

**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Monday 25<sup>th</sup> September 2023 at 12.45pm**

<b>Present</b>	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jennifer Rampling	Garry Flitcroft Kelly Williams Rebecca Bates
<b>In Attendance</b>	Parry Rathod (Proposed Governor) – joined virtually 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 and introductions were made.  Apologies were received and accepted for David Walsh and Annie Croft.  The Chair informed governors that Catherine McKenna had resigned as a governor, governors recorded thanks to Ms McKenna for her contribution to the LGB particularly around safeguarding.  There were no conflicts of interest to note.</p>	
<p><b>2. Chair / Vice Chair Appointment</b> <b>Resolution:</b> Kate Smithson was recommended for Trust Board approval as Chair of Governors.  <b>Resolution:</b> Jen Rampling was recommended for Trust Board approval as Vice Chair.  <b>Resolution:</b> Parry Rathod was recommended for Trust Board approval as a general governor.</p>	
<p><b>3. Curriculum Update – Nurture Class / Lunch Time</b> Governors visited the Nurture classroom, met the SENCO who explained how the Nurture provision worked and visited the playground at lunchtime.</p>	
<p><b>4. Minutes from the FGB meeting held on 12<sup>th</sup> June 2023 (previously distributed)</b> The minutes of the meeting held on the 12<sup>th</sup> of June 2023 were agreed as a true and accurate record and approved.  It was recorded that governors met informally in July 2023 to review KS2 results and discussed priorities for 2023/24 which have fed into the School Improvement Plan.</p> <p><b>Matters Arising and Actions</b> Action 1: The Headteacher confirmed that governors were welcome to attend staff meetings and assemblies. It was agreed that increased governor visibility was addressed through moving meetings to the school day. Action 2: The Director of SEND and Safeguarding had provided a safeguarding link governor checklist. Action 3: LGB dates were agreed and circulated.</p> <p><b>Ofsted</b> The Chair and Headteacher summarised the Ofsted visit and confirmed that the outcome would be communicated when the report was published.  The Headteacher noted next steps identified through the visit included:</p> <ul style="list-style-type: none"> <li>- Phonics sessions for parents. The Headteacher explained that a significant number of the Year 3 cohort who transitioned did not achieve their Phonics by the end of Year 2.</li> <li>- Refining use of assessment.</li> </ul> <p>Governors discussed ways to increase parent engagement.</p>	

**Question:** In response to a governor the Headteacher confirmed that the number of responses to the Ofsted parent survey was low and was around a third of the responses of other MAT schools on their recent Ofsted.

The Chair noted that the Trust had been very supportive through the Ofsted process.

**5. *Headteacher Report / Pulse (previously distributed)***

For the benefit of new governors, the Headteacher explained the Pulse Report, BRAG process and summarised the school context.

Data (previously distributed)

The Headteacher informed governors that the Reading and Grammar percentage would increase following submission of nine marking appeals which saw the majority of scores increasing and two move into expected from working below. Reading would increase to 81% and Grammar to 76%/77%.

The Headteacher highlighted the success of the Writing outcomes given the focus on Writing through the year.

**Challenge:** A governor asked for an update on the current Year 6 cohort. The Headteacher reported that currently the percentage of children on track was low so there was a significant amount of work to do.

**Challenge:** A governor asked how the current Year 6 cohort aligns to those in other MAT schools / across the city. The Headteacher explained that the new Trust wide data system being implemented this academic year would provide comparison data across the Trust. The staff governor reported that anecdotal feedback across the city was that Year 5 were a cohort of high need around social / soft skills.

Governors discussed the impact of Covid on the different year group cohorts. The Headteacher noted that the impact would continue to be seen for those children born in Covid lockdowns.

Governors suggested that it would be useful for the Trust to deliver a governor information session on the introduction of the new Trust data system.

Mr Rathod left the meeting at 2pm.

Attendance

The 11<sup>th</sup> September Pulse reported attendance at 96.51%

Behaviour

**Challenge:** A governor asked for an update on the school rules poster. The Headteacher shared the Three Carr Rules poster (be ready, be respectful, be safe) and explained that it was a Carr Junior approach implemented to have a good start to the year with behaviour and routines. Staff will consistently teach what those behaviours mean with a different routine focus each half term such as walking around school, lining up in the classroom, lunch time transitions, how to sit in assembly, active listening and learning signals.

Staffing

There was no update to report.

Safeguarding (previously distributed)

The Headteacher shared an example of the daily filtering and monitoring report. **Challenge:** In response to a governor the Headteacher confirmed the Online Safety Policy was being updated by the Trust in consultation with Headteachers.

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

The Headteacher explained that the School Improvement Plan should align to the Trust Improvement Strands and also feed down into Subject Leader Plans. The plan will be reviewed half termly.

The Headteacher highlighted key areas of focus from the SIP:

- Attendance
- Disadvantaged
- Phonics
- Writing

<p>- Behaviour curriculum</p> <p><b>Challenge:</b> A governor asked which areas are of most concern or would be hardest to address. The Headteacher explained that the areas of greatest need were Writing and disadvantaged.</p> <p>The Headteacher explained that work done on Writing last year needs time to embed and children given more opportunities to write. The Headteacher reported on a visit to a school with a similar cohort which provided insight into strategies for Writing and Phonics and also reinforced current practice in place at Carr Junior.</p> <p>The school had implemented a significant amount for the disadvantaged cohort but had not yet found the formula to deliver outcomes. The Deputy Headteacher explained that a number of the disadvantaged cohort cross over with SEN and noted that in the 2023 SATs results the disadvantaged cohort outperformed the non-disadvantaged cohort in Reading but that was not a consistent picture. The Headteacher explained the Pupil Premium identifiers for teachers to prioritise those children for feedback, checking and marking. The staff governor noted that attendance can be a limiter for the disadvantaged cohort.</p>	
<p><b>7. Governance</b></p> <p><u>Welcome to New Governors</u> New governors were welcomed at the start of the meeting.</p> <p><u>Code of Conduct (previously distributed)</u> The Chair shared the Trust Governor Code of Conduct and governors agreed to abide by the code.</p> <p><u>Scheme of Delegation (previously distributed)</u> Governors noted the updated Scheme of Delegation.</p> <p><u>Kate Smithson Term of Office</u> <b>Resolution:</b> Kate Smithson was recommended for Trust Board approval for re-appointment for a term of four years.</p> <p><u>Link Governor Roles (previously distributed)</u> <b>Resolution:</b> Link governor roles were agreed as follows: Child Protection / Safeguarding – Kelly Williams SEND – Jen Rampling PP / Dis – Annie Croft</p> <p>Governors discussed other potential link areas with these to be agreed at the December meeting: Attendance / Behaviour Quality of Education / School Improvement Personal Development Stakeholder Engagement</p> <p><u>Training Calendar (previously distributed)</u> <b>Action:</b> Clerk to confirm required governor training once agreed at Trust Board on 9<sup>th</sup> October 2023 in order for governors to prioritise their time and ensure they are meeting statutory requirements.</p>	<b>Clerk</b>
<p><b>8. Finance</b> The SBM informed governors that the swimming pool was now operational and generating income.</p>	
<p><b>9. Policies for Review</b> There were no policies for review.</p>	
<p><b>10. Any Other Business</b> Governors noted the recent local press regarding the Trust and agreed that they and the school felt supported by the Trust and the central team.</p>	
<p><b>11. 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>	

	Governors agreed that the majority of the meeting was focused on the children and improving their outcomes.	
<b>12.</b>	<b><i>Future Meetings / Diary Dates (previously distributed)</i></b> 18 <sup>th</sup> December 2023 9.30am 18 <sup>th</sup> March 2023 10.30am 15 <sup>th</sup> July 2023 12.45pm	Meeting closed at 2.40pm
<b>13.</b>	<b><i>Tour of the School Bus Library</i></b> After the meeting governors visited the school bus library.	

**Approved at LGB on 18<sup>th</sup> December 2023.**

**Approval**

**CARR JUNIOR SCHOOL  
Action Plan  
Monday 25<sup>th</sup> September 2023**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
<b>1.</b>	Clerk to confirm required governor training once agreed at Trust Board.	-	Clerk	WC 9 <sup>th</sup> Oct 2023

**December Meeting**  
Link Governor Roles  
Behaviour Policy