MINUTES OF MEETING

School:	**Cotgrave Candleby Lane**
Meeting title:	**Summer term meeting of the local governing body**
Date and time:	**Tuesday 30th June 2026 at 5.30pm**
Location:	**at the school**

Membership		Councillor Richard Butler
'A' denotes absence	A	Mrs Amy Devonish
		Mrs Claire Lindsay (Headteacher)
		Mrs Rebecca Mason (Parent Governor)
		Mr Neil Robinson (Chair)
		Mrs Michelle Ellis-Tipton (Parent Governor)
		Mrs Michelle McCartney (Staff Governor)
In attendance		Mrs L Bryant (clerk to governors)
		Mr D Andrews (SBM)

LGB/17/26 Preliminaries

Actions

1.1 *Apologies for absence*

Apologies were received from Mrs Devonish.

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 the following terms of office are due to end in the next 12 months:

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

Governors

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

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

The minutes of the meeting held on Tuesday 3rd March 2026 have been made available on Governor Hub. They were agreed as an accurate record of the meeting and signed electronically by the chair. There were no outstanding actions from the meeting.

Actions from Last Meeting		
Item	Action	Status
LGB/11/26	Mr Andrews to share the results of the Health and Safety Audit on Governor Hub.	Complete

LGB/18/26 Report from the chair

2.1 *Key messages from FHP Local Hub Board briefing- 17th March*

The Chair confirmed that he did not attend the briefing and informed Governors that there is another briefing on 7th July which is online. The Chair will ask Mrs Devonish to attend.

Chair

2.2 *Key communications*

There were no further communications.

LGB/19/26 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 highlighted key points on pupil outcomes, notably Phonics at 92% with the national figure being 80%. The headteacher **informed** Governors that some of the data is not yet available so the numbers will not be complete until the 7th July. Once the data is complete it will be uploaded to Governor Hub.

The headteacher **informed** Governors of the recent work on curriculum development and that the School Improvement Plan will remain broadly the same for the next year.

Question: A Governor asked if the 85% working at expected standard in writing at KS2 is linked to Priority 3 on the School Improvement Plan?
The headteacher said that this was the case.

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

There were no items to report.

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3.3 *Feedback on any key partnership activity*

There were no items to report.

LGB/20/26 Admissions

4.1 *Update on admissions into nursery and F2*

The headteacher confirmed that there are currently 21 children for the Nursery in September, and 61 children confirmed for F2.

4.2 *Ongoing activity from admissions marketing plan*

The headteacher **informed** Governors that they have lost 6 children since the last report, however the marketing plan is focusing on increasing the numbers and it is hoped that housing development will help the numbers increase.

LGB/21/26 Finance

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

Mr Andrews presented the school budget. This year is a healthy position with a £117,187 surplus, however there is a currently a deficit of £38,118 for next year. There are several reasons for this, including provision for staff maternity leave

The Chair confirmed that he had been very supportive of the headteacher's proposal to appoint another teacher as the class sizes were too big. There is an influx of children, and we may have to go into deficit to look after them. The budget cannot always be balanced as the needs of the children have to be prioritised. Therefore, there may be a blip in our strategy of decreasing to two classes per cohort.

Governor Comment: We also need to consider teacher wellbeing.

Mr Andrews added that the deficit number will change as it is accepted that other funding may come in over the year.

The headteacher noted that the reception census numbers were 61 and that she would need to go back to the LA to ensure that this is capped at 60.

Governor Comment: There would be constant criticism if the class numbers are over 30.

The headteacher added that the only way of doing this would be to mix year groups which would have required the curriculum to be rewritten.

Governor Comment: From a parent perspective there is greater acceleration when the class numbers are lower.
The headteacher agreed but added that it can't be done as there is not the funding.

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5.2 *Recommendation to approve budget 2026/27*

Governors **received** and **approved** the budget from the School Business Manager.

5.3 *Staffing 26/27*

The headteacher confirmed that there had been some resignations and end of contracts. There has however been recruitment activity and there will be 3 new class teachers, 1 class teacher (ECT) and a MDSA.

The headteacher **informed** Governors that staff sickness absence has improved and that there are no staff on long term sick leave.

5.4 Review and discuss annual service contract

All annual service contracts have been rolled over into the current year, and nothing has changed.

LGB/22/25 Targeted Funding

6.1 *Feedback from link governor – targeted funding*

The headteacher directed governors to her report and highlighted the following:

SEND

The school is slightly below the national average with 16.9% (85 children) identified as having a need. There are 57 children who are being monitored for SEND.

Higher Level Needs (HLN) and Additional Family Needs (AFN)

There are currently, 21 children who receive HLN, AFN or bridging funding.

EHCP

There are 12 pupils with an EHCP with 5 children on the assessment pathway to obtain an EHCP. Teaching Assistants are primarily classroom based in the morning and during the afternoon, they deliver 1:1 or small group focused interventions. This provision is being constantly developed to make sure the children have opportunities to develop their areas of need.

LAC

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

Sports Premium

It has been confirmed that this funding will stop in October.

LGB/23/26 Attendance, Behaviour and Suspensions

7.1 *Feedback from link governor – attendance*

Attendance

The headteacher directed Governors to her report and **confirmed** that overall attendance is 94.9% (year to date) which is broadly in line with previous terms. The headteacher outlined the measures that are in place to ensure that attendance remains high.

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The headteacher **confirmed** that the persistent absentees' number is 10.3% this year to date.

Question: A Governor asked if it was the same families?

The headteacher said that it was and that the point of enforcement had been reached in some cases.

Behaviour

This was discussed as a confidential item

Suspensions

Since the last report, there have been no fixed-term suspensions. Pupils who were suspended in previous terms continue to receive coordinated support, including external agencies where appropriate. Provision is kept under regular review to ensure it is impactful and continues to secure the best possible outcomes for each individual.

LGB/24/26 Safeguarding

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

The headteacher directed Governors to her report.

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

The headteacher **confirmed** that there was a Safeguarding audit on 5th March Although strong practice was noted it was rated as amber due to inconsistencies in staff recording of incidents. A staff meeting was held with all staff to go through expectations and is continuing to be monitored.

Question: A Governor asked what the inconsistencies were in relation to?

The headteacher said that they wanted more details on the incidents and the exact language used.

Question: A Governor asked what the advice was?

The headteacher said that further training for staff was recommended to encourage staff to be concise. Also, on CPOMS they expect to see an entry every day for children being monitored. The record keeping is a big job in a large school.

The Chair asked Governors to **note** the recent communication from Governor Services in relation to Action for Governors - Stronger protections for children with allergies in school. The headteacher **confirmed** that the school was compliant in relation to the actions and will review the Allergy Policy later in the year.

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

It was noted that there was nothing to report

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LGB/25/26 Staffing

9.1 *Confirmation of completion of staff appraisal mid-year reviews for 25/26.*

The headteacher **confirmed** that appraisal targets were up to date.
They will be closed at the end of this year and new targets set for next year.

9.2 *Any appropriate feedback from Headteacher appraisal from Link Governor (if available).*

This has just been completed and will be uploaded to Governor Hub.

LGB/26/26 Estates

10.1 *Feedback on standards audit – if completed*

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

- The main reception area which has been completely transformed into a warm and welcoming space for pupils, parents, and visitors
- The Foundation Stage has been awarded host status for the Best Start in Life RISE Reception Network, which has led to a full transformation of both the indoor and outdoor learning environments.
- Year 3 group room has been redesigned into a calm, and purposeful learning area that supports pupils' focus and wellbeing.
- With St Peter's returning to their own school, the NEST has been repurposed into a calm and relaxing educational space.

The headteacher confirmed that the school is not using Every system for all compliance management, risk assessments (RAs), and surveys, ensuring a more streamlined and consistent approach across the school. The system is currently in use and will officially go live from 1 August 2026.

Question: A Governor asked if there had there been children on the roof? There was something online?
The headteacher said that there were children on the roof, were ex-pupils. This was reported to the police, and they have acted.

Question: A Governor asked if this was a one off?
The headteacher said that it happened over a couple of nights, but is now sorted,

LGB/27/26 Family and Community Engagement

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

Question: **A Governor asked why there were fewer activities for year 5?**
The headteacher confirmed that there have been more but not all of them have been captured.

Question: A Governor asked why the Mental health workshops have only been provided for Year 3 and 4?

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The headteacher said that they are the year groups that are offered to the school.

The headteacher **noted** that MP James Naish had been welcomed to the school as part of the writing project exploring the question "Should AI be used in the curriculum?". This was a valuable session and the children responded very positively to this.

The headteacher **informed** Governors that there is a big push on vulnerable children and added that the Inclusion Lead will be returning full time.

Governor Comment: The feedback from Sports Day was positive, it was a very inclusive event.

LGB/28/26 Governor Training

12.1 *Governor Self Evaluation and Skills Audit to complete*

The headteacher will forward the skills audit to Governors. The Governors **noted** that they look forward to receiving this.

LGB/29/26 Policies for Approval

There were no policies to approve.

LGB/30/26 Confirm Dates and Time of Future Meetings

14.1 *Academic year 25/26*

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

- Tuesday 10th November 2026
- Tuesday 9th March 2027
- Tuesday 29th June 2027

LGB/31/26 Determination of confidentiality and communication

It was **agreed** that all papers excluding those linked to **LGB/23/26** were to be made available, as necessary.

The meeting closed at **6-45 p.m.**

Signed (chair) Date: 10th November 2026

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