

MINUTES OF MEETING



School: Cotgrave Candleby Lane
Meeting title: Spring term meeting of the local governing body
Date and time: Tuesday 4th March 2025 at 5.30pm
Location: at the school

Membership A Councillor Richard Butler
'A' denotes absence 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/01/25 Preliminaries

Actions

1.1 *Apologies for absence*

Apologies for absence were received from Councillor Richard Butler who was undertaking work for the County Council. It was agreed to accept these apologies.

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.

The headteacher had informed parents that there was a vacancy for a parent governor but had not received any nominations.

Governors discussed the appointment of parent governors and actions that the school could take to attract nominations. It was agreed that the appointment process would be repeated.

ACTION: The headteacher would repeat the election process for a parent governor.

CL

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

The minutes of the meeting held on Tuesday 12th November 2025 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 | Clr 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/35/24 1.3 | The headteacher would hold a parent election in time for the next LGB | Completed. Process to be repeated. |
| LGB/35/24 1.5 | AD and RM would share any areas of concerns plus positive feedback on areas the school does well with the headteacher. | completed |

LGB/02/25 Report from the chair

2.1 *Key communications and feedback*

The chair reported that there had not been any Hub board meetings since the last meeting. The next planned meeting was in May. It was agreed that Mrs Devonish would also attend the meeting.

LGB/03/25 Education – School performance

3.1 *Feedback from HT report.*

The headteacher highlighted the following:

- Pupil outcomes
- School Development Priorities
- Trips and experiences that had been undertaken.
- Staff Training and Inset

Governors commented on the very positive Y4 MTC outcomes compared to national outcomes.

Q. Governors asked why there was a drop in outcomes at the higher standard at KS2 compared to KS1?

The headteacher explained that this was a comparison of two different cohorts. There was no progress data this year for Y6 children which would give a measure of how they had performed since Y2.

Q. Governors asked what was being undertaken to help secure attainment at the higher standard?

The headteacher highlighted the work that was being undertaken in writing. A new writing sequence had been introduced which helped to support all children including those working at a higher level.

Q. Governors asked how the 24/25 Y6 cohort compared to the 23/24 cohort?

The headteacher stated that the current cohort were more settled and focused. It was hoped that outcomes would reflect this.

The headteacher stated that the school had continued to focus on walk thrus and peer coaching. This focus on these was proving to be very successful.

3.2 *Feedback from Link governor – Children’s Experience*

There were no other items to report.

3.3 *Feedback from Trust Activity*

There were no items to report.

LGB/04/25 Education – School Improvement Plan – Priorities 24/25

The priorities for 2024/ 2025 were noted.

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

LGB/05/25 Finance

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

It was noted that an additional £90,000 income had been received from the Core Budget School Grant.

The 2024/25 budget was now projecting a £134,566 surplus which was an increase on the initial budget which had projected £46,000.

Governors noted the variance in staff costs and supply cover. This was due to staffing changes.

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 SBM circulated the multiyear budget forecast which showed a reducing historical deficit and continued in year surpluses.

Governors reiterated the need to reduce the deficit but not at the detriment to the children currently in school.

Governors noted the new report format.

5.2 *Internal audit*

The SBM reported that an internal audit had been undertaken and a report had been fed back to the Trust. There were no issues to report.

5.3 *Review and discuss annual service contracts*

It was noted that these were in the process of being reviewed.

See confidential item.

LGB/06/25 Targeted Funding

6.1 *Feedback from link governor – targeted funding*

The headteacher directed governors to her report which outlined how the funding was used to support PP pupils academically and in their personal development. The full strategy was available on the website.

SEND

The headteacher updated governors on the SEND provision within school, noting that numbers were currently stable. The SENCo had returned from Maternity leave.

LAC

The headteacher noted that there were 6 LAC children in school.

Sports Premium

It was noted that the school continued to be involved in external and Trust led sporting opportunities.

LGB/07/25 Attendance, Behaviour and Suspensions

7.1 *Feedback from link governor – attendance*

It was noted that attendance stood at 95%.

The actions that the school were taking to secure high levels of attendance were noted.

It was noted that there had been no suspensions.

LGB/08/25 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 submitted.

8.2 *Update on the school's completed Safeguarding audit*

The headteacher stated that the school would be looking to undertake a Trust audit in the Autumn Term.

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

It was noted that there was nothing to report.

LGB/09/25 Staffing

9.1 *Confirmation of completion of appraisal target setting for 24/25.*

The headteacher confirmed that all appraisal targets were up to date.

Governors noted staff resignations and appointments.

Q. Governors asked how the deputy head vacancy would be filled in the short term and what were the plans for recruitment?

The headteacher stated that the vacancy would be filled by existing staff who would step up to cover the role on a short term basis. The vacancy would be advertised and an interview date of 28th March had been set. This would allow an opportunity to readvertise if needed.

An increased pay scale had been allocated to the post to reflect the changing nature of the position.

Governors discussed the movement of staff across the Trust and any risk that this may bring.

See confidential item.

LGB/10/25 Admissions

Governors reviewed and approved the admissions arrangements for 26 -27.

Noting that there were no changes.

Governors noted that numbers in school were increasing.

The headteacher stated that there were currently 49 children who had listed the school as first choice for September 25. This did not include any late applications or 2nd choice applications.

Governors discussed the implications of the number of applications.

Governors noted that any marketing plans needed to consider budget constraints and implications on staffing.

LGB/11/25 Estates

The headteacher referred governors to her report.

LGB/12/25 Family and community engagement

The headteacher directed governors to her report.

Governors discussed the Y6 residential and communication linked to the trip.

Governors discussed the improving relationship with parents and how the school had worked to improve and develop positive relationships with all members of the school community.

LGB/13/25 Governors Training

There was nothing to note under this item.

LGB/14/25 Policies

There were no policies to approve.

LGB/15/25 Confirm dates and times of future meetings

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

- Tuesday 1st July 2025.

LGB/16/25 Determination of confidentiality and communication

It was **agreed** that all papers excluding those linked LGB/05/25 and LGB/ 09/25 to were to be made available, as necessary.

The meeting closed at 6.30pm

Signed

Paul D. Robson (chair)

Date

01/07/25