

# Local Governing Board (LGB) to The Learning Partnership



## Leighton Academy Minutes – SUMMER 1



**Date: 25<sup>th</sup> April 2024 at 6:30pm in school**

### Governors present:

Diane Ridings (DR) – Chair  
Rachael Dean (RD) – Vice Chair  
Helen Holland (HH) - Governor  
Nicholas Jones (NJ) – Staff Governor  
Nicola Kay (NK) – Parent Governor  
Michelle Noble (MN) - Governor  
Marie Speake (MS) – Staff Governor

Apologies :  
None

### In attendance:

Samantha Thompson (ST) - Headteacher  
Carl Lambert (CL) – Governor in approval process  
Dr Allan Howells (AH) – Director of Quality – TLP

Clerk: Sharon Dutton (SD) – TLP Clerk

## Governance and Administration

### DOCUMENTS SHARED ON GOVERNORHUB PRIOR TO THE MEETING:

- Items No 4 – 9 and 11 - Headteacher's Report
- Item No 10 - Subject monitoring report – PE – March 2024
- Item No 10 - Subject monitoring report – Humanities
- Item No 10 - Subject monitoring report – EYFS – April 2024
- Item No 10 - Learning Walks
- Items No 10 & 15 - LGB summary report Spring 2024
- Item No 14 - LGB members visits & training Spring 2024
- Item No 20 - Chairs Forum 21.03.2024

### **1. Welcome, Quoracy, Apologies and Declarations**

The meeting opened at 6:35pm and was confirmed quorate.

MS was noted as absent but on her way. She joined the meeting at 6:44pm.

Governors introduced themselves around the table for the benefit of CL.

DR welcomed everyone to the meeting.

### **2. Appointment of new LGB member**

AH outlined the process for new Governor appointments and confirmed that the Trustees had approved the appointment of CL. ST confirmed that the school was in the process of applying for his DBS check.

### **3. Minutes of the Previous Meeting and Matters Arising**

The minutes of the LGB (Local Governing Board) meeting held on 01.02.2024 were approved subject to one correction. RD had been erroneously listed as the SENCo.

**ACTION: SD to amend the minutes and repost on GovernorHub.**

In addition, the **ACTION** to send the Homework Policy 2024 to parents after approval was missing from the minutes. However, this had been actioned.

The following actions were updated:

**ACTION LOG FOR MEETING 01.02.2024**

Minute Ref	Action	By when
Page 4 Item 5	Deepen the analysis of persistent absenteeism figures in the school including communicating with other schools in the area	Completed 15.05.2024
Page 7 Item 11	Plan Governor recruitment presentation to PTA	Superseded
Page 7 Item 12	Amend Home-School Agreement	Completed

**OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**

Minute Ref	Action	Status
4, pg 2	Skills audit	Superseded
4, pg 2	Prevent training	MN to send to SD for uploading
4, pg 2	LGB members to complete cyber and security training	MN ongoing. ST to share link
11, pg 10	Complete remaining subject link reports	Completed

**Strategic Direction and Progress Against Priorities:**

**Education**

The Headteacher’s report to the governors had been uploaded onto GovernorHub. ST brought the LGB’s attention to the following:

**4. School Direction and Progress against priorities:**

***Slide 6 – Admissions and pupil numbers***

***Item 5 of the agenda***

There are currently 394 in main school and 73 in nursery. The school is receiving 3-4 applications per week. Nursery is full, Year 4 is over-subscribed and the remainder of the years are at capacity apart from Reception at 50 and Year 3 at 41.

She confirmed that a pupil in Reception will be kept back a year. This is a decision made by the school in collaboration with parents and has been approved by the local authority and would remain so for the rest of the pupil’s schooling life. Numbers for reception for September 2024 are 60. She stated she was positive about numbers across the board for the start of the new academic year in September.

***Slide 7 – Attendance***

***Item 6 of the agenda***

This data had been held back due to the FFT site being down and would be uploaded onto GovernorHub as soon as possible. Persistent absentees is an agenda item for the LGB audit which will take place on 15<sup>th</sup> May.

***Slide 8 – Behaviour***

***Item 7 of the agenda***

There had been no repeat suspensions for any pupils and ST reported that the school was in close discussions with the families regarding alternative options. Because there were no repeated

suspensions she was confident that the reintegration process in the form of report cards and focussed processes were having an impact.

Physical interventions were only being used as a last resort after all de-escalation techniques had proved unsuccessful. This entailed moving pupils exhibiting behaviours at risk of harm being moved to places of safety. All but 7 staff members were now trained in Team Teach Level 1 and 3 members of the SLT were booked to attend Level 2 training on 03.05.24. By the end of June 2024 all teaching staff would be trained to level 1 and further training would be offered if required.

***Slide 9 and 10 – recording team teach incidents***

ST explained how the recording of team teach incidents worked. She confirmed this was a Trust-wide approach and that training ensured consistency in reporting. She also confirmed that the Midday team would be trained at a later stage if required.

***Slide 11 – Safeguarding***

***Item 11 of the agenda***

There were no Organisation or Policy Updates. ST confirmed that CL would need to do the Level 1 Safeguarding training once appointed.

***Slide 12 – Safeguarding***

***Item 11 of the agenda***

ST reported that there had been a significant rise in the number of reported incidents covered by Operation Encompass (a domestic home-based incident involving the police) which meant the school supplying support where required. Previously there had been inconsistencies of reporting by the police but now reports were being generated whether the child was on the property or not and included a crime number and a description. This allows the school to support families appropriately.

***Slides 13 – Safeguarding***

***Item 11 of the agenda***

ST alerted governors to the figure for looked After Children which had increased from 0 this time last academic year to the current figure of 4. A discussion ensued regarding the increased workload on the pastoral team due to the requirement of education plan drafting, in-house and external supervision and supportive conversations. The wellbeing of staff involved was being monitored due to the increasing numbers staff were dealing with. NK agreed to check this when she carried out the LGB audit on 15<sup>th</sup> May.

***Slide 14 – Safeguarding updates***

***Item 11 of the agenda***

- Local Police Community Support Officers had delivered online safety sessions to Year 4 and Year 2, due to the rise of online concerns. In relation to Year 2, this is mainly around online gaming and the appropriateness of content.
- Pupils continued to participate in Personal Development as part of the curriculum which is reviewed against national picture and local concerns and trends.
- The DDSL had been accepted onto the Trauma Informed Practice and Mental Health Diploma with Practitioner Status, starting in April 2024.
- Child-friendly Safeguarding Policy has been created.
- Staff CPD update taking place on 8th May 2024.

***Slide 15 – Headline Data***

***Items 8 & 9 of the agenda***

ST made the following observations on the headline data:

- Year 6 attainment-Writing EXS figure is below the FFT target currently. Contributing factors include:

- 27% of the class joined the school in Year 2 or after with problematic prior experiences
- 50% of this cohort had qualified for extra time in SATS.

3 new pupils had joined Year 6 with two being new to the country and 1 relocated from the northwest having not been in school since Year 2. **ST is confident that further progress will be made particularly as this was a SIP focus and further moderation is planned of Y6 writing.**

**NK Governor challenge:**

Is it possible to see data with these three cases separated out?

**Answer:**

It is possible and will be looked at prior to the next meeting in conjunction with overall improvement.

**Governors comments:**

- NK commented that as a year 6 parent she was impressed with the Year 6 teaching methods and interventions which had improved progress so positively. Governors congratulated the staff on their achievements in this area.
- MN pointed out that despite these challenges this brings, the pupils had welcomed these the new pupils wholeheartedly. She observed that the positive inclusion ethos of the school was impressive.

**MN Governor question:**

Are the new parents engaging with the school?

**Answer:**

ST confirmed that they were. Meetings had been held with the new families and baseline assessments were carried out. The parents were satisfied that their children were well integrated and happy at the school.

**DR Governor question:**

Have all pupils been accepted for secondary places?

**Answer:**

Most children have now been places other than 1 SEND pupil who is yet to be placed.

**10. Link Governor monitoring feedback**

**PE**

This was conducted by DR on 26.03.2024. PE continues successfully at Leighton in a very inclusive way and this is reflected in the school games Platinum award for 2022-24. Evidence is currently being collated to apply for the 2024-6 award. There has been an increase in pupils representing the school in a range of tournaments - many of which Leighton have hosted – with the school providing kit in a range of sizes to include all.

PTA Community events have assisted in paying for PE resources and transport. Staff were to be congratulated on their approach with evidence of well managed resources. It was observed that PE is often seen as an after-thought in some schools and governors were pleased by the importance the school was placing it within the curriculum.

**DR Governor question:**

How has the development in video assessment helped to inform practice?

**Answer:**

Evidence of progression seen helps to target next steps for classes and individuals e.g., Cool Kids Club to develop motor skills. Cool Kids uptake has been disappointing but offering this to siblings has improved numbers. Older siblings assisting within clubs has been encouraged. Video assessment also demonstrates impact of the lessons taught on skill progression.

**DR Governor question:**

How are PE assessments coordinated?

**Answer:**

Each class has one unit taught by the class teacher and one by the Subject Specialist. This is key to the development of a rich curriculum and CPD for non-specialists.

**DR Governor question:**

Targeting SEND/PP pupils for extra-curricular activities is an on-going issue. How has this been tackled?

**Answer:**

There has been an increase in the provision of clubs with targeted priority for these pupils to include activities such as Cool Kids Club and Gardening. There is a need to encourage some parents to take on the responsibility of ensuring their child can access these clubs. The increase in offer means that there are more places and more pupils joining.

**Humanities**

DR announced that this was a brief report(see attached) as she had not yet met with the subject leads for 2024 and the last meeting had been just prior to Christmas 2023. Both subjects achieved Quality Marks last summer (Silver for Geography and Gold for History) which was a testament to the incredible work done by the Leads. However, in December there had been a general dip in coverage which was addressed by an INSET in January and DR agreed to revisit in May. A full report will be available for the next meeting.

**ACTION: Clerk to include updated Humanities report on next meeting agenda.**

**EYFS – RD**

This was conducted by RD on 18.04.2024. She observed that the temporary EYFS lead had proved to be excellent cover and had brought positive initiatives to the existing curriculum.

**RD Governor challenge:**

What has been the impact of the newly developed outside area in Nursery?

**Answer:**

Children are now able to use the outside area throughout the day and the new equipment combined with targeted activities is leading to an improvement in their physical development.

**Governor challenge:**

Is there any update on the plans for the development of the Reception outside area?

**Answer:**

ST has met with the architect and is seeking three quotations after which requests for funding will be made. It is hoped work can commence during summer 2024. The proposed expansion should include a small extension to the Reception classroom, the relocation of the canopy and a breakout room. The outside area will be developed regardless of the extension.

**RD Governor challenge:**

Are we on track for our GLD Targets for 2023/2024?

**Answer:**

We are working towards 60% currently. the two areas currently under target – Comprehension at 48% and Writing at 50% - interventions are in place for the Summer term with Drawing Club in place to target Writing improvement and Phonics in place to target Comprehension.

**RD Governor challenge:**

Is parental engagement improving?

**Answer:**

Both Nursery and Reception adopt an Open Door Policy. Nursery have reintroduced Tapestry and this is used for the staff to record the achievements of the children which the parents can access. A weekly newsletter and home learning activities have also been added as well as being emailed.

**RD Governor challenge:**

Is there adequate support from the SLT for transition plans for the Summer Term?

**Answer:**

Transition for Reception children into Y1 will be in line with the enhanced transitions that took place across the whole school at the end of last school year. Slower, staggered transitions enable more children to be comfortable with settling in. Four CPD sessions specifically tailored for Yr 1 teachers are to be conducted plus two follow up sessions in the Autumn term and this will continue right up until Christmas 2024.

**Away Day Outcomes – data and KS leads**

An away day was conducted on 27.03.2024 where Governors could look at data across the school, followed by a meeting with Key Stage leads. They were able to share and celebrate successes and discuss areas that need to be addressed and developed and where action plans are needed. It is clear that KS Leads know their areas of the school well and data analysis suggests that writing in particular needs further interventions. KS Leads are aware of this and working hard to put things in place.

**Learning Walks feedback**

DR and RD met with ST prior to conducting their learning walks to discuss priorities. They attended the school for 2 half day sessions in order to cover the whole curriculum and not just core subjects. They observed a range of lessons, year groups and areas including the Nursery, plans for the outdoor areas and Reception. They found pupils engaged in their appointed tasks with support and interventions successfully in place. The level of engagement was impressive and all previous development points identified discussed with subject leads were being carried out satisfactorily. In addition, there was evidence of inclusive teaching even for those pupils outside of the classroom setting. Governors commented that it was good to see things that had been discussed with subject leads being carried out in practice.

Visits in the following subject areas are to be conducted prior to the next LGB meeting:

- Music – NK
- English & Phonics – MN
- Modern Foreign Languages – RD
- Design & Technology – RD

**ACTION: To include Link Governor reports in agenda for next meeting.**

**Welfare**

**11. Safeguarding – see above.**

**12. Welfare & wellbeing – Students**

No update

**13. Welfare & wellbeing – Staff**

Staff wellbeing questionnaires were going out to all staff and the results were to be reported on at the next meeting.

**ACTION: Wellbeing questionnaire results to be included in agenda for next meeting.**

**Governor Links and Training**

**14. Governor Links and Training**

This is detailed in the Record of Visits and the Chairs Summary Report for the Spring Term. (Uploaded on Governor Hub) As is evident from Item 10 the subject monitoring has continued in line with the Monitoring Schedule. Governors have also been able to re-engage with Learning Walks which was a very positive and rewarding experience (see Item 10) which hopefully will be repeated

during the summer term. Training this term has been around the SATs taking place in May going through the procedures for all staff. The Away Day (see Item 10)) enabled the governors to engage with the KS Leads to look at Data across the school and share and celebrate successes. As we only normally meet with Subject Leads this gave us a different perspective.

Succession planning, which is on-going, continues to be important as the Chair will be handing over to the Vice-Chair in September who, in turn, has been handing over the reins of the PTA which has continued to raise much needed funds for the school eg the highly successful Easter Fayre.

RD/DR also attended the Chairs Forum in March (see below)

### **15. Training Requirements**

Any new Governors will need induction and further training-tba . SD requested that all training be uploaded or recorded onto Governor Hub.

## **Local Matters and Stakeholder Engagement**

### **16. Local Policy Approval**

There were no policies to be updated at this time.

### **17. Stakeholder Engagement - Parents/Carers**

Nothing to report.

### **Stakeholder Engagement – Wider Community**

#### **Communication to Trust Executive, Board, Education Standards and Performance (ESP) Committee**

Nothing to report.

#### **Communication from Executive, Board and ESP**

- Chairs Forum March 24th was attended by RD/DR (Uploaded on Governor Hub) Governors were informed on a range of issues related to the Trust including:-
- Vacancy for Director of Education
- SLT of the Year Award
- Use of INSIGHT for recording data across the Trust
- Additional support for writing moderation ,SEND, Health and Safety and overall Training and Safeguarding.
- Governor recruitment was raised as a universal issue across all schools
- TLP Governance Conference- July 13th at Crewe UTC- Save the Date
- Chairs Forum – July 17th- Save the Date

#### **AOB**

Nothing to report.

**Date and time of next meeting: Thursday June 20th 2024 at 6:30pm Meeting closed at 9:01pm**

Minutes approved: .....

Date:.....

**ACTION LOG FOR MEETING 25.04.2024**

<b>Minute Ref</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
Pg 1 Item 3	Amend the minutes removing RD as SenCo and repost on GovernorHub.	Clerk	After meeting
Pg 5 Item 10	Include updated Humanities report on next meeting agenda.	Clerk	20.06.2024
Pg 6 Item 10	Include Link Governor reports on next meeting agenda.	Clerk	20.06.2024
Pg 6 Item 13	Wellbeing questionnaire results to be included on next meeting agenda.	Clerk	20.06.2024