

MINUTES OF MEETING



School: Cotgrave Candleby Lane
Meeting title: Summer term meeting of the local governing body
Date and time: Tuesday 1st July 2025 at 5.30pm
Location: at the school

Membership
'A' denotes absence

		Councillor Richard Butler
A		Mrs Amy Devonish
		Mrs Claire Lindsay (Headteacher)
		Mrs Rebecca Mason
A		Mrs Michelle McCartney
		Mr Neil Robinson (Chair)
		Mrs Michelle Ellis-Tipton (New Parent Governor)

In attendance

	Mr J Wood (clerk to governors)
	Mrs S Allan (Governor Services Manager) on Teams
	Mr D Andrews (SBM)

LGB/17/25 Preliminaries

Actions

1.1 *Apologies for absence*

Apologies for absence were received from Mrs Michelle McCartney (on residential) and Mrs Amy Devonish (family commitment).

It was agreed to accept these apologies.

Clerk informed governors that Mrs Sinead Allan, would be present on Teams to observe clerk, but would not be part of the meeting. Clerk advised that the meeting was quorate.

1.2 *Declarations of interest*

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

1.3 *Membership – Vacancies and terms of office*

Mrs Michelle Ellis-Tipton has been elected as the new parent governor: she was warmly welcomed by the governing body. There are no further vacancies.

It was noted that 1 term of office is due to end in the next 12 months:

Miss Michelle McCartney – Staff Governor – 31st January 2026.

1.4 *Minutes of last local governing body meeting, actions and matters arising*

The minutes of the meeting held on Tuesday 4th March 2025 have been made available on GovernorHub. They were agreed as an accurate record of the meeting and signed electronically by the chair.

Actions from Last Meeting		
Item	Action	Status
LGB/02/24 2.1	CLlr Butler to review Health and Safety training offered by the Trust. Headteacher to take on responsibility for this action	Not completed Ongoing
LGB/11/24 11.1	CLlr Butler to arrange a Health and Safety monitoring visit: CLlr Butler to ring site manager to arrange on site visit. It was suggested to enquire what the system is for reporting faults.	Ongoing
LGB/01/25 1.3	The headteacher would hold a parent election in time for the next LGB	Completed

LGB/18/25 Report from the chair

2.1 *Key messages from FHP Local Hub Board briefing*

Chair made governing body aware that the Local Hub Board is a meeting of the chairs of 15 – 20 schools within Trust, with Trust members. It met on 22nd May with following topics of discussion:

- School Improvement Model
- Resources – HR, Finance, Estates
- Structures and processes of the meeting to promote better attendance
- Improved outcomes dashboards allowing comparisons with other Trust schools and nationally.
- Review of business dashboard.

2.2 *Key communications*

There were no further communications.

LGB/19/25 Education – School performance

3.1 *Feedback from HT report.*

The headteacher highlighted the following:

- Pupil outcomes, with particular success in phonics – 96%. MTC outcomes for 2025 are 67% of children scoring 25/25, 85% scoring 23+/25
- Lots of music opportunities for children
- Rewriting SIP for next year with focus on reading as well as writing.

ACTION – Year 6 KS2 SATS outcomes to be uploaded to GovernorHub after they are published on 9th July.

CL

Q: Noted that there are a lot of opportunities for children to get involved with music. Is there a driving force behind this?

Headteacher praised staff member as a specialist, and passionate. Has been at school a long time: knows the children really well, and can get the whole school singing.

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

There were no items to report

3.3 *Feedback from Trust Activity*

There were no items to report

LGB/20/25 Admissions

4.1 *Update on admissions into nursery and F2*

There are currently 49 applications for reception. This will mean 2 classes for F2 next year.

4.2 *Ongoing activity from admissions marketing plan*

Nursery classes continue to be marketed: there is a new advert and jingle in Cotgrave Leisure Centre.

LGB/21/25 Finance

5.1 *Budget monitoring report and commentary on variances from School Business Manager / Finance Business Partner*

Mr D Andrews presented budget. Noted that next year’s 25-26 finances don’t change very much. A key difference from this financial year is the significant surplus - £128,100. This is largely due to larger Schools Budget Grant because of increased numbers in F1.

This extra money has been used this financial year 24-25 to upgrade essential infrastructure:

- Upgrading IT infrastructure to cloud-based costing £35,000.

- Upgrading door access systems to Paxton costing £15,000

IT infrastructure upgrades will make the school more resilient, following recent outage. Upgrading door systems, will mean more effective safeguarding: as access cards will be able to be activated and deactivated more easily.

Q: Will this mean ongoing subscription costs for subsequent years?

The upfront cost will be paid in this financial year, which will mean less impact on budgets in subsequent years.

Q: Asked for clarification on which figures were being presented: Figures on Budget Review Summary give surplus and carry forward figures as £128,100 and £189,127 which does not match up with the number on the Executive Summary coloured sheet – (carry forward figure on this is £201,597).

It was confirmed that the figures on the Budget Review Summary have been updated by the head of finance at the Trust, since the Executive Summary was produced. Figures from Budget Review Summary are to be approved. As per this document, it was also confirmed that the deficit will fall to £134,325 in 25-26.

Q: Asked for confirmation that it is only the 25 – 26 budget, delivering a surplus of £54,802, that the governing body are being asked to approve.

Yes – this is the budget being presented for approval. The forecast for 26-27 is realistic, but may change.

Governor noted that it's unusual to be talking about surpluses, in challenging financial times. When headteacher first joined the school, the deficit was £630,000.

Q: How has the school brought the deficit down?

Financial prudence: bigger classes, loss of deputies, and additional school budget grant this year.

Governing body acknowledged how hard the school has worked to bring down the deficit.

5.2 *Recommendation to approve budget 2025/26*

Governors **approved** the 2025 / 26 budget as presented.

5.3 *Staffing 25/26*

See confidential item

5.4 *Review and discuss annual service contracts*

See confidential item

LGB/22/25 Targeted Funding

6.1 *Feedback from link governor – targeted funding*

SEND

The headteacher directed governors to her report.

Noted that the SENDCo has returned which is very helpful.

LAC

The headteacher noted that there were an additional 5 LAC who had joined this term and a total of 9 in the school.

Sports Premium

The headteacher directed governors to her report.

LGB/23/25 Attendance, Behaviour and Suspensions

7.1 *Feedback from link governor – attendance*

It was noted that attendance had fallen slightly to 94.84% from last meeting, but is still higher than summer term last year. Headteacher attributed this to holiday absences.

Q: Why was there an attendance high in 2020 – 21?
--

This was because of Covid – although children were at home, they were still classed as learning. Headteacher noted that attendances were higher prior to Covid.

Q: How are parents reacting to fines?
--

Many accept it. In cases of separated parents, it can be very difficult as both get the fine although only one parent may have made the decision.

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

Governor advised that final column on attendance table in HT Report needed amending to 24 – 25.

It was noted that there had been 1 suspension, for 5 days for an incident of physical aggression towards another pupil. School has worked with parents of the child suspended and put in place a highly trained TA to work with them. The child has now returned to school, they seem happier and there have been no further issues.

Q: What was the reaction of the parents of the child who was on the receiving end?

Following discussion with parents, this child has now returned to school, and is doing well.
--

LGB/24/25 Safeguarding

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

As per Safeguarding Audit, S175 has been completed and submitted.

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

Audit and Action Plan are on Governor Hub. From Action Plan, Governors have been asked to bring in Birth Certificates, and to sign CL risk assessment.

Headteacher asked if a governor would be able to form a working party with Trust's online safeguarding lead and parents, to engage parents in safeguarding. Cllr Butler offered to take on this role.

ACTION: Cllr Butler will check availability: to possibly align with health and safety visit.

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

The school has faced issues with pupils sending online abuse, some of which has been racist, targeted at other pupils. It is a big concern and is impacting on learning. To support with this, the school has bought in support from the Education, Safeguarding and Wellbeing Hub (ESHAWH) from the Local Authority, at a cost of £2,000. They will work with staff, and do workshops with parents.

Q: Which year groups are affected?

Mainly Year 5

Q: Is it because children have phones?

Yes - it's particularly Snapchat on TikTok.

Discussion that social media spills into school. Governor suggested that parents could jointly sign up for 'no social media'. This could encourage other parents to do the same. If lots of children don't have phones, then children won't feel left out.

Q: Could intervention be targeted at specific children, are at risk?

Yes – this is the plan

Q: Do children hand phones in, in the morning?

Yes – so the school knows who is targeted.
--

LGB/25/25 Staffing

9.1 *Confirmation of completion of performance management Mid-year reviews for 24/25.*

There was nothing to report

- 9.2 *Feedback on Headteacher Performance Management mid-year review by the link governor (if available).*

There was nothing to report

LGB/26/25 Estates

- 10.1 *Feedback on standards audit – if completed.*

School has drawn up a 5 year lease to lease part of their school field to Ash Lea School. Candleby Lane also leases part of its field to Cotgrave Football Club: the new lease will be checked to ensure there is still enough room for a football pitch before proceeding.

LGB/28/25 Family and community engagement

- 11 The headteacher directed governors to her report. Headteacher updated on the current ongoing residential at PGL and shared that next year the children would be going to a YHA centre near Whitby.

Also updated on efforts being made to engage parents in coming into school. This has been successful, but there is more work to be done to get parents in from older year groups.

LGB/29/25 Governors Training

- 12.1 *Governor Self Evaluation and Skills Audit to complete.*

Chair reminded governors to complete mandatory training, including Safeguarding and Prevent.

Headteacher reminded governors that this could be done at an INSET day or through the National College. Also recommended governor induction training provided by the Trust to Mrs Michelle-Ellis Tipton - which goes over responsibilities as a governor at a Trust school.

Discussion that Governors are recording their training on GovernorHub: but the school also needs records of their training in its own training log.

ACTION: Headteacher and Mr D Andrews to discuss this

DA, CL

LGB/30/25 Policies

- 13 There were no policies to approve.

LGB/31/25 Feedback to go to Local Hub Board

- 14 None

LGB/32/25 Confirm Dates and Time of Future Meetings

- 15.1 *Academic year 25/26*

Governors **confirmed** the following date(s) with a start time of 5.30pm.

- Tuesday November 11th 2025
- Tuesday March 3rd 2026
- Tuesday 30th June 2026

Governors also **approved** the following INSET days for the academic year 25-26:

- Monday 1st September 2025
- Monday 23rd February 2026
- Friday 22nd May 2026
- Monday 1st June 2026
- Monday 27th July 2026

LGB/33/25 Determination of confidentiality and communication

- 16 It was **agreed** that all papers excluding those linked to LGB/21/25 5.4 and LGB/21/25 5.3 to were to be made available, as necessary.

The meeting closed at 19:04

Signed (chair) *Paul D. Robinson* Date *3.3.26*

Summary of Actions – Ongoing, New and Completed		
Item	Action	Responsible
LGB/02/24 2.1	Headteacher to review Health and Safety training offered by the Trust.	CL
LGB/11/24 11.1	Arrange Health and Safety monitoring visit: Cllr Butler to ring site manager to arrange on site visit. It was suggested to enquire what the system is for reporting fault.	RB
LGB/21/25 5.4	Speak to finance contact at Local Authority, regarding compensation issue.	RB
LGB/19/25 3.1	Year 6 KS2 SATS outcomes to be uploaded to Governor Hub after they are published on 9th July.	CL
LGB/24/25 8.2	Check availability: to form working party on Wednesdays with online safeguarding lead at Trust and parents.	RB
LGB/29/25 12.1	Discuss where governors training needs to be recorded.	CL, DA
LGB/01/25 1.3	The headteacher would hold a parent election in time for the next LGB	Completed

School Display