



**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Wednesday 2<sup>nd</sup> March 2022 at 5.15pm**

<b>Present</b>	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jen Rampling Paul Bickle	Nicola Lowe Catherine McKenna David Norton Garry Flitcroft
<b>In Attendance</b>	Laura Winston (Deputy Headteacher) Alison Knowles (School Business Manager) Sophie Triffitt (Clerk/Governor Support Officer)	

	<b>Action</b>
<p><b>1. <i>Welcome, apologies for absence and conflicts of interest (previously distributed)</i></b>            The Chair welcomed everyone to the meeting.             Apologies were received and accepted for Ian Reavill and Annie Croft.             The Chair informed governors that Karina Reissland-Burghart had resigned.             David Norton joined the meeting virtually.             There were no conflicts of interest to note.</p>	
<p><b>2. <i>Minutes from the FGB meeting held on 12<sup>th</sup> January 2022 (previously distributed)</i></b>            The minutes of the meeting held on the 12<sup>th</sup> January 2022 were agreed as a true and accurate record and approved.   <b>Matters Arising and Actions</b>            Action 1: The SBM was in contact with CYC and the action remained ongoing.            Action 2: The Chair was allocated the action which remained ongoing.            Action 3: The link governor had spoken with Daniella and confirmed a plan is in place.            Action 4: To be discussed as part of the agenda            Action 5: Due to technical issues the Headteacher was unable to send an assembly video but invited governors to attend in person assemblies on Fridays at 8.50am.</p>	
<p><b>3. <i>Headteacher Report (previously distributed)</i></b>  <b>Attendance</b>            The Headteacher reported that attendance is lower than normal at 93.31%, circa 90 children had Covid during the last half term and persistent absence is up at 18.73%. There were no concerns at this stage as this is in line with other local schools but procedures are in place.   <b>Challenge:</b> A governor asked if any children had not returned to school following Covid. The Headteacher confirmed not, one child had authorised absence due to family circumstances but is now back in school.             Attendance trackers are in place for vulnerable groups, attendance is tracked weekly and informal offers of support made before letters are issued. Where families are invited in for attendance meetings due to specific concerns engagement is low but training is being undertaken to inform practice.             Year group attendance will be reported to parents and in assemblies and class incentives are being considered.   <b>Behaviour</b>            The child who had an exclusion in the autumn term continues to cause concern and their behaviour is escalating. They are accessing a lot of HLTA support and will be working with the Wellbeing in Mind team. A strategy meeting was held with key staff and their case will be taken to the Primary Fair Access Panel to request further support.             Mr Johnson continues his national qualification in Behaviour and Culture and has developed a behaviour newsletter in response to parent feedback.</p>	

Pupil voice on behaviour was very positive and children reported feeling safe at school.

### **Staffing**

Spring 1 was challenging with Covid cases amongst staff and pupils. There is one case of long Covid and one staff member is returning on a phased return. In response to a governor the Headteacher confirmed that they had been able to secure supply when needed.

The Headteacher reported that staff have been spoken to about the 2022/23 structure due to smaller numbers coming through from Infants and asked staff to consider interest in a role of morning class teacher and afternoon subject teaching across school. There was also a clear message on the 2023/24 structure and the need to reduce to two classes which will require a redundancy process.

Catherine McKenna joined the meeting at 5.40pm.

### **Catering**

The new contract with Dolce will begin on 28<sup>th</sup> March 2022, two members of the catering team have decided not to continue and one staff member will TUPE over.

### **Year 6 Mock SATs**

The Headteacher reported that there is an improving picture moving closer to the ambitious targets and plans are in place to address any areas of concerns.

**Challenge:** A governor asked why Carr Junior track lower than Knavesmire and Scarcroft. The Headteacher explained that a large part is the catchment / intake profile. There has been significant investment in Maths but practice has been reviewed to ensure efficient use of time. There has also been an impact of staff absence for the person tasked with the Covid Catch up work.

**Challenge:** A governor asked if there was someone else to cover the catch up work. The Headteacher explained that the person is particularly skilled and demonstrates impact, due to fortnightly sick notices it has been difficult to plan but has taken the decision that if they are not back this week an alternative will be put in place.

Mr Flitcroft noted that the on track data is reporting well, particularly Reading, so anticipated an uplift in the data but a significant amount of time has been missed through Covid. The Deputy Headteacher added that historically numbers do increase through the spring / summer term.

The Headteacher explained that parents have been engaged and supportive. Engagement with reading is hugely improved but need to make it clear that the Times Table Rockstars and spellings are homework.

### **Safeguarding**

The Headteacher reported that a safeguarding audit was completed that generated actions and an external safeguarding review with Caroline Wood, CYC, has been booked for 17<sup>th</sup> March.

### **Pupil Premium**

Following training the Headteacher and Deputy Headteacher have reviewed the strategy for future actions / amends.

The Pupil Premium Passports are in place, the Carr Offer letter has been updated into a more user friendly format for parents and target children received a new age appropriate challenging novel to encourage reading.

Due to staff absence the Covid Catch Up Group work has not been happening so looking at the National Tutor Programme.

### **SEND**

**Challenge:** A governor asked if there is a SEND Strategy. The Headteacher explained that the SEND Policy is reviewed annually and includes the strategy, SEND is also a significant part of the SIP, there is a provision map and SEND is a focus of subject action plans. The Headteacher was confident SEND strategy and focus was addressed in these documents.

<p>A governor noted that there is a green paper due on SEN support that will likely inform strategy and practice.</p> <p><b>4. <u>School Improvement Plan Update</u> (previously distributed)</b></p> <p><b><u>Vision and Values</u></b> (previously distributed) The Headteacher presented an update on the history and development of the Vision and Values explaining how the Golden Threads run through all areas of school. A value of the week and awards linked to / driven by the values are being developed.</p> <p><b><u>Governance</u></b> Governors reviewed the governance section of the SIP.</p> <p>Ms Lowe reported on a curriculum link visit which covered; creativity, curriculum plans, schemes, walk around school, pupil input and parent engagement. A report will be submitted.</p> <p>The Safeguarding Link Governor was invited to join part of the safeguarding review visit.</p> <p><b>Action:</b> Governors to complete a visit report and link role form.</p> <p><b>Action:</b> Chair to send the visit policy to the Headteacher to share with staff.</p> <p><b>Action:</b> Chair to send the visit report and link role form to governors.</p> <p><b>Challenge:</b> A governor suggested an Ofsted working group meeting.</p> <p><b>Action:</b> Chair and Headteacher to have an Ofsted planning meeting and governors to have an Ofsted working group meeting.</p> <p><b>Challenge:</b> A governor asked how the Headteacher would position the school in the initial call with Ofsted. The Headteacher explained that they had developed an Ofsted call prompt sheet to support the 90 minute call which is driven by Ofsted. The Headteacher and Deputy Headteacher have produced an Ofsted action plan and Woodthorpe SLT have been in to school to share their Ofsted experience and provided support for subject leaders.</p> <p><b>Action:</b> Chair to contact Woodthorpe and New Earswick Chairs to understand their Ofsted experience.</p> <p><b><u>Training Summary</u></b> (previously distributed) <b>Action:</b> Chair to resend doodle poll for finance training with the Trust Principal.</p>	<p><b>Govs</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p>
<p><b>5. <u>Revised Budget</u> (previously distributed)</b> The monitoring report was circulated for information.</p> <p><b><u>Finance Planning Review</u></b> (previously distributed) The Headteacher noted that the projected deficit position has worsened from £75k to close to £95k due to; lower Pupil Premium income which has been challenged, higher staff absence due to Covid, children under assessment for EHCP that require support but are not yet in receipt of the funding and investment in new curriculum schemes. The following year reports an improved balance and deficit due to funding for this year's higher pupil numbers, staffing changes and new catering contract.</p> <p>The budget and planning review form will be discussed at the MAT Finance and Audit Committee.</p> <p><b>Challenge:</b> A governor asked to what extent staff are informed about finances. The Headteacher confirmed that she was open with staff when making MSA redundancies but felt there was more opportunity to do this.</p> <p><i>Post meeting note: updated revised budget and planning review form circulated and approved.</i></p> <p><b><u>Lettings Charges</u></b> (previously distributed) The SBM explained that the changes reflect the increase in rate of inflation.</p> <p><b>Resolution:</b> Governors agreed the Lettings Charges to take effect from September 2022.</p> <p><b>Challenge:</b> A governor asked for an update on the kitchen rental. The Headteacher</p>	

	<p>confirmed that the project is still with planning and has not been included in future budgets.</p>	
<p>6.</p>	<p><b>Health and Safety / Premises</b>  Fire Risk Assessment will be provided at the next meeting.</p> <p>The Headteacher reported that there are concerns with the swimming pool chemical dosage due to reports of bad reactions. The Headteacher has checked the bathing load parameters which are ok.</p> <p><b>Challenge:</b> A governor noted concern at the potential health and safety issue and reputational impact of the swimming pool management which has been highlighted as a result of user complaints.</p> <p><b>Challenge:</b> A governor requested that a completion date for the pool management training is agreed with the member of staff.</p> <p><b>Action:</b> Governors asked Mr Bickle to undertake a governor visit to check the swimming pool procedures.</p>	<p><b>PB</b></p>
<p>7.</p>	<p><b>Policies for Review</b></p> <p><b>Mobile Phone Policy</b> (previously distributed)  <b>Challenge:</b> A governor questioned staff taking photos on personal devices, asked if deleted photos would still be downloaded to a cloud / personal photo storage and requested that advice is sought with the data protection officer.</p> <p><b>Action:</b> Headteacher to obtain advice on the use of personal devices for taking photos.</p> <p><b>Resolution:</b> Governors approved the Mobile Phone Policy as a draft subject to the removal of the staff section until advice over the use of personal devices is clarified.</p> <p><b>Online Safety Policy</b> (previously distributed)  The Headteacher confirmed that it was a model policy.</p> <p><b>Challenge:</b> A governor asked how online safety logs will be monitored. The Headteacher confirmed this will be included in the safeguarding report.</p> <p><b>Resolution:</b> Governors approved the Online Safety Policy.</p>	<p><b>HT</b></p>
<p>8.</p>	<p><b>Any Other Business</b></p> <p><b>Trust Business</b>  The Chair reported that the Trust are shortlisting for a new CEO and the Chair, Head and Deputy Headteacher will join part of the recruitment process.</p> <p><b>Book End Cottage</b>  <b>Challenge:</b> A governor asked for an update on Book End Cottage. The Deputy Headteacher explained that two further grant opportunities will be submitted but if not successful different plans will be explored based on the level of funding available.</p> <p><b>SATs Week</b>  A governor asked for governors to be notified if they can support SATs week from 9<sup>th</sup> May.</p> <p><b>Staff Engagement</b>  The Chair asked the staff governor to consider ways governors can engage more with staff.</p>	
<p>9.</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.</p>	
<p>10.</p>	<p><b>Future Meetings / Diary Dates</b>  27<sup>th</sup> April 2022 5.15pm  15<sup>th</sup> June 2022</p>	<p>Meeting closed at 7.30pm</p>

**CARR JUNIOR SCHOOL**  
**Action Plan**  
**Wednesday 2<sup>nd</sup> March 2022**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
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 (12.01.22)	Chair	Feb 2022
3.	Governors to complete a visit report and link role form.	4	Govs	Mar 2022
4.	Chair to send the visit policy to the Headteacher to share with staff.	4	Chair	Mar 2022
5.	Chair to send the visit report and link role form to governors.	4	Chair	Mar 2022
6.	Chair and Headteacher to have an Ofsted planning meeting and governors to have an Ofsted working group meeting.	4	Chair Headteacher	Mar 2022
7.	Chair to contact Woodthorpe and New Earswick Chairs to understand their Ofsted experience.	4	Chair	Mar 2022
8.	Chair to resend doodle poll for finance training with the Trust Principal.	4	Chair	Mar 2022
9.	Mr Bickle to undertake a governor visit to check the swimming pool procedures.	6	Mr Bickle	Mar 2022
10.	Mobile Phone Policy - Headteacher to obtain advice on the use of personal devices for taking photos.	7	Headteacher	Mar 2022

**Next Meeting**

Fire Risk Assessment