

**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Wednesday 9<sup>th</sup> November 2022 at 5.30pm**

<b>Present</b>	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jen Rampling (Vice Chair)	Annie Croft Garry Flitcroft Catherine McKenna
<b>In Attendance</b>	Laura Winston (Deputy Headteacher) 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>The Headteacher informed governors that Ian Reavill had resigned as a governor but will continue volunteering with the school.</p> <p>Apologies were received and accepted for David Norton. Paul Bickle was not present at the meeting.</p> <p>There were no conflicts of interest to note.</p>	
<p><b>2. Curriculum Update – History and Geography (Lauren Hepworth)</b> Ms Hepworth updated governors on the History and Geography curriculum intent and implementation through school.</p> <p>History follows the national curriculum and is backed up with Rainbow Resources, it is designed to inspire and develop a love of history and is sequenced to ensure a deep understanding of the past. The Big Idea questions are used to encourage curiosity and inform a deep and meaningful understanding.</p> <p>Geography follows the national curriculum and is sequenced for knowledge of the locality of York and spans out to North Yorkshire and then further afield. It includes environmental and eco strands and there is progression throughout school that enables the children to build on prior knowledge.</p> <p><b>Challenge:</b> A governor asked how teachers assess the success of the ‘sticky knowledge’. Ms Hepworth explained that there are activities, questions and focus work for teachers to assess knowledge and understanding of the learning. Children have been exposed to more questioning for them to show their knowledge and become comfortable with questioning. The Headteacher noted that at the Headteacher peer review all the children could say what they were learning and what they had learned before to help them in current learning whereas this had previously not been a strength across school.</p> <p><b>Challenge:</b> A governor asked if gap analysis was done to check everything from the curriculum was covered. Ms Hepworth confirmed that all content was covered and explained that the curriculum is completely mapped and progression documented.</p> <p>A governor noted that the knowledge organisers are useful for parents.</p> <p><b>Challenge:</b> A governor asked if the children are engaged with the subjects. Ms Hepworth confirmed they are and they enjoy the split group teacher work.</p>	
<p><b>3. Minutes from the FGB meeting held on 21<sup>st</sup> September 2022 (previously distributed)</b> The minutes of the meeting held on the 21<sup>st</sup> September 2022 were agreed as a true and accurate record and approved.</p> <p><b>Matters Arising and Actions</b> Action 1: The SBM was awaiting clarification from the Trust on the lanyard protocol. Action 2: Action complete and Ofsted update was part of the agenda. Action 3: The School Improvement Plan was circulated Action 4: Link governor update was included on the agenda and governors were encouraged to update their link governor action plans.</p>	

Action 5: Self review was included as part of the agenda.

Action 6: Skills audit was included on the agenda.

#### **4. Headteacher Report**

##### Attendance

The Headteacher reported that attendance was at 95.37% and persistent absence was 14.81%, both in line with target.

There is a focus on attendance and the new CYC graduated response in line with DfE guidance is being followed. As part of the Pulse report attendance for pupil groups will be tracked weekly. The Headteacher meets with the Attendance Officer twice per half term and action is taken as a result of those meetings. Attendance below 93% is monitored in addition to PA (below 90%) for the opportunity for early conversations.

The Chair noted that from the assemblies they attended the attendance trolley and reporting seemed to really engage the children.

The Headteacher reported that there had been six attendance planning meetings with only one not attended by the family and the meeting includes a discussion on the individual impact of absence for their child.

##### Behaviour

The Headteacher reported that there is a permanent exclusion panel scheduled for Monday 14<sup>th</sup> November 2022.

The Headteacher and Behaviour Lead will be visiting Clifton Green following their positive Ofsted feedback on behaviour

The Headteacher asked the Headteachers on their peer learning walk to focus on Behaviour for Learning and the feedback was very positive, they saw the impact of the significant work done in this area and teachers being quick to respond to low level behaviour without losing pace from lessons.

##### Staffing

The Headteacher reported no significant concern on staff absence.

There is Trust wide work on staffing that will be reported to governors.

Mr Maskell will be leaving for a career progression opportunity, and this will be communicated to parents when a replacement is confirmed.

There are two maternity leaves to plan for (January and April).

There is an agency staff member working in school who is having a significantly positive impact.

A Site Manager has not been recruited but the job is being done by an agency staff member who is very productive and responsive and has achieved many tasks that have been outstanding for some time and the Headteacher hoped to keep him on site.

**Ms McKenna joined the meeting at 6pm.**

##### Safeguarding

The Headteacher confirmed there were no significant safeguarding issues to report.

The Headteacher and School Business Manager completed a Single Central Record check and will review it regularly going forward.

The school gate and barriers now work both ways.

The Headteacher made governors aware that FEHAs (Family Early Help Assessment) have been replaced for new families who need early help to 'Team Around Family'. The administration to complete this process takes a lot of time (5 hours for the initial report).

##### H&S

The SBM reported that the swimming pool has been closed since the end of September 2022 as there was no one to run it and it was not fit for purpose. CYC have been able to negotiate funding for an automatic dosing at no cost to the school and awaiting work to

<p>start. The SBM confirmed that the swim schools are being kept up to date.</p> <p>The Headteacher explained the problems with the pool plant room and boiler and the school boiler which has a temporary measure installed but the heating system needs to be updated.</p> <p><b>Challenge:</b> A governor noted that the boiler was a known risk on the risk register.</p> <p><b>Challenge:</b> A governor noted concern that the Health and Safety checks and servicing contracts have not flagged the issue earlier.</p> <p>New carpets have been installed in two classrooms and awaiting quotes for the removal of vinyl asbestos tiles in the third classroom to ensure they are replaced properly with minimal distribution to the class.</p> <p><u>Teacher Performance Management</u> (previously distributed) Included for non-staff governors for information.</p> <p><b>Challenge:</b> A governor asked to see a performance management evidence sample for the SEND target and the Headteacher agreed.</p> <p><b>Action:</b> Clerk to confirm what training governors need to complete.</p> <p>The Chair recorded thanks to governors for their engagement with training.</p>	<b>Clerk</b>
<p><b>5. <i>Weekly Pulse</i></b> (previously distributed) In response to a governor the Headteacher explained the BRAG process and how it is used as a tool to enable conversations about standards and interventions for children on an individual level. It is an intensive process to review each child and the team met twice last half term and plan to meet twice this half term.</p> <p><b>Challenge:</b> A governor noted that 28 children were rated red so unlikely to achieve the standard. The Headteacher confirmed that is the case, but teachers will be supporting these children to ensure they achieve as best as they can.</p> <p><b>Challenge:</b> A governor suggested that it would be useful to see movement / trends in the data without referring back to previous documents.</p> <p><b>Challenge:</b> A governor noted concern around workload of the Headteacher to run the BRAG process at this level.</p>	
<p><b>6. <i>Ofsted Dashboard</i></b> <b>Action:</b> Chair to circulate the Ofsted questions and details of the Zoom meeting with governors who have been through Ofsted.</p> <p>The Chair showed governors the Scarcroft Ofsted template that would be useful to update for Carr Junior and suggested a mock Ofsted interview.</p>	<b>Chair</b>
<p><b>7. <i>School Improvement Plan Update</i></b> (previously distributed) The Headteacher reported that the plan will be reviewed at the end of term.</p> <p><b>Challenge:</b> A governor asked what is being done for parent and pupil voice. The Headteacher explained that there is regular pupil voice through; subject leaders, Mr Reavill group pupil voice on behalf of governors, core leaders when monitoring lessons and the pupil voice survey. The Headteacher is awaiting guidance from the CEO on the Trust approach to the annual parent survey.</p> <p><b>Challenge:</b> A governor asked for an update on the work to align knowledge across the MAT. The Headteacher reported that it is going well and has been a useful process for subject leaders to get together. Maths, Reading and Writing have been done and the History and Geography days are planned. There is no intention for all schools to deliver / implement the same way, but the work is about defining trust curriculum knowledge. The Writing session provided a really useful opportunity to sit with other Writing leads and the opportunity to look at transcription and early reading as building blocks.</p> <p><b>Challenge:</b> A governor asked about the career's curriculum. The Headteacher explained that it is part of Personal Development and whilst there is no requirement to do this at KS2 with the value of aspiration and aiming high shining bright the Headteacher felt it was important to start this early for Carr Junior children. This will be an area of focus going</p>	

forward with link to the opportunities pledge.

### **Governance**

Link Governor Visit Reports (uploaded to Design Time Resources folder)

#### **SEND**

The link governor met with the SENCO and will circulate the report, part of the visit included sitting in monitoring conversations with teachers to see how school is meeting the needs of children. The link governor noted that the staff care for the children shone through the discussion.

The link governor informed governors that the My Support Plan has changed to My Learning Gateway.

**Challenge:** A governor asked the Headteacher to be aware of the wellbeing and workload of the SENCO given the significant workload.

Governor Impact Assessment / Self-Review (previously distributed)

**Resolution:** Governors agreed the report for submission to the Trust.

Skills Audit (previously distributed)

The Chair thanked governors for completing their skills audit.

**Challenge:** A governor asked how the LGB could engage more stakeholder voice. Governors felt they had staff voice through link visits, staff representation at LGB and Curriculum Leaders presenting to governors. A governor suggested including pupil voice as part of link visits where appropriate.

Governor Recruitment

The Chair encouraged governors to identify potential governors.

### **8. *Finance*** (previously distributed)

The SBM tabled the September report and noted that it does not yet reflect the unfunded pay awards.

**Challenge:** In response to a governor the SBM confirmed that the energy budget was doubled but the energy rise is not yet reporting through.

**Challenge:** A governor noted that the educational supplies and services is in deficit. The Headteacher reported that the Trust have reviewed the budget in detail and challenged where needed. The Headteacher assured governors the school is operating as financially efficient as possible.

Governors recorded appreciation to the trust for the support with the work around site.

### **9. *Risk Record*** (previously distributed)

**Challenge:** A governor asked when the impact of Covid would stop being a risk. The Headteacher explained that the impact is still there and is different dependent on the cohort. Schools can see the impact on Reception children of being at home in their early years and this will feed through for years to come. There is a context sheet for each class which includes their specific Covid impact.

### **10. *Health and Safety / Premises*** (previously distributed)

There were no questions on the report.

Paperwork Visit Report (previously distributed)

There were no questions on the report.

### **11. *Policies for Review***

SEND Report (previously distributed)

It was agreed to remove the *How does the governing body or proprietor involve other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of CYP with additional or special educational needs?* Section.

A governor requested that Autistic Spectrum is included in the correct section (page 5).

<p>A governor requested clarification on how parents have been involved in the consultation of the report.</p> <p><b>Resolution:</b> Subject to the amends / clarification requested governors approved the SEND Report.</p> <p><u>PSHE Policy (previously distributed)</u>  <b>Resolution:</b> Governors approved the PSHE Policy.</p> <p><u>RSE and Health Education Policy (previously distributed)</u>  The Headteacher explained that the policy was updated in response to the Personal Development audit.</p> <p><b>Resolution:</b> Governors approved the RSE and Health Education Policy.</p> <p><u>Anti-bullying Policy (previously distributed)</u>  <b>Resolution:</b> Governors approved the Anti-bullying Policy.</p> <p>In response to a governor the Headteacher confirmed that plans for anti-bullying week include a launch assembly on the Monday, end of week parent communication and teachers reinforcing throughout the week.</p>	
<p><b>12. Any Other Business</b></p> <p><u>Pupil Premium Strategy (previously distributed)</u>  Governors received the Pupil Premium Strategy Statement and agreed for it to be published.</p> <p><u>Brochure</u>  The Deputy Headteacher tabled a Carr Junior booklet and confirmed permissions are in place for photographs used.</p> <p><u>Personal Development Audit (previously distributed)</u>  <b>Challenge:</b> A governor questioned the action for governors to complete EDI training. The clerk confirmed that since the audit the Trust reverted the training requirement back to Unconscious Bias training.</p>	
<p><b>13. Vision and Values – does governor business reflect / impact the Vision and Values (previously distributed)</b>  Governors reflected on how governor business supported the Vision and Values.</p>	
<p><b>14. Future Meetings / Diary Dates (previously distributed)</b>  11th January 2023  15th March 2023  26th April 2023  14th June 2023</p>	<p style="text-align: right;">Meeting closed at 7.18pm</p>

**Approved at LGB on 11<sup>th</sup> January 2023**

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**Approval**

**CARR JUNIOR SCHOOL**  
**Action Plan**  
**Wednesday 9<sup>th</sup> November 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.	Clerk to confirm what training governors need to complete.	4	Clerk	November 2022
3.	Chair to circulate the Ofsted questions and details of the Zoom meeting with governors who have been through Ofsted.	6	Chair	November 2022

**Next Meeting**

School Improvement Plan monitoring

APPROVED