

MINUTES OF MEETING



School: Cotgrave Candleby Lane
Meeting title: Autumn term meeting of the local governing body
Date and time: Tuesday 12th November 2024 at 5.30pm
Location: at the school

Membership
'A' denotes absence

Councillor Richard Butler
Mrs Amy Devonish
Mrs Claire Lindsay (Headteacher)
Mrs Rebecca Mason
Mrs Michelle McCartney
Mr Neil Robinson (Chair)

In attendance

Mrs V Hayles (clerk to governors)
Mr D Andrews (SBM)

LGB/35/24 Preliminaries

Actions

1.1 *Apologies for absence*

There were no apologies for absence.

1.2 *Declarations of interest*

There were no declarations of interest in items on the agenda.

1.3 *Membership – Vacancies and terms of office*

It was noted that no terms of office due to end in the next 12 months.

Governors accepted the resignation of Mrs Lisa Handley as a parent governor due to personal reasons.

ACTION: The headteacher would hold a parent election in time for the next LGB

CL

1.4 *Election of Chair and Vice Chair*

Mr Robinson was proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was resolved that Mr Robinson be appointed as chair of the governing body.

Mrs Devonish was proposed and seconded for the position of vice chair. There were no other nominations. Following a vote, it was resolved that Mrs Devonish be appointed as vice chair of the governing body.

1.5 *Minutes and matters arising from last local governing body meeting*

The minutes of the meeting held on Tuesday 2nd July 2024 had been available on GovernorHub. They were agreed as an accurate record of the meeting and were signed electronically by the chair.

Item	Action	Status
LGB/02/24 2.1	Cllr Butler to review Health and Safety training offered by the Trust.	ongoing
LGB/11/24 11.1	RB to arrange a Health and Safety monitoring visit.	ongoing
LGB/12/24	LH to compile possible questions to ask parents and to discuss with CL.	completed
LGB/19/24 1.4	Mrs Ballard to provide support for governors on the budget in the autumn term.	completed
LGB/20/24 2.1	Hub dashboards to be uploaded to Governorhub.	completed

Governors discussed if the action under LGB/12/24 to compile questions to ask parents was still relevant.

ACTION: AD and RM would share any areas of concerns plus positive feedback on areas the school does well with the headteacher.

**AD RM
CL**

Governors were informed that the Local Authority had made the decision not to reduce the PAN. Place planning documents indicated that 68 children could be expected to apply for places in September 2025. This had been the pattern of previous years and these numbers had not been realised.

Governors discussed the possible budgetary implications of the PAN not being reduced.

It was agreed that the school would budget to have three teachers in Reception for September 2025. This would only be implemented should numbers of pupils allocated exceed national guidelines for Reception and EYFS.

There would be two classes per year group across school after Reception, unless there was a large influx of pupils.

The headteacher informed governors that the school could not change its admission criteria to include attendance at the nursery, as they were following the NCC admissions criteria.

Governors noted that the nursery provision was being promoted within the community and that local baby and toddler groups were undertaking sessions within school. The school were looking to continue promoting the school nursery at local events and through open days.

See confidential item.

LGB/36/24 Report from the chair

2.1 *Key messages from FHP Local Hub Board*

The chair stated that the last meeting of the hub board had been a visioning session for chairs. There had been no other meetings and no dashboards had been produced.

2.2 *Key communications*

The chair had nothing to report.

LGB/37/24 Education – School performance

3.1 *Feedback from HT report.*

The headteacher highlighted the following:

- Pupil outcomes
- Curriculum developments.
- Trips and experiences that had been undertaken.
- Sam Coy, QASI, had undertaken a visit to school.

Q. Governors asked if the KS2 outcomes could be circulated?

The headteacher updated her report during the meeting to include the KS2 data. It was noted that outcomes had all been above national averages.

Q. Governors asked for further information on the 3 teachers who were not included in the data for effective teachers?

The headteacher stated that these were staff who were new to school, ECTs. They were currently learning the routines and methods of working that were used by the school. They were not on any informal or formal support plan.

3.2 *Feedback from Link governor – Childrens Experience*

There were no other items to report.

3.3 *Feedback from Trust Activity*

There were no items to report.

LGB/38/24 Education – School Improvement Plan – Priorities 24/25

The priorities for 2024/ 2025 were noted. The headteacher explained the reasoning behind continuing the priorities set in 23/24.

Q. Governors asked how the priorities had been set and if they had been shared with staff?

The headteacher explained that SLT set the priorities based on data analysis and monitoring to ensure high standards were maintained and embedded. These were then shared with staff.

CPD and staff meetings were focused on teaching and learning to improve provision for pupils.

LGB/39/24 Finance

5.1 *Budget monitoring report and commentary on variances from School Business Manager.*

It was noted that there was a surplus of £4,000 at the end of the 23/24 budget and a deficit carry forward of -£344,000.

The 2024/25 budget was projecting a £28,000 surplus which was a reduction on the initial budget which had projected £46,000.

Q. Governors asked why this figure had changed?

The SBM explained that there were some staffing costs and supply expenditure which had not been included in the initial budget. The budget was also being aligned with to actual expenditure.

Governors discussed the need for there to be an in year surplus at the end of the year so that the historical deficit could be reduced. Governors noted the reasons for the historical deficit.

The headteacher stated that money that was being received for pupils in the school was being spent on the pupils in the school and not repaying a debt that had been accrued historically by previous leaders.

The SBM stated that he was including all costs and planning expenditure so that a clear financial picture could be seen. This would help to secure a surplus at the end of the year.

It was noted that the budgeting software had been changed and this would enable reports to be produced more easily and in a more user friendly format.

Governors requested that the finance information be shown on the IWB or paper copies provided at the next meeting.

LGB/40/24 Targeted Funding

6.1 *Feedback from link governor – targeted funding*

The headteacher directed governors to her report which outlined the funding was used to support PP pupils academically and in their personal development.

SEND

The headteacher updated governors on the SEND provision within school, funding and the developments that were being undertaken linked to bespoke learning.

Q. Governors asked for an explanation of the differences between the SEND data provided in the table and narrative?

The headteacher explained that the differences were due to some children having more than one identified need. The impact of this secondary need for some children was as great as the primary need and was therefore recorded. This created a difference in the figures.

LAC

The headteacher noted that there were 4 LAC children in school.

Sports Premium

It was noted that the school had accessed HAF funding over half term to support PP attendance at half term sports clubs. Governors discussed the take up of these places which had been lower than anticipated. The school would continue to access the funding and promote attendance to those children eligible.

PP strategy

This was being reviewed by the deputy head.

LGB/41/24 Attendance, Behaviour and Suspensions

7.1 *Feedback from link governor – attendance*

It was noted that attendance stood at 95.47%. This was an improvement on the same period in 23/24.

The headteacher stated that there had been fewer requests for holiday forms than previously.

Q. Governors asked what the Trust attendance target was?

The headteacher stated that it was 96%. Governors reviewed the data provided and noted that there had been a steady improvement in attendance since 2021. Governors discussed the impact of the pandemic on parents and their anxieties about sending children to school when unwell. It was noted that it would be a good idea to share guidance with parents on when to send children to school who were unwell or had a minor illness.

LGB/42/24 Safeguarding

8.1 *Safeguarding and child protection statutory reporting, including Local Authority Section 175 audit*

The headteacher reported that the LA audit had been completed and would be submitted before the deadline.

8.2 *KCSIE 2024*

The headteacher reported all staff had been updated on the changes made to KCSIE 2024.

8.3 *FHT Safeguarding policy.*

This had been circulated prior to the meeting. Governors approved the policy.

8.4 *Update on the school's Safeguarding audit, action plan and progress (if applicable).*

It was noted that the actions of the last audit had been completed and all sections were green. The latest audit had not yet taken place.

8.5 *Equality, racial and other Safeguarding incidents reported since the last meeting.*

It was noted that there was nothing to report.

LGB/43/24 Staffing

9.1 *Approval of pay awards from performance management.*

Governors approved the pay awards recommended by the headteacher. All staff had passed their performance management. The increases to salaries had been included in the budget.

Governors noted staff resignations and appointments.

LGB/44/24 Estates

The headteacher referred governors to her report.

Governors queried the date format in the table of compliance. It was requested that the date format of dd/mm/yyyy be used to avoid confusion. The SBM agreed to work with the site manager to implement this.

Governors noted that compliance was very high.

RB agreed to undertake a review before the end of the year.

The headteacher stated that the Trust had funded new carpets and the school had funded the costs for the outside of the school to be repainted.

Q. Governors asked if there had been any security incident lately?

The headteacher stated that there had not. CCTV had been used to review a potential incident which had shown that it was weather related.

The farm area had been cleared and this was now looking better. The plan was to establish an outdoor classroom in this area.

LGB/45/24 Family and community engagement

Governors discussed the fundraising activities of the Friends of Candleby Lane. A link with the local pub had been secured and fundraising events were being planned. It was agreed that the friends of school would check for potential issues around hosting events where alcohol was served.

CLlr Butler was thanked for providing funding for the Christmas tree and for inviting the school choir to the Christmas Light switch on.

LGB/45/24 Governors Training

Governors stated that they had completed the audit that had been circulated.

Governors stated that they had undertaken or were in the process of updating their safeguarding training.

LGB/46/24 Policies

Governors approved the following policies which had been circulated:

- CCLS Attendance Policy 2024 – 2025
- CCLS Child Protection policy 2024 – 2025
- Child on Child Abuse 2024 – 2025
- Equality policy 2024 – 2025
- Executive Summary for Stakeholders and Parents 24 25
- First Aid policy 2024 -2025
- Intimate care policy 2024 – 2025
- Low Level Concerns Policy 2024 – 2025
- Prevent Action Plan 2024 - 2025

LGB/47/24 Confirm dates and times of future meetings

Governors confirmed the following dates with a start time of 5.30pm.

Tuesday 4th March 2025

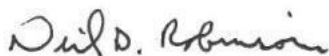
Tuesday 1st July 2025.

LGB/48/24 Determination of confidentiality and communication

It was **agreed** that all papers excluding those linked LGB/35/24 1.5 catering to were to be made available, as necessary.

The meeting closed at 6.50pm

Signed



Date 04/03/25