

Local Governing Board (LGB) to The Learning Partnership



Leighton Academy PART 1 Minutes – SPRING



Date: Thursday 23rd January 2025 at 5:00pm in school

Governors present:

Rachael Dean (RD) – Chair
Diane Riding (DR) – Vice Chair
Nicola Kay (NK) – Parent Governor
Carl Lambert (CL) – Parent Governor

Apologies :

Helen Holland (HH) - Governor
Michelle Noble (MN) - Governor
Dr Allan Howells (AH) – Director of Quality – TLP
Nicholas Jones (NJ) – Staff Representative
Marie Speake (MS) – Staff Representative

In attendance:

Samantha Thompson (ST) - Headteacher
Jackie Beeston (JB) – Prospective Governor

Clerk: Sharon Dutton (SD) – TLP Clerk

Governance and Administration

DOCUMENTS SHARED ON GOVERNORHUB PRIOR TO THE MEETING:

- Headteacher's Report 23.01.25.- agenda item 4
- Leighton Pupil Survey – agenda item 4/12
- ROV Leighton 21.10.24 – agenda item 5
- ROV Leighton 20.01.25 – agenda item 5
- Data Reports – Various – agenda item 9
- LGB Safeguarding Audit 19.12.24 – agenda item 11
- Monitoring Visits – Various – agenda item 14
- LGB Summary Report Autumn Term 24 – agenda item 15
- LGB Member's Visits & Training Autumn 2024 – agenda item 16
- SEND Data updated report for LGB Dec 24 – agenda item 16
- Policies for Review – Handwriting and Online Safety – agenda item 17
- LGB Chairs Forum 07.11.24 – agenda item 21

1. Welcome, Quoracy, Apologies and Declarations

RD opened by welcoming everyone to the meeting at 5:05pm and confirmed it quorate. Apologies were received from HH, MN, AH, NJ and MS, all of which were accepted.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the LGB (Local Governing Board) meeting held on 09.10.2024 were approved.

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:

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

ACTION LOG FOR MEETING 09.10.2024

Minute Ref	Action	By whom	By when
Page 2, Item 2	HH to be the liaison governor for the Rights Respecting Schools initiative and to assist lead	HH/ALL	Ongoing 08.05.25

	with adding relevant information onto the school website.		
UPDATE: Due to HH's absence. feedback report to be added to the agenda for the next meeting. ACTION: RRS initiative feedback report to be added to agenda for meeting 08.05.25.			
Page 5 Item 10	Investigate what relevant training in Computers could be sourced and/or offered.	CL	Ongoing
UPDATE: ST to discuss curriculum requirements with head of ITC and liaise with CL.			
3. <u>Membership update</u> ST introduced JB to the LGB as a prospective new governor, invited to observe the meeting. ST confirmed she would send the nomination form to AH after the meeting. Excluding JB there are currently 3 vacancies: 1 parent and 2 appointed governors.			
Strategic Direction and Progress Against Priorities:			
4. <u>School Improvement Plan</u> See page 3 and 4 of the Headteacher's report. ST gave an update on the following 5 areas: <u>Quality of Education:</u> <ul style="list-style-type: none"> • Open evening for parents took place on 09.10.24. 40% attendance in KS1 and 15% in KS2. ST was pleased with the increase of KS1 attendance. • Reading fluency training and assessments completed with termly assessments planned. A new tracking system is live and online and proving useful for teachers to follow. • Voice 21 lead handover complete with class teachers trialling strategies. • Little Wandle phonics training completed, and programme fully implemented. Next steps revolve around Little Wandle actions. <u>Behaviours and Attitude</u> <ul style="list-style-type: none"> • Review of curriculum linked to racism with additional teaching opportunities completed in light of a slight increase in racist incidents. Analysis of these shows that interventions have had a positive impact. ST has conducted a series of assemblies with positive parental feedback. The Behaviour policy is to be updated in this area. Next steps: to review behaviour regulation policy this academic year. <u>Leadership and Management</u> <ul style="list-style-type: none"> • SEN Unit building work due for completion on 14.02.25 with meeting with local authority taken place to finalise SLA. • Staff training for subject lead (LS) on SALT and bucket training underway and almost complete • TA recruited. Next steps: to finalise SLA and agree with local authority on admissions and induction plans.			
Governor (RD) question: <i>What is bucket training?</i> ST response: <i>Prescriptive approach on methods to engage pupils at the start of a lesson.</i>			
<u>Personal Development</u> <ul style="list-style-type: none"> • Staff training on British Values and SMSC (spiritual, moral, social & cultural development). • Implementation of 'Kapow' scheme of work • Collation of evidence towards RRS Silver Award • Pupil wellbeing survey complete 			

Next steps: parent steering group to review new RSE curriculum prior to delivery in summer term, hold RRS assessment day (07.05.25), review outcomes of wellbeing survey and write action plan.

Governor (DR) question:

What is the origin of 'Kapow'?

ST response:

This is a DfE approved scheme that the school has trialled successfully. It is being used elsewhere within the Trust and has been recommended.

Governors observed that across the Trust the pupil wellbeing survey had originally been designed for KS2 pupils alone but, despite the language being not best suited for primary aged pupils was nonetheless used. It was conducted as a group exercise with staff involvement. See Leighton Pupil Survey uploaded onto GovernorHub.

Early Years

- Reception extension on track for completion 31.01.25
- Staff training needs identified.
- Intervention programme in place

Next steps: Phase 2 of reception revamp to be planned and budgeted (outdoor provision), staff to be allocated time to visit other settings for CPD, further support arranged to develop provision and enhance teaching opportunities and the monitoring of the implementation programme.

ST informed the governors that due to an issue with the flooring the completion of the reception extension had been moved to the February half term break. ST also explained that CPD was currently a challenge in Reception due to staffing issues.

5. Feedback from visits on 21.10.24 and 20.01.25

ST reported there had been two SIP visits since the last LGB meeting with ROV's posted onto GovernorHub. Both conducted by Lisa Houldsworth (LH), the visit of 21.10.24 had focussed on:

- Quality of Education - Early Reading
- Leadership & Management – 2024 outcomes/SEF & SIP/school monitoring schedule
- Behaviour & Attitudes – Data, curriculum, policies & culture.

ST confirmed that LH had observed that the phonics programme had been well implemented and was being taught effectively in most classes , but improvements still required on the consistency of shared language.

The visit on 20.01.25 had focussed on:

- Quality of Education – QE – Deep dive – Computing & Phonics learning walk
- Leadership & Management – Last SIV actions/current data (groups)/attendance/stakeholder comms
- Personal Development – Curriculum & programme

Governor (RD) question:

What were the observations around the teaching of letter formation?

ST response:

The policy has been changed to teach pupils to print letters in Early Years and until the summer term of Year 1 which matches the Little Wandle programme and ensures consistency with phonics.

Cursive style handwriting will be introduced from summer term in Year 1 with a view to the pupils starting to join their handwriting in Year 2.

Education

6. Admissions and Pupil Numbers

See Page 5 of the headteacher's report.

Governors noted 6 leavers in Nursery since 01.09.24. ST explained that two of the children were from the same family who had moved away and there had been an increase in children being

signed up for induction and enrolment and their families subsequently deciding they were not ready. ST noted that nursery was not undersubscribed, and places will be full by Easter.

ST observed that Years 1 and 4 each continued to be smaller cohorts (which affected funding) as compared to Year 5 which was slightly over capacity. Reception was vulnerable to SEND which changed the dynamics of the year group. There was high mobility generally within the area which was affecting in-year admissions, particularly in Year 3. Governors noted that Year 6 should read 60, not 50.

Governor (JB) question:

Can you confirm these figures are as at 01.09.24?

ST response:

Confirmed. There are children moving out of the area including three children from the same family. The in-year joiners tend to be new arrivals to the country with many employed at Leighton hospital.

ST reported that there had been 57 first place requests for Sept 2025 which meant Reception should be at capacity. She confirmed that the SEN unit's figures would be separated out and would be in addition to the PAN of 420.

7. Attendance

See Page 6 of the headteacher's report.

ST reported that attendance was sitting at 93.68%, slightly lower than the national average of 94.5%. Persistent absenteeism was at 17.1% which again was slightly higher than the national average of 16.7% although that rate dropped significantly to 14.4% when the 4 pupils across the school on part time timetables were taken into account with one child on an alternative provision but still enrolled at the school.

Governor (NK) question:

Could this child be moved into the new SEN unit?

ST response:

This had been considered but the unit is not suitable to this pupil's particular needs.

ST expanded on the plan around persistently absent children. Staff were dealing with each individual situation in a targeted manner by analysing the circumstances and responding accordingly. Overall, it was about making pupils feel that they "belonged" despite their absences which were often due to parental control. Interventions around anxiety in relation to school (emotionally based school avoidance) had been introduced.

NK suggested to ST that the school look at introducing The Big Life Journal; an interactive journal for children of varying ages to develop a resilient growth mindset. www.biglifejournal.com.

8. Behaviour

See Page 7 of the headteacher's report.

As of 21.01.25 there had been 8 suspensions involving 6 pupils. One of the pupils had subsequently moved elsewhere. There were no racial incidents this term which proved the success of the interventions carried out. Both bullying cases occurred in Year 6. ST explained that KiVA is a research based anti-bullying intervention originating in Finland. It is a whole-school intervention which stems from research on the social standing of aggressive individuals and the participant role approach to bullying. Using this method, significant improvements had been made and she was confident these cases were close to resolution.

9. Curriculum – progress/attainment

Governors were asked to receive the data reports as posted within the Data Reports folder on GovernorHub. ST reported that all year groups were on track to reach all targets set. These had been correlated with attendance figures.

Governor (RD) question:

When is the Spring term data drop due?

ST response:

Year 6 data (available earlier than the rest of the school) should be available in the following week and will be followed by a parent's evening. DR confirmed the rest of the spring data drop will be just before the away day and will be looked at in depth during this event.

10. SEN unit update

Details around the SEN unit have been included elsewhere. ST reiterated the opening date was now in the control of the local authority.

Governor (NK) question:

Will the admissions policy for the unit be the same as those for the rest of the school?

ST response:

No. Pupils will be allocated places according to the admissions criteria linked to the area of need for the unit (speech and language, cognition and learning) and selected by the local authority according to a consultation process.

Welfare**11. Safeguarding**

See Page 8 of the headteachers report.

ST confirmed there were no changes to the safeguarding figures but that the Pastoral & Welfare Lead and DDSL's caseload was at capacity. She confirmed that the DDSL was positive in their role and feeling fully supported by the school and the Trust despite the workload.

NK observed that the actions on the Safeguarding audit were RAG rated but that most had been carried out. CPOMS categories had been introduced and awareness training on this was underway, as was the maintenance of the single central record. Governors thanked NK for her report.

12. Welfare & wellbeing – Students

ST confirmed that the student wellbeing questionnaire had been carried out and that she would present an action plan at the next LGB meeting on 08.05.25. This will include the Pupil Leadership Team.

13. Welfare & wellbeing – Staff

Governors enquired when the Trust intended to carry out a wellbeing visit during the spring term.

ACTION: Date of spring term staff wellbeing visit to be confirmed by the Trust.

Governor Links and Training**14. Link Governor monitoring feedback.**

DR reminded the governors that the demand on all areas of the curriculum is high which impacts on time allocation. This academic year has also seen a number of staff changes, including new staff, staff changing year groups and subject lead (SL) responsibilities. ECT's and new staff cannot take on SL responsibilities for this year.

- **Maths Report – DR**

Power Maths continues to drive the Maths curriculum alongside Mastery of Number and Number Sense. Discussions were also around Time Table Rockstars (TTRS), the Oracy project and work with the TRG (Teachers Resource Group) and co-ordination of Resources. Clarification of concrete manipulatives was also given with pictorial evidence seen in Yr6 books.

The latest results at KS1 / KS2 are looking good but the results for TTRS are disappointing. GE's aim is to get 80% of pupils achieving 23 out of 25 in Yr4. As this test is time pressured it does not reflect the pupils' abilities in practice on a day-to-day basis. It calls into question the validity of this being a mandatory test.

Q. Are Number Sense and Mastery of Number being done consistently as this was a concern last year?(DR)

The stand alone weekly session of Number Sense at KS2 is being done but due to the demands of the curriculum the ideal of 15 minutes per day for Mastery of Number at KS1 in reality is being completed 2-3 times per week. This is an on-going issue.

Q. How is the Oracy project and work with the TRG progressing?

Oracy is still a work in progress with the group looking at "Talk for Maths Benchmarks". Lesson observations have seen plenty of examples of discussions around mathematical questions (eg:- Flashback 4). The TRG have also been looking at resource websites such as Dream and the Oak National Academy to access resources on-line.

Q. How can you co-ordinate Resources and make sure they are in the right place ?(DR)

There need to be a Maths audit of resources in each classroom and a Maths Resource Bank set up so that they can be made available where they are needed. This is particularly important for concrete manipulatives. Governors felt this was a really good idea to avoid things sitting in cupboards and not being used. These can be used alongside the White Rose and on-line resources coming on the market to support Power Maths.

Please also see the LGB report.

- **Humanities Report – DR**

History and Geography were led by two staff up until September 2024 and are now the responsibility of just one. Both subjects achieved Quality Marks which are due for renewal during the next 12 months. This will be a challenge for the new SL (LJ) without time and support. The discussions held with the Link Governor (DR) were around feelings about the combined Humanities Curriculum, the recent monitoring, Priorities moving forward and support required to re-apply for both QMs.

LJ sent out a survey in July regarding the combined curriculum.

Q. What did this show? (DR) Results at the time were mixed. Whilst there were clear links between the two subjects some found the overview difficult to follow. There was also a strong divide as to whether there should be two separate books for Geography and History. Currently all work is in one Humanities book. However, following this discussion ST reported that a recent staff meeting on this subject showed staff were more comfortable with Humanities and can see the links between the two.

The monitoring of books at the end of last term showed that pupils are building on prior knowledge and staff reported that pupils enjoy their History and Geography lessons. However LJ found it difficult to pinpoint subject specific skills especially in Geography and there were some inconsistencies across classes.

Q What are your priorities moving forward? (DR)

A key priority is time for staff to use the planning template used for History to plan their Geography Units to show clear objectives and key skills for each unit. ST responded that this should be possible. (see also LGB Report)

Q. What support will you need to be able to confidently apply for both QMs? (DR)

A handover has already been given by the History Lead. The Geography QM is due at the end of the summer term and LJ needs time to immerse herself in the Geography curriculum and application.

ST suggested the timeframe for applying for the Geography QM could be looked at and that it may be possible to allocate another SL to join LJ to lead Humanities in September.

- **English**

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ACTION: MN to present her English report at the meeting 08.05.25. Reports for RE and Art are also expected.

- **Personal Development**

In her absence, HH had messaged to say that she would give verbal feedback for the meeting 08.05.25 but her overall impression of the visit had been a very good one. Her report was already uploaded onto GovernorHub for governors to read.

15. Chair's Summary report for Autumn term

A summary report had been uploaded onto GovernorHub. This outlined:

- Continuation of Subject Monitoring and reallocation of Subjects
- Staff changes
- Governor Recruitment
- Statutory Headline Data from year end 2024 for EY, Phonics, Multiplication Check
- Policies approved.
- Governor visits and training
- Successes
- Areas for development.

16. Record of Visits

LGB Members Visits and Training Autumn 2024 were uploaded onto GovernorHub and also shared at the LGB Away Day on 20.09.24. This sees a number of Subject Lead changes due to various staff changes and new staff joining. With recent changes to Chair/Vice Chair roles and the recruitment of one new governor (CL) and a possible second (JB) the LGB will continue to look at the reallocation of link governors.

RD reminded governors and PTA members to complete the Governors Visits folder kept at Reception.

The document covering the Learning Walk conducted on 23.01.25 had also been uploaded onto GovernorHub. Session started with a verbal update from ST giving content and/or progress reports on: -

- Recent staffing updates
- Termly SIP visits – headlines to be discussed and minuted in LGB meeting
- Persistent Absentees – headlines to be discussed and minuted in LGB meeting
- March-25 SIP. visit focus – EYFS
- SEN Unit update
- Reception building work update

Our Learning Walk covered: -

- Visit to SEN Unit area – ST showed LGB members the planned additional changes to the area as briefed in her earlier verbal update. LGB members noted that the area had been well planned and thought out and that the planned provision was an excellent use of the space available and the needs of the intended cohort
- Visit to Reception extension
- Visit to KS2 classes
- Visit to Nursery

Governor (NK) question:

Does a critical incident plan need to be drawn up for the SEN unit?

ST response:

The compliance manager for the Trust is visiting next week to cover this plus any other documentation required.

Local Matters and Stakeholder Engagement

17. Local policy Approval:

a) Statutory policies requiring review:

- Handwriting
- Online Safety

Both policies were approved by governors without amendment.

b) Confirmation of receipt of the following Trust policies:

- Equality Information and Objectives policy

- Serial and unreasonable complaints policy
- Governors acknowledged receipt of the Trust policies.

18. Governor training update

SD confirmed that CL and HH have completed the Trust's mandatory training on Prevent and Safeguarding. RD confirmed she was scheduled to attend Safer Recruitment training on 29/01/25.

ACTION: Governors to complete mandatory training before the next meeting 08.05.25.

SD explained to Governors that they would likely be asked to complete Suspensions and Exclusion training in the spring term.

19. Stakeholder Engagement – Parents/Carers

- The open evening for prospective parents for reception starters (September 2025) planned for 21.11.24 had been successful with 23 families attending.
- Autumn term parents' evenings took place on Monday 21st and Tuesday 22nd October 2024 had also been hugely successful as staff had met with a parent or carer of every single pupil either in person or online.
- CL and the rest of the PTA were congratulated on their hard work on their new initiatives with some very successful events held including a very well attended Christmas fayre.
- Reception and KS1 held a stay and play and carol concert for parents which was very well attended. It is hoped that going forward Christmas events will change year on year to avoid repetition as pupils move through the school.

20. Stakeholder Engagement – Wider Community

The update regarding the proposed closure of the road after the nursery building is ongoing and ST is liaising with local councillor, James Pratt.

21. Communication – to Trust

A report on the Chairs Forum on 07.11.24 had been uploaded onto GovernorHub.

22. Communication – from Trust

Governors were reminded to complete the Equality and Diversity Survey posted onto GovernorHub if they had not already done so.

23. AOB

Staff bereavement.

ST informed the Governors that a long-standing member of staff had had a close family bereavement.

ACTION: DR to email the staff member and pass on the condolences to the family on behalf of the LGB.

Meeting dates for 2024/2025 academic year

RD requested that the meeting scheduled for 03.07.2025 be rescheduled as it clashes with the Chair's Forum.

ACTION: SD to include rescheduling of July's meeting on next agenda.

There being no further discussions, RD thanked all the governors for their hard work and attendance and the meeting closed at 7:15 pm.

Date and time of next meeting: Thursday May 8th 2025 at 5:00 pm

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 23.01.25

Minute Ref	Action	By whom	By when
Pg 2, item 2	RRS initiative feedback report to be added to agenda for next meeting 08.05.25.	SD/HH	08.05.25
Pg 5, item 13	Date of spring term staff wellbeing visit to be confirmed by the Trust.	AH	Soonest
Pg 7, item 14	Present English report at the next meeting Reports for RE and Art are also expected.	MN	08.05.25
Pg 8, item 17	Complete mandatory training before the next meeting.	ALL	08.05.25
Pg 9, item 23	Email bereaved staff member and pass on the condolences to the family on behalf of the LGB	DR	After meeting
Pg 9, item 23	Include rescheduling of July's meeting on next meeting agenda.	SD	08.05.25