



<p>Local Governing Board (LGB) to The Learning Partnership</p> <p></p> <p>Leighton Academy PART 1 Minutes – AUTUMN</p>		
<p>Date: Wednesday 9th October 2024 at 5:30pm in school</p>		
<p>Governors present: Rachael Dean (RD) – Chair Diane Riding (DR) – Vice Chair Helen Holland (HH) - Governor Nicola Kay (NK) – Parent Governor Michelle Noble (MN) - Governor Carl Lambert (CL) – Appointed Governor</p>		<p>In attendance: Samantha Thompson (ST) - Headteacher Nicholas Jones (NJ) – Staff Representative Marie Speake (MS) – Staff Representative</p>
<p>Apologies : Dr Allan Howells (AH) – Director of Quality – TLP</p>		<p>Clerk: Sharon Dutton (SD) – TLP Clerk</p>
<p>Governance and Administration</p>		
<p>DOCUMENTS SHARED ON GOVERNORHUB PRIOR TO THE MEETING:</p> <ul style="list-style-type: none"> • Headteacher’s Report September 2024 • Attendance Report • Data headlines • Final Review Report June 2024 (SCiE’S) - item No 7 • Subject Monitoring Report – Humanities – 14/05/24 – item No 10 • Subject Monitoring Report – Science – 09/07/2024 – item No 10 • Subject Monitoring Report – Maths – 17/07/2024 – item No 10 • Subject Monitoring Report – Computing – 19/06/2024 – item No 10 • Subject Monitoring Report – Design Technology – 15/06/2024 – item No 10 • Monitoring Overview – 24/25 – item No 10 • Safeguarding & Child Protection Policy – item No 16 • LGB Summary report – Summer 24 - item No 19 • Governors Conference July 2024 – item No 20 • Chairs Forum – July 20-24 – item No 20 • SEN Information – item No 22 		
<p>1. <u>Welcome, Quoracy, Apologies and Declarations</u></p> <p>RD opened by welcoming everyone to the meeting at 5:35 pm and confirmed it quorate. All present agreed to the meeting being recorded.</p> <p>AH was noted absent with apologies accepted.</p> <p>SD confirmed that all declarations had been completed on GovernorHub and would be updated onto the TLP website.</p> <p><i>Appointment of Chair and Vice Chair</i> RD’s nomination as Chair with effect from the beginning of the Autumn term 2024 was seconded and accepted.</p>		

DR's nomination as Vice Chair with a term of office of 12 months with effect from the beginning of the Autumn term 2024 was seconded and accepted.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the LGB (Local Governing Board) meeting held on 20.06.2024 were approved.

It was noted that due to his DBS check having been completed, CL was now a full member of the LGB.

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:

Minute Ref	Action	Status
4, pg 2	LGB members to complete cyber and security training	MN ongoing. ST to share link

Strategic Direction and Progress Against Priorities:

At the start of the meeting, Lucy Schofield (Personal Development Lead) (LS) was introduced to the LGB. She had been invited to attend to explain the school's signing up to UNICEF's Rights Respecting School Award initiative and delivered a report on it's status. To date the school has achieved a Bronze award and is aiming for Silver in 2024/2025. Lucy outlined all the actions the school has taken so far and a report to this effect will be uploaded onto GovernorHub. Staff, children, parents and governors will be included in a virtual meeting which will take place between Christmas 2024 and Easter 2025. The certificate achieved is valid for 3 years during which time the school will apply for a Gold award.

ACTION: It was agreed that HH would be the liaison governor for this area and will assist Lucy with adding relevant information onto the website.

Having delivered her verbal update, LS left the meeting.

To share the headlines from the new SEF and SDP including the strategic priorities for the new academic year.

The Headteacher's report to the governors had been uploaded onto GovernorHub. ST reported that the Strategic Priorities covering the 5 areas of the Ofsted framework have been discussed in detail with members of the LGB during the recent awayday and governors agreed with the priorities set by leaders.

Education

3. Admissions and Pupil Numbers

See Page 4 of the headteacher's report.

ST observed that Years 1 and 4 were a much smaller cohort as compared to Year 5 which was oversubscribed. She reported that the school was receiving 1-2 in-year requests per week across the board and was accepting them wherever possible.

4. Attendance

ST had uploaded the detailed 360 Attendance view for September. She observed that pupils going on holiday in term time continued to be a problem and that data on the number of fixed penalty notices issued would be available for the next meeting. A number of children did not return until the second week after the summer break.

Persistent absenteeism continued to vary between year groups and the school's welfare officer was working hard to engage with these families. In addition, sickness and hospitals procedures have contributed to a rise in persistent absenteeism.

Governors asked what the threshold was and were informed it is at the national average and the school was approximately 0.2% below this. Persistent absenteeism was classed as below 96%. Figures showed that years 1 and 4 were the most concerning although these were also the smallest cohorts.

5. Behaviour

See Page 6 of the head teachers report.

Since this report had been written there had been one additional racial incident which had led to a suspension. Details are laid out in Part 2 of the minutes.

6. Curriculum – progress/attainment

Statutory headline data from 2024 for EYFS, Phonics, MTC and KS2 outcomes.

See Page 7 of the headteachers report and Data Headlines uploaded onto GovernorHub. In summary school results in Key Stage 2 were all at or above national average with MTC showing as below national average and EYFS results significantly below due to many pupils entering this level with very low previous achievement.

Welfare

7. Safeguarding

See Page 8 of the headteacher's report.

With an increase in caseload, governors observed that this was a very heavy burden on pastoral staff with additional meetings to attend. ST agreed and commented that as some of the LAC came from another local authority this meant additional training requirements for the pastoral lead. However, she confirmed that she was managing the process well. Most meetings were virtual which was helpful although this meant the pastoral lead is less visible as this takes up a lot of time.

Feedback on Summer term SCiES audit

ACTION: ST to post SCiES report and emerging actions onto GovernorHub (this has since been actioned)

Feedback from NK on Autumn term LGB Safeguarding audit.

NK reported that to date this had not been carried out but it is planned before Christmas.

ACTION: NK Safeguarding audit to be added to agenda for next meeting

8. Welfare & wellbeing – Students

The student wellbeing questionnaire will be carried out before half term.

ACTION: Include feedback on student wellbeing questionnaire added to agenda for next meeting

9. Welfare & wellbeing – Staff

Pending. The results from the most recent staff wellbeing questionnaire have not been released by the Trust.

Governor Links and Training

10. Link Governor monitoring feedback.

- **Humanities Report – DR**

Report from 14/05/24 visit uploaded onto GovernorHub.

DR initially met with the subject leads in December 2023. Both subjects achieved Quality Marks in the summer term (Silver for Geography and Gold for History) which was a testament to the progress made under the banner of Humanities and the incredible work done by the Leads. However, the Quality Mark for both subjects are now due for renewal in 2025 and there has been a change of subject leads in both subjects.

Link Governor challenge (DR):

Now that there is only one Humanities lead, will they be in a position to apply for the Quality Marks when they are due for renewal? What support will they receive to facilitate this?

ST Response:

The previous subject leads have agreed to give additional support the new lead. Geography assessment is due at the end of the summer term and History assessment in Autumn 2025.

- **Science Report – DR**

Report from 09/07/24 visit uploaded onto GovernorHub.

The Science curriculum continues to be delivered across the year groups with a strong, consistent approach involving a lesson cycle of vocabulary, concept cartoon and lessons which has really been embedded this year. This has worked very well and has been evident through monitoring.

Link Governor challenge (DR):

Why was there a need to offer an alternative to after school clubs this year?

Subject Lead Response (SB)

The supplier running some of the after-school clubs was proving unreliable as well as staff capacity to facilitate clubs across all subject areas. As an alternative the school has managed to offer either a trip or workshop to most year groups that are linked to Science e.g. Year 4 Chemistry with Cabbages attended a full day workshop funded by the Rotary Club as was the Year 3 and Year 5 Rocket Science Workshop and the First Aid workshop for Year 6. Year 1 have completed local walks and Reception went to Tatton Park.

Link Governor challenge (DR):

What are the priorities moving forward to next year?

Subject Lead Response (SB):

The subject Lead is going on maternity leave and will not return until next June. There will be several staff changes in September with new staff joining the school and a temporary Subject Lead for Science who will work with NJ. It is important that the consistent approach to Science is maintained and it is hoped that Year Group partners will support new staff alongside any additional CPD. The well-deserved Quality Mark is due for renewal next year and this will be picked up on the subject lead's return.

Taking on board Pupil Voice opportunities for outdoor work will be considered wherever appropriate. The cross-curricular links to enhance the curriculum alongside workshops /trips needs to continue hopefully with the help of Rotary Club funding.

- **Maths – DR**

Report from 17/07/24 visit uploaded onto GovernorHub.

The Maths curriculum is very strong and this is reflected in the KS2 SATs results from this year and previous years. These results are a real cause to celebrate. The introduction of Power Maths pre-Covid has had a very positive impact and the subject lead should be very proud of the achievements in this subject. The reward system for Freckle has created greater engagement across the school.

Link Governor challenge (DR):

On the Sustaining Mastery Programme the school has been looking at an oracy project. What does that involve?

Subject Lead response (GE):

It is about developing the Maths vocabulary and encouraging collaborative talk in Maths lessons as confirmed by Pupil Voice. The subject lead attends the TGR meetings which are centred around oracy and the use of concept cartoons to develop oracy work in schools. The emphasis is around discussion and not necessarily as an assessment tool.

Link Governor challenge (DR):

How are concept cartoons used for Maths?

Subject Lead response (GE):

Unlike the Science concept cartoons which are designed to test pupil knowledge before and after the unit, they are specifically designed to be used to promote discussion about mathematical problems.

Link Governor challenge (DR):

What is the difference between Number Sense and Mastering Number?

Subject Lead response (GE):

Number Sense is used at KS2 and is a stand-alone weekly lesson created to fill in learning gaps. Mastering Number is for KS1 and must be completed daily for impact. It involves an extra 15 mins in Reception and Years 1 and 2 but delivery has not been consistent and must be a priority for next year.

- **Computing – HH**

Report from 19/06/24 visit uploaded onto GovernorHub.

The subject lead is an excellent teacher and as a specialist in Computing in Secondary School, HH was extremely impressed with how she had worked with relevant staff. She has a way of assessing pupils' work that is most effective in measuring progress and identifying development areas for each pupil. She was able to demonstrate how she tracks pupil and class progress in computing and is confident when speaking about her curriculum and how it adapts with the current needs of pupils e.g. mobile phones and social media/chat groups.

The subject lead had agreed to send HH the pupil voice once completed. She would like additional training if possible.

ACTION: CL to investigate what relevant training in Computers could be sourced and/or offered.

Link Governor challenge (HH):

What is the status of resources in the Computing department?

Subject lead response (SH)

Overall, it is very good but KS1 is lagging behind KS2 which has been upgraded. At present funding is not available. Due to the wide range of skills that teachers have with computers, Purple Mash is the preferred resource as it gives clear lessons, guides for teacher and allows staff a platform where they can easily track pupil knowledge on the subject before and after they have completed a unit.

However, there are challenges in using it with the existing hardware. In addition, the school iPads need upgrading particularly as they were not new when first commissioned.

NK Governor question:

Are there any schools within the Trust who could share equipment or donate equipment after an upgrade?

ST response:

Bentley could possibly assist but with computers, not iPads. She promised to engage with her contact on this.

- **Design Technology - RD**

Report from 15/06/24 visit uploaded onto GovernorHub.

The subject lead gave an update on the monitoring cycle and RD was able to report that the proposed summer monitoring had taken place.

Link Governor challenge (RD):

Are Class Displays now in place across the school?

Subject Lead response (GP):

They were not implemented at the time of the visit but are now in place in the form of simple A4 sheet Class Displays and the KS2 corridor display is going ahead.

Link Governor challenge (RD):

What steps are being taken to ensure Lesson Statements are routinely used throughout the lessons and displayed in class books to assist with subject monitoring and assessment?

Subject Lead response (GP):

A staff meeting is planned to address this as a non-negotiable in class books. A review of the assessment procedures have been paused due to maternity leave.

ACTION: New cycle for monitoring and revised LGB subject responsibilities to be shared.

The Monitoring Overview document for 2024-2025 was uploaded onto GovernorHub. This included instructions and timelines for link governor visits. Most subjects had already been covered during the autumn 2024 academic term.

11. Skills Audit/Training Requirements

- **KCSIE Update for 2024**

Governors noted that training was required in the areas of Prevent and Safeguarding, details of which had been posted onto the school noticeboard on GovernorHub by AH. Prevent training is to be completed by 30/12/2024 and Safeguarding by 30/10/2024.

- **CL Basic Awareness**

CL confirmed that he now has the link and will complete this before the end of the year.

ACTION: CL to complete Basic awareness training before 31/12/2024

- **RD Safer Recruitment**

ST confirmed that RD would be booked onto the training next time it is available.

12. Governor recruitment

A discussion took place regarding LGB recruitment. At present there are 2 vacancies for appointed governors and one vacancy for a parent governor. The Trust is actively seeking governors to recruit and is aware that the Leighton LGB requires an educationalist. A discussion was had regarding NK and RD remaining as parent governors now that their children have left the school.

ACTION: SD to check the transfer of RD and NK from parent governor to appointed governors.

Local Matters and Stakeholder Engagement

13. OFSTED complaint – see Confidential Part 2 minutes.

14. SEN Unit update

ST reported that additional work had had to be carried out due to additional underpinning required and this would impact on the opening date. She confirmed that she was collaborating with representatives from Springfield School in Crewe with regards to curriculum development and admissions. To date there had been 5 applications with the service level agreement to be completed by early November. This would enable the facility to then work on admissions and staff recruitment.

The maximum capacity of the unit will be two classes of 10 pupils each and will be aligned on ability rather than age.

Link Governor question (NK):

Who is making the applications to the school?

ST response:

Applications come via the Local Authority.

The proposed name of the facility is The Orchard.

15. Building works update

See above.

16. Local Policy Approval

• Child Protection and Safeguarding Policy approval

Minor changes have been made to the policy in light of changes to KCSIE 2024 and the governors approved the policy for adoption and publication.

17. Stakeholder Engagement – Parents/Carers

- Open evening linked to English and Maths planned for Wednesday 9th October 2024.
- Autumn term parents' evenings planned for Monday 21st and Tuesday 22nd October 2024.
- Open evening for prospective parents for reception starters (September 2025) planned for Thursday 21st November 2024, 5.00 – 6.30 pm.

The school has moved these meetings to evenings instead of Saturday mornings to see if this increases attendance.

18. Stakeholder Engagement – Wider Community

CL reported that there had been some initial teething problems with the school uniform supplier which had now been resolved.

ST had met with a local councillor regarding the proposed roadworks going past the school entrance who had promised to update her with developments.

19. Communication – to Trust

The summary report for Summer 2024 had been uploaded onto GovernorHub.

Successes:

- Subject monitoring support and challenge on-going
- SATs results
- Events and PTA fund raising
- Succession Planning for new Chair.

Areas for Development:

- Recruitment (on-going)
- Governor induction and further training
- Subject Monitoring for 2024/5 to be looked at.

20. Communication – from Trust

RD and NK had attended the Governor's conference on 13th July 2024. A report had been uploaded onto GovernorHub. Overall, they found it informative and very useful as a networking facility. They agreed that the workshops were very useful and that more time needed to be given over to these in future.

The next Governors Conference is to be held on Saturday June 14th 2025 between 8am and 3pm and governors were encouraged to attend.

RD and DR had also attended the Chair's Forum at the Lion and Swan in Congleton on Thursday 4th July 2024 which was also very successful. Their summary report had been uploaded onto GovernorHub. They reported that the Trust was focusing on:

- Workshops tailored to certain areas – SEND, Safeguarding, etc.
- Mentoring – in person advice to support Governors in their roles.
- Register of Good Practice
- Pooling Governors to work across more than one school/LGB's – to help with quoracy at smaller LGB's.

21. Meeting dates for 2024/2025 academic year

There was no change from the previous minutes; however, it was agreed to move the starting time to 5:00 pm.

ACTION: Clerk to amend all relevant communication channels to this effect.

22. AOB

NJ reported that he had uploaded SEN information onto GovernorHub:

- Accessibility Plan
- SEN Information
- SEND Policy

A discussion ensued around the number of pupils within the SEN provision in the school. It was agreed that there has been an increase in the number of children joining the school categorised as SEND children. It was observed that some had genuine issues whereas other's had parents who had absolved themselves from basic developmental training. This problem has worsened post Covid.

There being no further discussions, RD thanked all the governors for their hard work and attendance.

The meeting closed at 7:36 pm.

Date and time of next meeting: Thursday January 23rd 2025 at 5:00 pm

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 09/10/2024

Minute Ref	Action	By whom	By when
Item 2 Page 2	HH to be the liaison governor for the Rights Respecting Schools initiative and to assist lead with adding relevant information onto the school website.	HH	Ongoing
Page 3 Item 7	ST to post SCiES report and emerging actions onto GovernorHub (this has since been actioned)	ST	Completed
Page 3 Item 7	NK's Safeguarding audit to be added to agenda for next meeting.	Clerk	23/01/25
Page 3 Item 8	Feedback on student wellbeing questionnaire to be added to agenda for next meeting.	Clerk	23/01/25
Page 5 Item 10	Investigate what relevant training in Computers could be sourced and/or offered.	CL	23/01/25
Page 6 Item 10	New cycle for monitoring and revised LGB subject responsibilities to be shared	RD	23/01/25
Page 6 Item 11	Complete Basic awareness training.	CL	31/12/24
Page 6 Item 12	Check the transfer of RD and NK from parent governor to appointed governors	Clerk	23/01/25
Page 8 Item 21	Amend all relevant communication channels re new LGB meeting start time.	Clerk	Soonest