

LINTON HEIGHTS JUNIOR SCHOOL

LOCAL GOVERNING BODY Meeting minutes

20th September - 6.00pm.



Governors present:

Gill Powell (GP)
James Puxley (Headteacher) (JP)
Caroline Webb (CW)
Zoe Parker (ZP)
Sarah Rosewell (SR)
Mandeep Matharoo (MM)
Julia Calver (JC)
Daniel Morrish (DM)
Benj Marriage (BM)
Brian Harrison (BH)

Others present:

Isobel Howden (Clerk) (IH)

1. APOLOGIES FOR ABSENCE

No apologies had been received.

The Chair welcomed new Governor Brian Harrison to the meeting.

2. DECLARATIONS OF INTEREST

New pecuniary interest forms had been circulated to all members of the LGB for completion.

There were no declarations of interest other than those already entered in the school's register.

[Governors to return completed forms to the Clerk by the end of September.](#)

3. MINUTES

The minutes of the FGB held on 12th June 2023 were agreed and signed by the Chair as an accurate record.

4. MATTERS ARISING

Action Points from Meeting of 12/06/2023	Minute refers	Responsible	Completed
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Action

KA/ZP/SR/
BM/JC/BH

1. AW would send notes on the 'Pupil Voice' to Governors.	4	AW	Not actioned as AW has left the LGB.
2. Chair to meet with HT every 2-3 weeks.	6	GP	Dates for the Autumn term to be finalised.
3. Safeguarding training to be delivered at September LGB.	6	JP	Addressed during the meeting.
4. Update on Art Room to be posted in the school newsletter.	9	JP	✓
5. Chair to email budget approval to Charity Main.	10	GP	✓
6. MM to send SEND visit report to IH.	12	MM	✓
7. Succession planning in the LGB to be discussed.	15	GP	To be added to the December LGB agenda.

JP/IH

5. ELECTION OF CHAIR AND VICE CHAIR

No additional nominees were put forward for the role of Chair. SR nominated GP; this was seconded by JC. GP accepted the role and will continue as Chair of Governors for the next academic year.

DM was nominated by GP; this was seconded by SR. DM accepted the role of Vice Chair of Governors for the next academic year.

6. ELECTION OF LINK GOVERNORS

The Chair advised that where possible the link Governors would remain the same as the previous years. The following link responsibilities and staff contacts were agreed:-

Frequency of meetings	Role	Governor	Staff
Monthly/half termly	Safeguarding	Benj Marriage	James Puxley
Twice a year	Maths	Gill Powell	Caroline Webb
Twice a year	English	Julia Calver	Rosie Komodromos
Twice a year	Science	Benj Marriage	Jamie Wilson
Twice a year	SEN	Mandeep Matharoo	Karen Graves
Twice a year	Pupil Premium	Sarah Rosewell	Karen Graves
Twice a year	Curriculum	Dan Morrish	Stacey Chapman
Termly	Health and Safety	Kirk Archibald	James Puxley
Twice a year	Wellbeing	Zoe Parker, Julia Calver, Brian Harrison, Gill Powell, Sarah Rosewell	All other staff

JP to send updated document for website to IH.

JP

7. CODE OF CONDUCT

The Anglian Learning (AL) code of conduct had been circulated prior to the meeting. Governors in attendance signed to confirm they had read the document.

CW reiterated the importance of Governors using their AL email address for any school related correspondence.

8. **CHAIRS INPUT**

The Chair highlighted the importance of the Governors link roles to staff, with particular focus on the twice-yearly Governor visits.

[Governors to arrange initial visit with their staff link in the Autumn Term.](#)

She reminded Governors of the training available to them, both via the AL website and directly with the NGA, and commented that any Governor training undertaken would reflect well on the school from an OFSTED perspective.

In response to Governor questions, the Headteacher confirmed that separate Prevent training was not necessary.

Governors added that during an AL Governor training session, the possibility of networking with all Link Governors throughout the Trust had been enthusiastically discussed.

[JP to follow up with Kerrie Jones the possibility of Trust-wide Link Governor networks.](#)

ALL

JP

9. **SCHOOL VISION**

The Headteacher confirmed that an update on the school vision had been circulated in the latest school newsletter.

The points already actioned were as follows:-

- Topics studied had been reviewed and as a direct result had doubled. This had been shared with the school community via the Class Newsletter.
- The behaviour policy was under review, and there would be a more therapeutic approach to dealing with behavioural issues.
- Maths home learning had been revised and would be rolled out over the next 2 weeks – both children and staff would benefit from this new approach.
- Requests had been made for parent volunteers to run non-sports school clubs.

10. **OFSTED READY QUESTION**

The Headteacher posed the question 'How are you prepared as Governors to spot children at risk?'

Governors discussed the training they receive both at induction and yearly in September.

The provision of designated safeguarding leads (DSL) and the single central record were cited as key in safeguarding at the school.

Governors added that the regular half-termly meetings between the DSL and safeguarding link Governor gave the opportunity to ensure the DSL was completing all necessary checks required.

Their own link Governor visits always covered safeguarding questions, thus providing an additional twice-yearly check with each member of staff.

[Safeguarding link Governor to inspect the SCR during the next visit.](#)

BM

11. **SUMMER TERM ACHIEVEMENT REPORT**

CW presented the Summer term data and reflected on good overall SATs results in Year 6 – all areas had outperformed the national average. The one area of concern was the achievement of the PP students in Maths. However, this result had been skewed by the lower than average marks of a few children and had not been adjusted for the special consideration extra marks which had been awarded to 3 pupils. This area would be a focus in the forthcoming academic year.

The results for Years 4 and 5 were very pleasing. The progress of girls in Maths in Year 5 would be monitored closely and 'girl only' interventions and groupings would be trialled to aim to improve results further.

There still remained challenges to attainment in Year 3.

CW expressed concern as the new Year 3 and Year 4 cohorts demonstrated quite a low ability, however these were the groups whose learning was most affected by the Covid lockdowns. Additional TA support would be concentrated on these year groups in the forthcoming year rather than the traditional heavy TA focus on Year 6.

SATs results for the new Year 3 were quite low, however the accuracy of the data provided by Linton Infants for the Year 2/3 transition was uncertain.

The Headteacher and Assistant Headteacher would be visiting Linton Infants to highlight the need for early intervention in cases where a child needed additional support. This would hopefully lead to more ECHPs being in place by the time the children reached LHJS. They would also stress the importance of reliable data which would lead to better provision for specific needs once the children reached LHJS.

Learning gaps had been identified, particularly in phonics, and TA support would be required to assist with this need.

The Headteacher would highlight to AL the difficulty of continuing the provision of acceptable levels of teaching with such additional resource needs but no additional budget.

Governors asked what the AL position was when there was a clearly identifiable need for additional resource.

The Headteacher replied that as all finances were held centrally, there was no devolved control over where school finances could be allocated. Any requests for additional funding would have to be submitted centrally but overall, a lack of support and resource would ultimately show in both results achieved and staff morale.

However, he was confident of the 2 specific year groups making progress even if actual attainment remained low.

CW added that she was keen to compare results across the Trust.

Governors asked whether the data from Linton Infants could be restated/regraded.

CW confirmed that KS1 results were as stated and could not be revised.

12. SCHOOL DEVELOPMENT PLAN

The Headteacher presented the school development plan for the forthcoming year, highlighting the improvements to curriculum, and enhancements to the profiles of subject leaders. The plan was a streamlined and focused outline of how LHJS would provide a stimulating and inclusive learning environment.

There would be a positive initiative to improve Maths achievements, and further enhancements to students' personal development, such as making the curriculum more diverse and offering students quality experiences through clubs or trips.

Governors asked when Autumn 1 deliverables would be achieved.

CW responded that these would be reflected in the half term work plan.

13. AOB

The Chair requested that AOB be discussed as the next agenda item.

She informed the meeting of a complaint received from a parent regarding school trips.

The parent was concerned that the trips were too expensive and hence led to the exclusion of some children from participating. The parent was concerned about how the school canvassed the opinion of relevant parents on this topic, and hoped that the school might address the issue of how residential opportunities could be offered to all students without excess financial pressure being applied to parents.

The letter had been shared with the Year 6 team and the SLT.

The Chair would officially respond to the complaint.

Reminders about trips and the cost of trips would be added to the weekly newsletter.

Possibility of parents providing extra funding for trips via MCAS to be explored.

Questionnaire data to be forwarded to the Chair.

GP
JP
JP
CW

CW left the meeting at 19:09

Governors were invited into school in the following week to have their photos taken for the school website.

[Governors to provide a photo to the school office for inclusion on the school website.](#)

ALL

14. **SAFEGUARDING TRAINING**

The annual training was completed by all Governors present, and the end of course questionnaire completed.

15. **SAFEGUARDING & CHILD PROTECTION POLICY**

Governors confirmed that they had read and approved the document.

16. **DATES OF NEXT MEETINGS**

Wed 6th December 2023

Wed 31st January 2024

Wed 13th March 2024

Wed 8th May 2024

Wed 3rd July 2024

There being no further business, the meeting closed at 19.45.

Signed as an accurate recordDate