

CARR JUNIOR SCHOOL
Minutes of the Meeting of the Local Governing Body held on
Monday 18th March 2024 at 10.30am

Present	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jennifer Rampling	Annie Croft Rebecca Bates David Walsh
In Attendance	Laura Winston (Deputy Headteacher) Alison Knowles (School Business Manager) Sophie Triffitt (Clerk/Governance Advisor)	

	Action
<p>1. Welcome, apologies for absence and conflicts of interest <i>(previously distributed)</i> The Chair welcomed everyone to the meeting and introductions were made. Apologies were received and accepted for Kelly Williams and Garry Flitcroft. Parry Rathod was absent from the meeting. There were no conflicts of interest to note.</p>	
<p>2. Curriculum Update Prior to the meeting governors saw children engaging with a range of STEM Science Week activities.</p>	
<p>3. Minutes from the FGB meeting held on 18th December 2023 <i>(previously distributed)</i> The minutes of the meeting held on the 18th December 2023 were agreed as a true and accurate record and approved. Matters Arising and Actions Action 1: The Headteacher had confirmed that the PAN reduction had been approved by Trust Board to be implemented in 2024-25. Action 2: Governors had provided feedback on and approved the Behaviour Policy. Action 3: The Headteacher had shared school event dates.</p>	
<p>4. Headteacher Report / Pulse <i>(previously distributed)</i> The Headteacher had shared five weeks of Pulse Reports. Behaviour Challenge: A governor asked if the increase in bullying incidents was a trend. The Headteacher explained that there was one week with a high number of incidents and unkind behaviour. Work to address has included a focus on kindness, Police workshops, assemblies focused on behaviour in and out of school and online behaviour and the number of incidents has settled. The Headteacher made governors aware of three separate warning letters issued to parents to emphasise the need to behave appropriately on site and in communication with staff and issue a warning of a site ban. A site ban will be issued for a significant incident of threatening behaviour from a parent towards a teacher. Challenge: A governor asked if there had been adequate support for the threat to staff. The SBM explained that the school tried to contact the School Liaison Officer numerous times with no response. The Police were engaged and will be interviewing staff. The Headteacher explained that there were a number of online incidents coming into school from Snapchat messages when the children are too young to be accessing that platform. The Police have been in school and delivered awareness sessions. There had been a range of parent responses and it can make it difficult to address challenging and inappropriate behaviours when parents are not supportive of school action. Challenge: A governor asked if accountability for own behaviour was covered in the PSHE curriculum. The Headteacher confirmed it was covered in the restorative approach and in the Jigsaw scheme but agreed there was an opportunity to build this in further.</p>	

Attendance

Challenge: A governor noted that the Persistent Absence rate was high for Year 6. The Headteacher explained that there was a mixture of total absence and lateness. One parent was not sending their child into school and one child on a Child in Need Plan had low attendance. There were a number of support plans in place to support children being in school. Year 6 was a year group of lower attendance which mirrored the local and national picture (along with Year 11).

Challenge: A governor suggested the need to build resilience to manage those higher-pressure year groups. The Headteacher explained that there was the opportunity to be involved in a city-wide project to create a sense of belonging to address absence.

Challenge: A governor asked how late attendance was addressed. The Headteacher referred to a conference she attended where it was highlighted that school should be a welcoming place and the child made to feel that staff are pleased to see them given what they may have experienced that morning and they have got to school. Staff at Carr Junior know the children and families well and where it would be appropriate to challenge parents and implement support. Transition points were being looked at, particularly as children move from Infants to Junior over the 'summer of no belonging' and how school make those children feel they belong to Junior school before they finish Year 2.

Challenge: A governor asked for an update on progress against Year 6 targets. The Headteacher informed governors that mocks took place WC 11th March 2024 and data was reporting better than expected at this stage. Some children between mock 1 and mock 2 had made significant progress and some were moving closer to expected standard. There were five full teaching weeks after Easter until SATs and the Headteacher and Deputy Headteacher would support interventions.

March Checkpoint Data (Tabled)

Challenge: A governor asked how the new data system was working. The Headteacher explained that it was still being refined and there was a conflict between the previous approach of working at and current approach of predictions. The Headteacher had spoken with the Director of School Improvement about developing the systems to enable both reporting measures to support Carr Junior in setting intervention plans.

The Headteacher reported that all year group data had improved and Greater Depth was in line with or above national. Year 3 were identified as a cohort of concern particularly for Writing.

The Headteacher highlighted that Year 6 Maths was not reporting as much progression as other subjects, arithmetic had been a strength of Carr Junior but arithmetic interventions have been in place since Year 5 when it was identified as an area of need. Year 6 have a high percentage of SEND with 14/60 Year 6 children on the SEND Register, one child attends alternative provision, and no children were placed in the Nurture Group.

Action: The Clerk was asked to remind the CEO of the request to offer governor data update / training.

Clerk**Staffing**

There was no update to report.

Safeguarding

There was no update to report.

5. School Improvement Plan Monitoring (previously distributed)

The Headteacher explained that the data released on 18th March 2024 would inform the RAG update.

Challenge: A governor asked for a Nurture update. The Headteacher reported that it had been a challenging term. The HLTA left for a full-time post at Knavesmire and the successful replacement candidate gave back word. As there were no appointable candidates when re-advertised a supply TA had been covering and coped well with the environment but on reflection the Headteacher felt a teacher was needed in the provision but there was currently no budget to support that.

In addition to the budget not supporting a Nurture teacher the budget constraints required

the Headteacher to teach in Year 5 on a Friday. The Headteacher highlighted that there was no budget for supply and there would be an impact on SLT capacity with the Deputy Headteacher and Headteacher covering any absence and interventions. Both the Headteacher and Deputy Headteacher were leading core subjects and picking up any gaps. There were maternity leavers returning for September and a 24/25 staffing plan was being developed.

The Chair informed governors that she had contacted the CEO to raise concerns and his response emphasised the importance of the Nurture provision and would investigate but that the Headteacher teaching in class one day per week was common practice.

Challenge: Governors recorded concern that the Headteacher leadership and strategic capacity would be impacted by teaching in class one day per week and were concerned at the impact to workload and wellbeing. Governors were concerned that both the Headteacher and Deputy Headteacher would both be in class teaching on the same day (Friday). The Headteacher informed governors of the plan to change Ms Morris' teaching days to enable her to be on call on a Friday.

Challenge: A governor asked what the plan was to staff Nurture provision. The Headteacher explained that the plan was to move a TA from the main school into Nurture but this would have an impact on support capacity in the main school.

In response to a governor the Headteacher confirmed that recruitment was hard particularly for TA posts and this mirrored a local and national challenge.

Challenge: A governor asked the Headteacher to inform governors if there were any way governors could advocate on behalf of SLT.

6. **SBMAT Curriculum Review**

Science (previously distributed)

The Headteacher confirmed that there was confidence in the Science curriculum and the outcome of the review was as expected.

RE (previously distributed)

The Headteacher explained that the review identified the need to implement a curriculum scheme and the decision was taken to introduce the Jigsaw scheme from the summer term (PSHE already follows the Jigsaw scheme).

Challenge: A governor noted that the report identified writing and handwriting as a development area. The Deputy Headteacher explained that samples may not have been reflective of the range of ability and that handwriting, and letter formation was a focus as part of the SIP work.

DT (previously distributed)

The Headteacher confirmed that the actions identified were as the Deputy Headteacher expected.

7. **Parent Engagement**

Parental Engagement Newsletter (previously distributed)

The Headteacher explained that Ofsted identified parent engagement as an action area and core Subject Leaders had been tasked with developing termly newsletters. The Headteacher explained that some parent comments to Ofsted made mention of not getting replies to messages so has been proactive in ensuring every e mail gets a reply.

Challenge: A governor asked what outcome the school wanted from parent engagement and how it would be measured. The Headteacher explained that Ofsted comments were around not sharing information with parents and there was a need to understand how parents want the school to engage with them.

Challenge: A governor asked if the school communicate with parents using text messages. The Headteacher confirmed that text was used occasionally but it was expensive. E mails were sent and information also shared on social media.

Challenge: A governor suggested defining KPIs of what positive engagement looks like for Carr Junior and measure against that.

<p>Engagement Survey for Comments (previously distributed) In response to a governor the Headteacher confirmed that the surveys would be issued electronically and on paper. There was also the option to ask questions on the playground.</p> <p>The Headteacher confirmed that the Ofsted survey response level was low and was commented on by Ofsted.</p> <p>Challenge: A governor suggested incentivising participation or asking the children to interview / ask their parents the questions.</p> <p>Action: Rebecca Bates to review the engagement survey document and make suggestions.</p> <p>Challenge: A governor asked for the levels of parent evening engagement. The SBM reported that at circa 75% the current uptake was higher than the autumn term evening.</p> <p>Action: SBM to confirm percentage of parent evening attendance.</p>	<p>R Bates</p> <p>SBM</p>
<p>8. Governance</p> <p><u>Link Governor Reports</u></p> <p><u>Safeguarding</u> (previously distributed) Governors recorded thanks to the link governor for the visit report.</p> <p><u>SEND</u> The link governor had met with the SENCO with a Nurture Group focus noting the challenging circumstances and environment for staff. Attendance was improving for those based in Nurture, one child was now accessing school when they previously weren't, and individual progress and positive impact of the provision was being seen. The Headteacher noted that the Boxall reporting was evidencing progress and there had been a significant positive impact to the learning environment for those children in the mainstream classroom.</p> <p><u>Governor Training</u> Kelly Williams was booked on two training sessions in March 2024 'Safeguarding responsibilities as a Governor' and 'Safer Recruitment'.</p> <p>Challenge: A governor noted that the Data Protection Policy on the school website needed updating.</p> <p>Action: Data Protection Policy to be updated on the website.</p> <p>The Headteacher informed governors that the school website was being updated.</p> <p><u>LGB Drop In</u> Governors were reminded of the LGB drop in dates.</p>	<p>HT</p>
<p>9. Finance</p> <p>Challenge: A governor asked for an update on School Kitchen income. The SBM explained that there had been a delayed start which impacted income. There had been an impact to swimming classes from the pool closure but one classroom was being let to Supportive Recruitment.</p> <p>Challenge: A governor asked why educational supplies and services costs were over budget. The SBM explained that it was due to phasing / timing of invoices and would balance for the full year.</p> <p>Challenge: A governor asked if there had been a benchmarking exercise with other primary schools. The Headteacher had worked with the Knavesmire Primary School Headteacher. Staffing accounted for 75% of the budget which was below the recommended benchmark. Budget work needed to focus on the other 25% and benchmark those costs with other schools.</p> <p>The SBM reported that the revised budget was forecasting an improved deficit position of £3k.</p>	

Lettings Charges

Challenge: A governor asked if increasing charges would impact the take up of lettings. The SBM confirmed not as the charges were below other local charges and suggested the need to promote lettings opportunities.

Challenge: A governor suggested offering an enhanced lettings package to include advertisement and communication to the school community.

The SBM informed governors that an Assistant Site Manager vacancy was being advertised to support the opening and closing of the site.

Resolution: Governors approved the proposed updated lettings charges.

The Headteacher recognised that a number of site projects have been supported by the Trust through School Condition Allocation funding and works have been confirmed on beams, the hall and roofing. Future plans included work to improve the playground space.

Challenge: A governor asked if the Executive Team had defined the benefits and values that being part of a MAT brings to the school. The Chair noted the LGB drop-in sessions and explained that there were regular Chairs updates. The recent Chair's update included curriculum reviews, CPD, Director of SEND & Safeguarding, work towards the Inclusion Quality Mark, Team Teach Trainers and Safer Recruitment Trainers to offer in house training and a message of one Trust.

In response to a governor the Headteacher confirmed that CPD for Carr Junior included Subject Leader days, returning to the classroom training and TA training. There were no ECTs and aspiring middle leaders had already done a similar course to that being offered.

In response to a governor the Headteacher explained that work towards the IQM would not be this academic year.

Challenge: A governor asked what the staff profile was. The Headteacher explained that there was a very experienced staff body. Staff have been on the journey from RI to Good and were happy with their roles and given the amount of change over the last five years have had numerous opportunities for development. For those that do want progression there were not as many opportunities being advertised at Assistant and Deputy level. A governor suggested conversations with other schools / trusts to provide leadership opportunities even if short term for career development.

School Fund Audit Report

The School Fund Audit Report was shared for information.

10. Risk Record

The Headteacher confirmed there had been no amends since the document was shared at the December meeting.

Challenge: A governor suggested that it would be helpful for the agenda to include source and purpose of documents.

11. Policies for Review

Behaviour Policy (previously distributed)

The Headteacher confirmed that changes were made based on governor feedback. Governors confirmed that the policy had been approved by email.

10. Any Other Business

2024/25 Meetings

Governors agreed to continue with four meetings with alternate timings.

Carr Infants

The Headteacher planned to meet with the new Carr Infant Headteacher after they start on 8th April 2024 and noted the identified need to support parents with the transition between the two schools including leadership being more visible with parents.

Polling Day

Challenge: A governor raised concern at the school being closed for a polling day and questioned the forced closure of the school given the importance of attendance.

	<u>SATs</u> The Chair and Mrs Croft volunteered to support SATs week.	
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) 15 th July 2024 12.45pm	
		Meeting closed at 12.27pm

Approved at LGB on 15th July 2024.

Approval

**CARR JUNIOR SCHOOL
Action Plan
Monday 18th March 2024**

	Action	Item	Who	When
1.	Remind the CEO of the request for governor data update / training.	4	Clerk	Complete
2.	Review the engagement survey document and make suggestions.	7	Rebecca Bates	WC 8 April 2024
3.	Confirm percentage of parent evening attendance.	7	SBM	WC 8 April 2024
4.	Data Protection Policy to be updated on the website.	8	Headteacher	Complete

July Meeting

September staffing plan.
24/25 governor meeting plan