

**CARR JUNIOR SCHOOL**  
**Minutes of the Meeting of the Local Governing Body held on**  
**Monday 15<sup>th</sup> July 2024 at 11am**

<b>Present</b>	Kate Smithson (Chair) Vicki Kerr (Headteacher) Jennifer Rampling	Annie Croft Rebecca Bates Garry Flitcroft
<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>Apologies were received and accepted for Kelly Williams and David Walsh. Parry Rathod was not present at the meeting.</p> <p>There were no conflicts of interest to note.</p>	
<p><b>2. Minutes from the FGB meeting held on 18<sup>th</sup> March 2024 (previously distributed)</b> The minutes of the meeting held on the 18<sup>th</sup> March 2024 were agreed as a true and accurate record and approved.</p> <p><b>Matters Arising and Actions</b> Action 1: Governors recorded thanks to the trust for running the data session noting that governors were not able to attend the date and asked for any notes from the session to be circulated. Action 2: The Chair recorded thanks to Ms Bates for supporting the parent survey development which was included on the agenda. Action 3: The Headteacher reported that attendance at parents evening was the same as the previous year at circa 68%. Action 4: Data Protection Policy was updated on the website.</p>	
<p><b>3. Headteacher Report / Pulse (previously distributed)</b> The Headteacher had shared six weeks of Pulse Reports.</p> <p><b>Challenge: A governor asked if the process of completing the Pulse Report was helpful.</b> The Headteacher explained that it was useful to have a structured process for Subject Leaders to feed into and the requirement to complete ensured reflection on the week.</p> <p><b>Attendance</b> <b>Challenge: A governor noted frustration at the attendance data despite the significant amount of work and time invested for improvement.</b></p> <p><b>Challenge: A governor asked if the attendance position was the same across the MAT.</b> The Headteacher explained that attendance would likely form part of the Headteacher meeting that week as part of priorities for 2024/25.</p> <p><b>Challenge: A governor asked if illness was the main impact to attendance.</b> The Headteacher explained that there was a mixed picture with a lot of unauthorised holidays this term, illness (there had been a spate of slapped cheek, scarlet fever, chicken pox and a sickness bug) and some children not being sent in. That days (15<sup>th</sup> July 2024) attendance was 89%.</p> <p><b>Challenge: A governor asked if fines were being issued.</b> The Headteacher confirmed that the Local Authority had issued fines for unauthorised holiday but these were not chased. The School Improvement Partner had put lots of attendance data and systems in place and the school had done everything suggested.</p> <p><b>Challenge: A governor asked if Year 6 had particularly low attendance and if the overall position would naturally improve for 24/25.</b> The Headteacher confirmed they</p>	

were a cohort of concern around attendance. Year 4 were also a lower attending cohort. The Staff Governor noted that Year 6 had a small cohort with significantly low attendance. The Headteacher informed governors that nationally Year 6, Year 10 and Year 11 were cohorts of concern around attendance.

**Challenge: A governor asked if Shine Fest week positively impacted attendance.** The Headteacher confirmed it hadn't improved attendance as much as they hoped.

**Governors recorded congratulations to the school on Shine Fest week which would have provided some key positive memories for the children and contributed to the strong enrichment offer at Carr Junior School as recognised by Ofsted.**

### Safeguarding

**Challenge: A governor noted the safeguarding student voice and asked for an agenda item to update governors in the autumn term.**

*Agenda*

### Data

**Challenge: A governor asked for an update on the Year 4 Multiplication check outcomes.** The Staff Governor reported that there was no pass mark but the 25/25 score whilst below the previous year was 10% above national. The Headteacher noted that one class outperformed the other class against expectations likely a result of interventions put in place when they were tracking low. The multiplication check was discussed in pupil progress meetings and the effective intervention implemented in the spring would be rolled out fully in the autumn and brought down into Year 3. The Headteacher added that as part of Headteacher meetings she would like to share ideas across schools in the MAT to understand what approaches were used.

### SATs Outcomes

The Headteacher presented the tabled SATS results.

The combined Reading, Writing, Maths expected was 60% against a 61% national. There was some disappointment to be below the previous year's 63% but one child missed the Reading expected standard by one mark and would be submitting the paper for remarking as on review two to three more marks could be awarded and would take the data to 62%.

Greater Depth combined at 7% was in line with the previous year but below the projected 12% from internal tracking.

The Headteacher explained that the Reading paper impacted the combined scores. Some children not expected to get Greater Depth achieved it and others who tracked consistently didn't. The Staff Governor added that the test was as hard as the previous year, but the pass mark was increased.

The Headteacher noted that there were twelve children on the borderline in Reading and Maths and a number of them achieved the expected standard.

The Staff Governor noted that progress was not measured this year and Year 6 was a lower performing cohort who had made significant progress noting an example of a child who got working towards in Reading at KS1 but achieved Greater Depth.

**Challenge: A governor asked if there was a correlation between attendance and outcomes and if so, was that communicated to parents.** The Staff Governor confirmed there was and that it was made clear in the reports. The Headteacher added that the message on attendance impacting outcomes was made clear at transition information evening.

The Headteacher highlighted the positive outcomes in Writing, Maths and GPS in both Expected and Greater Depth.

The Headteacher noted that there were individual successes to be celebrated.

**Challenge: A governor asked how the outcomes compared in the MAT.** The Headteacher expected them to be shared as part of the Headteacher session on 16<sup>th</sup> July.

Governors recorded thanks to all staff for their hard work in the school.

### Behaviour

It was noted that governors held a suspension review panel for a child who had

accumulated more than fifteen days suspension in a term. The Headteacher confirmed there was a better solution in place for the child to meet their needs.

### **Staffing – September 2024 Plan**

The Headteacher noted the significant work to address the financial constraints.

The Teaching Assistant restructure process was managed without compulsory redundancy thanks to the selflessness of the staff to support the school and colleagues.

The Teacher consultation was due to close early September. If there was no voluntary redundancy a skills audit process would be undertaken with a dismissal date of 31<sup>st</sup> December 2024. The Headteacher noted that the process was causing a lot of anxiety across staff. In meetings with union representatives, it had been made clear that there were a number of schools in a similar position.

The SBM highlighted that income was down due to swimming lessons not picking up post Covid and there was a delay in School Kitchen income.

The Headteacher noted that a significant deficit for this year was recovered.

Governors recognised the difficult position for leadership and staff.

Governors recorded thanks to the SBM and Headteacher for their hard work to address finances to minimise potential impact.

**Challenge: A governor asked how active the school were in generating income through lettings and asked if it would be valuable to brainstorm lettings potential.** The SBM explained that the scope for lettings outside of current arrangements was limited by not having staff to lock up on evenings and weekends.

**Challenge: A governor asked if there was potential of teachers moving on to other jobs or promotions.** The Headteacher explained that they had experienced, and more expensive, staffing and no SLT jobs were being advertised locally and standard teaching jobs were being advertised on lower scales.

It was noted that three teaching jobs at Woodthorpe closed just before the formal notification at Carr Junior which was unfortunate timing. The Headteacher confirmed that if any teaching roles arise in the MAT Carr Junior staff would be placed in those roles paid at their current rate.

**Challenge: A governor asked if budget was allocated by the MAT.** The Headteacher explained that the government provide funding based on pupil numbers.

#### **4. *Parent Communication Survey (previously distributed)***

The Headteacher noted frustration at the amount of time invested by the Headteacher, Deputy Headteacher, Governor and admin staff to develop the survey and get only six responses. The Headteacher confirmed the survey was advertised, promoted on social media, in the newsletter and shared by e mail.

**Challenge: A governor noted that the response data was statistically inconclusive given the low response rate.**

**Challenge: A governor asked how many families could have responded to the survey.** The Headteacher confirmed that there were circa 180 families in the school.

**Challenge: A governor suggested governors could support gathering responses on the playground.**

**Challenge: A governor asked what the school would be looking for from more responses.** The Headteacher explained that the aim was to understand why families don't engage with the school. **A governor noted that there was insight in the comments.**

The Headteacher noted that she had included a dates table in the newsletter for this term and would continue with that throughout the year. The Headteacher confirmed that they try to give advance notice of at least four weeks for any events that is more than many local schools provide.

**Challenge: A governor suggested a conversation with the Infant School to align**

	<p>practice and share best practice.</p> <p><b>Challenge: A governor suggested adjusting the format of the newsletter to emphasise the difference between messages or send the newsletter content as text in an e mail.</b></p> <p><b>Challenge: A governor asked if the school had an internal communication calendar.</b> The Headteacher confirmed not. <b>The governor suggested mapping communication.</b></p> <p><b>Challenge: A governor noted that there would be a number of parents who don't engage with social media.</b></p> <p><b>In response to a governor the Headteacher confirmed that school provide hard copy communications where notified.</b></p> <p><b>Challenge: A governor noted that 100% of responses stated that they preferred e mail communication.</b></p> <p><b>Challenge: A governor asked if Group Call provide performance analytics.</b> The SBM confirmed that they do and could identify who has opened a communication.</p> <p>Ms Bates left the meeting at 12.03pm.</p>	
5.	<p><b>PE Review</b> (previously distributed) Governors received the PE Review Report.</p>	
6.	<p><b>English Hub Report</b> (previously distributed) The Headteacher reported that the summer 1 data was very positive and clear actions for next year were identified. Significant progress had been made and built staff confidence.</p> <p><b>Challenge: A governor asked if the Phonics work would continue for the foreseeable future.</b> The Headteacher confirmed it would, the Infants school Headteacher had confirmed they would be returning to Little Wandle from September 2024 and had a strong message to parents around expectations of Phonics engagement and was aware that expectations on engagement would be set at Infants to move through to Juniors.</p>	
7.	<p><b>School Improvement Plan Monitoring</b> (previously distributed) The 2023-24 SIP was reviewed. The Headteacher noted that it would be updated with SATs outcomes.</p> <p><b>2024/25 Priorities</b> The Headteacher tabled a summary of areas for SIP focus for 2024/25: Writing Greater Depth Pupil Premium Phonics Behaviour (Nurture provision to be rebranded as Sparks and a staffing plan was in place) Attendance (to include parent engagement) Outcomes Curriculum Assessment Workload (noting reduced staffing would have less capacity) SEND</p> <p>The Headteacher noted plans to invite parents in to see work to increase parent engagement.</p> <p><b>Challenge: A governor asked how attendance was reporting at Carr Infants.</b></p> <p><b>Action:</b> Headteacher to check attendance trends at Carr Infant School.</p> <p>Governors recognised the amount of work done in 2023/24 and noted the significant list of areas of focus for 2024/25. <b>A governor suggested identifying the top four priorities.</b></p>	<p><b>Action</b></p>
8.	<p><b>Trust Updates</b> (previously distributed) Governors noted the update from the Chair.</p>	

<p><b>Governor Code of Conduct</b> (previously distributed) Governors noted the updated Governor Code of Conduct.</p>	
<p><b>9. Governance</b></p> <p><u>Link Governor Reports</u> Safeguarding (previously distributed) Pupil Premium (previously distributed) SEND Learning Walk / Nurture Provision</p> <p><b>Challenge: A governor asked what impact there had been from the Behaviour Curriculum.</b> The Headteacher explained that there was work to develop how to measure the impact of the Behaviour Curriculum.</p> <p><u>Governor Training</u> (previously distributed) Governors noted the training record.</p> <p><u>CYC Governance Survey</u> (previously distributed) Governors noted the governance survey.</p> <p><b>Action:</b> It was agreed to schedule a governor skills audit for the autumn term.</p>	<b>Action</b>
<p><b>10. Finance</b> (previously distributed) <b>Governors recorded thanks to the Headteacher and SBM for the hard work on delivering a balanced position.</b></p>	
<p><b>11. Risk Record</b> (previously distributed) Governors noted the risk records.</p> <p>The Headteacher noted that funding was allocated to address damaged ceilings in the corridor but were awaiting three quotes before commissioning the work.</p>	
<p><b>11. Policies for Review</b> There were no policies for review.</p>	
<p><b>10. Any Other Business</b> The Headteacher recorded thanks from the school to governors noting appreciation at having governors in school during the day and for undertaking link visits over the year.</p>	
<p><b>11. Vision and Values – does governor business reflect / impact the Vision and Values</b> (previously distributed) Governors reflected on how governor business supported the Vision and Values.</p>	
<p><b>12. Future Meetings / Diary Dates</b> (previously distributed) Monday 23<sup>rd</sup> September 2023 12.45pm Monday 16<sup>th</sup> December 2023 9.30am Monday 17<sup>th</sup> March 2024 10.30am Monday 14<sup>th</sup> July 2024 12.45pm</p> <p><b>Resolution:</b> Governors agreed the 2024/25 meeting plan.</p>	Meeting closed at 12.32pm

**Approved at LGB on 23<sup>rd</sup> September 2024**

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**Approval**

**CARR JUNIOR SCHOOL**  
**Action Plan**  
**Monday 15<sup>th</sup> July 2024**

	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1.	Safeguarding student voice update.	3	HT	Autumn 24
2.	Check attendance trends at Carr Infant School.	7	HT	Autumn 24
3.	Run a governor skills audit.	9	Chair	Autumn 24

**September Meeting**

Safeguarding student voice update.  
IQM Update

APPROVED