

Local Governing Board (LGB) to
The Learning Partnership



**Leighton Academy
Minutes**



Date: 02.11.2023 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

In attendance:

Samantha Thompson (ST) - Headteacher

Apologies :

None

Clerk: Sharon Dutton (SD) - Clerk

Administration

DOCUMENTS SHARED ON GOVERNORHUB PRIOR TO THE MEETING:

- Headteachers report - November 2023
- LGB report – Writing - July 2023
- LGB Report – English - November 2023
- Policy – Safeguarding and child protection
- Skills audit - October 2023
- Monitoring overview - 2023-2024
- Pupil Premium (PP) update - July 2023
- Relational practice audit
- Safeguarding report to LGB - October 2023
- School Improvement Plan (SIP)
- Special Educational Needs and Disabilities (SEND) data
- Target report - 2023-2024

1. Welcome, Apologies and Confirmation of Quoracy

The meeting opened at 6:32pm and was confirmed quorate.

MN was noted as absent but on her way. She joined the meeting at 6:50pm.

DR welcomed everyone to the meeting. ST reported that she had already met with Dr Allan Howells, Director of Quality at The Learning Partnership (TLP) who was unfortunately unable to attend the first meeting of TLP's Leighton Academy LGB under the new Trust. He assured her that the Trust would supply the LGB with any assistance, resources and training they required.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the Local Advisory Board (LAB) meeting held on 06.07.2023 were approved. The following actions were updated:

Agenda Item	What	Status
4, pg 2	Meet with Trust re succession planning update	Completed
4, pg 2	Skills audit	MN outstanding

4, pg 2	Prevent training	MN has completed similar and needs to check compliance
4, pg 2	LAB members to complete cyber and security training	MN outstanding
4, pg 3	To include TLP implementation plan as an agenda item for autumn 1 LGB meeting	On GovernorHub
6, pg 5	To focus on times tables as part of the Maths subject link	Completed – part of the Maths report
8, pg 8	Provide the safeguarding report from summer 2 at the autumn 1 LGB meeting	Completed – on GovernorHub
11, pg 10	Complete remaining subject link reports	RE outstanding
13, pg 10	Schedule LGB meetings for 23/24 and notify members	Completed

3. Membership and Effectiveness Update

It was noted that there were vacancies for 1 parent (preferable one with younger children at the school) and 1 community governor. The Headteacher confirmed that going forward the Trust would prefer not to have staff governors due to a possible conflict of interest but appreciated that this could not necessarily be achieved at this time.

ACTION: The Headteacher to advertise in the school newsletter for a parent and a community governor.

ACTION: The Headteacher to approach a local businessman who had attended a recent PTA meeting and who she felt may be suitable.

4. Election of Chair and Vice Chair. Self-review

There being no other candidates DR and RD were unanimously elected Chair and Vice-Chair of the LGB. It was suggested that going forward NJ and MS be renamed staff representatives and attend meetings in an advisory capacity only.

Governors were requested to register on GovernorHub and complete the skills audit document if they had not already done so.

ACTION: Governors to complete the skills audit.

Strategic Direction and Progress Against Priorities

The Headteacher's report to the governors November 2023 was received. This covered the following:

5. Vision, Values and Ethos – Page 2

6. Self-Evaluation update – Page 3

7. School Improvement Priorities – Pages 4 and 5

LGB Visits and Training

8. Away Day Outcomes

The Headteacher showed members the TLP video shared with staff at the beginning of term. A TLP folder was given to all governors containing information on the role of the LGB, terms of reference, scheme of delegation and a governance session from Allan Howells.

A discussion was held around the use of GovernorHub for future meetings and whether Base Camp could still be used as a means of communication.

Education

9. Subject Monitoring

So far this term monitoring visits have been carried out by the link governors for Maths (DR) and English (DR/MN). Link governors receive reports from the subject leads and then produce a link report following a discussion.

Maths

DR went through the Maths report and highlighted the questions asked around progress since the summer data, the Times Tables Results for last year (Yr 4), the Freckle award system and Mastering Number at KS1.

In terms of progress all agreed that the excellent unvalidated SATs results for Year 6 has to be celebrated as they were beyond expectations! Generally most year groups were performing very well. DR pointed out that the current Year 3 is a small year group and that 1 pupil counted for at least 2% . This needs to be acknowledged when looking at data.

The times tables results for last year were disappointing and at odds with the overall data for the Year Group which was good. The Maths Lead (GE) was planning extra work in this area for Years 2-4. ST confirmed that there was to be a staff meeting next week to formulate an action plan which would be shared with governors. The Maths Club for the next half term will focus on Year 4 and times tables.

At the end of last year the GE was looking at an award system in line with Accelerated Reader. DR informed the meeting that this was a work in progress . Freckle have produced some certificates for the first time and GE is also looking at giving out awards in assemblies.

Consistency in the adherence to Mastering Number at KS1 is a priority. It has to be completed daily to have a real impact. GE to monitor.

A priority moving forward is also to look at provision for the bottom 20% of pupils. DR to meet up with GE in the New Year to review progress.

English

Since the last meeting there have been two reports for English from July 2023 and November 2023. DR/MN congratulated the English Lead (MS) on the successful OFSTED Report and SATs results from last year. MS continues to display superb leadership skills for both staff and pupils.

Questions to MS were around the impact of Read to Write, the aim of the Sentence Accuracy programme recently introduced and issues around the Accelerated Reader Programme.

MS reported that the Read to Write programme was having more of an impact than Talk to Write as it allowed for consistency, flexibility and creativity for staff who were happier working from text.

A priority for the school is to narrow the gap between reading and writing outcomes MS has introduced a Sentence Accuracy programme to increase sentence accuracy and develop writing stamina. This will be delivered as a starter to a lesson every day - a bolt on to the read to write units. Sentence Accuracy Checklists are in every classroom. Staff have received this well and its success will be monitored through pupil voice and their writing. MS reported that she intended to create a video that would assist all staff in this area. Governors noted that this would be particularly useful for TA's. MS informed governors that Writing targets are part of Performance Management for all staff.

ST and MS intend to hold collaborative sessions for Writing Moderation to compare standards across schools in the Trust and other areas. MS to lead.

One area of concern at the beginning of term was the changes made to the Accelerated Reader platform over the summer holidays which wiped out all staff passwords and caused considerable problems for the staff in locating things . Staff passwords had to be re-sett and pupils were unable to access the programme for 2-3 weeks at the start of term . Governors acknowledged all the extra work and time it took for staff to put things right.

ACTION: Personal Development, Art, Religious Education and Humanities reports to be submitted by link governors and added to the agenda of the Spring 2024 LGB meeting.

The Headteacher highlighted the three school improvement priorities on page 4 and 5 of her report and invited Governors to view the much-improved nursery and reception area as soon as they could.

The Chair reported that she would be attending the Chair's Forum for the Trust next week, the emphasis of which is on effective governor recruitment and training.

ACTION: Chair to update board on the Chairs Forum at the next meeting.

10. Admissions and Pupil Numbers

These were highlighted on page 6 of the Headteachers report.

There were 3 joiners in Year 4 who were accepted mid-year due to the numbers in Year 3 being quite low and the extra income was therefore welcome

There was to be an open day held on the 18th of November and advertised through a variety of channels, the emphasis being on promoting Reception for the 2024/2025 intake.

11. Attendance

Included in the Headteachers report on page 7.

The Headteacher observed that unauthorised absenteeism due to holidays taken during term time was on the increase and persistent absenteeism letters were going out to highlight this to families in the coming week.

12. Behaviour

Included in the Headteachers report on page 8.

13. Curriculum – Progress

As noted in page 9 of Headteachers report.

14. Curriculum – Attainment

As noted in page 9 of Headteachers report.

Governors congratulated the Headteacher on a well-designed and clear report.

Welfare

15. Safeguarding

DR confirmed that the safeguarding and child protection policy, uploaded onto GovernorHub had been approved as a Chair's action prior to the meeting. The board agreed to ratify the policy. NK reported that she had shared on GovernorHub a document covering link governor safeguarding training.

It was reported that the Holiday Club had been labelled as exemplary by the Cheshire East inspectors with funding used effectively and deputy designated safeguarding leads properly

trained. NL, the safeguarding link governor has had additional training and will be conducting a school club visit in the near future.

16. Wellbeing and Welfare – Students

NJ presented the Pupil Premium (PP) update from July 2023. He noted that the percentage of PP students had increased since the report was written. Governors noted that this clearly showed how effectively used funding could support those pupils in need and that they were beginning to feel more inclusion.

Question:

Are the various school clubs working effectively?

Answer:The Headteacher confirmed that they were and that by changing the clubs entrance procedures and widening the range more pupils were attending.

Question:

Was the animal assisted therapy still in place?

Answer:The Headteacher reported that this had been paused for the time being due to financial and organisational constraints. This has been replaced with counselling sessions which are bespoke for each child and proving to be more impactful.

Question:Is there still counselling available for parents?

Answer:The Headteacher announced that the mental health team were working closely with parents and the first parenting course was to start in two weeks' time.

17. Wellbeing and Welfare – Staff

The Headteacher reported that the Early Years lead had been taken ill and would be absent until January 2024. A temporary replacement had been seconded from Westminster St Nursery and she requested that the Early Years governor visits is delayed until the temporary teacher had settled in. Governors wished the Early Years lead a full recovery.

She also reported that one teacher was due back from maternity in January 2024 and a new appointment in the office as a clerical assistant had started in October 2023.

The Headteacher reported that discussions were under way with Cheshire East to create a special needs area using two underutilised classrooms and she would update the governor on progress.

Local Matters and Stakeholder Engagement

18. There were no policies to be updated at this time except for the Safeguarding Policy as outlined in item 13 of the minutes.

19. Stakeholder Engagement - Parents/Carers

Nothing to report.

20. Stakeholder Engagement – Wider Community

Nothing to report.

21. Communication to Trust Executive, Board, Education Standards and Performance (ESP) Committee

Nothing to report.

22. Communication from Executive, Board and ESP

Nothing to report.

23. AOB

A discussion was held regarding the mandatory use of GovernorHub by all TLP schools and the imminent discontinuation of Basecamp. Governors were unclear as to whether Basecamp could still be use for less formal matters (e.g., social events) and the Chair agreed to seek clarity at the Chair's Forum. The Clerk reiterated to the board that it was imperative that GovernorHub be used consistently in order to avoid missing communications.

It was agreed that HH was to visit the school during the autumn term and discuss SEND issues with NJ. She requested Key Stage 1 curriculum and early years training.

Date and time of next meeting: Thursday Feb 1st 2024 at 18:30 Meeting closed at 8:20pm

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 02.11.2023

Minute Ref	Action	By whom	By when
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Page 2 Item 3	Advertisement to go into the school newsletter for a parent and a community governor.	Headteacher	After meeting
Page 2 Item 3	Approach possible candidate for governor	Headteacher	After meeting
Page 2 Item 4	Complete the skills audit.	All	Before spring term 2024
Page 3 Item 7	Personal Development, Art, Religious Education and Humanities reports to be submitted and added to the agenda of the Spring 2024 LGB meeting for ratification.	All/Clerk	01.02.2024
Page 3 Item 7	Update board on Chairs Forum	Chair	01.02.2024
Page 3 Item 9	Review the Pupil Premium Strategy at the next LGB meeting.	All	01.02.2024