

**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Board held on**  
**Monday 12<sup>th</sup> June 2023 at 10am**

<b>Present</b>	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jen Rampling (Vice Chair)	Annie Croft Garry Flitcroft
<b>In Attendance</b>	Laura Winston (Deputy Headteacher) <i>(from 10.42am)</i> Alison Knowles (School Business Manager) <i>(from 10.42am)</i> Kirsty Buckle (NHS Mental Health Practitioner) <i>(from 10.42am until 10.56am)</i> Barbara Kybett (Clerk/Governance Advisor)	

	<b>Action</b>
<p><b>1. Welcome, apologies for absence and conflicts of interest</b> <i>(previously distributed)</i> The Chair welcomed everyone to the meeting.  Apologies were received and accepted for Catherine McKenna.  There were no conflicts of interest to note.</p>	
<p><b>*3. Minutes from the LGB meeting held on 25<sup>th</sup> April 2023</b> <i>(previously distributed)</i> <i>This item was taken next.</i></p> <p>The minutes of the meeting held on 25<sup>th</sup> April 2023 were agreed as a true and accurate record and approved.</p> <p><b>Matters Arising and Actions</b> In response to the Chair's question, the Headteacher confirmed that the nurture provision was now up and running. Three pupils were currently using the provision and the impact on their engagement with learning was already evident. She advised that therapy dogs would also visit the provision.</p> <p>Action 1: This action was carried forward although governors agreed that the observation of lessons taking place during the meeting was evidence of increased governor engagement.</p>	
<p><b>*2. Curriculum Update</b> <b><u>2.1 Reading Lessons</u></b></p> <p>Governors left the meeting to observe Reading lessons at 10.15 am.  <i>Laura Winston, Alison Knowles and Kirsty Buckle joined the meeting at 10.42am. The meeting reconvened at 10.43am.</i></p> <p><b><u>Wellbeing in Mind Team</u></b></p> <p>Kirsty Buckle provided some background to her work with schools providing support for mental health, which had been initiated by a government Green Paper. She advised that she had begun working with the school in 2021 and she outlined the three functions of the wellbeing project:</p> <ul style="list-style-type: none"> <li>• a whole school approach which covered work with small groups, assemblies, Wellbeing Ambassadors, policies, the school website, transition to and from the school</li> <li>• consultation through which parents or staff could approach her with concerns about pupils</li> <li>• one to one sessions with pupils, which included Cognitive Behaviour Therapy.</li> </ul> <p>Kirsty explained how the team working with schools in York was staffed and advised that they worked closely with the Local Authority's Wellbeing Worker, and she also met regularly with senior leaders in the school. Kirsty tabled recent plans detailing her work with the school which were RAG rated. In terms of next steps, she was looking to set up</p>	

an After School Club for wellbeing.

**Challenge: Governors asked if there was evidence of the impact of the project.** The Headteacher agreed with Kirsty that there was evidence of impact, not least in the positive feedback which had been received. Parents had been consulted on future focus areas for the project. Kirsty emphasised that the wellbeing service was also available for staff to access and that all interactions with pupils and staff was confidential.

**Challenge: Governors asked if there was any direct work with parents.** Kirsty responded that a meeting had been arranged with parents to address pupils' anxieties about transition and she was considering offering a session on sleep. Coffee mornings had been arranged for parents, but these had not been well-attended. Kirsty commented that she was always open to suggestions about areas to focus on in the future.

Governors thanked Kirsty and she left the meeting at 10.56am.

#### 4. **Headteacher Report / Pulse** (previously distributed)

##### Data

The Headteacher advised that whole school data would be available at end of the summer term and that the KS2 SATs results would be published on 11<sup>th</sup> July. There had been a BRAG meeting for Year 6 in the previous week. The Headteacher was pleased that Reading, Writing and Maths combined scores looked as if they would meet the prediction of 65%, depending on the thresholds. She advised however that greater depth outcomes were unlikely to meet predictions, which had been very aspirational.

##### Attendance

Attendance was quite strong overall at over 94% and compared well with the national average. The Persistent Absence (PA) percentage was also much improved from this time last year and better than predictions. She advised that a few fixed penalty notices had been issued for unauthorised absences. Parents were aware of the sanctions which would be imposed for unauthorised absences.

The Headteacher advised that the visits of therapy dogs would be used to encourage better attendance on Mondays and Fridays

##### Behaviour

Restraints relating to one child had decreased and the situation was more settled. The nurture room, as discussed, was showing evidence of impact. The Headteacher reported that there had been five suspensions this academic year, one of which had been due to a racist incident.

##### Staffing

Staffing had been reasonably settled although extra cover had been needed for colleagues experiencing complicated pregnancies. There were three long term cover staff in place, of which only two would be kept for September, as only one year group, Year 5, would have three classes. Staffing for 2023/24 was almost confirmed - the Headteacher provided details of possible in-year changes.

##### Safeguarding

There was nothing to report under this item.

Governors agreed the observation of Reading lessons had been helpful.

In response to a question about the incoming Year 3 cohort, the Headteacher advised that two pupils would attend the nurture provision. One child was on a very reduced timetable. It was likely that there would be further applications for EHCPs which would add to the 14 now in place in school; about 5% of pupils on roll now had an EHCP. There was further discussion on the challenges of applying for EHCPs, particularly for younger pupils. The Headteacher provided a brief update on the continuing positive relationship with the Infant School.

<p>Garry Flitcroft advised that most Year 6 pupils would be transferring to Manor CE Academy.</p>	
<p><b>5. School Improvement Plan Monitoring</b> There was no further update to the School Improvement Plan. It was agreed that next year's priorities would be discussed with governors at an informal meeting; date and time to be arranged.</p>	
<p><b>6. Governance</b></p> <p><u>6.1 Link Governor Reports</u> Annie Croft had spent time in school during SATs week.</p> <p><u>6.2 Safeguarding Link Role</u> There was some discussion on governor responsibilities and the need for recruitment. The Chair had met recently with two potential governors, but these contacts had not come to fruition. There was one more contact to follow up. The Chair offered to attend Year 2 transition events to speak to new parents about becoming a governor, and she would also investigate placing adverts in local outlets, in the search for more community based potential governors.</p> <p><u>*6.4 Jen Rampling Reappointment</u> <i>This item was taken next.</i></p> <p><b>Governors unanimously agreed to co-opt Jen Rampling for a further term of four years.</b></p> <p><b>Nominated: Katie Smithson Seconded: Annie Croft</b></p> <p><u>*6.3 Health and Safety Link Role</u> The Headteacher noted that a named Health and Safety link governor was required for compliance with the school's insurance provider's recommendation. The Chair agreed to become the named Health and Safety governor.</p> <p>There was further discussion on the fulfilment of governor roles.</p> <p><b>Action:</b> The Chair agreed to investigate a checklist for the safeguarding link governor to use when checking the Single Central Record.</p>	<p><b>Chair</b></p>
<p><b>7. Finance</b></p> <p><u>Start Budget</u> The SBM tabled the most recent budget report.</p> <p><b>Challenge:</b> A governor asked about funding for the nurture provision. The Headteacher responded that this was provided by the school and recorded separately in the budget.</p> <p>The Headteacher referred to the report and noted that a £3k in-year surplus was predicted for 2023/24. For 2024/25 and 2025/26, large in-year deficits were predicted which would need to be mitigated. The Headteacher noted that these budget figures already included the savings from a decrease in staff numbers as a result of the falling roll. She advised that there might be an income source for the nurture provision as part of a wider Alternative Provision being established by the Trust.</p> <p>The Headteacher and SBM summarised other possible income which had been included in the figures. The Headteacher explained that, whilst submission of a deficit budget was not permitted, the budget had now been submitted to the Trust, and she awaited further advice on how to address the deficits.</p> <p>In response to a question about the work on the swimming pool, the Headteacher advised that work had begun but had been delayed by lack of availability of parts. She confirmed that the swim schools were still very much in demand as they were the cheapest in the area. The SBM advised that a security firm had been engaged to act as keyholders for the pool at weekends.</p> <p>Governors agreed the lettings charges which had been tabled.</p>	

<p><b>8. Policies for Review</b> There were no policies for review.</p> <p>The Headteacher reported that the Behaviour Policy was under review and would be brought to governors in the autumn term. She advised that most policies were now being centralised.</p> <p>A governor queried whether there was more support from the Central Team. The Headteacher responded that there had been greater engagement with the increased central offering which should result in a benefit to the school in the longer term.</p>	<b>Agenda</b>
<p><b>9. Any Other Business</b> There was no other business raised.</p>	
<p><b>10. Vision and Values – does governor business reflect / impact the Vision and Values (previously distributed)</b> Governors reflected on how governor business supported the Vision and Values.</p>	
<p><b>11. Future Meetings / Diary Dates (previously distributed)</b> <u>Proposed 2023/24 Meeting Dates</u> <b>Action:</b> the Chair agreed to contact the Clerk with governors’ preferences. Draft dates would then be sent to governors for agreement.</p> <p>Governors were invited to the school events, a list of which had been previously distributed. It was noted that school would close on 25<sup>th</sup> July for the summer holidays.</p> <p>Governors discussed the likelihood of an Ofsted inspection.</p> <p>The Deputy Headteacher reported that the bus had been purchased and was being refurbished currently. Further funding was sought for resources.</p> <p style="text-align: right;">Meeting closed at 11.51am</p>	<b>Chair</b>

**Approved at LGB on 25<sup>th</sup> September 2023**

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**Approval**

**CARR JUNIOR SCHOOL  
Action Plan  
Monday 12<sup>th</sup> June 2023**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1.	Governor/s to attend a staff meeting which are held on Monday and Friday at 8.30am.	4 (25.04.23)	Governor/s	As appropriate
2.	Investigate a checklist for the safeguarding link governor to use when checking the Single Central Record	6.3 (12.06.23)	Chair	By next meeting
3.	Contact the Clerk with governors’ preferences for meeting dates. Draft dates to then be sent to governors for agreement.	11 (12.06.23)	Chair/Clerk	Before end of summer term

**September Meeting**

- Behaviour Policy