



**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Wednesday 21<sup>st</sup> September 2022 at 5.30pm**

<b>Present</b>	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jen Rampling (Vice Chair)	Annie Croft Garry Flitcroft Paul Bickle
<b>In Attendance</b>	Alison Knowles (School Business Manager) Sophie Triffitt (Clerk/Governance Advisor)	

	<b>Action</b>
<p><b>1. Welcome, apologies for absence and conflicts of interest (previously distributed)</b>  The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for David Norton, Catherine McKenna and Ian Reavill. The Deputy Headteacher had also provided apologies.</p> <p><b>Business Interest Forms</b>  Governors were provided with business interest forms to complete.</p>	
<p><b>2. Nomination of Chair and Vice Chair</b>  <b>Resolution:</b> Kate Smithson was elected as Chair for a term of one year.  <b>Resolution:</b> Jen Rampling was elected as Vice Chair for a term of one year.</p> <p><b>Link Governor Role Allocation</b>  The SEN Link Governor had raised the possible conflict between their role and contact with the SENCO through Woodthorpe Primary School but following conversations with the SENCO and CEO the link governor and governors were satisfied that Ms Rampling should continue in that role.</p> <p>The link governor roles were confirmed as:</p> <p>SEN: Jen Rampling  Health &amp; Safety: Paul Bickle  Pupil Voice &amp; Behaviour: Ian Reavill  Pupil Premium: Annie Croft  Safeguarding: Catherine McKenna  Standards / Data: David Norton  Curriculum: Kate Smithson</p>	
<p><b>3. Curriculum Update – Writing (Esme Kelly)</b>  Esme Kelly had pre-recorded a curriculum presentation on Writing and governors recorded thanks to Ms Kelly for the update.</p> <p><b>Challenge:</b> A governor asked how Writing interventions are managed. The Headteacher explained that various Writing interventions have been tried but none delivered hugely successful impact. The school led tutoring programme will run again delivered by Liz Bradshaw, a trained Teaching Assistant, to target Year 5 Writing with three tutor groups of three pupils. This will be done in school time for two hours a week for real impact with a focus on sentence types to build on the work teachers are doing in class.</p> <p>The Headteacher explained that spelling continues to be an area of need despite weekly spelling tests and access to Spelling Shed so there will be a stricter approach to spellings to raise expectations.</p> <p><b>Challenge:</b> A governor asked if the Headteacher was confident that the Writing plan will deliver impact. The Headteacher explained that she wanted to look at a school with a similar context to see what is being done to deliver strong successful outcomes.</p> <p>The Headteacher added that there was also some work to do on raising aspirations and that there was a by invitation Creative Writing Group for those that enjoy writing and there</p>	

is a focus to encourage some of the Pupil Premium children to join the group.

**Challenge:** In reference to the data differences for year groups / classes a governor asked how consistency for SEND, and all pupils, is ensured across classes / year groups particularly for Writing and Reading. The Headteacher explained that the attainment data does identify areas for focus.

A governor noted the positive feedback that 100% of teachers enjoy teaching Writing. The Headteacher explained that modelling has been in place for a number of years and they have been able to hone the skill and build confidence.

**4. Minutes from the FGB meeting held on 15<sup>th</sup> June 2022 (previously distributed)**

The minutes of the meeting held on the 15<sup>th</sup> of June 2022 were agreed as a true and accurate record and approved.

**Matters Arising and Actions**

Action 1: The SBM was asked to check with the Trust if governor passes should have names and photos.

Action 2: The Chair and Vice Chair completed exclusions training.

Action 3: Review of Ofsted readiness list actions and evidence was carried over.

Action 4: Governors agreed not to hold formal one to one review meetings and the Chair encouraged governors to contact her with any feedback / questions.

Action 5: Governor training was included on the agenda.

The Chair noted that a fixed term suspension panel was held.

The Headteacher reported that the new SENCO had started, and the arrangement is working well.

**5. Update from Strategy Meeting**

The Chair noted that discussion fed into the School Improvement Plan which is included as part of the meeting agenda.

The Chair informed governors that Trust Directors of HR, Personal Development, SEND and Safeguarding, and School Improvement had been appointed.

It was noted that the DfE had approved unfunded staff pay rises so there will be a significant impact to the budget.

**6. Headteacher Report (previously distributed)**

Attendance

The Headteacher reported that attendance was lower than she would like but is in line with national. There has been new DfE guidance which has raised the focus on attendance and CYC are developing their service to help drive improvements which will include issuing fines.

Data (previously distributed)

The Headteacher reported that the data (except Writing) was close to national and the improvement from the first mock week was significant. The Staff Governor noted that the current Year 6 cohort are much further forward than last year's cohort due to the Covid impact.

**Challenge:** A governor asked why the Maths data wasn't as strong as it has been historically. The Staff Governor explained that with a bit more time more children would have got the standard and twelve children were close to greater depth and would have got there without the impact of Covid.

The Headteacher reported that eight appeals were submitted, three papers changed, and one child moved from expected to greater depth.

The programme of work for the Year 4 Times Tables Check delivered good outcomes and has been rolled into Year 5 and Year 6 to embed the learning.

**Challenge:** A governor asked if the work which delivered the strong Times Tables Check outcomes will be shared across the MAT. The staff governor explained that this would be part of basic skills discussions that are underway across the Trust.

	<p><b>Challenge:</b> In response to a governor the Headteacher explained the Trust RAG rating and that if data is not 5% above national it is rated amber.</p> <p><u>Safeguarding (previously distributed)</u> The Headteacher explained that the information is based on last term and there were no serious incidents recorded.</p> <p><b>Challenge:</b> A governor noted the policies due for renewal. The Headteacher explained that these will be moving over to MAT polices and the SBM confirmed that the Trust Central Team are notified when school level policies are up for renewal and some policies do not need annual review.</p> <p><b>Challenge:</b> A governor asked about staff wellbeing. The Headteacher reported that staff are busy but there is a lovely atmosphere around school.</p> <p>A governor recorded congratulations to the school on Shine Fest which was a great event. The Headteacher added that there had been lots of positive parent feedback.</p>	
7.	<p><b>Weekly Pulse (previously distributed)</b> The Headteacher explained that the Pulse document is updated for 9am every Monday for the previous week to report into the CEO.</p> <p>The Headteacher explained the introduction of pupil achievement and intervention review meetings.</p>	
8.	<p><b>Targets (previously distributed)</b> <b>Challenge:</b> A governor noted that the four schools in the Trust are very different and asked if it is achievable that they achieve the same. The Headteacher explained the government white paper to deliver 90% by 2030 and the CEO has said schools should be aiming towards that target.</p> <p><b>Challenge:</b> A governor referenced the Scheme of Delegation 'The LGB in conjunction with the Board of Trustees are responsible for ensuring that school targets are both achievable and sufficiently challenging to lead to sustainable improvement.' and questioned if they are achievable.</p>	
9.	<p><b>School Improvement Plan Update (previously distributed)</b> The Headteacher noted that the plan had been updated since it was circulated.</p> <p><b>Action:</b> Headteacher to circulate updated School Improvement Plan.</p> <p>Four key areas of greatest priority are:</p> <ul style="list-style-type: none"> <li>- Attendance</li> <li>- Diminishing the gap</li> <li>- Writing</li> <li>- Behaviour for learning</li> </ul> <p><b>Challenge:</b> A governor noted the action to develop the SENCO into a sustainable strategic role and recognised the significant amount of admin involved in the role and asked if admin support was in place. The Headteacher confirmed that there are eight hours of admin to support across the two schools and the SENCO has been told to raise if there is a greater need. The priorities across the two schools are similar which supports the dual role.</p> <p><b>Governance</b> <u>Link Governor Visit Reports</u> <b>Action:</b> Governors to review their link governor action plans.</p> <p>The Chair thanked governors for the visits made.</p> <p><u>Governor Impact Assessment / Self-Review (previously distributed)</u> Governors discussed the responses to be included in the return.</p> <p><b>Action:</b> Headteacher to draft Governor Self Review response for the next meeting.</p> <p><u>Skills Audit</u> <b>Action:</b> Clerk to circulate the Skills Audit for governors to complete by 31<sup>st</sup> October 2022.</p>	<p><b>HT</b></p> <p><b>Govs</b></p> <p><b>HT</b></p> <p><b>Clerk</b></p>

	<u>Governor Training</u> (previously distributed) Governors reviewed the training expectations and training record.	
10.	<b>Finance</b> (previously distributed) The Headteacher explained the significant impact on budgets of the unfunded teacher and support staff pay awards and the freeze on recruitment. The Trust did approve Site Manager Recruitment, but no applications were received so options to cover site manager duties are being investigated.	
11.	<b>Health and Safety / Premises</b> (previously distributed) The paperwork visit took place on 21 <sup>st</sup> September 2022 with a couple of items flagged.	
12.	<b>Policies for Review</b> There were no policies for review.	
13.	<b>Any Other Business</b> There were no items for AOB.	
14.	<b>Vision and Values – does governor business reflect / impact the Vision and Values</b> (previously distributed) Governors reflected on how governor business supported the Vision and Values including targets, data and high expectations for all the children.	
15.	<b>Future Meetings / Diary Dates</b> (previously distributed) Governors had an open invitation to celebration events on Fridays.  The Headteacher informed governors of the Carr Character / Values Award that has been introduced. Next LGB Meeting was scheduled for 9 <sup>th</sup> November 2022 at 5.30pm.  Meeting closed at 7.20pm	

Approved at LGB on 9<sup>th</sup> November 2022

Approval

**CARR JUNIOR SCHOOL  
Action Plan  
Wednesday 21<sup>st</sup> September 2022**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1.	Confirm protocol for governor cards / lanyards (should cards include photos / names).	4 (15.06.22)	SBM	June 2022
2.	Review the Ofsted readiness list and compile evidence.	5 (15.06.22)	Chair	July 2022
3.	Headteacher to circulate updated School Improvement Plan.	9	Headteacher	Complete
4.	Governors to review their link governor action plans.	9	Governors	31.10.22
5.	Headteacher to draft Governor Self Review response for the next meeting.	9	Headteacher	31.10.22
6.	Clerk to circulate the Skills Audit for governors to complete by 31 <sup>st</sup> October 2022.	9	Clerk / Governors	31.10.22

**Next Meeting**

Skills Audit  
Health and Safety Paperwork Visit Report  
LGB Self Review