

The Learning Partnership



THE LEARNING PARTNERSHIP

Leighton Academy

PART 1 Minutes – AUTUMN 2025



Date: Thursday 9th October 2025 at 5:00pm in school

Governors present:

Rachael Dean (RD) – Chair
Jackie Beeston (JB) – Governor
Helen Holland (HH) - Governor
Nicola Kay (NK) – Parent Governor
Carl Lambert (CL) – Parent Governor
Michelle Noble (MN) – Governor (via TEAMS)

Apologies:

Dr Allan Howells (AH) – Director of Quality – TLP

In attendance:

Samantha Thompson (ST) - Headteacher
Nicholas Jones (NJ) – Staff Representative
Marie Speake (MS) – Staff Representative

Clerk:

Sharon Dutton (SD) – TLP Clerk

The following documentation was shared with Governors on GovernorHub prior to the meeting:

- Head Teachers Report 05.10.25 - Various
- LGB Link Roles 2025-2026 – agenda item 5
- Data Headlines 2024-2025 – agenda item 6
- SEND Data June 2025- agenda item 9
- Attendance Record – agenda item 10
- LGB Away-Day 18.09.25 – agenda item 19
- LGB Summary Report Summer term 2025 – agenda item 19
- ESP Committee Feedback – agenda item 19
- Chairs Forum – agenda item 20

Governance and Administration

1. Welcome, Quoracy, Apologies and Declarations

The meeting commenced at 5:08 pm and was confirmed as quorate. Apologies were received from AH. There were no declarations of interest relating to the agenda. RD was confirmed as Chair for the academic year 2025/2026. NK was nominated as Vice Chair and elected unanimously. Discussions acknowledged that while not statutory, appointing a Vice Chair supports succession planning and governance continuity.

2. Minutes of the Previous Meeting and Matters Arising

a) Minutes from the meeting held on 9th July 2025 were approved pending a correction made to item 13 (Link Governor Monitoring) and its corresponding action in the action log.

ACTION: SD to correct minutes and upload the revised version to GovernorHub.

b) To review the action log from the previous meeting(s).

SD confirmed that corrections had been made to the previous minutes and reposted on 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
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UPDATE ON ACTION LOG FOR MEETING 08.05.2025

Minute Ref	Action	By whom	Status
Page 2, item 3	Share FAQ's with ST to be included in the school newsletter.	AH	Before September

3. Membership update

SD confirmed there are currently 3 vacancies on the LGB: 2 appointed governors and 1 parent governor. ST reported that a former headteacher has expressed interest in joining the LGB. He is undergoing the new appointment process, which includes an interview with AH and trustee approval. Discussion on parent governor recruitment included options to advertise via the newsletter or direct approach. There are no terms of office due to expire before the next meeting, but governors noted that MN's term ends August 2026.

4. Declarations and Confirmations

SD confirmed that all but one governor has completed their declarations of GovernorHub.

ACTION: SD to send email reminder.

5. Confirmation of Governor Link Roles and Monitoring Schedule

Roles were confirmed at the recently held Away-Day and aligned to school priorities:

- Safeguarding: NK (with potential support from new governor appointee)
- SEND: HH & JB
- EYFS: JB & RD
- Quality of Education: MN & CL (with potential support from new governor appointee)
- Behavior & Personal Development: HH & RD

Monitoring calendar to be finalised post-training led by Sophie Beeson and launched later in the Autumn term.

Summer term visit reports updated, and governors were reminded to log visits in the school folder on GovernorHub.

Strategic Direction and Progress Against Priorities:

6. School Improvement Plan (SIP)

a) Summary of 2024-2025 progress

ST had presented the school improvement priorities for 2025–26 at the recently held Away-Day. By carrying out data analysis governors were able to see the priorities rationale. Key focus areas were:

Quality of Education:

- Review teaching and learning policy linked to evidence-based pedagogy
- Ensure data outcomes in the Year 5 multiplication check at least in line with national. Action plan includes increased accountability and use of Times Tables Rock Stars.

Behavior and Attitudes

- Revisit and reinforce the behavior regulation policy
- Review lunchtime provision for K2 pupils to maximise opportunities for high quality play and social interaction

Personal Development

- Further enhance 'Rights Respecting' offer
- Develop the use of pupil voice

Leadership & Management

- Grow The Orchard provision

Early Years

- Bring GLD in line with national standards or above
- Provide high quality CPD to develop high quality interaction between staff and pupils

- Increase percentage of pupils achieving ELG for writing in line with national standards or above
- Continue to develop the Reception outdoor provision.
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Governor question:

In early Years, low outcomes were attributed to staffing and quality of interactions What measures are being taken to mitigate the low outcomes in Early Years?

ST response:

Changes in staffing were not the primary problem. Staff have had increased training and a subsequent audit has been carried out by the Trust's EYFS Lead and early signs of improvement have been noted.

MN joined the meeting via TEAMS at 17:30

b) Approval of priorities for 2025-2026
Governors approved the SIP priorities unanimously.

Quality of Education

7. Report on SAT results

These were reviewed in detail by Governors at the recently held Away-Day.

8. Admission and Pupil Numbers

- Orchard provision - 10 pupils are enrolled to date. The unit's capacity is 20. An additional 3 pupils are expected in January pending staffing.
- Nursery demand is high due to extended funded hours for younger children and is expected to be full to capacity by February. ST explained to governors the definition of "full" in terms of teaching hour places.
- Reception is full and in-year admissions continue on a weekly basis.
- Ongoing there is one appeal for a sibling place which is expected to be declined due to infant class size legislation.

9. SEND report including Orchard update

ST reported that the Orchard cohort have settled well with positive feedback from the local authority and parents. Input from Springfield School has been invaluable. A few pupils are still not attending for the full day. The school's SEND profile has changed due to three Year 6 pupils being moved to specialist provision.

ST explained to governors the funding challenges schools face due to EHCP banding where categories of funding plans often mean that funding is insufficient to cover staffing needs. Staff training (e.g., Team Teach) and collaboration is ongoing. Key workers have been inspected this week, and the results have been positive. NJ reported that he is leading on 10 additional EHCPs. Governors congratulated him on managing his increased workload.

Monitoring and support plans are in place with Early Years monitoring streamlined to allow automatic transition to support plans prior to official diagnosis where needed. Governors praised the team's work and the positive impact on pupils' wellbeing, self-esteem and engagement.

10. Attendance: summary report 2024-2025

ST reported that whole school attendance for the academic year 2024-2025 is 95.6% (national average 96.2%). Persistent absenteeism is below the national average. Term-time leave requests mostly go unauthorised and parents have been challenging these. The Trust has assisted by providing letter templates. One request has been authorised due to police employment. Attendance data included part-time timetables and alternative provision but not pupils not at compulsory level.

11. Behaviour: summary report 2024-2025

Last year 7 pupils incurred 10 suspensions amounting to 23 days. 4 pupils went on to specialist provision, 1 changed school and 1 is currently at an alternative provision awaiting change in placement. There has been 1 suspension this term (physical behavior in Year 6) of 1½ days. No bullying or racial incidents have been reported. Governors noted the contextual challenges and praised the school's proactive approach.

12. Safeguarding (to receive an update on the current caseload within the school)

The current caseload is sitting at 22 (previously 38). Compared to similar schools this caseload remains high. Emergency foster care cases are ongoing, and the school is providing stability for affected children.

13. Welfare & wellbeing – Students

ST to seek further information regarding the Student Wellbeing Action Plan as it was carried out by the Trust last academic year and the staff leading on it have since left.

14. Welfare & wellbeing – Staff

Nothing to report.

Local Matters and Stakeholder Engagement

15. Policies

a) To confirm the schedule of policies for compliance and renewal
Governors confirmed receipt of the schedule

b) To approve/review the following statutory policies:

- Charging and Remissions - approved
- Relationships & Sex Education & Health Education - carried over to next meeting.
- Uniform - remains unchanged with the review date to be extended to two years
- Supporting Pupils with Medical Conditions – carried over to next meeting
- Safeguarding – reviewed and approved via Chair's action
- Bullying Prevention - reviewed and approved
- Homework – reviewed and approved (FRECKLE removed; workbooks introduced).
- Climate Change & Sustainability - action plan pending; linked to Rights Respecting Schools work.

16. Governor Training Update – School Performance Data

SD confirmed that this was the training being offered by the Trust. As requested at the 2025 Governor conference this was being offered in person to provide a networking opportunity. Logistics were currently being finalised, and governors will be notified of full details shortly.

17. Governor biographies update

NK and CL's remain outstanding.

ACTION: SD to remind governors by email.

18. Stakeholder Engagement

a) Parents/Carers

- Meet the Teacher event held 1st October 2025 - well attended in EYFS and KS1. Mixed support from KS2.
- Parents' evenings scheduled for 20th & 21st October.
- Reception Open Evening is to be held on 26th November.

b) Wider Community

- PTA engagement discussed with plans for a stall at parents' evening.
- Parking complaints are ongoing with PCSO involvement noted.
- ST meeting with local councilor and local authority on 24th October to discuss the road closure.

- Derelict building access concerns raised.
- Proposed children’s home consultation noted.
- Harvest Festival was a great success with food donations collected and distributed.

19. Communication to the Trust

a) Feedback to ESP Committee on educational matters
RD shared a report for the ESP highlighting strengths and development areas
b) Feedback to Trust on other matters
Summer term summary and Away-Day report shared.

20. Communication from the Trust

RD gave an update from the last Chairs Forum on 8th July which included:

- SEND unit at Leighton
- Expansion plans for Daven Preschool
- Expansion at Wheelock
- Trust financial overview

It was confirmed that the Governor Conference would take place in the first half of 2026 and further details would shortly be shared with all Trust governors.

21. AOB

- Stage 2 complaint update covered in Part 2 minutes.

There being no further business to discuss, the meeting finished at 6:48pm.

Date and time of next meeting: Thursday 15th January 2026 at 5:00 pm

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 09.10.25

Minute Ref	Action	By whom	By when
Item 2 Page 1	Correct minutes and upload the revised version to GovernorHub.	SD	After meeting
Item 4 Page 2	Send email reminder about declarations and confirmations	SD	After meeting
Item 17 Page 4	Remind governors to submit outstanding biographies.	SD	After meeting