



CARR JUNIOR SCHOOL
Minutes of the Meeting of the Local Governing Body held on
Wednesday 22nd September 2021 at 6.15pm

Present	Mrs Jen Rampling (Chair) Ms Kate Smithson (Chair) Mrs Vicki Kerr (Headteacher) Mr Paul Bickle	Mr Tom Maskell Ms Nicola Lowe Mr Ian Reavill Mr David Norton
In Attendance	Ms Laura Winston (Deputy Headteacher) Mrs Alison Knowles (School Business Manager) Mr Adam Cooper (Trust Principal) Mrs Sophie Triffitt (Clerk/Governor Support Officer)	

		Action
1.	<p>Welcome, apologies for absence and conflicts of interest (previously distributed)</p> <p>The meeting started with a tour of the school.</p> <p>Catherine McKenna joined the meeting virtually.</p> <p>The Chairs welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for Karina Reissland-Burghart.</p> <p>There were no conflicts of interest to note.</p> <p>David Norton left the meeting.</p> <p>Resolution: David Norton was agreed as a co-opted governor.</p> <p>David Norton returned to the meeting.</p>	
2.	<p>Election of Chair/s and Vice Chair</p> <p>Jen Rampling and Kate Smithson informed governors that they would not be able to continue as Chairs and invited governors for expressions of interest on the roles or an approach for support would be made to the Trust Board.</p>	
3.	<p>Governor Appointment</p> <p>Addressed earlier in the meeting.</p>	
4.	<p>Business Interest Forms</p> <p>Action: Business Interest forms to be circulated and completed before the November meeting.</p>	Clerk / Govs
5.	<p>Minutes from the FGB meeting held on 16th June 2021 (previously distributed)</p> <p>The minutes of the meeting held on the 16th June 2021 were agreed as a true and accurate record and approved.</p>	
6.	<p>Matters Arising and Actions</p> <p>Challenge: A governor asked for an update on the after school provision. The Headteacher reported that uptake can be up to 35 places but there is still capacity that will be advertised. Breakfast Club has been popular particularly for the 8.15am starts. It was noted that the infant school are looking at bringing in their own after school club.</p> <p>Challenge: A governor asked for an update on the Provenance Kitchen proposal. The Headteacher informed governors that there was a meeting WC 13th September with a CYC representative regarding a pre planning application.</p> <p>Action 1: Governors had met in July 2021 to review the strategic objectives.</p>	
7.	<p>Progress Data (previously distributed)</p> <p>The Headteacher reported that the progress data is lower than she would want but there is a consistent picture across year groups. Writing is highlighted as a specific area but Year 6 did well with their assessments.</p> <p>Challenge: A governor asked how the data compares across the Trust and if it will be</p>	

formally used. The Trust Principal explained that this is internal data and a decision was taken in the Trust to focus on mental health and providing a true assessment of where the children are for secondary schools. This data will support planning / priorities for the cohort's educational journey through to Year 6 which will be reflected in the SDP but will not be used by Ofsted.

Nicola Lowe joined the meeting at 6.45pm.

The Headteacher reported that Reading was prioritised through remote learning and hadn't been as badly affected.

The curriculum this year has been filled with different elements to support the curriculum as there is confidence with the core curriculum and systems in place.

Primary Standards Appendix 1 (previously distributed)

The Chair explained that the response will be discussed at the Trust Education and Standards Committee.

Action: Governors to e mail any feedback on the draft standards review submission before the 27th September.

Govs

Pupil Premium (previously distributed)

The Headteacher reported that the pupil premium and catch up premium report and strategy have been merged together.

Action: Recovery Premium strategy / report to be provided to Mr Reavill as Pupil Premium Link Governor.

DHT

8. School Improvement Plan (previously distributed)

The Headteacher noted that the four key areas of focus are:

- Curriculum & Learning
- Vulnerable groups
- Governance
- Wellbeing

Challenge: A governor asked about the knowledge organisers. The Headteacher explained that they compile the key facts to be learned as part of the big idea topic and they are on the school website if governors would like to see examples. Proof of Progress tests will be used to monitor retained information / learning / knowledge and application of that knowledge.

Challenge: A governor asked how visible vulnerable children are to staff across school. The Headteacher explained that teachers will know their class in detail and there are class photo sheets in the office to identify category / needs and PPA cover staff get this information. Books are also easily identifiable for teachers but the children would not be able to identify any differences.

Challenge: A governor suggested that any child with a social worker or who has previously had a social worker are identified in a similar way as this has been highlighted by the DfE as a key remit.

Challenge: A governor asked if there is KS1 data and how progress will be measured. The Headteacher confirmed that there are estimates from the infant school but the Early Years outcomes will also be used as a benchmark. More specific information has been requested from the infant school this year due to the range of the working at standard.

Challenge: A governor asked if there will be Year 2 SATs this year. The Trust Principal reported that the information coming out is yes but nothing has been confirmed.

Challenge: A governor asked if parents are asked to complete the Ofsted Parent View questionnaire. The Headteacher explained that the parent view website questionnaire is not promoted but the same questions are asked as a separate survey and the use of google forms is increasing engagement in surveys.

Governors noted support for the inclusion of highlighting the knowledge of Carr Junior pupil premium children and their specific needs / barriers.

Challenge: A governor asked for an update on the pupil leadership team. Mr Maskell

	<p>explained that the structure has moved from having a head boy / girl to a team of pupils so a variety of children can contribute to decisions and improving the school. The children's school magazine will be renewed this year. Governors asked for the magazine to be circulated when published.</p> <p>Challenge: Governors requested a table at the open day.</p> <p>The Headteacher informed governors that the infant school are supportive of her joining any infant school open days / tours.</p>	
9.	<p>Headteacher Report (previously distributed)</p> <p>Challenge: A governor asked how attendance compares across the Trust. The Trust Principal confirmed that attendance is in line with national. Attendance is a key DfE priority this year but last year's data will not be used as a measure due to Covid impact.</p> <p>Challenge: A governor asked if the small number of children who were significantly impacting the persistent absence data are still a concern. The Headteacher confirmed that two of the children who had greatest impact have left the school.</p> <p>Challenge: A governor asked if there is targeted attendance intervention. The Headteacher confirmed there is, despite having good overall attendance there is an attendance officer with rigorous half termly monitoring and communication with parents for a key cohort of children. There is also a targeted group of vulnerable children invited for a breakfast group to support those children who need it and this also supports a calm and timely start to the day.</p>	
10.	<p>Safeguarding (previously distributed)</p> <p>Challenge: A governor noted that there is a Speak Up diversity group in the city who may support workshops with the children.</p> <p>Challenge: A governor asked if there is a trend for racist incidents following from the last report. The Headteacher explained that there was a child who suffered from all aspects of school and the school worked closely with the family which informed development of policies and there is a robust process in school to address incidents. There has never been a repeated incident from the same child which would suggest the learning is working.</p>	
11.	<p>Finance Update</p> <p>The SBM tabled the August monitoring and reported that the greatest impact is reduction in income and increased premises and agency supply costs.</p> <p>The Chair informed governors that the CFO has offered to run governor finance training.</p> <p>Action: Chair to arrange finance training offered by CFO.</p>	Chair
12.	<p>Health and Safety / Premises</p> <p>The Headteacher reported that from the paperwork evaluation there are three medium risk priorities outstanding that will be completed.</p> <p>The fire risk assessment has two low priority actions (sight vision panels in the site manager office and type of extinguisher changes) that, subject to risk assessment, a decision has been taken not to progress. The photocopier upstairs has been moved but there is no solution to moving the photocopier by the office door but there are sensors above it, sight panels in doors and combustibles have been moved away.</p> <p>Challenge: A governor asked if the staff impacted by these decisions are comfortable with the school risk assessment. The Headteacher confirmed they are.</p> <p>All medium actions from the premises report will be completed by the end of the week. The washing lines in classrooms will be moved and the court yard which is not in use at the moment is in the plans to be pressure washed. Advice will be obtained about the ladders used for loft access.</p> <p>Challenge: The Health and Safety link governor asked to be invited to the next health and safety visit.</p>	

<p>13. Governing Board (previously distributed)</p> <p><u>July 2021 Meeting</u> Governors agreed the overall objectives and priorities and for them to be developed with actions linked to link governor areas for inclusion in the SIP.</p> <p>Action: Chairs to develop governor section on SIP by next meeting. Any governor who wishes to contribute please contact Chairs asap.</p> <p>Action: Governors to complete the skills audit form (clerk to circulate).</p> <p><u>Pay Committee</u> Pay Committee was agreed as Mr Reavill, Mr Bickle and Mrs Rampling and the meeting scheduled for 13th October at 5.30pm.</p> <p>Headteacher Performance Management was agreed as Ms Smithson and Ms Lowe.</p>	<p>Chairs</p> <p>Govs</p>
<p>14. Policies for Review</p> <p><u>Racial Equality Policy (previously distributed)</u> Challenge: A governor asked if the LGB looks at attainment levels of different racial groups. The Headteacher confirmed that different groups are reviewed through school data. A governor noted that the low numbers of groups impacts data analysis.</p> <p>Challenge: A governor asked if each priority of the strategic plan will have a race equality dimension. Governors agreed to consider this through monitoring of the plan and groups analysis.</p> <p>Resolution: It was agreed for the Headteacher to report on the race equality dimension at data points.</p> <p>Challenge: A governor asked if staff are confident in challenging racist behaviour. The Headteacher felt staff were confident through use of policies in place, code of conduct and restorative practice. The Trust Principal added that there are findings from secondary school work within the Trust that will be shared down to the primary schools.</p> <p>Challenge: A governor noted that the policy should be updated to Equality Act <u>2010</u>.</p> <p>Resolution: Subject to the policy being updated to reference the Equality Act <u>2010</u> governors approved the Racial Equality Policy.</p> <p><u>Carr Den Collection Policy (previously distributed)</u> Resolution: Governors approved the Carr Den Collection Policy.</p> <p>Challenge: A governor suggested including this in the terms and conditions instead of being a policy.</p> <p><u>Off Site Educational Visits (previously distributed)</u> Challenge: A governor asked if the deputy lead for emergency procedures is named before leaving. The Headteacher confirmed that this would be agreed in advance and someone would naturally step up when needed.</p> <p>Resolution: Governors approved the Off Site Educational Visits Policy.</p>	
<p>15. Any Other Business</p> <p>Phase Leaders: The Headteacher reported that the Phase Leader interviews took place and appointments made.</p> <p>Library: The Deputy Headteacher explained that fund raising expectations were exceeded but still need a further £42k. A bid application has been submitted for £30k and there is one bid left to submit. An update will be included in the school newsletter.</p> <p>Merger: The Trust Principal reported that there will be a formal consultation at the end of September and if the merger is progressed and approved it would be for a September 2022 start.</p>	
<p>16. Vision and Values – does governor business reflect / impact the Vision and Values Governors reflected on how governor business supported the Vision and Values.</p>	

17. Future Meetings10th November 202112th January 20222nd March 202227th April 202215th June 2022

Meeting closed at 8.35pm

Chair

Date

**CARR JUNIOR SCHOOL
Action Plan
Wednesday 22nd September 2021**

	Action	Item	Who	When
1.	Business Interest forms to be circulated and completed before the November meeting.	4	Clerk / Governors	Nov 2021
2.	Governors to e mail any feedback on the draft submission before the 27 th September.	7	Governors	27 Sep 21
3.	Send Recovery Premium strategy / report to Mr Reavill	7	DHT	Oct 2021
4.	Chair to arrange finance training offered by CFO.	11	Chair	Nov 2021
5.	Chairs to develop governor section on SIP by next meeting. Any governor who wishes to contribute please contact Chairs asap.	13	Chairs	Nov 2021
6.	Governors to complete the skills audit form	13	Governors	Nov 2021