and grounds maintenance were online and had not been sent to the school. This was rectified and sent by the end of the audit day.

10. SEN annual review and set monitoring priorities for SEN

CA shared the report to the governors. CA/HT would like to remind all staff that the SEN needs are not always high profile and a graduated response can be required. CA has recommended that the SEN be included in the TA appraisals and this is already in place. CA would like to look into gathering parent voice on SENCO, such as at a parents evening. Chair would like CA to follow up the parent voice. There was a discussion on how do we support SEN children and others with less severe needs. It was agreed that this would be a priority for SEN monitoring this year, alongside staffs understanding of new and complex needs that are emerging and they may not have seen before.

11. Safeguarding- review of annual trust audit report and action plan and set monitoring priorities for safeguarding.

Chair shared some key points from the report. These included the site, single central record and significant incidents.

Juniors have been having some issues with them not having a perimeter fence. Infants have not faced as much damage as the juniors but it is still a cause for concern from a safeguarding perspective. This is becoming an increasing problem for the juniors. The trust are supportive but it is a complex issue due to the ownership of the site.

Regular monitoring of the single central record is required. **ACTION - Chair to complete this.**

Student voice has not been completed recently for safeguarding – **ACTION - Chair to complete this with Damian.**

Safeguarding Ofsted framework has changed to met or not met – **ACTION HT** to carry out quality assurance and give her own rating.

It was agreed that these points would be the priority for safeguarding monitoring, followed by a return to the rolling topics previously used.

12. SDP Presentation overview

HT shared the report.

1) To embed a play-based philosophy across the whole school, ensuring that the vision is clearly communicated, staff have a shared understanding of its principles, and practice is consistent in every classroom.

2) To ensure good progress for all groups of children.

3) Children will confidently articulate their ideas, thoughts and opinions through the continuation and embedding of the Oracy programme voices 21

Each priority being covered by a different member of SLT. These will be brought together and discussed within the SLT team. This is a change from previous years where the HT led all areas, and was welcomed.

Governors raised no concerns or comments on this.

Review of monitoring visits and lines of enquiry

13. Attendance Arrangements

Agreed lines of enquiry focus: Impact and proportionality of current measures and strategies.

Chair carried this out with Jane Maltby as attendance champion. Data and attendance is good. Attitude to attendance and punctuality are positive. There has been some very good progress for attendance where intervention have been put in place. Chair acknowledged this and thanked the HT.

Persistent absence and follow up – Chair has raised one query regarding how this is followed up within the school and at what point do we escalate this, including communication between the office team and SLT.

ACTION Procedure to be reviewed to ensure consistency and clarity.

Governors raised no concerns or comments on this.

14. Staff training

Agreed lines of enquiry focus: Alignment to SDP and new ways for working. Impact of trauma informed schooling.

Chair commented that there are many positive stories with the governors on how staff are now dealing with incidents following the schools investment in trauma informed schools training. Staff are also sharing the experiences and knowledge.

Chair looked at training needs – HT has reviewed and has staff who are sharing their knowledge with others.

Governor asks do you get any free training? HT & chair confirmed that this is accessed when available.

15. Sport funding and action plan

Agreed lines of enquiry focus: Impact of funding and DfE return

HT shared report. The funding is used for our dance teacher, sports coach, sports days, clubs etc.

Governors raised no concerns or comments on this.

16. Curriculum – Art and Design

Agreed lines of enquiry focus: Impact of new curriculum; impact of curriculum leadership

LR – shared her findings after talking with Beth. They concluded that much of the work was very similar and the teachers were also guiding the children too much. LR shared that the teacher will be encouraging the children to express themselves and using the same vocabulary. Each child has an art book including work for displays and this shows their individual progression. LR has confirmed that on the whole all members of staff are on board. LR to receive comments on how this will be assessed.

Governors raised no concerns or comments on this.

17. Arrangements for collective worship

Agreed lines of enquiry focus: Relevance and appropriateness for the evolving school community.

JW shared report. Each day follows a different guise. Chair confirmed that the TA's have been great at getting the SEN children in these activities. HT confirms that we are receiving a new RE syllabus.

Governors raised no concerns or comments on this.

Other Items

18. Policies to approve: Chair has requested that all governors read KCSIE record that they have read this on either a spreadsheet or governor hub (Chair will request from KW)

Safeguarding Policy- in line with KCSIE - (Accepted - EMET policy).

ALL GOVERNORS TO READ AND RECORD KCSIE PART 1 - TO BE READ BY ALL

Business Continuity plan – No comments or concerns - accepted

First Aid Policy - No comments or concerns - accepted

Fire Safety Policy - No comments or concerns - accepted

Admissions Policy - No comments or concerns - accepted

19. Discussion of Lol for Autumn 2 – Chair discussed the lines in enquiry with relevant governors.

Safeguarding (GM) – single central record and QA of new self assessment

HT Appraisal (GM/LR)

Admission arrangements – (GM) – are we following the policy, are we compliant

SEND (CA) – how are we supporting all pupils – identification of SEND and graduated response.

Standards of teaching (LR) – curriculum – how is this being delivered and how affective the subject leadership is.

School visits – TBC

20. Determine confidentiality of business –

Items determined and added to confidential minutes

21. AOB – see confidential minutes

22. Remaining scheduled meetings for 25/26 (6:15PM)

3rd December 25

4th February 26

18th March 26

13th May 26

15th July 26

23. Review Governor Link Roles, terms of office and Annual Planner

Helena coming to the end of her term as Staff governor. Helena is happy to continue but also happy to offer this to others applying

MA & NS asked to review the document and consider potential roles.

Time meeting closed 20.46