

LINTON HEIGHTS JUNIOR SCHOOL

LOCAL GOVERNING BODY Meeting minutes

18th September 2024 - 6.00pm.



Governors present:

Gill Powell (GP)
James Puxley (Headteacher) (JP)
Daniel Morrish (DM)
Caroline Webb (CW)
Sarah Rosewell (SR)
Julia Calver (JC)
Ed Symons (ES)
Gabi Chamberlain (GC)
Benj Marriage (BM) – via Teams
Gabi Chamberlain (GC) – via Teams

Others present:

Lucy Potter (Clerk) (LP)

Action

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted at the start of the meeting for Brian Harrison (BH).

2. DECLARATIONS OF INTEREST.

LP received completed Register of Business Interests and Related Parties forms from Julia Calver (JC), James Puxley (JP), Gill Powell (GP), Daniel Morris (DM), Sarah Rosewell (SR) and Caroline Webb (CW). **Outstanding completed forms to be provided to LP by the end of September either by email or dropped in via LHJS office.**

3. MINUTES

The minutes of the LGB held on 3rd July 2024 were agreed and signed by the Chair as an accurate record.

4. MATTERS ARISING

Action Points from Meeting of 03/07/2024	Minute refers	Responsible	Completed
1. Governors to provide a photo to the school office for inclusion on the school website.	4	MM/GC	✓

MMc
BM
ES
GC
BH

2. July Governor Forum report to be added as an agenda item for September LGB.	6	JP/GP	✓
3. Sam Barnes to be invited to September LGB to update Governors	7	JP/GP	SB to be invited at a later date.
4. Audit report to be presented at September LGB	10	JP	✓
5. Finance update to be included on all LGB agendas	11	JP/GP	✓
6. Further meeting dates to be decided prior to September meeting	15	JP/GP	✓

5. NOMINATION & ELECTION OF CHAIR & VICE CHAIR FOR THE ACADEMIC YEAR 2025-25

Lucy Potter (LP) asked the room if they would like to elect a Chair. The current Chair, Gill Powell (GP), advised she was happy to put herself forward again if the Governors are happy. The Governors confirmed their agreement with this. Daniel Morris (DM) was asked if he is happy to continue as Vice Chair to which he agreed. The Governors confirmed their agreement with this.

6. ELECTION OF LINK GOVERNORS

The Chair asked if SR was happy to continue as Inclusion Link Governor (SEN & PP) and queried whether SR would also like another Governor to assist. SR confirmed that she is happy to continue and would like assistance. GC put herself forward to assist SR. CW amended the Link Governors 2024-25 document. The Chair explained that every teaching member of staff requires a Link Governor to be assigned to them to check their wellbeing at least twice a term. CW has assigned names to people and the list was sent out 17/09 and can be found on Teams. CW confirmed the pairings as follows: -

Link Governors	Teachers
Brian Harrison	Sam Barnes
Julia Calver	Hannah Sanham
Gabi Chamberlain	Shaliza Aslan
Julia Calver	Clare Ball
Gabi Chamberlain	Lucy Taylor
Matt McLoughlin	Max Gracie
Sarah Rosewell	Emma Mason
Ed Symons	James Lennon
Ed Symons	Debs Crissell
Daniel Morrish	Catherine Walker
Sarah Rosewell	Simon Harris
Matt McLoughlin	Louise Foley

CW noted that some Governors have been assigned two teachers and advised that this is down to those two teachers job sharing the same class. The Governors were asked if they were happy with this to which they confirmed their agreement.

The Headteacher advised that we need a Health & Safety Governor. ES confirmed he is happy to do this.

7. CODE OF CONDUCT

GP advised all Governors must check this document and sign to confirm that they have read the same. The Governors confirmed that they have done so.

8. CHAIRS INPUT – AGREEING WORKSTREAMS FOR THE YEAR AHEAD / AGREEING TRAINING PROGRAMME FOR GOVERNORS

The Chair provided guidance to the Governors as follows: -

1. To check in with their subject leader at least twice a year unless Safeguarding which needs to be monthly/half termly.
2. To check in with your link teachers as to their wellbeing at least twice a term. You can email them or catch them at the end of school if convenient. The Chair requested all Governors contact that person in the next week or two to introduce yourself and provide your contact number.

All Governors to check in with their link teachers in the next week or two.

The Chair moved on to training and advised that there are lots of training options available. The Chair requested the Governors to look on the National Governors Association and see what they feel will be useful to them. The Chair advised that Safeguarding training is absolutely essential and noted that the Headteacher will be carrying out such training later on during this meeting.

The Chair informed the Governors that she recently attended the AL Governance Forum on 11/07/2024 and read out the notes she had made from the meeting. Jon Culpin reminded attendees of the core purposes and principles of AL. He noted that there was a lot of work carried out last year on school improvements and financial transformation. The trust has grown with the addition of one more school with a further two schools who are in the process of signing up. This year they will be looking to implement a new recruitment system with new policies and practices. This is scheduled for Autumn. They will be focusing on the pressures of SEND, financial challenges, looking at investment needed from the public sector into buildings, ICT, exploring changing the school day and looking into the possibility of a new performance management system.

9. SUMMER TERM ACHIEVEMENT REPORT / SATS OVERVIEW & GENERAL DATA

CW presented the results of the SATS and advised the school are extremely pleased with the results. CW noted that we are above national in all areas. We add value and children don't just make expected progress, they make better than expected progress. The Headteacher referred to the FFT document which had been provided to the Governors prior to the meeting and CW presented an overview of the data. The scatter graphs show the link between attendance and achievement. Generally there is a pattern that the more you attend the better you do, particularly in maths. Our attendance is good and our reading data has a high percentage which is a great improvement compared to previous years. With Rosie Komodromos leaving last year CW noted her concerns that maths was going to be poor in the last term and therefore CW advised that she made the decision to focus

**All
Governors**

mainly on maths and less on reading and the data here proves this was the right decision and has had an impact. CW advised that next year the school will be mindful to still do reading. It is all about getting the balance right between maths and reading.

Governors enquired how do you propose to ensure you get the balance right between maths and reading? CW confirmed that the data is looked at termly so we can ensure the balance is right. The Headteacher noted that historically we have been into the 80s/90s in terms of reading and looking at greater depth we are 20% above the national average which is huge. The children are supported well at home and we have a wide vocabulary.

GP commented that having been the maths Governor, she would say there has been terrific input into looking at where the gaps are and filling in those gaps, it is clear managing the balance is paying off.

CW noted that a focus nationally and for us moving forward will be on the progress of disadvantaged children. The ECHP progress wasn't great, it is harder to extrapolate due to the low number of pupils to extract the data from. The Headteacher advised the school's focus will also be on attendance.

10. NEW SECTION 8 OFSTED INSPECTION

The Headteacher presented an overview of the changes.

11. SCHOOL DEVELOPMENT PLAN & PRIORITIES CARD / ACADEMY IMPROVEMENT VISIT 11.9.24

CW presented the School Development Plan for the forthcoming year and stated that the big focus on the data is the Pupil Premium students. The first couple of sections relate to maths, which as discussed earlier in the meeting we are extremely pleased with the data in Year 6. Underpinning this is the idea that high quality teaching and learning is for the Pupil Premium students as well as everyone.

CW further explained the sections as follows: -

Wellbeing curriculum - This is being rolled out by Sam Barnes and is a massive focus this year. Every child is receiving half an hour once a week under the new curriculum. We have applied to an organisation called Messy who are running a free training programme and we are waiting to hear back from them. This will be a lot of extra work but with a positive impact as it will help with emotional based school avoidance.

Appraisals - AL are planning to overhaul the appraisals procedure. The Headteacher is attending a meeting regarding this next week to obtain further information.

Leadership - This is an ongoing focus. There is going to be a wider remit of subject leaders to be involved.

SEND – Karen Graves has her own action plan and is big focus in terms of the key facts we need to address. As we were low on the grounds with TAs last year it has been a learning curb how we use the TAs now that we have more.

English – Stacey Chapman has her own English action plan. Spelling is our big focus this year.

Attendance – An ongoing focus nationally and we need to be mindful of here.

Section 9 relates to long term memory and children learning which is something we are doing already.

The Headteacher discussed the Priority Card. In terms of the new staff, the Trust have moved two of our very experienced staff on secondments. **The Governors asked how long are the secondments?** JP confirmed that Stacey Chapman will be back with us full time after the Christmas holidays. Sam Barnes' secondment is for 18 months ending in Spring 2026. **The Governors questioned whether the new teachers match up?** CW confirmed they do, the new staff are very strong with fresh ideas.

The Governors questioned section 2 of the School Development Plan re mental health/wellbeing/behaviour. If Sam Barnes is not here who is doing this? The Headteacher confirmed that Sam Barnes is still with us for 2 days a week. The Headteacher and Sam Barnes are working closely with the Local Authority representatives. GP noted that Governors need to be aware of the school priorities and note that the school are catering for the lowest 20%, Pupil Premiums & SEND children. The Headteacher and Karen Graves have been attending classes to ensure that the SEND and Pupil Premium students are getting the correct attention and are being given adaptive teaching, making progress for where they are. The Kapow curriculum we use is geared to embedding children's knowledge. Kapow lessons have a practical aspect which helps the children remember what they have learnt.

Moving on to the achievement visit, CW advised that she and the Headteacher recently met with Rachel Johnston from AL and shared our data with her. One of the actions was for leaders to consider options for grouping pupils in maths Year 4 and 5. The performance of the year 4 and 5 cohort is not as strong as the current Y6. The spread is so wide, it is whether in Year 5 as the curriculum gets broader and deeper is this something we need to address. **Governors asked how easy is it do adapt when you are midway through the year?** CW advised that we can chose the curriculum and manage what we are going to teach but noted it is a tricky balance which needs a lot of consideration. CW is already assisting Year 6. Year 4 and 5 need input and this will be reviewed and monitored as the year goes on.

Governors asked where is Miss Farr with her recovery? JP advised that Miss Farr's recovery has stabilised. Miss Farr can have a positive impact with maths and this is something the school can consider. In sports Miss Farr's competence and knowledge is amazing. She engages and is very passionate. **Governors questioned whether Miss Farr be utilised more?** JP confirmed that she could, she is an asset to the school and this is something the SLT will be looking at.

12. SAFEGUARDING TRAINING

The annual training was completed by all Governors present.

13. AL SAFEGUARDING & CHILD PROTECTION POLICY

The Governors were asked to read the AL Safeguarding & Child Protection Policy and to inform the Chair if they have any questions relating to this. GP asked the Governors if they were happy for the Chair to ratify the policy on behalf of the Governors to which they agreed. As to the Attendance Policy, the Governors agreed that the Chair and SR were to read and ratify the same on behalf of all Governors.

The Chair and SR to read and ratify the Attendance Policy.

GP & SR

14. AOB

The Chair had not received any other business for discussion.

15. DATE, TIME & PLACE OF NEXT MEETING

Wednesday 4th December 2024, 18:00 - LHJS - Mobile.

LP advised the agreed dates for the rest of the year as follows: -

29th January 2025

19th March 2025

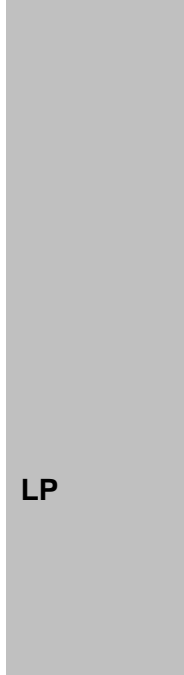
14th May 2025

2nd July 2025

LP to add agreed dates on Teams.

There being no further business, the meeting closed at 20:07.

Signed as an accurate recordDate



LP