

## MINUTES OF MEETING



---

**School:** Cotgrave Candleby Lane Primary School  
**Meeting title:** Autumn term meeting of the local governing body  
**Date and time:** Tuesday 11<sup>th</sup> November 2025 at 5.30pm  
**Location:** At the school

### Membership

'A' denotes absence

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

### In attendance

Mr Stuart Northedge (Clerk to governors)  
Mrs Lisa Bryant (Clerk to governors – Shadowing)  
Mr David Andrews (School Business Manager)

### Preliminaries

#### LGB/34/25 Apologies for absence

There were no apologies for absence.

#### LGB/35/25 Declarations of interest

There were no declarations interest made by governors for items on the agenda.

#### LGB/36/25 Membership – Vacancies and terms of office

*Vacancy update*

There are currently no vacancies on the LGB.

*End of terms of office*

Michelle McCartney – Staff Governor – 31/01/26

**LGB/37/25 Election of Chair and Vice Chair**

Neil Robinson was proposed by Richard Butler and seconded by Rebecca Mason for the position of chair. There were no other nominations.

It was resolved that Neil Robinson be appointed as chair of the local governing body.

Amy Devonish was proposed by Richard Butler and seconded by Neil Robinson for the position of vice chair. There were no other nominations.

Following a vote, it was resolved that Amy Devonish would be appointed as vice chair of the local governing body.

**LGB/38/25 Confirmation of link responsibilities**

Governors discussed the link responsibilities and agreed this would be finalised outside of the meeting based on the trust model and emailed to the clerk by the Chair.

NR

**LGB/39/25 Minutes of last local governing body meeting, actions and matters arising**

The minutes of the last local governing body meeting held on Tuesday 1<sup>st</sup> July 2025 having been previously circulated were confirmed and will be signed by the chair.

***Matters Arising***

| <b>Item</b>       | <b>Action</b>   | <b>Responsible</b> | <b>Outcome</b>   |
|-------------------|---|--------------------|--|
| LGB/02/24<br>2.1  | Headteacher to review Health and Safety training offered by the Trust.  | CL                 | Action completed.  |
| LGB/11/24<br>11.1 | Arrange Health and Safety monitoring visit:<br>Cllr Butler to ring site manager to arrange on site visit. It was suggested to enquire what the system is for reporting fault. | RB                 | Action completed.  |
| LGB/19/25<br>3.1  | Year 6 KS2 SATS outcomes to be uploaded to Governor Hub after they are published on 9th July.   | CL                 | Action completed.  |
| LGB/24/25<br>8.2  | Check availability: to form working party on Wednesdays with online safeguarding lead at Trust and parents.   | RB                 | Action ongoing – although it was noted that most of this action will be picked up by the safeguarding audit. |
| LGB/29/25<br>12.1 | Discuss where governors training needs to be recorded.  | CL, DA             | Governors discussed the use of Governor Hub, and the Chair showed the School                                 |

|  |  |  |  |
|--|--|--|--|
|  |  |  | Business Manager where this can be located. Following this, it was agreed that all governors would use Governor Hub to record training moving forward. |
|--|--|--|--|

## Report from chair

### LGB/40/25 Feedback Flying High Local Hub Board- 23<sup>rd</sup> September 2025

The Chair explained that he hadn't attended the meeting. However, he reminded governors of the changes to the Hub Board meetings which will have online meetings in the Spring and Summer Terms, while the Autumn Term meeting will be a face-to-face conference. All LGBs have to send a representative to each meeting.

### LGB/41/25 Representative at governor hub briefings and annual conference

The Chair confirmed that he would be attending the annual conference in the Autumn Term.

### LGB/42/25 Feedback from Chair of Governors

There was no further feedback from the Chair of Governors.

## Education – School performance

### LGB/43/25 Feedback from HT report

The Headteacher had submitted her extremely detailed report in advance of the meeting and governors were asked for any questions that they had on this. She also explained that the format of the report was likely to change going forward as the first part will be populated by pulling information from trust data systems.

In terms of 2025 outcomes, the school was well above the national figures for EYFS, Year 1 phonics and the Year 4 Multiplication Tables Check. Grammar at the higher standard at Key Stage 2 is slightly below but overall, the results are very strong.

#### **Question – a governor asked about the reason for the lower punctuation, grammar and spelling results?**

The Headteacher and staff explained that this was due to spelling and although pupils could spell phonetically, they found the year 5 and 6 words tricky.

#### **Question – a governor asked why learning weekly spellings wasn't compulsory?**

The Headteacher explained that this was because the research didn't support this approach.

Governors then briefly discussed possible approaches to the teaching of spelling.

The Headteacher also explained that the new Deputy Headteacher had taken over the curriculum and is now putting an extensive monitoring plan into place.

**LGB/44/25 Feedback from Link governor – Children’s Experience**

The Headteacher highlighted the extensive range of children’s experiences that were set out in her report.

**LGB/45/25 Feedback from key Partnership activity**

There was no feedback to share from any key Partnership activity.

**Education – School Improvement Plan – Priorities 25/26**

**LGB/46/25** The Headteacher had shared the 2025-26 School Improvement Plan in advance of the meeting. The plan has the following 3 priority areas and the Headteacher gave a brief explanation of the background to each.

1. To enhance the quality of teaching and learning within the curriculum through the continued development of a high-quality pedagogical approach that positively influences all subject areas and contributes to improved pupil outcomes.
2. Ensure high-quality maths outcomes for all children, by further developing provision across school, with a particular focus on developing teaching for mastery.
3. To further embed the teaching of writing across the school, ensuring high-quality outcomes for all children, with a particular focus on developing greater depth writers.

The Headteacher added that the staff meetings schedule had been planned to support the School Improvement Plan priorities.

**Question - a governor asked what is QFT?**

The Headteacher explained that it stood for quality first teaching.

**Finance****LGB/47/25 Budget monitoring report and commentary on variances from School Business Manager**

The School Business Manager began by informing governors that there has been a slight increase in funding and overall, the school had an in-year surplus of £140,594 which will reduce the overall deficit to £207,934. This is £94k higher than the £46k surplus originally budgeted.

The School Business Manager also explained that the £35k IT infrastructure works, which were approved at the last governor’s meeting had not been included in this figure. Following the meeting the school were made aware of potential funding for the work, so decided to delay the project. However, LEAD IT completed the project over the summer without the school’s knowledge, so the invoice is currently being disputed.

**Question – a governor asked how this translated into the current year and beyond?**

The School Business Manager shared a sheet showing governors the latest management accounts. The current forecast for 2025/26 is a £92,000 surplus.

This is £37k higher than the £55k originally budgeted. This is due to increased pupil premium income, staff pay increments that were budgeted for but not applied, and breakfast club income, which was not budgeted for due to the expected free breakfast club scheme that has not been implemented.

The Chair highlighted that over time the deficit was being reduced and should be balanced by the third year, although forecasting this far in advance is challenging.

The Chair offered thanks to the Headteacher and staff for taking action to ensure that the budget becomes balanced over time.

#### **LGB/48/25 Internal audit**

There was no update to share on the internal audit.

### **Targeted Funding**

#### **LGB/49/25 Feedback from link governor – targeted funding**

There was no feedback to share from the link governor for targeted funding.

#### **LGB/50/25 Approval of PP and Sport Premium strategies – 25/26**

Alex Cooper is now leading on all groups of vulnerable pupils to give a better overview, so she now leads on pupil premium. The strategy will be added to the website ahead of the deadline once the new staff lead has undertaken training.

In terms of SEN, the school has slightly below the national average of pupils currently on its register. 8 pupils have EHCPs and there are 9 looked after children.

#### **Question – a governor asked the time taken to process EHCPs?**

The Headteacher explained that this was slightly better, but the time taken by the LA to process these was still far too long.

The school still run free clubs over the Summer for pupils who qualify for free school meals.

### **Attendance, Behaviour and Suspensions**

#### **LGB/51/25 Feedback from link governor – attendance**

The Headteacher explained that attendance and behaviour is still linked together in the new Ofsted framework which isn't ideal.

The Attendance Lead is trained on the attend framework and works on actions to get pupils into school. However, the Headteacher explained that tracking attendance wasn't worthwhile until after October half term, because few days absence could show you as persistently absent. Attendance to today is 95.1% which shows an improving trend.

#### **Question – a governor asked if the fines impacted on parents?**

The Headteacher explained that the fines increased and three holiday absences in three consecutive years led to a much higher fine of £2500 per parent in year 3. This is a national approach to attendance.

The Headteacher explained that holiday absence and the fact that she couldn't authorise these led to the most difficult conversations she had to face with parents.

The Chair highlighted how INSET days might be used to create additional windows for parents to take holidays.

In terms of behaviour, the school have a small number of pupils whose behaviour is impacting provision across the school and this is impacting on the deployment of TAs as they have to have one to one support to these pupils.

**Question – a governor asked if these pupils had SEND?**

The Headteacher explained that SEND was causing some of this challenging behaviour.

The Headteacher added that the situation was really difficult because it was also leading to concerns being raised by other parents and in some cases formal complaints.

**Question – a governor asked if all the challenging pupils were being referred to outside agencies?**

The Headteacher confirmed that this was happening but that the most experienced TAs were having to work with these pupils which was impacting other interventions.

In terms of solving the issue, the Headteacher highlighted the lack of funding as a barrier.

**Question - a governor asked about provision for the challenging Year 5 pupils in future years?**

The Headteacher explained there was no alternative provision available and that these pupils didn't currently have EHCPs.

**Question – a governor asked about the impact on TAs working one to one like this?**

The Headteacher explained that they could support others in the class as well but that they had to be available for the challenging pupils when required.

**Questions – a governor asked about the possible use of reduced timetables?**

The Headteacher explained that this could only be put in place with the agreement of parents, which wasn't forthcoming with one child in Year 5. The Headteacher also highlighted that parents didn't have to engage with social care if they didn't wish to.

**Question – a governor asked how an ELSA would help this situation?**

The Headteacher explained that this programme helped support with emotional literacy.

A governor also highlighted a similar issue with a pupil in Year 2, who also required one to one support.

The Headteacher then explained that EYFS had two pupils with EHCPs and other pupils with additional needs which was also challenging in terms of staffing and support.

**Question – a governor asked if the parents were supportive in EYFS?**

The Headteacher confirmed that they were currently.

The Headteacher highlighted that often with younger pupils this behaviour would improve.

**Safeguarding****LGB/52/25 Safeguarding and child protection statutory reporting, including Local Authority Section 175 audit.**

The Headteacher highlighted that the safeguarding audit from the Local Authority had been updated, but this wasn't shared with schools until late October. The Headteacher then demonstrated using the audit spreadsheet that the school had met all elements of the audit but explained that she would complete the additional wording required after the meeting.

Governors agreed their initial approval of the audit and agreed that the final sign off would be done via Governor Hub.

NR/CL

**Question – a governor asked about the number of safeguarding cases the school was currently dealing with?**

The Headteacher explained that currently safeguarding cases were at the lowest for some time.

**LGB/53/25 KCSIE 2025**

The Headteacher reported that all staff had been updated on the changes made to KCSIE 2025.

**LGB/54/25 FHP Safeguarding policy**

Governors agreed and approved the 2025-26 FHP Safeguarding Policy.

**LGB/55/25 Feedback on the latest school's Safeguarding audit, action plan and progress (if applicable)**

There was no further feedback to share on the school's safeguarding audit.

**LGB/56/25 Equality, racial and other Safeguarding incidents reported since the last meeting**

This information had all been shared in detail within the Headteacher's Report.

**Staffing****LGB/57/25 Any performance or absence issues to report**

The Headteacher confirmed that there were no performance or absence issues to report.

The school currently have two teaching staff vacancies. One for a full-time member of staff in Year 4 and one for 0.5 Year 6 teacher.

Penny Mawer, TA has resigned and will be leaving with immediate effect after many years of working at the school. Governors will sign the staff card to offer their thanks for this.

The Headteacher added that the sickness figures for staff look worse because of one teacher who has been off long-term sick.

## Admissions

### LGB/58/25 Admissions marketing plan – include feedback from link governor – communications and marketing and any monitoring.

There was no update on this area, although it was noted by the Chair that pupil numbers continue to fall.

## Estates

### LGB/59/25 Estates

The Headteacher had shared this as part of her report and highlighted the work that had been done in the school throughout the Summer.

#### **Question – a governor highlighted an issue with a gate code being shared by a local football club, so people could access the site for their use?**

The School Business Manager explained that the staff swipe cards would shortly replace the code anyway but in the short term the code on the main school gate would be changed to address this.

DA

Governors also briefly discussed a recent break in at the school site.

The school has also had two new boilers installed

## Family and community engagement

### LGB/60/25 Family and community engagement

The school has held parents' evenings, the big breakfast and a Cake and a Smile event.

#### **Question - a governor asked about Cake and a Smile event and highlighted how some children's grandparents couldn't attend?**

Staff explained that children without grandparents still took part, and it was a fun activity for all. However, a suggestion was made that it could be widened out to more family members rather than just grandparents in the future.

## Governor Training

### LGB/61/25 Governor Training

All governors were asked to ensure their training was all up to date and completed within the next week. The School Business Manager also highlighted the need for governors to complete GDPR training and the Headteacher shared the rationale behind this.

All governors

## Policies for approval

### LGB/62/25 Policies for approval

Acceptable Use Policy 2025-26  
Anti-bullying Policy 2025-26  
Child on Child Abuse Policy 2025-26

Child Protection Policy 2025-26  
Equality Policy 2025-26  
Health and Safety Policy 2025-26  
Low Level Concerns Policy 2025-26  
Prevent Action Plan 2023-26  
Whistleblowing Policy 2025-26

Governors agreed and approved all of the above policies.

### Confirm Dates and Times of Future Meetings

**LGB/63/25** Spring term – Tuesday, 3<sup>rd</sup> March 2026 at 5:30pm  
Summer term- Tuesday, 30<sup>th</sup> June 2026 at 5:30pm

### Determination of confidentiality and communication

**LGB/64/25** It was

#### Resolved

That all papers and reports be made available as necessary, apart from parts of items LGB/39/25 and LGB/47/25.

**The meeting closed at 6.50 pm**

Signed *Jill D. Roberts* (chair) Date 3.3.26.