

## MINUTES OF MEETING



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<b>School:</b>	<b>Cotgrave Candleby Lane</b>
<b>Meeting title:</b>	<b>Spring term meeting of the local governing body</b>
<b>Date and time:</b>	<b>Tuesday 3<sup>rd</sup> March 2026 at 5.30pm</b>
<b>Location:</b>	<b>at the school</b>

### **Membership**

'A' denotes absence

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

### **In attendance**

Mrs L Bryant (clerk to governors)  
Mr D Andrews (SBM)

### **LGB/01/26 Preliminaries**

### **Actions**

#### 1.1 *Apologies for absence*

Apologies were received from Mrs Michelle Ellis-Tipton (away with work).

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*

Mrs Michelle McCartney has been re-elected as staff governor: She was welcomed by the governing body.

There are no further vacancies.

It was noted that the following terms of office are due to end in the next 12 months:

- Mrs Rebecca Mason – Parent Governor – December 2026.
- Councillor Richard Butler – Trust Governor – November 2026
- Mrs Amy Devonish – Trust Governor – November 2026

Governors **agreed** to discuss this at the summer term meeting.

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

The minutes of the meeting held on Tuesday 11<sup>th</sup> November 2025 have been made available on Governor Hub. They were agreed as an accurate record of the meeting and signed electronically by the chair.

Actions from Last Meeting		
Item	Action	Status
LGB/38/25	<p>These have been confirmed by Mrs Devonish and circulated to Governors.</p> <p>Safeguarding and attendance - NR            Finance - NR            Head teacher appraisal - NR            Children's experience - AD            Marketing and communications-Currently unassigned (previously LH)            Targeted support (including Pupil Premium, Sports Premium, Tutoring and SEND funding – RM            Governor training - MM            Staff wellness (aligned to staff governor) – MM            Health and Safety - RB</p> <p>It was <b>agreed</b> that Mrs Ellis-Tipton could move into one of the roles, potentially marketing.</p> <p>The above link Governor roles are based on the recommended link roles in the Flying High Local Governance Handbook (2023/2024)</p> <p>Governors <b>approved</b> the link Governor roles presented.</p>	Complete
LGB/52/25	Governors to sign off Safeguarding audit via Governor Hub.	Complete

LGB/59/25	Change of code on the school gate to prevent unauthorised absence,	Complete
LGB/61/25	All governors to ensure that training was all up to date and completed	Complete

## **LGB/02/26 Report from the chair**

### 2.1 *Key communications and feedback*

There was no feedback from the Chair of Governors

### 2.2 *Feedback from Governor Hub Conference*

The Chair confirmed that he had not attended the Governor Hub conference and had not received any feedback.

### 2.3 *Review of aims and responsibilities of local Governing Body*

The Chair confirmed that these had been reviewed and no further action was needed.

## **LGB/03/26 Education – School performance**

### 3.1 *Feedback from HT report.*

The Headteacher had submitted her detailed report in advance of the meeting and governors were asked for any questions that they had on this.

The headteacher said that she had removed the IDSR (Individual data school report).

In terms of Pupil outcomes, the school was well above the national figures for EYFS and Phonics. KS1 is very close to the national figures across all areas and above the national figures for Mathematics. KS2 is at or above the national figures at both expected and higher standards. Overall, the results are very strong.

### 3.2 *Feedback from Link governor – Children's Experience*

There were no items to report

### 3.3 *Feedback from and Partnership activity*

There were no items to report

## **LGB/04/26 Education -School Improvement Plan**

### 4.1 *Progress to Date*

The headteacher confirmed that the School Improvement Plan had been made available to Governors on Governor Hub. This had also been shared with staff and is reviewed termly.

The three priority areas for this year are as follows:

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.

## LGB/05/26 Finance

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

Governors **received** the updated budget monitoring report from the School Business Manager. Mr Andrews **confirmed** that overall, this looks healthy and the current forecast is for a £153K surplus which is £98K higher than the budgeted £55K. Some of this has been due to the securing of additional funding, such as SEND funding, breakfast club income, ECT mentor grant and the catering settlement. However next year's budget is considerably tighter to the extra reception class and additional costs for staff on maternity leave.

Mr Andrews outlined that it is essential that some of the IT equipment is upgraded and would like to purchase around 35 laptops at a total cost of around £15K. It may be that there is a mix of laptops and iPads.

Governors **approved** the proposed spend of £15K on updated laptops and associated IT equipment.

### 5.2 *Internal Audit*

There has not been any internal audit activity

### 5.3 *Review of confirmed 2024/25 final reserves outturn and external audit report*

Mr Andrews confirmed that the carry forward of reserves for 2025/26 is forecast to be £36K deficit, which has improved due to the forecasted surplus for the year.

#### **Question: A Governor asked why the reserve deficit increases from now until 2027/28?**

Mr Andrews said that this is due to the impact of the extra class and staffing costs,

### 5.4 *Review and discuss annual service contracts*

Mr Andrews confirmed that all annual service contracts have been rolled over into the current year and nothing has changed.

## LGB/06/25 Targeted Funding

### 6.1 *Feedback from link governor – targeted funding*

#### *SEND*

The headteacher directed governors to her report and confirmed that the school is slightly above the national average with 16.2% (82 children) identified as having a need. There are currently 41 children being monitored for SEND.

### *EHCP*

The headteacher noted there are 11 pupils with an EHCP with 2 children on the assessment pathway to obtain an EHCP. Teaching assistants are either supporting children 1:1 throughout the day, or during the morning supporting in the classroom and in the afternoon delivering 1:1 or small group focused interventions

### *LAC*

The headteacher noted that there are currently 9 looked after children in school.

### *Sports Premium*

The headteacher directed governors to her report.

## **LGB/07/26 Attendance, Behaviour and Suspensions**

### 7.1 *Feedback from link governor – attendance*

The headteacher informed governors that attendance had fallen slightly (94.8%) at the beginning and end of the last term due to term time holidays where parents are taking their children out of school. The school is taking several actions to improve attendance, and these are set out in the headteacher's report.

The headteacher informed Governors that there had been three suspensions.

This item is discussed as a confidential item.

## **LGB/08/26 Safeguarding**

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

The headteacher confirmed that the LA audit has been completed and submitted.

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

The headteacher confirmed that the scheduled Safeguarding Audit on 24<sup>th</sup> November had to be cancelled and had been rescheduled for 5<sup>th</sup> March.

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

It was noted that there was nothing to report

## **LGB/09/26 Staffing**

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

The headteacher confirmed that appraisal targets were up to date.

Governors noted staff resignations and appointments.

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

There was nothing to report

9.3 *Feedback on Headteacher appraisal targets 2025/26 by Headteacher*

The headteacher confirmed that her appraisal was due to take place in April.

**LGB/10/26 Admissions**

10.1 *Admissions marketing plan – include feedback from link governor – communications and marketing and any monitoring.*

The headteacher directed Governors to her report and confirmed that numbers still present a challenge particularly KS1.

The initial numbers indicate that the school has 60 first choice applicants for F2. Governors were informed that the decision had been taken to split this into 3 classes as there was a likelihood that this number could rise.

The headteacher informed governors that she had been looking into the prospect of offering wraparound nursery care. This provision may also help increase numbers. There is still some further work to do with this in terms of consideration to staffing and other matters, but this work is ongoing.

The headteacher informed Governors that the school had been asked by the DfE to apply for the RISE Reception Network Lead School and that the application had been successful. This programme brings schools together to strengthen Reception year provision and support improved outcomes for children. This is very therefore very positive news for the school.

**LGB/11/26 Estates**

This headteacher directed governors to her report and confirmed there had been term several improvements across the school site. These include:

- The school office has been freshly painted and wallpapered, creating a more welcoming and professional entrance for visitors.
- The Year 5 group room has been transformed into a living-room-style space that provides a comfortable environment for small-group work and pastoral support.
- A new fence has also been installed between the F1 playground and Little Kites, improving safety and clearly defining the boundary between the two areas.
- Spare classrooms have been reorganised to accommodate St Peter's School to ensure they have the space they need.

**Question: A Governor asked if there are any issues with the St Peter's children being based at the school?**

The headteacher said that there were no issues and that the integration has been very smooth.

**Question: A Governor asked if there was a date set for their return?**

The headteacher said that hopefully they will be returning before SAT's

The headteacher confirmed that the Health and Safety Audit had taken place on Friday 6<sup>th</sup> February and that a strong score had been achieved of 85.5%. Mr Andrews said that he would share the full report on Governor Hub and that Councillor Butler will be involved in developing some of the actions.

DA

#### LGB/12/26 **Family and Community Engagement**

The headteacher directed Governors to her report which outlined the trips and experiences that had been provided for children.

#### LGB/13/26 **Governor Training**

The SBM confirmed that all Governor training is up to date and that the skills audit is up to date.

#### LGB/14/26 **Policies for Approval**

There were no policies to approve.

#### LGB/15/26 **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 30<sup>th</sup> June 2026

Governors **approved** the following Inset Days for the Summer term 2027.

Monday 26<sup>th</sup> July 2027

Tuesday 27<sup>th</sup> July 2027

Wednesday 28<sup>th</sup> July 2027

The headteacher will consult with staff before a final decision is made about the above inset days,

#### LGB/16/26 **Determination of confidentiality and communication**

- 16 It was **agreed** that all papers excluding those linked to LGB/07/26 were to be made available, as necessary.

The meeting closed at 18:40

Signed



(chair)

Date: 30<sup>th</sup> June 2026