



**Leighton Academy  
PART 1 Minutes – SUMMER 1**



**Date: Wednesday 9<sup>th</sup> July 2025 at 5:00pm in school**

**Governors present:**

Rachael Dean (RD) – Chair  
Diane Riding (DR) – Vice Chair  
Jackie Beeston (JB) – Governor  
Nicola Kay (NK) – Parent Governor  
Michelle Noble (MN) - Governor

**Apologies:**

Helen Holland (HH) - Governor  
Dr Allan Howells (AH) – Director of Quality – TLP

**Absent:**

Carl Lambert (CL) – Parent Governor

**In attendance:**

Samantha Thompson (ST) - Headteacher

Nicholas Jones (NJ) – Staff Representative

Marie Speake (MS) – Staff Representative

Clerk: Sharon Dutton (SD) – TLP Clerk

**Governance and Administration**

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

- Headteacher's Report 09.07.25 - various.
- LGB minutes 08.05.25 Part 1 and 2 – item No 2
- RRSA Silver report May 2025 – item No 5
- Attendance Report – item No 7
- Data Reports – Various – item No 9
- LGB report to subject lead – English June 25 – item No 13
- LGB report to subject lead – Science July 25 – item No 13
- LGB report to subject lead – Maths July 25 – item No 13
- S175 Audit 2025 – item No 15
- LGB Governor newsletter – item No 20
- LGB Skills Audit 2025 – item No 23

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

- The meeting opened at 5:18pm.
- Quoracy was confirmed.
- Apologies were received from HH. CL was noted as absent.
- No declarations of interest were made.

**2. Minutes of the Previous Meeting and Matters Arising**

- a) Minutes from the meeting held on 8th May 2025 were approved with minor amendments.

**ACTION: SD to update and upload the revised version to GovernorHub**

**UPDATE ON ACTION LOG FOR MEETING 23.01.25:**

Minute Ref	Action	By whom	Status
Pg 5, item 13	Date of spring term staff wellbeing visit to be confirmed by the Trust.	AH	Ongoing

Pg 8, item 17	Complete mandatory training before the next meeting.	ALL	Ongoing
<b>UPDATE ON ACTION LOG FOR MEETING 08.05.2025</b>			
Minute Ref	Action	By whom	Status
Page 1, item 2	Amend minutes and repost onto GovernorHub	Clerk	After meeting
Page 2, item 3	Share FAQ's with ST to be included in the school newsletter.	AH	Before September
Page 2, item 4	Meet with Geography lead to assess progress.	DR	Complete
UPDATE: DR unable to meet with the geography lead, but the submission of the quality mark was confirmed			
Page 3, Item 5	Add feedback on RSE to next meeting agenda	Clerk	Complete
Page 6, item 13	Include feedback on the wellbeing action plan on next meeting agenda.	Clerk	Complete
Page 8, item 15	PE & DT feedback to be carried over to the July meeting – SD to include on the agenda	CL/Clerk	Complete
<p>“LGB agenda” was confirmed by SD as a typo.</p> <p><b>3. Membership update</b>  It was confirmed that there are currently two vacancies for one appointed and one parent governor. DR's end of term of office at the end of August 2025 will create an additional appointed governor vacancy. Recruitment plans will be revisited in the new term. The recent governor newsletter included a call for parent interest, but no responses have been received to date.</p>			
<b>Strategic Direction and Progress Against Priorities:</b>			
<p><b>4. School Improvement Plan (SIP)</b>  Due to pending SATS data, the SIP update has been deferred. An away day is scheduled for September to review the SIP outcomes in full and finalised SIP outcomes will be presented at the autumn term meeting.</p> <p><b>5. Rights Respecting Schools' feedback.</b>  The school has successfully gained the RRSa Silver Accreditation Award, valid for three years. The assessment was conducted via Teams with various stakeholders including staff and pupils. The school is currently undecided on the progression to Gold accreditation and at present the focus remains on embedding existing practices rather than introducing new ones. HH was involved in speaking to the visitors on the audit day.</p>			
<b>Education</b>			
<p><b>6. Pupil Numbers</b>  See Page 3 of the headteacher's report.</p> <ul style="list-style-type: none"> <li>• There are currently 396 pupils in main school and 74 in nursery.</li> <li>• The Orchard SEN unit has now opened with 2 children which will increase to 10 (1 class) in September.</li> <li>• Reception is full for the September intake.</li> <li>• In-year admissions continue daily, with, on average 2-3 applications per week received in the summer term, including recent Year 1 and Year 2 applications.</li> <li>• A Reception induction meeting was held on 25th June with 40 out of the registered 60 families attending. Non-attendees were mostly where older siblings had already enrolled.</li> </ul> <p><b>7. Attendance</b>  See Page 4 of the headteachers report.</p>			

- Whole school attendance is now 0.7% below national average, and persistent absenteeism has dropped to below national average.
- Four children remain on part-time timetables, and one child is accessing alternative provision.
- Term-time absence requests continue to be frequent with some families not submitting formal requests and assuming leniency near term-end.

### **8. Behaviour**

See Page 5 of the headteacher's report.

- There has been an increase in the number of suspension days issued due to one severe case involving mental health needs (5 days). Family engagement and multi-agency support is ongoing.
- There are no open cases of bullying or racial incidents.

### **9. Progress and Attainment**

SATS Results:

- Combined Reading/Writing/Maths: 63% (above national 62%)
- Reading: 77% expected, 22% greater depth
- Writing: 70% expected, 13% greater depth
- Maths: 72% expected, 25% greater depth
- SPAG: 70% expected, 25% greater depth
- Phonics Screening: 83% (above national 80%)
- Early Years GLD: 55% (target was 60% - more work required in this area)
- Multiplication Check: 20% (national 38%) – noted as not reflective of true understanding due to the testing format and staff turnover.

#### ***Governor question:***

*How did these figures align with predictions?*

#### ***ST response:***

*They were in line with predictions.*

Governors were impressed with the huge improvements made at Nursery level (Little Wandle) and congratulated all staff involved.

#### ***Governor question:***

*Are these improvements made due to an easier learning scheme?*

#### ***MS response:***

*It is more prescriptive and gives a clear structure for the staff to follow. The work in Nursery prepares the children well for starting phonics in reception.*

The SATS administration monitoring visit by the local authority confirmed the school's compliance. At least one governor was in attendance per test and observed all administration tasks. DR met with the local authority compliance officer and accompanied her with her observations. Governors acknowledged that the staff and pupil effort had shown exceptional commitment and teamwork, and they praised the whole school's efforts. The school was described as calm and the pupils as unstressed.

### **10. SATS results update – unvalidated data.**

- Analysis in Progress: Several pupils scored just below thresholds (e.g., 99 vs. 100 for expected; 109 vs. 110 for greater depth).
- Re-Marking: Papers under review for potential re-marking where an additional mark could change outcomes.
- Narrative Reports: Provided by key stage leads; governors encouraged to review and raise questions.

### **11. SEN unit update**

The Orchard Unit is now operational with 2 children and expected to expand to 10 (one class) in September. It is envisaged that teaching will be split between a play-based curriculum for younger pupils and a bespoke curriculum for older pupils. Lucy Schofield is the lead teacher and recruitment

is planned for an additional Higher Learning Teaching Assistant (HLTA) to support curriculum delivery. Transition plans will be tailored to meet individual pupil needs. The official opening is planned for the autumn term once the cohort is settled. ST reported that Leighton Academy is the only school in Cheshire East with a formal SLA for its SEN unit.

## **12. RSE Feedback**

The RSE Parent Steering Group met on 2nd May with 7 parents attending. Feedback was as follows:

- Communication from teachers was generally well received.
- Resources and videos were deemed age-appropriate and informative.
- Parents appreciated the ability to follow up with discussions at home.
- Withdrawal rights were agreed as only applicable to the reproduction lesson in Year 6.
- Next step is to consider holding parent drop-in sessions in place of staff meetings to improve engagement and transparency.

## **13. Link Governor Monitoring (link visit reports and matters arising)**

Reports had been uploaded onto GovernorHub for English, Maths and Science. It was agreed that PE, DT and Computing reports would not be done but that ST would upload Subject Lead reports onto GovernorHub.

### **English Report – DR with MS**

Summary:

Discussions around cross trust writing moderation, embedding of the sentence accuracy programme and plans for development of cross curricular writing

An update on reading fluency progress and staff training.

Focus on reading for pleasure and the impact of the reading spine.

Key Actions for next meeting:

- SATs Results 2025
- Spelling

### **Science Report – DR with Louise Barlow**

Summary:

LB has taken on the role of Subject Lead this year whilst the full-time lead has been on maternity leave. She has now returned but is concentrating on the Science Quality Mark which is due for renewal. Science monitoring has been done by LB.

Key Actions for next meeting:

- New scheme of work
- Quality Mark
- Science after school club

### **Maths Report – DR with Geraint Emes**

Summary:

Development of mastery of number at KS1 and number sense at KS2, links to the oracy project and pupil voice outcomes.

Key Actions for next meeting:

- TTR and SATs results
- Oracy strategies
- Number Sense/Mastery of Number
- Resources Audit

The following was discussed:

- Proposal to evolve the format of monitoring from one-to-one visits to group sessions or “speed dating” style meetings.
- Reducing pressure on staff and governors while maintaining quality of engagement.
- Monitoring has improved subject leader’s confidence and consistency.
- Holding an away day in September to review and redesign monitoring approach.

- Considering aligning link governor roles with SIP priorities.

As the new link roles are developed, LGB members will receive further training on the expectations of this role

#### **14. Cologne Update**

32 children participated in the exchange visit to Cologne. The event ran smoothly and was well received. There is to be a continued collaboration with the German partner school, including Zoom sessions between pupils and staff. Dates for next year's visit are already booked. Due to a smaller Year 5 cohort (24 pupils) the plan is to include current Year 6 pupils who missed the trip last year with the aim of maintaining the viability and inclusivity of the programme.

### **Welfare**

#### **15. Safeguarding**

See Page 6 of the headteachers report.

The S175 annual audit has been submitted to the local authority's safeguarding team. This covers all aspects of safeguarding including recruitment, and the school was rated fully effective across all areas. The audit had been shared on GovernorHub with no concerns raised by Governors.

The current caseload is 28 children with one child on a CP plan currently in emergency foster care.

#### **16. Welfare & wellbeing – Students**

The analysis and action plan resulting from the pupil wellbeing survey are still in progress due to central team restructuring within the Trust. Reallocation of responsibilities is expected, and the plan is to be revisited in September.

Governors discussed the transition process between the Early Years curriculum and the national curriculum which is often a problematic one. The Trust's Early Years lead is continuing the transition to Y1 project for a second year due to the success of the first year. Pupils have been told who their new teacher will be and will be issued with a transition booklet to read over the summer holidays. Transition is to be phased as this has been successful in the past.

#### **17. Welfare & wellbeing – Staff**

**a) ACTION: SD to include feedback on the well-being action plan on the agenda for the next meeting.**

b) ST gave governors a confidential overview of staff changes and plans taking affect next term.

### **Local Matters and Stakeholder Engagement**

#### **18. Local Policy Approval**

- List of school policies requiring review

**ACTION: SD to send list of policies requiring review to ST**

#### **19. Governor Training Update**

- SD reminded governors who had already not done so to complete their mandatory training on Prevent and Safeguarding and upload certificates onto GovernorHub (or inform clerk) before the start of the 2025/2026 academic year. MN and JB are outstanding.
- SD reminded governors to complete training on Suspensions and Exclusions before the start of the Autumn term. A New training schedule will be introduced termly. MN, CL and JB are outstanding.

**ACTION: Governors to complete Trust issued training modules and contact clerk if they are having difficulty accessing this.**

## **20. Stakeholder Engagement – Parents/Carers**

### **a) Sports Day**

ST reported that individual events had been split by phase (Nursery/Reception, KS1, KS2) to improve spectator engagement. Microsoft Forms were used to collect parent feedback which was overwhelmingly positive. Practical suggestions for improvement included seating, finish times, and shade provision.

There was praise for all sports leaders and pupil involvement.

### **b) Governor newsletter**

ST confirmed this had been distributed to parents and included updates and calls for governor interest. RD plans to issue this at the end of every term. SD requested that going forward it be uploaded onto GovernorHub.

## **21. Stakeholder Engagement – Wider Community**

- ST reported that the issue of the road closure past the school is unresolved but that the local councilor is supportive and proactive in addressing the lack of communication to the school.
- Dream Big Careers Day was hosted at Leighton Academy in partnership with NHS Healthier Futures. NK attended and observed the event. It included career information and workshops on business enterprise, healthcare, construction, and engineering. ST reported strong engagement from pupils with activities tailored to inspire future career paths. A representative from the Trust had attended and was very impressed with the organisation of the event.
- Trust Art Exhibition of over 300 pieces of art is currently being held at the old Works building in Crewe until 31st July. The theme of the exhibition was Community. Leighton Academy contributed four pieces from Year 2 to Year 6. Awards have been received, and certificates are to be presented in achievement assembly.

## **22. Communication – to Trust**

RD reported that the LGB visits report is outstanding.

**ACTION: LGB visits report to be included in next meeting's agenda**

## **23. Communication – from Trust**

### **a) Skills Audit feedback**

Results of the audit were reviewed and discussed. A few areas were highlighted for development, focusing mainly on governor inexperience. It was agreed that future training needs to be tailored to individual roles.

### **b) Biographies update.**

SD confirmed that biographies were outstanding from NK, MN, HH, and CL. Copy will be finalised during the summer holidays and posted onto the TLP website as soon as possible during the Autumn term. SD would be contacting the school to obtain photographs of governors as required.

### **c) Governance Conference feedback**

This was attended by NK and RD. They confirmed the workshops attended included information on communication across governance layers, exclusion procedures, understanding data, effective link governor visits and Community engagement. Feedback was generally positive and the content being more practical and focused than the previous year.

### **d) Confirmation of 2025/2026 LGB dates. These are all to be held on Thursdays at 5:00pm:**

- 9<sup>th</sup> October 2025
- 15<sup>th</sup> January 2026
- 7<sup>th</sup> May 2026
- 2<sup>nd</sup> July 2026

## **24. AOB**

- Year 6 Leavers Events: invitations to be sent via Basecamp for play, party, and assembly. Governors were encouraged to attend.

- Farewell to DR: heartfelt thanks were expressed for her almost 11 years of service and leadership. She was acknowledged for her role in five Ofsted inspections and overall governance excellence. Plans are in place for recognition at Leavers Assembly and a future social gathering.

There being no further matters, RD thanked all the governors for their hard work and attendance throughout the year, and the meeting closed at 7:00 pm.

**Date and time of next meeting: Thursday 9<sup>th</sup> October 2025 at 5:00 pm**

Minutes approved: .....

Date:.....

### **ACTION LOG FOR MEETING 09.07.25**

<b>Minute Ref</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
Page 1 Item 2	Update and upload the revised version of minutes of meeting 08.05.25.	Clerk	After meeting
Page 4 Item 13	Upload Subject Lead reports for PE, DT and Computing onto GovernorHub	ST	09.10.25
Page 5 item 16	Include feedback on the well-being action plan on the agenda for the next meeting.	Clerk	09.10.25
Page 5 item 18	Send list of policies requiring review to ST	Clerk	After meeting
Page 5 item 19	Complete Trust issued training modules and contact clerk if they are having difficulty accessing this	All	After meeting
Page 6 item 22	LGB visits report to be included in next meeting's agenda	Clerk	09.10.25