



**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Wednesday 10<sup>th</sup> November 2021 at 6.15pm**

<b>Present</b>	Mrs Jen Rampling (Chair) Ms Kate Smithson (Chair) Mrs Vicki Kerr (Headteacher) Mr Paul Bickle	Ms Nicola Lowe Mr Ian Reavill Mr David Norton Ms Annie Croft
<b>In Attendance</b>	Ms Laura Winston (Deputy Headteacher) Mrs Alison Knowles (School Business Manager) Mrs Sophie Triffitt (Clerk/Governor Support Officer)	

	<b>Action</b>
<p><b>1. Welcome, apologies for absence and conflicts of interest (previously distributed)</b>            The Chairs welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for Tom Maskell, Catherine McKenna and Karina Reissland-Burghart.</p> <p>There were no conflicts of interest to note. Governors completed their business interest forms.</p> <p>The Chair reminded governors of the Carr Vision and Values.</p>	
<p><b>2. Governor Appointment</b>            Annie Croft left the meeting.</p> <p><b>Resolution:</b> Annie Croft was appointed as a co-opted governor.</p> <p>Annie Croft returned to the meeting.</p>	
<p><b>3. Minutes from the FGB meeting held on 22<sup>nd</sup> September 2021 (previously distributed)</b>            The minutes of the meeting held on the 22<sup>nd</sup> September 2021 were agreed as a true and accurate record and approved.</p> <p><b>Matters Arising and Actions</b></p> <p>Action 1: Business interest forms were circulated and paper copies also provided at the meeting.</p> <p>Action 2: The standards review form was submitted to the Trust and the Headteacher and Chairs attended the Education and Standards Committee where it was presented.</p> <p>Action 3: Pupil Premium Strategy was included in the agenda pack.</p> <p>Action 4: The Chair reported that the Trust Principal will run a financial training session on start and revised budget, benchmarking and monitoring.</p> <p>Action 5: Governance SIP section included in the agenda pack.</p> <p>Action 6: Skills audit was updated and included in the agenda pack.</p> <p>The Chair reported that the pay committee had met and the Headteacher performance review took place in line with Trust policy.</p> <p>Governors were asked to consider the role of co-Chair.</p>	
<p><b>4. Headteacher Report</b>            The Headteacher provided a history of the school journey over the last five years.</p> <ul style="list-style-type: none"> <li>- Coasting school 2016 and 2017 with an attainment and progress downward trend</li> <li>- Local Authority intervention</li> <li>- DfE advisor provided useful insight and kick started improvement</li> <li>- School Improvement cycle with the LA, funding through York Schools and Academies Board and worked with Dringhouses</li> <li>- As a school became proactive in seeking out helpful information and outstanding schools to visit</li> <li>- Started Writing project</li> <li>- Joined Maths Hub</li> <li>- Curriculum focus</li> <li>- Reading focus</li> </ul>	

- Now finalising curriculum
- Introduced new systems of monitoring Teaching and Learning, made changes to pupil progress meetings and perf management
- Focused on Year 6 and SATs preparation
- Ofsted visit saw rapid improvement and moved to RI in 2018
- 2018 had strong results which were sustained in 2019
- Introduced new behaviour system
- Joined the MAT in May 2019
- Hoped for third set of good results to show a sustained improving trend but Covid arrived.
- In the main there is the same teaching staff from 2017.

**Challenge:** A governor asked what the reason was for becoming an academy. The Headteacher explained that as the school was not rated good the academy agenda at the time meant there would be pressure to join a MAT and the school wanted to make a proactive considered choice of which MAT to join.

**Challenge:** A governor emphasised the effort and dedication of the Headteacher and the team that has got the school into the position it is now.

**School Context Report** (previously circulated)

Governors felt that this was a very useful report that informs the pupil premium strategy.

**Challenge:** a governor asked what has / is being done to address the questions raised in the report.

The Deputy Headteacher explained that in relation to the BME question this is not an area of concern and academically they are achieving. There is one child who needs support with English. The support for low income families question is addressed through the Carr offer and breakfast club support.

**Safeguarding**

The Headteacher flagged that Keeping Children Safe In Education legislation has changed and has a greater emphasis on online safety and peer on peer abuse and an online safety policy is being drafted. It was agreed for the draft online safety policy to be published on the website to be approved at the January meeting.

**SEND Report** (previously circulated)

**Challenge:** A governor requested that inclusion governor is updated to SEND governor, to include aim high shine bright wording and explanation of acronyms.

**Year 6 Targets** (previously circulated)

The Headteacher explained that there is a South Bank model instead of using the FFT targets due to the discrepancies in the FFT target modelling as a result of Covid.

The Headteacher was confident that the SB50 targets build in aspiration and challenge with Reading having a target between the SB50 and SB20.

**Resolution:** governors approved the Year 6 targets.

**Trips and Visits** (previously circulated)

**Resolution:** governors approved the school trips and visits.

**Parent Voice Feedback** (previously circulated)

The Headteacher noted that there was useful feedback themes to inform change.

**Challenge:** A governor questioned the responses to the bullying question. The Headteacher explained that the 'not sure' responses are taken that they had no experience of dealing with bullying. There were five strongly disagree responses, two of which were from the same family who want to move schools but the children have not had any bullying incidents and one responder strongly disagreed in all areas. A governor suggested including a definition of bullying with the survey.

**Challenge:** A governor noted that there were only 88 replies. The Headteacher explained that a higher number of responses had previously been received when handing out the surveys at face to face parent's evenings.

**Challenge:** A governor noted that the informed about your child's progress responses seemed low and would want parents to be certain they are getting this information. The Headteacher explained that termly reports were introduced the year before Covid but as yet have not been reintroduced and the survey came out before parents evening.

**Challenge:** Governors wanted to feedback to the Trust Principal that it would be helpful to run the survey at a time appropriate to the school and timing of reports / parents evening.

A governor noted the positive 'recommend the school' outcomes.

### **Attendance**

The Headteacher reported that attendance is lower than expected at 94.38% noting that Covid is recorded as an illness and counts towards absence data.

**Challenge:** A governor asked if attendance can be recorded internally with Covid separate. The Headteacher confirmed that the data can be split and Covid absence is considered as part of persistent absence monitoring. Persistent Absence is high but is in line with the local cluster, there are 60 children with 10% or higher absence (11 Covid related) and there is a lot of unauthorised holidays.

**Challenge:** A governor asked if the children off with Covid are doing home schooling. The Headteacher explained that if they are off with Covid but not poorly they are offered work and there is work on the website but none have requested anything more.

### **Staffing**

The Headteacher reported that there is a significant impact to the supply budget with teachers and teaching assistants catching Covid and other illnesses.

**Challenge:** A governor asked if the impact would have been mitigated through an absence insurance policy. The Headteacher explained that the policy previously in place only kicked in on day 16 which wouldn't have helped with the current short term illnesses.

The Headteacher made governors aware that there are more TAs in school than ever but are all aligned to children with needs and there are no general class TA's. There are also two TA apprenticeships which is working well.

**Challenge:** A governor asked where supply staff are sourced from. The Headteacher explained that there is a long standing relationship with Supported Recruitment who also provide on the job CPD and is the best supply agency they have worked with.

**Challenge:** A governor asked if there would be benefit from floating TA's across the Trust. The Headteacher explained that it wouldn't help in these circumstances as all the schools and supply agencies are stretched for staffing.

### **Pupil Premium Strategy** *(previously circulated)*

The Deputy Headteacher explained that the Pupil Premium and Recovery Premium funding amount is being questioned with the DfE and will update the funding when confirmed.

This is a three year research based plan but will be reviewed on a regular basis.

**Challenge:** A governor asked why the school does not qualify for magic breakfast. The Deputy Headteacher explained that the school would need 35% FSM to qualify.

**Challenge:** A governor asked if everyone eligible has been identified. The Deputy Headteacher explained that there has been work to capture all those eligible and reminders are sent out twice a year but some families can be reluctant to hand over details. 23% is the official figure but the context data is likely more accurate and should be closer to the 32%. Due to Covid many families are on the cusp of eligibility. Not being a primary school and not having the Universal Infant Free School Meals works against capturing all those eligible.

**Challenge:** A governor noted that there is a significant amount of work in autumn 2021

The Headteacher explained that there are SEN children with no funding but need support to stay in mainstream schooling.

**Challenge:** A governor asked if the mapping data matches closely with those children that

<p>need help. The Deputy Headteacher confirmed that it supports what they thought.</p> <p><b>Resolution:</b> Governors approved the Pupil Premium Strategy.</p> <p><b>Action:</b> Deputy Headteacher to update governors on the Pupil Premium / Recovery Premium funding amount.</p>	<b>DHT</b>
<p><b>5. School Improvement Plan Update</b> <i>(previously distributed)</i></p> <p><b>Challenge:</b> A governor asked if there is a cross over with Infants for the Year 3 Reading focus. The Headteacher confirmed that Year 3 teachers went to the Infant school several times last year and watched phonics lessons and interventions. There is a teacher who has taken on a target to improve the phonics offer and is working with the Infant School and arranging training.</p> <p><b>Challenge:</b> A governor asked what happens if a child fails the Phonics screening in Year 2. The Headteacher explained that they will repeat it several times and have extra phonics intervention to get to the required standard.</p> <p><b>Resolution:</b> Governors agreed the School Improvement Plan.</p> <p><b>Governing Board</b></p> <p><b>Skills Audit</b> <i>(previously circulated)</i> The Skills Audit had been updated and finance training is being scheduled to address the finance need.</p> <p><b>Link Governors</b> <i>(previously circulated)</i> The Chair noted that there is a drive to align governor work with the School Improvement Plan and a governor visits policy and schedule is being developed.</p> <p>Governor link roles were agreed as:</p> <p>Safeguarding – Catherine McKenna Pupil Voice &amp; Behaviour – Ian Reavill H&amp;S – Paul Bickle SEN – Jen Rampling Curriculum – Nicola Lowe Standards / Data – David Norton Pupil Premium – Annie Croft</p> <p><b>Action:</b> All governors, now allocated their Link roles, to make individual action plans; to include training courses to attend, inserting monitoring actions into the SIP and consider dates for possible monitoring visits so an overall schedule can be created ensuring visits are evenly spaced throughout the year.</p> <p><b>Action:</b> Ms Smithson and Ms Lowe to meet to develop the governor visits policy and templates.</p> <p><b>Code of Conduct</b> <i>(previously circulated)</i> <b>Resolution:</b> Governors agreed to adopt and abide by the Governor Code of Conduct.</p> <p><b>Governor Training</b> <i>(previously circulated)</i> Governors were encouraged to access training associated to their link role.</p>	<p><b>Govs</b></p> <p><b>KS / NL</b></p>
<p><b>6. Pupil Premium</b> Addressed as part of the pupil premium strategy.</p>	
<p><b>7. Finance Update</b></p> <p><b>September Monitoring</b> <i>(previously circulated)</i></p> <p><b>Challenge:</b> A governor questioned the significant overspend on D0. The SBM explained that the annual budget is on track but the ICT (Chrome Books and managed service) budget was profiled over the year but have moved to invoicing once at the beginning of the academic year.</p> <p><b>PE Spend</b> <i>(previously circulated)</i> The Headteacher noted that the report will also act as a subject improvement plan.</p> <p><b>Challenge:</b> A governor asked if there is any data on children involved in different sports</p>	

outside of school or members of local clubs. The Headteacher reported that a lot of children do sports outside of school and in school there is a focus on providing a range of extracurricular activities. An audit is being completed on the extracurricular offering.

**Challenge:** A governor asked if there is consideration to engaging those who are not strong at sport / don't engage. The Headteacher explained that most children enjoy PE and games lessons but some would not choose to do anything extra. There was a lot of children missing PE as they were not bringing PE kit but brought in wearing PE kit to school on PE days which is maximising engagement.

**Challenge:** A governor asked how payment for after school clubs is managed. The SBM explained that some have direct payment and some have payment through the school.

The Headteacher noted the impact of indoor space on winter sports clubs due to After School Club needing to use the hall.

Forest school is very popular but the trained forest school staff member is retiring.

The Headteacher was confident that the Tuesday afternoon curriculum time provides the children with a breadth of experiences.

**Resolution:** Governors agreed the PE Spend Report.

**School Fund Statement** (*previously circulated*)

Governors accepted the School Fund Statement subject to the correction of the date on page 4.

**Challenge:** A governor asked if the MAT is comfortable with the school having a school fund. The SBM explained that they wanted it moving into the school budget but have requested to maintain the fund as it supports access to funds where charity status is needed.

#### **8. Health and Safety / Premises**

**Health and Safety Policy** (*previously circulated*)

**Resolution:** Governors approved the Health and Safety Policy.

**Paperwork Checklist and Action Plan** (*previously circulated*)

It was noted that it was a positive report. The Headteacher confirmed there are three outstanding actions.

#### **9. Admissions Consultation and Pupil Admission Number**

Governors were made aware that the admissions policy is out for consultation through CYC and there was no change to the PAN.

The Headteacher noted that there may need to be a discussion on the agreed PAN.

#### **10. Policies for Review**

**School Attendance Policy** (*previously distributed*)

**Challenge:** A governor asked if class teachers inform children of their attendance record half termly. The Headteacher explained that it used to go in planners and will look to bring this back in.

**Challenge:** A governor asked if letters are sent to parents of children meeting the PA triggers. The Headteacher confirmed they are.

**Resolution:** Governors approved the School Attendance Policy.

**Intimate Care Policy** (*previously distributed*)

**Resolution:** Governors approved the Intimate Care Policy.

**SEND Policy** (*previously distributed*)

**Resolution:** Governors approved the SEND Policy.

**Challenge:** A governor asked if there is a policies and renewal schedule. The SBM confirmed there is.

**Challenge:** A governor requested that the up to date school logo and aim high shine bright wording is on the policies.

<p><b>11.</b></p>	<p><b>Any Other Business</b></p> <p><u><b>Book End</b></u> The Deputy Headteacher informed governors that there has been a commitment of £8k and the last grant application has been submitted.</p> <p><b>Challenge:</b> A governor asked if the school will have access to Section 106 money from the Boroughbridge road development.</p> <p><b>Action:</b> Deputy Headteacher to contact CYC to check access to Section 106 funding from the Boroughbridge Road development.</p> <p><u><b>Jewellery</b></u> The Headteacher explained that Carr Junior is the only school in the MAT who have a jewellery policy. There has been a challenge this year around the school policy, which is the same as in most schools, for children to remove earrings before PE lessons in line with current advice. Some parents are refusing for their children to remove their earrings so the children then don't take part in PE lessons.</p> <p>Governors wanted children to be active, healthy, make progress in PE and participate safely. PE is a curriculum area and students need to make progress in this area.</p> <p>A governor suggested including a clear explanation of the policy decision in the communication with parents.</p> <p>It was suggested to move the jewellery decision into the uniform policy.</p> <p><b>Resolution:</b> Governors agreed to maintain current policy of children needing to remove their earrings for PE and if they can't take them out themselves they should be removed before school.</p>	<p><b>DHT</b></p>
<p><b>12.</b></p>	<p><b>Vision and Values – does governor business reflect / impact the Vision and Values</b> Governors reflected on how governor business supported the Vision and Values. Inclusion of the vision on policies was flagged and encouraging safe PE development supports the vision.</p>	
<p><b>13.</b></p>	<p><b>Future Meetings</b> 12<sup>th</sup> January 2022 5.15pm 2<sup>nd</sup> March 2022 27<sup>th</sup> April 2022 15<sup>th</sup> June 2022</p>	<p>Meeting closed at 8.23pm</p>

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**Chair**

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**Date**

**CARR JUNIOR SCHOOL  
Action Plan  
Wednesday 10<sup>th</sup> November 2021**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1.	Deputy Headteacher to update governors on the Pupil Premium / Recovery Premium funding amount.	4	DHT	Nov / Dec 2021
2.	All governors, now allocated their Link roles, to make individual action plans; to include training courses to attend, inserting monitoring actions into the SIP and consider dates for possible monitoring visits so an overall schedule can be	5	Governors	Nov / Dec 2021

	created ensuring visits are evenly spaced throughout the year.			
3.	Meet to develop the governor visits policy and templates.	5	Kate Smithson / Nicola Lowe	Nov / Dec 2021
4.	Deputy Headteacher to contact CYC to check access to Section 106 funding from the Boroughbridge Road development.	11	DHT	Nov / Dec 2021

**Next Meeting 5.15pm start**

Online safety policy

Risk Record

DRAFT