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MINUTES:

BOARD: Local Academy Committee meeting of

SCHOOL: Lindley Junior School

DATE: 25th March 2025

TIME: 5.30 pm

VENUE: Lindley Junior School

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

APOLOGIES: Catherine Green – Assistant Headteacher

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 5.31 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.

<table>
<tr><td>3</td><td>Any Other Business – None.</td></tr>
<tr><td>4</td><td>Minutes - The Minutes of the previous meeting on 4th February 2026 were approved and will be signed by the Chair.</td></tr>
<tr><td>5</td><td>Matters Arising from the Minutes
<table>
<tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr>
<tr><td>7.2</td><td>Parent survey results to be shared at the next LAC meeting</td><td>Headteacher</td><td>Completed.</td></tr>
</table></td></tr>
<tr><td>6</td><td>Correspondence – The school has received a formal complaint, which has been responded to.</td></tr>
<tr><td>7
7.1

7.2

7.3</td><td>Headteacher's Report – The Headteacher’s report was shared in advance of the meeting.
It was noted that the last Ofsted inspection took place March 2023 and the next inspection is due March 2027.

Parent survey – The parent survey results and comments were shared in advance of the meeting.
The Headteacher has met with some parents to discuss their comments, but is pleased with the overall results.

Staff survey – The staff survey results were shared in advance of the meeting, and the Headteacher is pleased with the overall results.
The school has reviewed the CPD offer and is looking at alternative options for staff.
The Headteacher noted that some training sessions/CPD are at an additional cost, and each staff member's case is considered individually to consider if the training is suitable for their role/succession planning.</td></tr>
<tr><td>8
8.1</td><td>Premises
The Headteacher noted that there had been a small leak in the room where the meeting was taking place. The contractors have been out to complete repair works.
During the caretaker's annual leave, cleaning staff have been opening and closing the school.
The year 6 toilets are being refurbished in the Easter school holidays.</td></tr>
<tr><td>9
9.1

9.2</td><td>Governor matters
Link Reports - The Chair review the school's trip to the zoo's risk assessments. It was noted that some children were unable to attend the trip, and alternative options were discussed with their families.
MB completed a robust risk assessment, and the Chair thanked him for a thorough job.

Governor Training – No training has been completed.</td></tr>
<tr><td>10
10.1

10.2

10.3</td><td>Safeguarding & Health & Safety – It was agreed that Safeguarding updates for the school had been included in the Headteacher’s report.

Safeguarding – The Headteacher made governors aware that KCSiE changes are taking effect from September 2026.
The Trust is arranging safeguarding audits for all Trust schools. It was agreed that the audit report will be shared at the next meeting.

ACTION – Safeguarding audit report to be shared at the next meeting.

Health & Safety - 1 child has attended A&E since the last meeting.
A Health & Safety audit is being arranged by the Trust for the new academic year.</td></tr>
<tr><td>11
11.1</td><td>Finance
The school is predicting to break even at the end of the academic year.
The Headteacher will share the up-to-date budget monitoring report once available.</td></tr>
</table>

11.2 11.3	The Headteacher is meeting with the Trust to plan the 26/27 budget. 1 teacher will be leaving to pursue her master's in music and further her career. The LGB wished them well and success in the future and will be looking to recruit more LSA's for next year. The LAC agreed that the Headteacher could purchase some new storage cupboards.
12	**Policies:** No policies required approval during this meeting.
13 13.1 13.2 13.3	**Questions for the Trust Board** **Q –** Who is replacing the CFO? **A –** This has not been confirmed. The Headteacher noted that she feels supported by the CEO when needed. He supported the school with the recent complaint response. The LGB asked to have a copy of all committee and board minutes past and future to help their understanding and how the board are working.
14	**Any Other Urgent Business (AOB) –** No additional business was discussed.
	The meeting was closed by the Chair at 6.28 pm.

Actions arising from the Minutes of the FGB meeting held on 25th March 2026

Item	Action	Actionee	Status
10.2	Safeguarding audit report to be shared at the next meeting.	Headteacher	

Outstanding items – No outstanding items

Minutes are signed digitally by the Chair on GovernorHub.