

## LINTON HEIGHTS JUNIOR SCHOOL

### LOCAL GOVERNING BODY Meeting minutes

6<sup>th</sup> December - 6.00pm.



#### Governors present:

Gill Powell (GP)  
James Puxley (Headteacher) (JP)  
Kirk Archibald (KA)  
Sarah Rosewell (SR)  
Julia Calver (JC)  
Daniel Morrish (DM)  
Benj Marriage (BM)  
Brian Harrison (BH)

#### Others present:

Isobel Howden (Clerk) (IH)  
Gabi Chamberlain (GC)  
Ed Symons (ES)  
Melissa Barrett - IFG

#### 1. APOLOGIES FOR ABSENCE

Apologies had been received from Zoe Parker (ZP), Mandeep Matharoo (MM) and Caroline Webb (CW).

The Chair welcomed new parent Governors Gabi Chamberlain (GC) and Ed Symons (ES) to the meeting.

#### 2. IMPACT FOOD GROUP

The Chair welcomed Melissa Barrett from Impact Food Group (IFG) who had recently taken over the catering provision at LHJS and more widely throughout Anglian Learning (AL). Melissa informed Governors of the recent investment programme in the school kitchen, and how the new catering team were settling into their roles and responsibilities.

One of the main focuses of the catering team would be to provide lunches for a greater proportion of the children who were entitled to free school meals.

Governors asked whether the booking system could be improved to assist the uptake.

Melissa responded that the team would be looking at ways to improve the booking system and develop better parent engagement.

Data would be shared with Governors at the next meeting.

Representatives from IFG to meet with the JLT to share ideas.

Action

JP/MB

Melissa left the meeting at 18.15.

3. **DECLARATIONS OF INTEREST.**

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

Governors to return completed pecuniary forms to the Clerk as soon as possible.

4. **MINUTES**

The minutes of the FGB held on 20<sup>th</sup> September 2023 were agreed and signed by the Chair as an accurate record.

5. **MATTERS ARISING**

| Action Points from Meeting of 20/09/2023  | Minute refers | Responsible       | Completed  |
|---|---------------|-------------------|--|
| 1. Governors to return completed pecuniary interest forms to the Clerk by the end of September. | 2             | KA/ZP/SR/BM/JC/BH | Outstanding forms to be sent to the Clerk as soon as possible.   |
| 2. Succession planning to be included in December FGB agenda.                                   | 4             | JP/IH             | ✓  |
| 3. JP to send updated link Governor document for website to IH.                                 | 6             | JP                | ✓  |
| 4. Governors to arrange initial visit with their staff link in the Autumn Term.                 | 8             | ALL               | Addressed during the meeting.                                    |
| 5. JP to follow up with Kerrie Jones the possibility of Trust-wide Link Governor networks.      | 8             | JP                | ✓  |
| 6. Safeguarding link Governor to inspect the SCR during the next visit.                         | 10            | BM                | ✓  |
| 7. The Chair would officially respond to the complaint received from a parent.                  | 13            | GP                | ✓  |
| 8. Reminders about trips and the cost of trips would be added to the weekly newsletter.         | 13            | JP                | ✓  |
| 9. Possibility of parents providing extra funding for trips via MCAS to be explored.            | 13            | JP                | ✓  |
| 10. School trip questionnaire data to be forwarded to the Chair.                                | 13            | CW                | ✓  |
| 11. Governors to provide a photo to the school office for inclusion on the school website.      | 13            | ALL               | Outstanding photos to be sent to the office as soon as possible. |

KA/SR/  
BM/BH

ALL

## 6. **LINK GOVERNOR REPORTS**

### i) SEN

SR reported that she and MM would be meeting with Karen Graves (KG) in the new year but had been in contact with her as a precursor to the meeting and to touch base with regard to SEN provision this academic year.

There had been an increase in the requests for SEN assistance and in response the Headteacher had increased hours available by half a day per week.

KG confirmed that she was working more closely with Linton Infants, and was pleased with the response of LHJS staff in accessing the SEN toolkit which she had been championing.

### ii) English

JC reported that she had met with Rosie Komodromos to discuss the English curriculum provision.

The English curriculum was being delivered with great success. There was a comprehensive action plan in place, and Fisher Family Trust data had shown huge improvements in reading comprehension. There was good understanding and teaching of phonics, and the Year 6 journals were encouraging independent reading.

The school was in need of a new librarian to further aid the excellent provision of the English course.

[Advertisement for a new librarian to be sent to the Linton Village News & included in the school newsletter.](#)

### iii) Science

BM reported on his meeting with Jamie Wilson. The Kapow Primary Science scheme had proved to have a vast improvement in the quality of science curriculum delivered, but the introduction of creative collaboratives may be challenging in this area.

### iv) Maths

The Chair reported on her meeting with Caroline Webb. The delivery of the curriculum was excellent, but this may not be reflected in the school results due to the performance of Years 3 and 4. There was a shortage of TA hours available and hence interventions were being impacted. There had been a huge improvement in home learning and CPD provision by AL had been helpful.

Although the national average for achievement in Maths was 75%, LHJS always strived to attain 86-87%.

Governors confirmed of positive checks ins with their wellbeing link in school, and it was established that where relevant, Governor responsibility would transfer to an interim member of staff in instances of long-term leave.

## 7. **OFSTED READY QUESTION**

The Headteacher posed the question 'What do you want for your pupils by the time they leave the school?'

Governors reflected that key school delivery criteria needed to include the following:-

- Each child encouraged to reach their full potential
- Children receive a well-rounded education leading to good results
- Provision of enrichment experiences for all pupils
- Embedding school values through learning
- Children gain confidence throughout their time at school
- Teaching provision is fully inclusive for all abilities

[Lists of LHJS strengths/weaknesses to be circulated to Governors.](#)

8. **HEADTEACHERS REPORT**

With reference to key data in the report, the Headteacher reflected that attendance at school was a key driver to pupil achievement, and there needed to be a good system in place to address cases of persistent absenteeism.

Currently LHJS had a good system in place overseen by himself and Sam Barnes. There was a correlation between pupils who were persistently absent and SEN pupils.

Attendance was generally improving but since Covid it was evident that some parents' attitudes to attendance had changed. The data received from the Department of Education showed LHJS was favourable in attendance figures compared to other schools with a similar demographic.

**Governors asked for clarification on the approach to cases of persistent absenteeism.**

The Headteacher confirmed that the methodology was detailed on the school website. In essence, parents would receive a phone call, followed up by a letter. If absenteeism continued the parents would be asked into school for a meeting and attendance targets would be set. If the problem still persisted, then fines would be imposed.

The reintroduction of attendance certificates was discussed with both pros and cons considered. Ultimately the best course of action would be to make the curriculum so exciting that no pupil wanted to miss anything.

**Governors asked for further information on the safeguarding analysis provided in the report.**

The Headteacher confirmed that the instance of substance abuse was a parent and not a child. AL was supporting the school with this specific case, although it would need social care involvement. He assured Governors that the seriousness of this one instance was not indicative of a trend in safeguarding concerns. The instances classified as sexualised behaviour were innocuous, and although the robust PSHE curriculum could address and reinforce certain areas of safeguarding, some more serious areas would always need third party advice and involvement.

9. **SAFEGUARDING**

The safeguarding blueprint and audit documents had been circulated prior to the meeting.

The Headteacher confirmed that the audit had been very successful with only minor targets to focus on.

10. **PUPIL PREMIUM STRATEGY**

The Headteacher verified that 18% of pupils were eligible for Pupil Premium, the funding of which helped with the provision of additional TA support.

**Update PP strategy to include SR as responsible Governor.**

**Governors asked whether the impact of the funding was quantified.**

The Headteacher replied that although the funding was vital, the approach was somewhat flawed. Some areas of concern could only be addressed through engagement with parents and the challenging of firmly held mindsets. However, the funding given definitely had a positive impact on the enrichment opportunities available to the eligible children.

11. **PE PREMIUM**

The Sports Premium report had been circulated prior to the meeting. There were no questions arising.

12. **DATA**

The review of the latest set of GL assessment data would be postponed until the January LGB meeting as the school had not received the information yet.

The current provision of assessment papers was under review by AL.

JP

13. **SEND REVIEW**

The SEND report had been circulated prior to the meeting. An update on the recent review had been presented earlier in the meeting and no further questions were arising. The Headteacher re-iterated the increase in support requested resulting in the workable solution of increasing the hours worked of the SEN Co-ordinator.

14. **CHAIR'S REPORT**

The Vice Chair reported back from the AL governance forum which he had recently attended. The meeting had highlighted the Trust's guiding principles and holistic approach to support within the Trust. This approach would help to embed the value of 'No academy left behind'.

The AL scheme of delegation had been discussed. It had been noted that whilst many Trusts had disbanded their LGBs, AL maintained their requirement and saw purpose and value in preserving them.

The Headteacher stated that LHJS had supported other members of the Trust by holding both music and sporting multi-academy events. He added that the capacity to support other Trust schools was not always available, and that there was a trust-wide disconnect between the experiences of primaries compared to those of secondaries. A school such as LHJS did not have the infrastructure available to support larger academies.

However, he concluded that AL was a good trust to be a member of and was beneficial for the school.

15. **SCHOOL DEVELOPMENT PLAN**

The Headteacher reported that in the 'Quality of Education' section, all areas of the English curriculum were progressing extremely well. In Science, the introduction of a new scheme of work had improved outcomes which would be built on by the subject lead. DT provision needed extra resource, and this was currently being addressed.

The behaviour policy was being developed and would provide a more nurturing approach. He added that AL had provided blueprints by which individual schools could self-grade across all key areas. This may prove beneficial at a Trust level but where schools were already graded by Ofsted, it may prove to be an additional workload at a school level for little noticeable benefit.

16. **HEALTH & SAFETY UPDATE**

The Headteacher reported that there were no concerns in this area. The cleaning provision was being outsourced to an agency and would hopefully lead to a service improvement.

17. **FINANCE UPDATE**

The Headteacher reported that LHJS was performing well against budget, even though there had been some unexpected areas of cost.

He added that the AL HR provision had proved to be extremely helpful in addressing any staff issues.

18. **SUCCESSION PLANNING**

The Headteacher informed Governors that in the area of highest risk, succession planning was being actively addressed.

Any staff vacancies would be sensibly recruited and hopefully pre-empt any areas of risk. Governor and Chair succession would also need to be considered.

19. **AOB**

The Chair informed the meeting that a new Governor, Matt McLoughlin, had been recruited and would be attending the meeting in January.

20. **DATES OF NEXT MEETINGS**

Wed 31<sup>st</sup> January 2024

Wed 13<sup>th</sup> March 2024

Wed 8<sup>th</sup> May 2024

Wed 3<sup>rd</sup> July 2024

There being no further business, the meeting closed at 19.55.

Signed as an accurate record .....Date .....