

LINTON HEIGHTS JUNIOR SCHOOL

LOCAL GOVERNING BODY
Meeting minutes
26 November 2025 - 6.00pm.



Governors present:

Gill Powell (Chair) (GP)
Caroline Webb (Headteacher) (CW)
Matt McLoughlin (MMc)
Brian Harrison (BH)
Julia Calver (JC)
Ed Symons (ES)
Sarah Rosewell (SR)
Gabi Chamberlain (GC)
Clare Ball (CB)
Rob Hutton (Vice Chair) (RH)
Anjuli Riley (AR)
Judy Day (JD)

Others present:

Lucy Potter (Governance Professional) (LP)

Action

1. APOLOGIES FOR ABSENCE

None.

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 24th September 2025 were agreed and signed by the Chair as an accurate record.

4. MATTERS ARISING

Action Points from Meeting of 24/09/25	Minute refers	Responsible
BM to check whether he has completed the designated safeguarding training.	7 (2/0/2025)	BM ✓
CW/GP to work out link teacher roles and advise the governors.	4	CW/GP ✓

The Chair informed the governors that she had emailed them their link governor roles. The headteacher advised she would let the staff know the links. SR and AR confirmed they are happy to take on mental health and children in care role as part of the inclusion role.
CW to advise staff who their link governors are.

CW

5. REVIEW PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN (SIP); HEADTEACHER'S REPORT

The Headteacher explained that as we still have a couple of weeks left of Autumn 2, she will not discuss the SIP during this meeting and will come back to this in the Spring.

LP to add 'Review progress against SIP' to the agenda for our next meeting on 110325.

LP

The Headteacher moved on to the Headteacher's report and advised we have admitted one more child from her previous report. She has given a lot of parent tours around the school and has been to the Infants School to join in with their open days for children starting school next September. Parents have been really pleased they can see the link between the two schools and the Headteacher was able to provide insight as to what life is like at Linton Heights. The Headteacher advised she has a couple of mid-year tours coming up and thanked the governors for sharing the post she created on social media advertising the Infant School open days. Hopefully this will all add to higher intake to both Linton schools next year.

Moving on to attendance, the Headteacher confirmed figures have dropped slightly due to us having a number of high need cases. The number of SEND children continues to rise and two have been added since her last report. We are now over the 25% mark for SEND children, the highest it's ever been in this school. **The governors questioned the year group of the two new SEND pupils?** The headteacher advised they are not new to the school.

Regarding complaints, the Headteacher advised she had received one complaint which was also taken to the Local Authority and Ofsted. Both the Local Authority and Ofsted were satisfied the actions taken were appropriate and required no further action from the Headteacher.

The Headteacher noted the number of safeguarding concerns are down from her last report. **The governors queried the social care referrals from September and asked if they are still ongoing?** The Headteacher confirmed there is one still ongoing and she is chasing the social worker.

The Headteacher added that staff have been doing lots of training including the second part to recovery through relationships. There have been nice community things happen in November, including Remembrance, fireworks, Linton Infants open days. Coming up we have the Church services for Christmas, visits to Nichols Court and Symonds House. The building work is scheduled to finish on 12th December. We have had a very large quote to fix the swimming pool lining and will need to look at fundraising options for this.

6. CURRICULUM SIV REPORT; T&L REVIEW

The Headteacher recently had a meeting with Laura Rawlings and Jon Culpin. The real focus of the meeting was regarding disadvantaged children including pupil premium, children in care, children post having a social worker, SEND and child protection needs. During the meeting the Headteacher advised of the pupil progress meetings we hold where CW and

Karen Graves, SENCO, sit with the class teachers and talk though all the disadvantaged children to ensure we are providing the best support we can to help them progress. **The governors queried what we do to assist the children working at higher levels?** The Headteacher reassured the governors that we do plenty for those children as well including regularly examining those children's books to double check they will achieve the greater depth bracket and provide guidance and support where needed. **The governors asked if the school still hold booster groups?** The Headteacher advised there are currently no booster groups due to lack of funding and staff workload. Currently the groups would need to be voluntary but it is hoped there will be some options for booster groups after Christmas.

Moving on to the Teaching & Learning peer review, the Headteacher advised that she and other Headteachers in the Trust work together with the Shared Services Team. They go to three other schools to look at certain areas the school is working on. It is very interesting to see what is happening at other schools even down to how they organise their cloak rooms. When the other two Headteachers visited our school they were very impressed with our work on 'Positive Regard' – we are so far ahead with our work on this we were able to unpick any stumbling blocks.

The governors noted they like the sound of Chat with Chapman. The Headteacher advised the next session will be via Teams in the hope there will be better engagement.

7. ATTENDANCE ANALYSIS; SAFEGUARDING AUDIT (if completed)

The Headteacher advised that attendance figures are low with some children out of school and some on reduced timetables. The reduced timetables are necessary for children with behavioural issues. There is not a huge number of children taking holiday during term but and we follow guidance on fining. **The governors queried if the school celebrates 100% attendance?** The Headteacher advised we do not and she would not wish to exclude the children who have been off for illness. The Headteacher commented that she does need to send more information to targeted parents re attendance and that the children need to understand the importance of being in school.

Moving on to the Safeguarding Audit, the Headteacher confirmed this took place on 25th November with no particular issues identified.

8. PUPIL PREMIUM PLAN; SEND INFORMATION REPORT

The Headteacher confirmed the pupil premium plan and send information reports are on the website and are still valid. We need to write three yearly reports and update them every year.

9. REVIEW KEY RISKS

The Headteacher noted that we have discussed in previous meetings the risk around our budget and the risk in having to reduce the number of classes – hence the recent big push to trying to get more children in school. We have been asked to re-budget this month. **Have you been given a target figure for the re-budget?** No. It is very difficult with unexpected staffing costs. **The governors queried if other schools have been given the same direction?**

All schools were being asked to re-budget but she was not sure if others had received further guidance. Schools that were in a large deficit next year had been asked to repay it.

10. LINK GOVERNOR REVIEWS

BM provided his link governor review. He had visited school to discuss the SCR, safeguarding and My Concern logs. BM advised everything seems to be on track and he was overall satisfied. BM added the only risk identified is that the SCR used to be locally governed, we had control with what went on the SCR. However, the school are now unable to upload on the SCR and manage the database as this is done via our HR link at LVC. We are expected to take responsibility for the SCR but are unable to manage it and therefore the risk is the school has no control over data entry. Our HR meets with the HR link every two weeks and has built a good relationship. The concern is that the HR link has a list of staff and visitors but does not know who comes through the door as she doesn't work on site. The Headteacher advised new online SCR will eventually link to our sign in system so it will all be linked together to hopefully fill that gap.

11. FEEDBACK FROM THE AGF

The Chair talked through the notes she had made from the AGF meeting which took place on 17th November. Jon Culpin gave a Trust update, reminding the meeting of the Strategic Priorities for 2025 -2030 being Belonging by Design, Great Schools and Connected Communities. The Trust has revised its approach to what an excellent school looks like, resulting in the changing of the Blueprints into nine Core Standards, which will be exemplified and supported by policies, frameworks and toolkits e.g. those relating to attendance and SEND this term. There is a new Inspection Data Summary Report (IDSR), which all LGBs should use to understand school context and look at the judgements made by the school as to where they are on the journey to excellence. Jon Culpin noted projects to celebrate including PE events, arts event at Michaelhouse Café, workshop and event at Stapleford Granary for Y4/5.

The Chair continued to note news was given of a Governance Reform Project. A working party has been set up (including the Chair) to consider the principles of local governance and how it might look in the future. The first meeting will be next term and implementation will be January - April 2026.

CW to present the new IDSR at the next meeting. LP to add to agenda the 'Discuss new policies - Whistleblowing; Social Media and Instant Messaging; Low Level Concerns; Attendance Framework and Toolkit'.

12. AOB

RH asked whether the governors felt we could arrange a get together with the staff before Christmas. The Headteacher and Chair felt this would be a good idea if we can find a suitable time to suit most.

13. DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 11th March 2026, 18:00 - LHJS - Mobile.

There being no further business, the meeting closed at 08:03.

Signed as an accurate recordDate

CW
LP

