

CARR JUNIOR SCHOOL
Minutes of the Meeting of the Local Governing Body held on
Wednesday 11th January 2023 at 5.30pm

Present	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jen Rampling (Vice Chair)	Annie Croft Garry Flitcroft
In Attendance	Laura Winston (Deputy Headteacher) Sophie Triffitt (Clerk/Governance Advisor)	

	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 and Catherine McKenna.</p> <p>The Chair informed governors that Mr Bickle had resigned as a governor. Governors recorded thanks to Mr Bickle for his work with the school and LGB.</p> <p>Action: School to run a parent governor election process.</p> <p>Action: Chair to produce governor recruitment material for use in the local community.</p> <p>The Chair noted that there are governor vacancies advertised with Governance for Schools and Inspiring Governors.</p> <p>There were no conflicts of interest to note.</p>	<p>SBM Chair</p>
<p>2. Curriculum Update – Writing Action Plan (previously distributed) The Headteacher talked governors through the Writing Plan explaining that writing has been prioritised in CPD across school.</p> <p>The Headteacher confirmed that the visit to Newcomen Primary School, who achieve outstanding outcomes in writing, took place. Some of the approaches were not right for Carr Junior but there were strategies that would support work at Carr Junior including a basics checklist 'bread and butter' of writing.</p> <p>Long term plans for the year have been updated and class writing work will be linked to class novel texts as this approach has been proven to work at Carr Junior.</p> <p>Spelling will also be a big focus.</p> <p>The Headteacher explained the challenge, as seen in all schools, of fitting all the content across all subjects into the curriculum.</p> <p>Challenge: A governor asked for further information on the changes to the morning schedule. The Headteacher explained that there has been a move to focus on spelling practice as the children come in which is working well and then starting Maths lessons at 8.50am, the Maths lesson has been extended to include early bird maths to drive forward the arithmetic progress.</p> <p>In response to a governor the Deputy Headteacher confirmed that doors open at 8.40am, register opens at 8.45am and children have to be in by 8.50am so spelling does fit better at the very start of the day.</p> <p>Challenge: A governor asked if there is the option to extend the school day. The Headteacher confirmed that had been done recently with school currently running from 8.45am until 3.15pm with a 50-minute lunchtime. Staff present explained that there is a definite slump after lunch and stamina for learning is an issue, so the approach was taken to include core learning on a morning.</p> <p>The Headteacher noted that the introduction of a pen licence has motivated children and raised the profile of handwriting. A spelling reward will also be introduced.</p> <p>Staff present explained that there has been an increased emphasis on expectations of children's learning and their ownership of this. The new approach slims down the amount</p>	

of writing content with intensive focus, revisiting and refining of one paragraph as opposed to writing whole stories.

Challenge: A governor asked how and when they will know if the plan is having an impact. The Headteacher explained that the next data capture will provide a benchmark for improvements.

Challenge: A governor asked how staff will keep children's interest with revisiting the same work. The Headteacher explained that the aim is to see quality impact from teacher feedback and live assessment and the interest level of repeated review will not be known until further into the plan.

Challenge: A governor asked if there is a risk of higher achievers becoming bored. The Headteacher assured governors that these children will be pushed / challenged and will be developing sentence types and punctuations of Greater Depth level.

The Headteacher explained that in future years when the approach is embedded the intensive one paragraph approach will be focused on Years 3 and 4 and progressing the amount of writing in Years 5 and 6.

3. Minutes from the FGB meeting held on 9th November 2022 (previously distributed)

The minutes of the meeting held on the 9th of November 2022 were agreed as a true and accurate record and approved.

Matters Arising and Actions

Action 1: It was confirmed that governor lanyards will include photographs.

Action 2: Governor training requirements were circulated.

Action 3: The Chair met with the Scarcroft Chair and has a meeting scheduled with Knavesmire to understand their Ofsted experience and will update the Ofsted preparation document.

Challenge: A governor asked for an update on the swimming pool. The Headteacher reported that the automatic dosing system was fitted but there are ongoing issues with heating in part of the school including the pool.

Challenge: A governor asked for an update on the parent survey results. The Headteacher reported that there had been circa 50 responses with responses in line with the previous survey results. Parents evening will be used to obtain further responses and results reported at the April meeting.

4. Headteacher Report (previously distributed)

Pulse (previously distributed)

In response to a governor the Headteacher reported that there is now a better system for updating the report and this report will replace the Headteacher Report.

Autumn Data (tabled)

The Headteacher talked governors through the tabled autumn term data.

Writing attainment was highlighted as a focus area with some year groups reporting a backward trend from the start of year.

The Headteacher confirmed that Year 6 Maths is delivered in set classes.

Challenge: A governor asked why Maths is not set in the other year groups. The Headteacher explained that it had been previously but did not work well for Year 3 as the school did not know the children well enough and staff feel mixed Maths classes works best. The success of setting is also dependent on the size of the cohort and number of teachers, currently it is difficult to balance sets with circa 90 children in Year 6. All classes work to the national standard but at a different pace and with a different level of adult support.

Challenge: A governor asked why Year 6 Reading is reporting strongly with good Greater Depth. The Headteacher explained that the new approach to reading, more dedicated time to focused guided reading and children enjoying reading is having an impact.

It was noted that Year 6 Writing was reporting well for this point in the year and Maths in

Years 3 and 4 was reporting well.

Attendance

The Headteacher noted that attendance was impacted by illness in the last week of the autumn term.

Challenge: A governor noted that Year 3 attendance was reporting lower. The Headteacher explained that attendance is reviewed weekly with actions put in place for individuals flagged through the review process.

Behaviour

Challenge: A governor asked if the Headteacher had visited Clifton Green School. The Headteacher confirmed they had visited, had a really positive meeting and Clifton Green were happy to share information.

Challenge: A governor asked for further information on the Behaviour, Attitudes and Attendance day planned for 23rd January 2023. The Headteacher explained that the CEO will spend a day in school undertaking a learning walk, pupil voice and an SLT discussion. The Chair invited governors to join her at the governor session. The Chair informed governors of the approach at Scarcroft of a governor in school morning and suggested governors consider implementing a version of this at Carr Junior.

Staffing

Challenge: A governor asked if any staff had left as a result of changes to contracts and if there had been an impact to staff morale. The Headteacher confirmed no staff had left and changes to wages will not be until June 2023, but it had been difficult for staff impacted. Circumstances were listened to as part of consultation and hours were reviewed where appropriate.

Challenge: A governor emphasised the need to see the impact of the Director appointments and understand their priorities and how the roles will support school leaders.

The Chair asked how a governors and staff introduction could be best facilitated. It was suggested that this could be part of a briefing session, or a walk round incorporated as part of a parents evening. The Headteacher confirmed that parent evenings will be held on 28th February 2023 and 1st March 2023 and briefings take place on Monday and Friday mornings at 8.30am.

Governors discussed them being present at parent evenings to obtain parent survey responses and a governor suggested asking Dolce to provide tea / coffee / cake to encourage school meal take up.

Safeguarding

Update included in Pulse report.

5. **Ofsted Dashboard**

The Chair met with the Scarcroft Chair to understand their recent Ofsted experience and plans to meet with the Knavesmire Chair on their recent Ofsted.

6. **School Improvement Plan Monitoring (previously distributed)**

Challenge: A governor asked for an update on the SEND Champion Programme. The Headteacher explained that schools in York were offered a place on a free training programme and the course material stated that the attendee needed to be someone to strategically lead on school improvement for SEND and someone on SLT. The Headteacher attended the first session but there is a cross over with the remit of the Director of SEND and Safeguarding who has been asked to review the relevance of continuing with the programme.

Challenge: A governor asked about the SEND children 'emerging' terminology. The Headteacher explained that this is linked to data completion for South Bank checkpoint and this terminology will be introduced at school level from next year.

7. **Governance**

Link Governor Report

Pupil Premium x 2 (previously distributed)

At the request of the link governor the Deputy Headteacher shared the vulnerable

	<p>learner's tracker and explained how it is used to categorise children and interventions and that it is a document used and updated by a range of different staff.</p>	
8.	<p>Finance (previously distributed) Challenge: A governor asked about the impact of swimming pool income. The Headteacher confirmed the pool being closed had an impact on lettings related income. The swim schools want to be back in as soon as possible.</p> <p>In response to a governor the Headteacher explained that there had been no confirmation of a start date from the catering company who were planning to hire the school kitchen, it has been passed to the CFO to follow up.</p>	
9.	<p>Health and Safety / Premises The Chair informed governors that it was confirmed at the Safeguarding and Safety Working Group that Health and Safety no longer needed a dedicated link governor or to be a standing agenda item, but governors asked the Headteacher to keep them informed if there were any Health and Safety concerns.</p> <p>The Headteacher reported that Health and Safety actions are up to date, there was one item from the autumn term paperwork review linked to a legionella's risk assessment that cannot be completed due to the heating and this will be picked up by the Director of Estates.</p>	
10.	<p>Policies for Review There were no policies for review.</p>	
11.	<p>Any Other Business There were no items for discussion under AOB.</p>	
12.	<p>Vision and Values – does governor business reflect / impact the Vision and Values (previously distributed) Governors reflected on how governor business supported the Vision and Values.</p>	
13.	<p>Future Meetings / Diary Dates (previously distributed) The meeting dates / times were reviewed and changed to:</p> <p>Tuesday 14th March 2023 4.30pm Tuesday 25th April 2023 1pm Monday 12th June 2023 10am</p>	Meeting closed at 7.30pm

Approved at LGB on 14th March 2023

Approval

CARR JUNIOR SCHOOL
Action Plan
Wednesday 11th January 2023

	Action	Item	Who	When
1.	School to run a parent governor election process.	1	SBM	Jan 2023
2.	Chair to produce governor recruitment material for use in the local community.	1	Chair	Feb 2023

March Meeting
Wellbeing Policy

April Meeting
Parent survey results.