

**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Monday 18<sup>th</sup> December 2023 at 9.30am**

<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) Laura Winston (Deputy Headteacher) Alison Knowles (School Business Manager) Rob Johnson (Behaviour Leader) 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 Annie Croft and David Walsh. There were no conflicts of interest to note.</p>	
<p><b>2. Curriculum Update – Behaviour</b> Mr Johnson presented an update on behaviour and explained that after a review of behaviour it was felt that the restorative approach, classroom practice and the evergreen behaviour system were strong and had impact, so those elements were retained. It was identified that there was a need to develop a stronger culture of behaviour and community ethos across the school.  A range of behaviour models were looked at and visits made to other schools which were strong in this area.  The Carr Rules ‘Ready, Respectful and Safe’ were developed and implemented at the start of this academic year and have been integrated into achievement assemblies.  It was recognised that behaviour and individual skills linked to this needed to be taught and behaviour routine cards were developed to help both teachers and children in having clarity on the expectations and how to reinforce positive behaviour and non-negotiables. The cards also support supply staff in maintaining consistency.  Implementation of a focused behaviour / skill were being implemented through half termly plans. Autumn one was ‘moving around school’, which made a real difference to the culture around school. Each behaviour will be launched at the start of a half term with a launch assembly. Other areas of focus are transition from break / lunch time back into a classroom in a settled state ready to learn, attracting whole class attention, active listening and assembly behaviour.  The Headteacher noted that the approach to behaviour was noticed by Ofsted as they picked up on staff praise for positive behaviour and praised the standards of behaviour across the school.  Mr Johnson reported that there had been a notable improvement in the calmness around school and the politeness and manners of the children.  The Behaviour Policy had been updated to bring the elements of behaviour approach together.  <b>Challenge: A governor asked how the behaviour expectations were adapted for children with SEND.</b> Mr Johnson explained that staff will have specific strategies to support an individual child based on their need i.e., seating plan, place in the line, use of stress toys.  <b>Challenge: A governor asked if there were plans for the Year 2 to Year 3 transition.</b> The Headteacher confirmed that the same routines would be taught each year on a cycle.</p>	

**Challenge: A governor asked if there had been any feedback on behaviour from the central team or other schools in the Trust.** The Headteacher explained that York High School had worked on their behaviour system at a similar time and shared their investigation information which fed into the Carr Junior review, but the other primary schools would not need a behaviour curriculum in the same way as Car Junior does.

**A governor asked if there had been any feedback from parents.** The Headteacher confirmed there had been no feedback beyond parents questioning the use of the reflection time consequence for red behaviour as they focus on the missed break time as opposed to the reflection element. Some children need adaptations i.e., reflection in the sensory room with a Teaching Assistant to facilitate an effective reflection environment.

Mr Johnson reported that the expectation would be to see less instances of reflection time as the system is embedded.

Governors thanked Mr Johnson for his presentation and he left the meeting at 9.57am.

3. **Minutes from the FGB meeting held on 25<sup>th</sup> September 2023 (previously distributed)**  
The minutes of the meeting held on the 25<sup>th</sup> September 2023 were agreed as a true and accurate record and approved.

**Matters Arising and Actions**

Action 1: Clerk had confirmed the required governor training.

The Chair of Governors noted that the Ofsted Report had been published on the website and a celebration banner placed on the school site.

It was agreed to include parent engagement as an agenda item at the next meeting.

**Agenda**

4. **Headteacher Report / Pulse (previously distributed)**  
The Headteacher provided four weeks of Pulse Reports for an overview of the trends noting that the Quality of Education section provides information of action and monitoring over a period of time.

**Challenge: A governor asked for information of the Grammar Ninja scheme.** The Headteacher explained that it was a ready prepared resource for use at the start of English lessons and supports coverage of grammar knowledge and reduces teacher planning workload. The long-term plan ensures coverage of all areas.

**Challenge: A governor asked if the Pupil Admission Number needed formally reducing.** The Headteacher explained that there was a consultation process for changing the PAN and will confirm with the central team. The financial assumptions are based on a 60 PAN going forward.

**Action:** Confirm if the PAN reduction had been consulted on and implemented.

**HT**

**Challenge: A governor asked for further information on the parent evening feedback that it was difficult to keep to the allotted five minutes.** The Headteacher explained that the autumn term parents evening is five-minute slots focused on how the children had settled and started the year and parents have the opportunity to look at books, there are longer sessions in the spring term. There were also Meet the Teacher sessions early in the term but only a few parents attended. The Headteacher explained that following feedback parents' evenings will return to being held in the hall as it supports timing of sessions and logistics. A governor suggested clearly stating the aim of the meeting in the letter. The Chair recorded thanks to Ms Williams and Ms Croft for attending the parents evening to represent governors. The Headteacher noted that parent engagement with parents evening was low at 63%.

**Challenge: A governor asked if those families that didn't attend had made appointments or not engaged in the process at all.** The Headteacher confirmed that they had not made an appointment and didn't intend to attend, noting that it tends to be the disengaged families that school want to build relationships with that don't attend. The Headteacher suggested the need for a deep dive into parent engagement around workshops (only one of thirty parents attended the Phonics workshop and parent evenings to inform the wider focus of parent engagement.

**Challenge: A governor asked for an update on Phonics intervention.** The

Headteacher reported that it was progressing well. The Literacy Support Specialist had a focused day in November and observed all Phonics lessons and reported a significant improvement from June last year. The progress children make varies in different year groups, but most are moving through the programme at a good rate with 70/80% making the required progress. There is a specific SEND approach to teaching Phonics within the programme for children with complex needs so a targeted group had been identified for that approach.

**Challenge:** In response to a governor the Headteacher confirmed there were enough staff delivering the Phonics interventions.

**Challenge: A governor asked if the incidents of behaviour in Year 5 related to specific children or was a general cohort related issue.** The Headteacher noted that there were a few children from Year 5 with challenging behaviour who are accessing the Nurture Class and one child with particularly challenging need who will be accessing alternative provision twice a week.

**Challenge: A governor questioned the balance between the restorative approach and use of suspensions.** The Headteacher explained that there were strong restorative approaches but sometimes the use of suspensions was needed. Ofsted reviewed suspensions and agreed that they were used appropriately. The Headteacher explained that there were a number of high needs children who should be in specialist provision that could generate more suspensions, but adjustments are made in line with their identified needs and suspensions not applied.

**Challenge: A governor asked if there had been applicants to replace the Teaching Assistant in the Nurture Class.** The Headteacher confirmed there had been four applications with three taken through to interview. The Headteacher explained that the TA was leaving to take a full time HLTA post at another school.

Data (previously distributed)

The Headteacher presented the Progress Teaching data system and explained that it was the first time the school had used the approach of predicting where a child will be at the end of the year. There is a meeting in January with the central team to review the approach / system and feedback will be provided in order for it to meet the needs of both the school and the central team.

**Challenge: A governor asked if there were any highlights or any areas of concern.** The Headteacher noted that there were areas of focus including Year 5 Maths and year groups with no combined Greater Depth. These areas will be picked up in year group meetings and discussed in conjunction with the BRAG process.

**Challenge: A governor highlighted that all of Year 6 and Year 5 were reporting as SEN.** The Headteacher confirmed that was an error and would check that the cohort context data pulled through correctly.

**Challenge: A governor asked how the data system fit with other systems.** The Headteacher confirmed that the other systems such as Boxall for SEMH would sit separately and informed governors that Provision Map for SEND had been bought in but would not be implemented until the Progress Teaching system was embedded.

Governors noted concern that the data system was not yet delivering to meet the needs of the school.

**At 10.45am governors took the opportunity to visit the staff room for break time.**

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

**Challenge: A governor asked if the SIP progress was tracking as the Headteacher would expect.** The Headteacher confirmed that the plan was on track for being achieved by the end of the year.

**Challenge: A governor asked if the school fine for unauthorised absence.** The Headteacher explained that the Attendance Officer has effective processes in place and has challenging conversations with families. The systems in place include a graduated response taking account of individual circumstances and the DfE have given a clear message that schools need to do everything they can to support but also hold parents to

	<p>account. The School Improvement Partner has provided useful support and systems such as child attendance slips that state 'X child needs to attend X days in a row to move out of persistent absence'. If the school has done everything it can and implemented the graduated response, then fines are issued and fines are issued for unauthorised holidays.</p> <p>The Headteacher reported that attendance was tracking well against national and an improved position on the same period last year.</p>	
<p><b>6.</b></p>	<p><b>Governance</b></p> <p><u>Link Governor Roles (previously distributed)</u>  <b>Resolution:</b> Bex Bates was agreed as Stakeholder Engagement link governor.</p> <p>The Chair shared the Role of Link Governor information slides.</p> <p><b>Resolution:</b> Governors agreed to adopt the link governor protocol, policy and visit report template.</p> <p><u>Link Governor Reports (previously distributed)</u>  The Safeguarding Governor summarised the two Safeguarding visits noting that they had looked at CPOMS, SCR and started the checklist.</p> <p><u>Governor Training (previously distributed)</u>  Governors were reminded to complete the required training.</p>	
<p><b>7.</b></p>	<p><b>Finance (previously distributed)</b></p> <p>The Headteacher noted that the support staff and teacher pay increases had been implemented and have impacted the budget. Supply cover is tracking over budget due to the level of illness cover needed in September / October. A meeting is scheduled with the CFO on 20<sup>th</sup> December 2023 and will be discussing the option to employ a Cover Supervisor.</p> <p>The SBM explained that the end of term position will provide an accurate review point and the revised budget process will start in January 2024.</p> <p>In response to a governor the Headteacher confirmed that one month payment had been received from the school kitchen hire but following a survey on the extraction unit it was found not fit for the purpose they needed, so the plans have been delayed.</p> <p>In response to a governor the SBM confirmed that the swimming pool is operational, and the water is very clear and warm. Plans are in place for cladding in changing rooms and painting of the corridor.</p>	
<p><b>8.</b></p>	<p><b>Risk Record</b></p> <p>The Headteacher presented the I AM Compliant system including the priority business risks, impacts and mitigating strategies (damaged ceilings, reducing future pupil roll, standards of outcomes).</p> <p>The SBM confirmed that it was a user-friendly system but required an initial time investment to input information.</p> <p>The Headteacher noted that the system will be used to share policies and risk assessments and staff can sign to confirm they have been read. The H&amp;S audit paperwork and action plans will also be held on the system.</p>	
<p><b>9.</b></p>	<p><b>Policies for Review</b></p> <p><u>Behaviour Policy (tabled)</u>  <b>Action:</b> Governor to provide feedback / approval of the Behaviour Policy by 5<sup>th</sup> January 2024.</p>	<p><b>Govs</b></p>
<p><b>10.</b></p>	<p><b>Any Other Business</b></p> <p><u>Road Safety</u>  The Chair made governors aware of increasing safety concerns with speeding and dangerous, inconsiderate and illegal parking. Concerns have been raised in the newsletter but has not had an impact.</p> <p>The Police, Local Authority and Local Councillors have been engaged to find resolution to</p>	

ensure the safety of Carr Junior School children.

The Council have supported by sending Parking Attendance Officers who visited and issued fines and have added the school to a list for regular visits.

A Road Safety Officer will be visiting in the new year to support the school.

The Police have offered to visit school to deliver an assembly and also suggested developing leaflets to leave on cars which the children could design.

Library

The Deputy Headteacher reported a £6k successful bid for library books.

Another bid has been identified and the Deputy Headteacher noted the need to update book corners in classrooms.

**Challenge: A governor asked if the library bus is being well used.** The Deputy Headteacher confirmed it was, with timetabled class time, after school opening and the space utilised for small group work including access to the therapy dog.

The Deputy Headteacher noted that a need had been identified for education around how to use a library.

- 11. 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.

- 12. Future Meetings / Diary Dates (previously distributed)**  
18<sup>th</sup> March 2024 10.30am  
15<sup>th</sup> July 2024 12.45pm  
**Action:** Headteacher to share dates of school events.

Meeting closed at 11.37am

**HT**

**Approved at LGB on 18<sup>th</sup> March 2024.**  
**Approval**

**CARR JUNIOR SCHOOL  
Action Plan  
Monday 18<sup>th</sup> December 2023**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1.	Confirm if the PAN reduction had been consulted on and implemented.  <i>Post meeting note: the Headteacher confirmed the reduction to 60 PAN was consulted on, agreed by Trust Board and implemented in the 2024-25 Admission Policy.</i>	4	Headteacher	Complete
2.	Provide feedback / approval of the Behaviour Policy by 5 <sup>th</sup> January 2024	9	Governors	5 <sup>th</sup> Jan 2024
3.	Share dates of school events.	12	Headteacher	Jan 2024

**March Meeting**  
Parent engagement