



CARR JUNIOR SCHOOL
Minutes of the Meeting of the Local Governing Body held on
Wednesday 12th January 2022 at 5.15pm

Present	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jen Rampling Paul Bickle Tom Maskell	Nicola Lowe Ian Reavill Annie Croft Catherine McKenna
In Attendance	Laura Winston (Deputy Headteacher) Alison Knowles (School Business Manager) Garry Flitcroft (Future Staff Governor) Sophie Triffitt (Clerk/Governor Support Officer)	

	Action
<p>1. Welcome, apologies for absence and conflicts of interest (previously distributed) The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for David Norton. Karina Reissland-Burghart was not present at the meeting.</p> <p>There were no conflicts of interest to note.</p> <p>Governors recorded their thanks to Mr Maskell at his last governor meeting and welcomed the new staff governor, as of 13th January 2022, Mr Flitcroft.</p> <p>Resolution: Governors elected Kate Smithson as Chair of Governors.</p> <p>Resolution: Governors elected Jen Rampling as Vice Chair.</p> <p>The Chair reminded governors of the Carr Vision and Values.</p>	
<p>2. Minutes from the FGB meeting held on 10th November 2021 (previously distributed) The minutes of the meeting held on the 10th November 2021 were agreed as a true and accurate record and approved.</p> <p>Matters Arising and Actions Action 1: Pupil Premium update was on the agenda. Action 2: Link governor roles and action plans were on the agenda for discussion. Action 3: Governor Visits Policy and Report Template were on the agenda for approval. Action 4: The Deputy Headteacher and School Business Manager had contacted the council planning team about Section 106 funding and had been referred to the education team and are awaiting a response. As the Deputy Headteacher and SBM had exhausted all contacts Mr Bickle was asked to take over the action.</p> <p>Challenge: A governor noted that they had spoken at the meeting about the timing of the parent questionnaire and asked if this should be referred to the Trust Principal.</p> <p>Action: Governors asked for the Headteacher to speak with the Trust Principal to explain that there would be better parent survey response rates by running the survey later and in line with parent's evenings.</p>	HT
<p>3. Headteacher Report (previously distributed)</p> <p><u>Attendance</u> The Headteacher reported that attendance is low with Covid absences contributing to the absence rate. The persistent absence rate at 23% is the highest it has been but is in line with other schools in the area. A number of children fell into the persistent absence data due to holidays that had been delayed. The Attendance Officer produces data and meets with the Headteacher to agree which families will receive attendance communication. The Headteacher was confident that there are good systems in place and hoped to see an improvement in the attendance data.</p> <p>Challenge: A governor asked if the MAT have input to attendance. The Headteacher confirmed not but there is discussion within the central team for MAT oversight.</p>	

Behaviour

The Headteacher noted that there had been an exclusion and is trying to get outreach support for the child as there has been a decline in their behaviour which raises concerns.

Staffing

The Headteacher noted that the Midday Supervisor Assistant roles have finished.

Due to two short term appointments a decision has been taken to amend the music provision plans and an off the shelf music scheme will be bought in.

Staff absence is high.

Training and Development

The meetings focused on curriculum and will continue into the autumn term to finalise for September.

There had been joint Phonics training with the Infant School

Challenge: A governor asked if there were any areas of concern highlighted from the follow up staff survey discussions. The Headteacher was concerned by the results of the first staff survey so ran follow up sessions and was able to answer some concerns directly. There were a number of survey responses that said they didn't feel treated with respect but there had been no instances of needing to use policies, no issues had been flagged and nobody raised anything when asked. Some staff noted that they hadn't fully understood the question or approached it in different ways.

Challenge: A governor asked if another survey was planned. The Headteacher explained that there are actions to take from the survey including establishing a termly forum and then will run the survey again before the end of the spring term.

Challenge: A governor suggested that the governing board should consider how they are gauging staff thoughts and feelings. The Headteacher suggested that this could be planned into the spring term survey.

A staff member noted that the surveys are not onerous and don't take long. There is not one answer for how everyone is feeling and everyone is fed up in general with the current circumstances. Planning and the job has been made harder with the children not where they would normally be and it is disruptive to have the Covid absences.

Challenge: A governor asked how the catch up groups were working. The Headteacher reported that they are going well and there is impact data. The person delivering the sessions is currently absent but will start again this term with a different focus.

Challenge: A governor noted that the catch up funding is very low compared to other countries so it must be hard to be effective. The Headteacher agreed that there is more need than ever and there are a number of children behind who do not generate resource.

Safeguarding (previously distributed)

The Headteacher noted that there are two children on Child in Need Plans.

The Headteacher made governors aware that there are significant concerns with a child and feels more should be being done by social services. The school keep being referred between Social Services and the Police and the Police did not do a Safe and Well Check. The Headteacher felt the school has done everything it can and have asked for help numerous times. The escalation policy is being followed as advised by CYC Safeguarding.

Action: The Safeguarding Link Governor to speak with the Safeguarding Lead about the child causing concern and lack of Social Services / Police support.

Challenge: A governor asked if bullying incidents are higher than normal. The Headteacher confirmed they were but they are incidents outside of school and with the new Safeguarding Policy school need to intervene more with out of school incidents. All cases are in Years 5 and 6 with a core group of girls. There is a plan through the year to regular revisit the topic and the Police are supporting cyber bullying sessions starting with the class with most need.

Challenge: A governor questioned the policies that need reviewing. The Headteacher

CM

explained that the Trust Business Manager is updating policies on an ongoing basis.

Autumn Data (previously distributed)

The Headteacher reported that Writing is a key area identified.

The Headteacher explained the difficulties in baselining the Year 3 cohort. This is their first year of formal teaching and the transition from KS1 to KS2 learning has been an even more significant challenge and there is a high level of need in this year group. Plans are in place but a full staff team is needed to drive the plans forward and have an impact.

Challenge: A governor noted that there has been a historic issue with Infant School baseline information and asked if this has improved. The Headteacher explained that there has been no data for the past two years due to Covid but Year 3 teachers are more confident and aware of what information they need to ask to get the right data. The KS1 to KS2 transition could also be an issue in a primary school and the two schools are making good relationships and want to work together.

Challenge: A governor emphasised the importance of building relationships between Year 2 and Year 3 for both formal and informal information sharing.

Challenge: A governor asked if there was cross moderation. The Headteacher explained that this had started and hopes to keep building on this work.

Challenge: A governor questioned the difference in on track data for SEN / non SEN and PP and non PP. Mr Maskell explained that SEN and PP children are a focus of the pupil progress meetings where actions are agreed. There will be Maths catch up groups delivered by three members of staff for mainly PP, SEN and those slightly below expected. There will also be Writing focus groups with Teaching Assistant support and additional teacher time. The Headteacher reported that Liz Bradshaw catch up will focus on arithmetic and reading. Writing is a national issue that will recover with time but there is a need to plug gaps in Reading and Maths. Writing booster groups don't tend to deliver the impact as there isn't the time to do a significant piece of writing and there is a wide range of needs.

Challenge: A governor asked if Year 6 Writing will be a focus given their short amount of time left at school. The Headteacher informed governors that she is running an editing group for some Year 6 children. Mr Flitcroft explained that the Writing assessment system is rigid and some children need just one or two elements to make a big difference. The Headteacher added that spelling has been identified as a need and in some cases if there is a significant weakness special dispensation can be applied for.

4. School Improvement Plan Update (previously distributed)

SEF (previously distributed)

The Headteacher noted that the SEF had been developed with external review / feedback.

Challenge: A governor noted that the SEN need is highlighted in the data on page 11. The Headteacher explained that the information is available on the data dashboard that Ofsted would have and those numbers would generally be lower for most schools. The Headteacher was confident in being able to articulate case studies for these children. It was noted that the data is out of date given the Covid years.

A governor felt that the SEF articulated the warmth of the school and gives a good sense of the school ethos.

The Headteacher explained the Rosen Theory and Kagan Structures.

Challenge: A governor asked if the SEF is shared with parents. The Headteacher confirmed not but it will be shared with staff. A parent booklet / brochure that would include a lot of this information will be developed this academic year.

Challenge: A governor noted that it was important for governors to have this information for any discussions with Ofsted.

Challenge: A governor asked if there should be more detail for any safeguarding strategies / policies put in place recently such as those to meet the requirements for peer on peer abuse. The Headteacher agreed and noted that the SEF will be regularly

	<p>reviewed.</p> <p>Challenge: A governor suggested further clarification on page 9 that there was no formal data collection due to Covid not that there is no evidence of an upward trend.</p> <p>Challenge: A governor suggested expanding the detail on how the vision is demonstrated across school (aim high by.... / happy because.....) and include quotes from pupil voice.</p> <p>Challenge: A governor questioned the comment that the recommended external review of governance was completed. The Headteacher explained that this was done after the last Ofsted before this new governing board was in place.</p> <p>Challenge: A governor noted that the Infant School had changed their reading scheme.</p> <p>IDSR (previously distributed) There were no questions on the IDSR.</p> <p>School Improvement Plan</p> <p>Challenge: A governor asked for detail on the Pupil Premium Passport. The Deputy Headteacher explained that each Pupil Premium child has a document to detail how they access the funding across the terms including clubs, cultural capital, boosters, intervention etc.</p> <p>Challenge: A governor asked for an update on the Wellbeing in Mind project. The Headteacher reported that the team had been in school to meet with key staff members and sent out surveys but have yet to start in school delivery.</p> <p>Governor Business</p> <p>Action: Governors were asked to complete their link governor forms and schedules.</p> <p>Facilitated Self Review</p> <p>Governors agreed not to engage a self-review at this time and focus on development of the link governor system.</p> <p>Action: Headteacher to send governors an assembly recording.</p>	<p>Govs</p> <p>HT</p>
<p>5.</p>	<p>Pupil Premium / Recovery Premium (previously distributed) The Deputy Headteacher explained that the Carr Offer has been put together in a booklet and different strategies are being used to identify all eligible families.</p> <p>Challenge: Governors were in agreement that it would be useful for the Trust to have a central staff member to focus on bid applications.</p> <p>Challenge: A governor noted that given previous discussion around the difficulties in getting support for a family the expert professional's engagement can't be guaranteed through no fault of the school. The Headteacher noted that the school can do their best to engage the external services and signpost families to support.</p> <p>The Deputy Headteacher noted that Writing attainment is highlighted as a significant need and there is low Greater Depth numbers across school but in general there are very few Pupil Premium children with Greater Depth KS1 data.</p> <p>The Pupil Progress meetings look at every Pupil Premium child, trends, targets, interventions and booster groups. Some children made really good progress last term but are still far away from the expected standard. Some children made more progress than expected and had targets extended.</p>	
<p>6.</p>	<p>Risk Record (previously distributed) The Headteacher summarised the top five risks.</p>	
<p>7.</p>	<p>Finance Update (previously distributed) The SBM reported that supply staff is having a significant impact on the budget, Recovery Funding was not as much as expected, SEND funding has not come through yet and work on the Revised Budget has started.</p>	
<p>8.</p>	<p>Health and Safety / Premises (previously distributed) There were no questions.</p>	

<p>9. Policies for Review</p> <p><u>Governance Visits Policy</u> (previously distributed) Challenge: A governor asked if all visits should go through the Headteacher. It was agreed that once a relationship is established link meetings can be arranged directly. Resolution: Governors approved the Governance Visits Policy.</p> <p><u>Governance Visits Report Template</u> (previously distributed) Resolution: Governors approved the Governor Visits Template.</p>	
<p>10. Any Other Business</p> <p><u>Catering</u> The Headteacher informed governors that catering and cleaning services are being reviewed in the Trust. There has been good feedback from schools in the Trust on Dolce caterers and the CFO is investigating moving Carr Junior from in house to a catering service to deliver quality meals and release some leadership capacity.</p>	
<p>11. Vision and Values – does governor business reflect / impact the Vision and Values Governors reflected on how governor business supported the Vision and Values.</p>	
<p>12. Future Meetings / Diary Dates 2nd March 2022 5.15pm 27th April 2022 15th June 2022</p> <p style="text-align: right;">Meeting closed at 7.23pm</p>	

Chair

Date

**CARR JUNIOR SCHOOL
Action Plan
Wednesday 12th January 2022**

	Action	Item	Who	When
1.	Mr Bickle to contact CYC to check access to Section 106 funding from the Boroughbridge Road development.	11 (10.11.21)	PB	Nov / Dec 2021
2.	Headteacher to speak with the Trust Principal to explain that there would be better response rates by running the survey later and in line with parent's evenings.	2	Headteacher	Feb 2022
3.	The Safeguarding Link Governor to speak with the Safeguarding Lead about the child causing concern and lack of Social Services / Police support.	3	Catherine McKenna	Jan 2022
4.	Complete link governor forms and schedules.	4	Governors	Feb 2022
5.	Send governors an assembly recording.	4	Headteacher	Jan 2022

Next Meeting

Vision and Values Summary
Revised budget