

**LINTON HEIGHTS JUNIOR SCHOOL**

**LOCAL GOVERNING BODY**  
**Meeting minutes**

**13<sup>TH</sup> March - 6.00pm.**



**Governors present:**

Daniel Morrish (DM)  
James Puxley (Headteacher) (JP)  
Caroline Webb (CW)  
Julia Calver (JC)  
Sarah Rosewell (SR)  
Benj Marriage (BM)  
Brian Harrison (BH)  
Ed Symons (ES)  
Gabi Chamberlain (GC)  
Matt McLoughlin (MMc)

**Others present:**

Isobel Howden (Clerk) (IH)  
Lucy Potter (LP)

**Action**

**1. APOLOGIES FOR ABSENCE**

Apologies had been received from Gill Powell (GP).  
The Headteacher took the opportunity to inform Governors that Kirk Archibald (KA) had resigned as Governor. He thanked KA for his dedication and commitment to the LHJS LGB.

**2. DECLARATIONS OF INTEREST.**

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

**3. MINUTES**

The minutes of the FGB held on 31<sup>st</sup> January 2024 were agreed and signed by the Vice Chair as an accurate record.

**4. MATTERS ARISING**

Action Points from Meeting of 31/01/2024	Minute refers	Responsible	Completed
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1. Wellbeing & attendance to be added as an agenda item to the May LGB.	4	JP/IH	Retain as action point.	IH/JP
2. Governors to return completed pecuniary forms to the Clerk as soon as possible.	7	KA/SR	✓	
3. Governors to provide a photo to the school office for inclusion on the school website.	7	ALL	Governors to send directly to CW or the school office.	CW
4. Date of Governor resignation to be confirmed.	7	JP/IH	31/01/2024	
5. Risks to be updated and revised for next LGB.	11	JP	✓	ALL
6. Governors to check in with their staff link for an informal wellbeing catch up. Full curriculum visits to be arranged in the Summer term.	13	ALL	Retain as action point for next term.	
7. Chair to look at any gaps arising in Link Governors following recent resignations/appointments on the LGB.	13	GP	GC to speak with the Chair regarding Link Governor role.	
8. Chair to review AL policies and liaise with Headteacher with any queries.	14	GP	✓	

## 5. STRATEGIC PLAN UPDATE

CW advised Governors that some of the actions and next steps which had been highlighted on the report may need to be carried forward into the next Academic year.

The Headteacher added that in certain areas of the syllabus, progress had not been achieved as originally planned, and although this was not in the key subject areas, it still caused frustrations.

He explained how the new behaviour policy had been circulated to parents and was having an overall positive impact on behaviour. The new policy would be fully established by September 2024.

The Kapow scheme of work had been implemented in all foundation subject areas and although there had been some initial issues, these had been easily overcome, and there had been a positive impact on teacher workload and the quality of lesson content.

CW added that the practical aspects of the course were impressive, and the adaptive teaching had resulted in better inclusion for all pupils.

## 6. HEADTEACHER'S REPORT

The Headteacher confirmed that the report's attendance measures were a comparison of 208 schools of a similar demographic to LHJS. Attendance was currently being scrutinised and the school was 1% above the national average. He confirmed that authorised absence was due generally to either illness or appointments.

**Governors asked for more information on the persistently absent result.**

The Headteacher confirmed that although there was some lag in the report's figures, he had identified 25 children who were in this category. The monitoring of this category via Microsoft forms was helping address this issue.

Governors enquired whether future years pupil intake numbers would be as high as current year groups.

The Headteacher confirmed that although the pupil numbers currently had been helped by pupils transferring in from other schools in the local area, the intake for the next Year 3 from Linton Infants School was low.

He added that although it was beneficial financially to run classes at the current level, there were pressures on staff if classes became too large, and pressures on physical room space.

Governors asked for more information on the areas of safeguarding highlighted in the report.

The Headteacher commented that the some of the categories available to record safeguarding incidents covered a wide range of issues and may not be entirely accurate.

The issue of gangs and youth violence had occurred outside of school property and school hours, and although of minor concern, could not be controlled by LHJS staff.

Behaviour issues logged had reduced to 7, which showed a vast improvement.

The 2 racist incidents had not been malicious and were as a result of pupils asking questions of other pupils' appearance.

He confirmed that attendance was the dominant safeguarding issue at the school.

In answer to Governor questions, he verified that the substance abuse issue was a child vaping outside of school premises and school hours. Again, this could not be controlled by the school and would hopefully be addressed by parents.

The incident with a weapon was a low-level concern, but categories available on the portal were quite restrictive and hence could lead to misinterpretation.

He stated that the issues of sexualised behaviour were as a result of inappropriate speech and language. There were no underlying concerns with these incidents, and parents had been fully informed.

The Headteacher clarified that the recent DfE survey report had shown no real concerns, with all major premises issues already addressed, only cosmetic matters remained.

He concluded by confirming the Year 6 staff structure for the Summer Term.

## 7. INCLUSION UPDATE

The Headteacher presented the Anglian Learning (AL) Inclusion Blueprint. LHJS was performing very well across all areas, especially for PP and SEND pupils. During their improvement visit, AL had been impressed with how the improvements championed by Sam Barnes were having a positive effect.

The Headteacher confirmed that the ratings on the blueprint had been assigned by the SLT, and the recent SEND peer review had confirmed the evaluation results.

It was unclear how the results would be used by AL.

Governors enquired into current transition support at LHJS.

The Headteacher confirmed that this covered both Year 2 and Year 6 transitions. Both areas were well supported by LHJS, and the school was always striving to improve transition arrangements where possible.

## 8. FINANCE UPDATE

The Headteacher presented the period 6 results.

He confirmed that the current surplus would be reduced as certain areas of spending increased over the next term.

In answer to Governor questions, he added that the PE grant was limited in terms of what it could be spent on, and there was a finite amount of PE resources which could realistically be housed within the school. The PE grant spend was audited both internally by AL and

externally by the Government, therefore reallocation of this funding was unfortunately not possible.

**Governors asked what areas of spend were planned to reduce the current surplus.**

The Headteacher answered that there would be additional costs incurred from employing further TAs, and providing new IT equipment for pupils. Should any funds remain unallocated, there was the potential to invest more in SEND resources.

He confirmed that it was unlikely there would be a surplus left at the end of the financial year, and that the next year's budget would start from a zero base – i.e. no surplus or deficit carried forward.

#### 9. **OFSTED READY QUESTION**

The Headteacher posed the question 'How do you know the needs of disadvantaged pupils are being met?'

Governors identified the following criteria:-

- Are the pupils able to partake in school trips?
- Are they encouraged to engage with enrichment activities?
- Do class teachers specifically monitor this group of students?
- Is counselling available?
- Are children identified quickly if they move into this category?
- Are home resources assessed?
- Is additional assistance offered to help reduce financial burdens?

Governor visits gave the opportunity to review a wide range of pupil's books and would always include a PP student's work.

Reports on the progress of this specific group of pupils clearly indicated that the correct level of intervention and support was being provided.

**Governors asked whether relevant information regarding support was reaching specific families.**

The Headteacher answered that the school successfully provided all relevant information to the families identified, and that external agencies were also in contact with the families and contact was maintained via email during the school holidays.

**Governors asked how use of the PP was monitored.**

The Headteacher confirmed that the funding was analysed by the school's finance lead. The school's office team proactively encouraged families to access all funding available to them.

**Governors enquired into the engagement with parents in this specific group.**

The Headteacher answered that he actively speaks to the families and, where there is an EHCP in place, they are consulted on how the additional funding would best benefit their child.

Parents have a voice on the parent forum for any concerns they want to raise, and the SEND co-ordinator prepares provision maps for all PP & SEND pupils.

The termly pupil progress meetings always included reviews of SEND & PP pupils, and the PP strategy was available to all to view on the school's website.

**SEND attendance levels to be added to HT report.**

#### 10. **AOB**

**Governors asked for an update on changes to the Linton Out of School Club (LOSC).**

The Headteacher confirmed that a consultation period was underway with the current members of staff of LOSC regarding the possibility of transferring the provision from Linton Village College (LVC) to LHJS.

As LOSC was covered under the OFSTED for LHJS, it would be more easily managed if it operated within the school's facilities. The relocation of LOSC would be of benefit to the children as they would no longer need to walk from LHJS to LVC.

As the accountability for safeguarding and risk assessment fell within that of LHJS, the Trust was keen for the provision of after school care to move so that controls could be properly implemented.

The school had a duty of care to parents to support an out of school provision, and communications to parents would take place to assuage any concerns they may have.

**11. DATES OF NEXT MEETINGS – PLEASE NOTE CHANGE OF DATE FOR MAY**

Thurs 9<sup>th</sup> May 2024

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

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

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