

**LINTON HEIGHTS JUNIOR SCHOOL**

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

**4<sup>th</sup> December 2024 - 6.00pm.**



**Governors present:** Gill Powell (GP)  
James Puxley (Headteacher) (JP)  
Daniel Morrish (DM)  
Brian Harrison (BH)  
Caroline Webb (CW)  
Sarah Rosewell (SR)  
Julia Calver (JC)  
Ed Symons (ES)  
Gabi Chamberlain (GC)  
Benj Marriage (BM)  
Gabi Chamberlain (GC)

**Others present:** Lucy Potter (Clerk) (LP)

**Action**

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted at the start of the meeting for Matt McLoughlin (MMc).

**2. DECLARATIONS OF INTEREST.**

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

**3. MINUTES OF LAST MEETING**

The minutes of the LGB held on 18<sup>th</sup> September 2024 were agreed and signed by the Chair as an accurate record.

**4. MATTERS ARISING**

Action Points from Meeting of 18/09/24	Minute refers	Responsible
1. Sam Barnes to be invited to September LGB to update Governors.	7 (03/07/24)	LP to invite SB to Spring 2 LGB (19/03)
2. Governors to provide LP with their completed Register of Business Interests and Related Parties forms by the end of September	2	✓

**LP**

3. All Governors to check in with their link teachers in the next week or two e.g. by end of September/early October.	8	✓
4. The Chair and SR to read and ratify the Attendance Policy.	13	✓
5. LP to add agreed dates of LGB meetings for the rest of the year on Teams.	15	✓

## 5. COMPLAINTS & WHISTLEBLOWING BEHAVIOUR, INCLUSION & WELFARE REPORT

The Headteacher presented the HT report. Our attendance record is currently good at 96.3%. We have unfortunately been hit by a bout of sickness affecting pupils and staff. There have been two racist incidents which were investigated and were simply down to naivety. **Governors enquired as to the sexual abuse.** The Headteacher reported that this was an allegation made by a former pupil of the school against the parent of the child. The individual is currently not allowed back in the village and the case is going to Court. There are no concerns regarding the child in our school.

**Governors asked for information as to the two incidents with weapons** – CW advised they were both discussions about knives. Both were followed up and there was no substance to either.

**Governors queried the abuse or violence towards staff.** The Headteacher explained this is linked to a SEND child who has been violent towards staff and hitting out. The management of the situation is slightly different with SEND as the child is trying to convey a message which is what we are having to contend with. **Governors questioned whether the staff member was injured?** The Headteacher confirmed that the staff member was left with a few marks but assured the Governors that he is satisfied the school are competent to cope with these situations promptly.

**The Chair enquired as to how the new members of staff have settled in.** The Headteacher advised that initially the new staff members have needed time to settle in. They have now done so and are all taking on their roles and responsibilities extremely well. Overall, the Headteacher and CW are very impressed.

**Governors questioned who will be the assistant head?** CW advised that Stacey Chapman was appointed for the deputy's role last week. CW had sent an email to all Governors to confirm this. CW noted that currently the decision has been made not to look for an assistant to fill Stacey's role but noted she will assess this in September. We could possibly use the funding towards a more middle leader. We are working with Anglian Learning finance department as to expanding the leadership team. Ideally, we would like to give Karen Graves an extra day, especially with our increasing number of SEND children. We are currently waiting on a decision regarding funding from Anglian Learning as to our budget so that we can make plans.

The Headteacher advised that we have still not received a call from Ofsted. There is nothing we can do to speed the operation, we just need to wait.

## 6. SAFEGUARDING

The Headteacher presented the Safeguarding Blueprint and asked if there were any questions on this but there were none raised. The Headteacher advised it is important to also be aware of what is happening on the ground and noted that there are regular meetings with the SLT and DST. We also have the National Curriculum that we work with. All Governors present confirmed they were happy and understood the content of the Safeguarding Blueprint.

## 7. PUPIL PREMIUM PLAN

CW presented the Pupil Premium strategy statement for September 2024 and noted that every year we are required to write a new plan. Essentially, our overall aim is to ensure that disadvantaged pupils close the gap between themselves and their peers in all aspects of life at LHJS, ensure that they enjoy coming to school, engage with their learning and make good progress. There is a big link between our SEND children and Pupil Premium. Some children do not have the support at home, no culture of reading or help with homework and some have poorer attendance. We have our daily wellbeing checks and interventions which are all noted in the strategy.

CW advised that Pupil Premium funding is used for TAs, before school sports club, after school clubs and paying for school trips. It has been noted that Pupil Premium children do not make as good progress as their counterparts and so we have addressed this particularly this term. **The Governors questioned if we are seeing an impact.** CW confirmed that yes, the impact our work this term is positive. The children do not catch up totally with their peers but they are improving.

SR noted that she recently had a meeting with Karen Graves who would like to implement a speech and language screening programme. CW advised that over the last 2 years we have had more delayed language disorders. Previously, we may have assumed this was autism, but it can manifest in similar ways. Speech and language can detect things more and so a screening programme analysis would help. **The Governors queried whether the Pupil Premium funding could be used for this.** CW advised that it could, together with some money from the SEND budget.

## 8. PE PREMIUM

The Headteacher presented the School Sports Funding Report. The budget for this is a large amount of money. The money has been spent on improvements such as more PE resources, we have bought a shed and a PE curriculum which has given teachers clear guidance on how they should be teaching PE. We are member of the South Cambs Sports Partnership and have attended lots of sporting events.

We are able to purchase a lot of equipment with this budget but the school is limited on storage space. The budget can only be used in relation to sports and cannot be transferred for example for TAs.

Tom Gyford has now passed his minibus licence and so we will now be able to hire the L.V.C minibus which will save money on minibus hire through external companies. We have bought

adaptive sports for SEND and recently entered a pentathlon which we won in October. The Headteacher asked if there were any questions regarding this report to which there were none. The Governors noted that sport is very strong at the school.

## 9. DATA

CW presented the Y3 to 6 Data December 2024 and explained that the first column shows how the overall cohort are doing. Y6's recently completed mock SATs tests – these figures will increase but already they not too bad. Other year groups completed Autumn tests and are in line with where they should be and therefore we do not expect those numbers to go up too much.

CW continued to explain that the current year 5 data shows they have made incredible progress, so much so that it does raise questions as to the amount of progress made especially due to 31% of Y5 children being SEND. CW will investigate this with Y5. It is, however, going in the right direction.

The Y4 data shows a slight fall from the summer and this is an area that we are going to work on with Stacey Chapman leading some professional development for teachers and TAs across the board.

Y3 are pretty much in line with where they came in. CW explained that it is normal for Y3s during the Autumn term to not make much progress because it all about settling into their new surroundings.

CW explained that the highlights in red and blue focus on the girls and boys. The Y6 boys are currently doing better than the girls and there are interventions in place to address the way we structure Y6 groups. There will be a girls group in the mix. It is interesting to note that the whole school are not the same and the difference is quite the other way in Y4. It is down to the nature of the cohorts and we will go through these year groups that have particularly strong boys and some have strong girls. **The Governors queried whether the data was looked at from previous years.** CW advised it was and that is why it has been flagged as an issue because of that cohort. If you look at this time last year, we had 92% of boys making progress working at age expected and only 78% of girls. **The Governors questioned what the difference is with writing between boy and girls.** CW advised she believes it is just those cohorts, Y5 and Y6 boys are stronger.

CW continued to advise that in terms of progress for SEND and Pupil Premium, the first column is their autumn data compared to the estimate given by the software we use. The second column is the comparison to autumn data and summer data. We have had a real push on SEND and Pupil Premium children which have all made great progress than the cohort as a whole for this term. This data shows we have responded as a school to what the results are telling us and it is team effort. Governors noted the data is very positive.

## 10. SEND REVIEW

The Headteacher present the SEND Information Report received from Karen Graves. The amount of SEND children has climbed dramatically within the school but this is also the case nationally. The Governors noted that Karen Graves' toolkit is great together with the training

she has had so that the school is better equipped. Karen Graves has worked closely with the team to ensure that it is everyone's responsibility to be able to deal with SEND. Karen Graves has empowered teachers and TAs. CW added that our number one priority is to ensure our SEND children have the best support we can provide.

**The Governors queried if we are seeing more children with emotional issues rather than learning.** The Headteacher confirmed that is the case. Mental Health is a serious issue and we have a number of children who do not wish to come to school as a result. We do everything we can including visiting their homes. It is difficult if the parents refuse to bring the child in as we can only help the children once they are here with us. Interestingly, looking at the test data, there was an increase in children who refused to do the test. Sam Barnes' emotional wellbeing curriculum will have a positive impact but unfortunately there are some situations where our hands are tied. As we become more dependent of external agencies, we are faced with the problem that there is nothing there or long waiting lists. **The Governors asked if there is a threshold where you can go back to the Trust for help to advise the school is now high SEND and this is unmanageable?** The Headteacher advised that we have got a very strong SENCo who is doing everything possible. We have approached the Trust to request an extra day for Karen Graves and as discussed earlier we are waiting to hear the final details of our budget to know whether this will be possible.

#### **11. CHAIR'S UPDATE**

The Chair thanked DM for recently attending the AGF meeting on the Chair's behalf and DM provided an overview of the meeting. DM advised there were updates from the Trust including their teaching and learning framework. CW advised that she is part of the improvement network and has been part of developing it. It is a useful document with guidance about what good teaching looks like. CW noted that it is her plan for the spring to look at this in more detail, it will be very useful in terms of professional development for staff.

DM continued with his overview of the meeting including the Trust's 20/30 strategy, legacy, current custodians and resource allocation. The Trust's priorities are going to be SEND, estate and ICT. Governors should be prioritising the four S's being Standards, Stakeholders, Safeguarding and SEND.

#### **12. STRATEGIC PLAN UPDATE**

CW presented the School Development Plan. In terms of Maths, we have done quite a lot on this since we last met, lots of monitoring and looking at books. We noticed a book in October that was not great, there was stuff wrong which was not followed up and had not been marked. As a result, the next day we had a meeting with all staff to ensure they were aware of the importance of marking and emphasised that we expect the books to be of a better standard. We then repeated the monitoring a month later and they were much better.

CW continued to note that the Headteacher has done a lot of monitoring for all subjects. Rachel Johnson also recently visited us to do a peer review of the curriculum. We chose to make it about maths and particularly with a view of SEND and Pupil Premium. On the whole Rachel was satisfied. There were just two pockets of not great practice, both have been

**GP & SR**

followed up and addressed. **The Governors questioned whether this will be monitored.** CW confirmed it will and already has been.

CW advised that we have carried out lots of work with individuals with regards to mental health. The next area is appraisal and professional development. The appraisal system we thought was moving to iTrent hasn't happened yet. All the teaching staff appraisals were completed by 31/10 and The Headteacher has also completed the support staffs. Karen Graves has almost completed the TAs but due to staff absence still has one to complete. Karen Graves has done almost the TA's but due to absence she still has one. CW has enrolled Stacey Chapman, Karen Graves and Louise Foley on coaching training which is great in terms of professional development moving forward.

LP

CW continued to the next section regarding staff changes. We have focused a lot on what we expect at our school. We have had some really good staff meetings. Because of the part time staff we are now alternating the times of our meetings so that all are able to attend every two weeks. There has been lots of feedback to teachers from subject leads.

As to the next section regarding SEND, CW noted that Karen Graves has been working hard and this has been a big focus for our monitoring. We have worked hard with the TAs to make sure they are having the biggest impact possible. English has been difficult without Stacey Chapman but she will pick this up again the spring term. The Headteacher has been monitoring attendance. Letters have been sent out and some fines have been issued.

CW advised that last section relates to children learning and remembering more which is the focus for a lot of monitoring. **The Governors questioned if there is national guidance on how you can bring children into school.** CW advised there is not. However, Cambridgeshire County Council provide a 10-step plan but it is not national guidance. **Governors queried what do you think our attendance could be.** The Headteacher noted that it is currently 96.3% but he would like to hit 97%.

### 13. FINANCE UPDATE

The Headteacher presented the finance update. We are £31 overspent so far. The Headteacher commented that when he leaves some of his salary will be freed up. **The Governors queried what the trading income is?** The Headteacher advised this is lettings, evening classes e.g. Zumba and the sale of uniforms and donations. The Headteacher noted that he will always spend money on the best teachers and TAs and make the most sensible options on what we can control. The new the new cleaning company is much better and greater value for money.

### 14. LINK GOVERNOR VISIT

The Chair asked if everybody has managed to contact their designated members of staff to check on their wellbeing. All Governors confirmed that they had apart from ES who had not heard back from his (Debs Crissell). **ES to follow up.**

ES

In terms of Governor reports, The Chair thanked JC for her English report. JC commented that Stacey Chapman has a very good grip on English and is extremely capable. Stacey is looking forward to focusing more on English when she is back in the spring term. The

Headteacher noted it is very exciting about the Spelling Shed which is currently being rolled out.

The Chair thanked BM for the science report. BM advised that he has met with Jamie Wilson since submitting his report. With that in mind there is no FFT data in his report but this does not contradict anything. The Headteacher commented that the spreadsheet BM had created was great.

The Chair advised that in terms of maths, the Chair had recently met with CW and Louise Foley who will be taking over from CW as having the maths responsibility. The Chair noted that CW and Louise Foley are focused on ensuring the children enjoy maths. The Chair had recently visited the school during maths lessons and could see a fair amount of enjoyment.

The Chair advised that the second Link Governors visits are for the summer term and asked all Governors to keep in touch with the members of staff you are responsible for.

**15. AOB**

LP advised all Governors that they are now to have Anglian Learning ID badges and LP handed these out to those Governors present apart from GC whose badge is still awaited and also MMc who was not present. LP advised all Governors should wear their badges when visiting the schools and that they can use their chip on the card to sign in electronically. **LP will provide GC and MMc with their badges asap.**

LP

LP asked all Governors to complete and sign the Anglian Learning photo and video consent form. All Governors did so apart from MMc who was not present. **LP to provide MMc with the consent form.**

LP

LP reminded all Governors that they can view training opportunities on Teams (AL Governance Professionals, Training) and asked them to ensure that they provide LP with details of any new training they have completed.

**16. DATE, TIME AND VENUE OF NEXT MEETING**

Wednesday 29<sup>th</sup> January 2025, 18:00 - LHJS - Mobile.

There being no further business, the meeting closed at 19:50.

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