LINTON HEIGHTS JUNIOR SCHOOL

LOCAL GOVERNING BODY
Meeting minutes
13th May 2026 - 6.00pm.

Governors present: Gill Powell (Chair) (GP)
Caroline Webb (Headteacher) (CW)
Benjamin Marriage (BM)
Matt McLoughlin (MMc)
Brian Harrison (BH)
Sarah Rosewell (SR)
Clare Ball (CB)
Rob Hutton (Vice Chair) (RH)
Anjuli Riley (AR)

Others present: Lucy Potter (Governance Professional) (LP)

Action

1. APOLOGIES FOR ABSENCE
Apologies were received and accepted prior to the meeting for Gabi Chamberlain (GC), Ed Symons (ES) and Judy Day (JD).

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 11th March were agreed and signed by the Chair as an accurate record.

4. MATTERS ARISING

Action Points from Meeting of 11/03/2026	Minute refers	Responsible
LP to add 'Forecast Outcomes' to next agenda.	6.b	LP ✓
All Governors to share their thoughts with the Chair on the future of governance.	11.b	All Governors ✓

5. INITIAL STRATEGY PLANNING FOR 2026/27 / HEADTEACHER'S REPORT

Action Points

The Headteacher advised the school's main priorities this year have been embedding the new behaviour system and wellbeing approach. Good progress has been made and this work will continue, although it will not be such a major focus moving forward.

Teaching through creativity remains part of the three-year plan. A new key focus for next year, following publication of the SEND White Paper and the opening of the Learning Base, will be SEND provision, adaptive teaching techniques and inclusion generally. Inclusion will therefore feature more prominently in the School Development Plan next year.

The Headteacher presented her report to governors. Pupil numbers remain broadly stable, although numbers are expected to decrease slightly next year due to a large year group leaving and a smaller intake joining. Families leaving are relocating.

One suspension has taken place since the last meeting. Procedures were followed and, due to the seriousness of the incident and injuries to two staff members, the Headteacher felt suspension was necessary. Additional SEND support from the Local Authority has since been helpful. Staff involved are now fine.

Attendance remains a challenge, with three pupils on reduced timetables and three currently out of school due to EBSA. However, the rate of decline has slowed.

The SEND register has risen to 27%, above the South Cambridgeshire average. Our SENCo has completed eight EHCP applications and governors recognised the significant workload involved.

Safeguarding remains manageable, with no major concerns this half term and no children currently on Child Protection Plans.

Staff have undertaken restrictive intervention training following updated guidance introduced in April. Key learning will be shared with staff next half term and risk management plans updated accordingly.

The Headteacher has completed her final NPQH assessment and is awaiting results.

Regarding premises, the fencing project is confirmed to be going ahead. Plans for toilet refurbishment are also progressing, with the Trust funding the work subject to final quotes. The Headteacher also updated governors on hall refurbishment plans and ongoing efforts to secure funding for swimming pool repairs.

Following the retirement of the caretaker, interim site responsibilities are being shared amongst staff while discussions continue regarding a potential shared site manager with LVC.

Sarah in the office will retire in the summer. Lucy will increase her hours, and recruitment will take place to cover remaining responsibilities.

Hannah Sanham will leave at May half term due to travel commitments. Interim cover has been arranged until September. Freya Rootes, a current SCITT Student, has been appointed from September and a strong PGCE student has joined Class 5. Anne from LOSC and Breakfast Club will also retire at the end of the year.

Action Points

SATs monitoring by the Local Authority took place this week and feedback was very positive. Governors praised the organisation and teamwork involved. This year's SATs arrangements have been particularly complex due to the number of SEND access arrangements required, including seven separate rooms. Despite additional challenges, Year 6 pupils have managed extremely well. The governors also noted the success of the Year 6 "Toast Club" in helping pupils feel settled and prepared before tests.

6. ACHIEVEMENT TRACKING (SPRING TERM DATA) / FORECAST OUTCOMES

Governors reviewed the spring term achievement data. It was noted that the data should not be viewed in isolation, but alongside pupils' starting points and prior attainment, particularly at the end of Key Stage 1.

Although the percentage of pupils working at age-related expectations has decreased, governors discussed the importance of considering the significant progress many pupils have made from lower starting points. Current forecast outcomes for Year 6 were shared, while other year groups reflect mid-year data only.

At this stage there are no significant concerns arising from the data, although the Headteacher noted that focus will be on the declining attainment trend shown in future IDSR data. Governors discussed the importance of showing pupil progress over time, particularly for cohorts who entered Key Stage 2 below age-related expectations.

7. LINK GOVERNOR REVIEWS / REPORT ANY STAFF ISSUES

The Chair advised that no link governor review reports had yet been received, although she noted that some reviews were scheduled to take place after the May half term.

The Chair also confirmed that no staff issues had been brought to her attention.

8. PEOPLE & LEADERSHIP AIV REPORT / PLANNED STAFFING STRUCTURE 2026/27

The Headteacher reported that the People & Leadership AIV report reflected the school's priorities around adaptive teaching, SEND provision within mainstream classrooms, and creativity within teaching and learning.

Governors discussed inconsistencies in the respective roles of teachers and Teaching Assistants (TAs) in supporting pupils with SEND. It was noted that practice varied between classrooms, particularly in relation to planning and preparation of resources. The Headteacher acknowledged the complexity of meeting a wide range of needs and confirmed that clarifying responsibilities for SEND provision would form part of next year's School Development Plan (SDP). The aim would be to establish clearer expectations regarding planning, preparation, and the role of TAs in supporting provision.

Governors also noted the importance of effective communication and collaboration between teachers and TAs to ensure consistency across classrooms.

The Headteacher reported that a new Learning Base had opened after Easter to support eight pupils working significantly below age-related expectations. The provision had been established to provide more consistent and higher-quality support and had been led by Stacey Chapman. While the current staffing model would not be sustainable long term, systems were being developed to enable skilled TAs to continue running the provision effectively.

Action Points

Governors heard that the Learning Base had so far been successful, with improved pupil engagement, attendance, and behaviour. Several pupils previously considered at risk of permanent exclusion were now engaging positively with learning. Pupils had settled well into the provision despite the mixed-age range. The Local Authority SEND adviser, and the Trust had both provided positive feedback regarding the provision. Although further work was needed around reintegration into classrooms and future staffing arrangements, the senior leadership team were pleased with the early impact and felt pupils were receiving more personalised support tailored to their needs.

Governors noted that the long-term aim remained to support pupils' successful return to mainstream classrooms where appropriate through careful transition planning.

The Headteacher reported that significant work had been undertaken to avoid the need for mixed-age classes for the next academic year.

The staffing structure for Teaching Assistants (TAs) remained under review due to ongoing budget uncertainty. It was hoped that funding would allow the school to retain one temporary TA currently in post. The Headteacher advised that staffing levels would remain sufficient to meet pupils' needs, although any additional TA capacity would depend on the final budget position.

Governors asked whether additional funding through Education, Health and Care Plans (EHCPs) was anticipated. The Headteacher advised that only confirmed funding could be included within the budget. Two pupils with EHCPs were currently being considered for specialist provision, although this had not yet been factored into staffing plans. It was noted that staffing arrangements remained difficult to finalise due to a number of ongoing uncertainties.

Governors also asked whether staff had confirmed their intentions for the next academic year. The Headteacher explained that one teacher had informally indicated an intention to relocate, although formal resignation had not yet been received. This uncertainty continued to make staffing and budget planning challenging. Staff had now been informed of proposed year group allocations for September, and all teachers were reported to be content with these arrangements.

In response to a question regarding the timescales for EHCP funding agreed mid-year, the Headteacher advised that funding could sometimes be backdated, although timescales varied between local authorities. Suffolk applications typically took longer due to a separate application process, whereas Cambridgeshire was generally more responsive.

9. REVIEW KEY RISKS

The Headteacher advised that the key risks remained unchanged. These continued to be pupil numbers impacting the budget and the behaviour and support needs of high-needs pupils. It was noted that these risks had been discussed previously and there were no further updates.

10. FEEDBACK FROM AGF

The Chair advised that there was no further feedback following the previous meeting due to the most recent AGF meeting being cancelled. An update was provided on progress to date, including two Working Group meetings having taken place. The first meeting was reported to have gone well; however, a subsequent meeting, focused on reviewing governance arrangements, ended without a clear proposal for the Trust.

It was noted that a proposal has since been developed and will be shared with the Chair for review. The Chair had received a suggestion from Ed Symonds (ES) suggesting a proposal to move away from current full governing body meetings in their existing format and instead adopt a more working group–focused approach. Under this model, the Headteacher would identify two or three key areas for discussion at any given time, with governors then meeting in smaller, focused groups to consider these issues in more depth. It was suggested that these sessions would be time-limited (no more than one hour) and attended by governors with relevant skills and expertise.

It was emphasised that governors have a range of skills and perspectives which could be better utilised to support the school through more targeted engagement, rather than a predominantly reporting-based structure. The intention would be for the Headteacher to draw on governor expertise more flexibly, with governors providing support and challenge based on identified priorities rather than routine updates.

Rob Hutton (RH) suggested that the Headteacher could continue to provide key documentation for review, including a summary of priority areas for discussion, enabling more focused and meaningful dialogue rather than a general reporting format.

Governors queried how current statutory roles (e.g. safeguarding and SEND) would operate under any revised structure. It was acknowledged that certain statutory responsibilities would still need to be maintained, with the Trust expected to refine and ensure the model remains workable and compliant with requirements.

The Headteacher questioned whether all current monitoring roles would still be required given that some oversight is also undertaken by the Trust, noting the importance of avoiding duplication and ensuring meetings are structured in a more purposeful and efficient way.

11. RATIFY APPENDIX TO BEHAVIOUR POLICY

The Headteacher reported that the Relationships and Behaviour Policy had already been reviewed and ratified by governors. An updated appendix had now been added in line with revised guidance. The appendix has been produced by the Trust and may be adapted to suit the school's context, while remaining compliant with statutory requirements.
It was noted that the appendix meets legal requirements, but introduces a number of changes, particularly around the requirement to notify parents in writing in certain circumstances, including exclusions and the use of seclusion.

Concerns were raised regarding the definition and practical application of "seclusion," particularly in relation to everyday practice. For example, it was queried whether a pupil being asked to reflect in the Headteacher's office at break time would constitute seclusion, and whether this would require an additional adult to be present. Clarification was sought on whether situations intended to provide short-term respite from the classroom environment could fall within this definition.

It was also noted that expectations around recording and reporting physical intervention remain, with greater emphasis now placed on formal written notification. Governors acknowledged that these changes may require further clarification to ensure consistent and appropriate implementation in school.

12. AOB

None received.

Action Points

13. DATE, TIME, AND VENUE OF NEXT MEETING
Wednesday 8th July 2026, 18:00 - LHJS - Mobile.

There being no further business, the meeting closed at 19:20.

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

Action Points