MINUTES:

BOARD: Local Academy Committee meeting of

SCHOOL: Lindley Junior School

DATE: 3rd December 2025

TIME: 5.30 pm

VENUE: Lindley Junior School

ATTENDED: Treena Boothby (TB)
Matthew Bottom (MB)
Sharon Farr – Chair
Emma McKenna – Headteacher
Geoff Trueman (GT)
Gill Waddington (GW)
Protima Mithal (PM)
Helen Hall (HH)
Laura Saville (LS)
Claire Heath (CH)
Catherine Green (CG)
Steph Potts (SP)

APOLOGIES:

ABSENT: N/A

ATTENDING: Stacey Fountain - Judicium Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	**Welcome, and Introductions:** The meeting commenced at 5.30 pm. Those present were welcomed by the Chair.
2 2.1 2.2 2.3 2.4	**Procedural items:** **Apologies for absence –** Apologies for absence as recorded were accepted by the Governors. **Confirmation of Quorum –** The meeting was confirmed as quorate. **Declarations of interest for this Meeting –** No pecuniary or personal interests were advised for any agenda item for this meeting. **Confidentiality Statement –** All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.

2.5	**Annual Declarations of Interest –** SP, TB and LS remain outstanding.
3	**Any Other Business –** No additional business was declared.
4	**Minutes -** The Minutes of the previous meeting on 8th October 2025 were approved and will be signed by the Chair.
5	**Matters Arising from the Minutes**

Item	Action	Actionee	Status
2.5	Governors to complete Annual Declaration of Interest & KCSiE	All governors	SP, TB & LS

6	**Correspondence –** Asked to send template letter to West Yorkshire Pension Fund.
7	**Headteachers Report –** The report was shared in advance of the meeting.
7.1	The PAN has been changed to 120.
7.2	**Q –** If a parent appeals admissions, would this work to the school's advantage? **A –** The panel would review the school's circumstances and the case the school submits on how any additional children would impact the school and the classroom.
8	**Premises –** No significant updates.
8.1	There is a small leak in the studio since the roofing work has been completed. The builders have agreed to return to look at the leak when it is raining.
8.2	The school has received a quote for the Year 6 roof and will obtain an additional 2 quotes to share at the next FGB meeting.
8.3	Small wear and tear work is being completed.
9	**Governor matters**
9.1	**Link Reports –** Robin Wood – The Chair attended the trip and stated that it was well organised.
9.2	All governors were invited to the Christmas performance.
9.3	**Governor Training -** The Chair has chased governor training. Dates will be shared once available. NGA training has been shared with governors.
10	**Safeguarding & Health & Safety** There have been no Safeguarding or Health & Safety concerns to raise with governors.
11	**Finance**
11.1	The October 2025 month-end monitoring report was shared with the governors. IPADS have been purchased for all teachers.
11.2	Support team appointments have been made.
11.3	**Q –** Are there additional support team members or replacements? **A -** 1 staff member left, who has been replaced. 2 LSAs have reduced their hours, so another staff member has been appointed to replace these hours.
11.4	**Q –** Any other high purchases being considered? **A –** No.
12	**Policies:** Safeguarding and child protection policy – APPROVED
13	**Questions for Trust Board –** None.
14	**Any Other Urgent Business (AOB):**

	SP was thanked for her time as a governor at Lindley Junior School.
	The meeting was closed by the Chair at 6.08 pm.

Actions arising from the Minutes of the FGB meeting held on 3rd December 2025

Item	Action	Actionee	Status
	N/A		

Outstanding items – No outstanding items

Minutes are signed digitally by the Chair on GovernorHub.