

CARR JUNIOR SCHOOL
Minutes of the Meeting of the Local Governing Body held on
Monday 23rd September 2024 at 12.45pm

Present	Kate Smithson (Chair) Vicki Kerr (Principal) Kelly Williams	Annie Croft Garry Flitcroft
In Attendance	Laura Winston (Vice Principal) Alison Knowles (School Business Manager) 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 Jennifer Rampling and Rebecca Bates.</p> <p>David Walsh and Parry Rathod had resigned as a governor with effect 22nd September 2024.</p> <p>There were no conflicts of interest to note.</p> <p>Action: school to circulate parent governor vacancy information.</p>	SBM
<p>2. Election of Chair and Vice Chair Resolution: Governors were unanimous in recommending Kate Smithson as Chair of Governors for Trust Board approval.</p> <p>Resolution: Governors were unanimous in recommending Jennifer Rampling as Vice Chair for Trust Board approval.</p> <p>The Chair emphasised the need for succession planning for the Chair post.</p>	
<p>3. Curriculum Update – writing and book share The Vice Principal presented an update on Writing and shared examples of books.</p> <p>The Vice Principal explained the use of Grammarsaurus, which provided a structured approach to teaching grammar mirroring the approach to Maths teaching and shared an example Year 6 lesson. The Vice Principal explained that the children would write a non-chronological report at the end of the first unit to put knowledge into practice.</p> <p>Challenge: A governor questioned the use of worksheets over pieces of writing. The Vice Principal explained that the use of worksheets kept fidelity to the scheme to embed a strong foundation. Teachers do feel some unease with not having a piece of writing yet to inform their understanding of the classes writing abilities, but it would be useful to compare the first piece of writing this year to the previous year to understand how the approach has helped. Grammarsaurus provided lots of material through the resources to address gaps identified and as the scheme embeds the level of knowledge should be embedded for Year 6.</p> <p>Challenge: A governor asked if the scheme support identification and planning for children not grasping the content. The Principal explained that they had started with the same learning for all children in the year group but some children in Year 3 were working at Year 1 level so would look at teaching the same content but differentiating the level of worksheets.</p> <p>Challenge: A governor asked if the children who were more able at grammar were finishing worksheets quickly, not feeling stretched and if that was impacting enthusiasm. The Principal explained that had not been the experience and the scheme provided a challenge element. The Principal noted that there had been some pupil voice from children expressing pride in what they had understood and put into practice.</p> <p>Action: It was agreed for the Principal to report on the analysis of the first piece of writing for each year group under Grammarsaurus compared to the previous year at the next</p>	

<p>meeting.</p> <p>A governor asked if the introduction of Grammarsaurus had been a school decision or was a trust wide strategy. The Principal confirmed it was a school decision following investigation and feedback from other schools outside the trust and links would be developed with those schools to understand impact.</p>	<p>HT</p>
<p>4. Minutes from the FGB meeting held on 15th July 2024 (previously distributed) The minutes of the meeting held on the 15th July 2024 were agreed as a true and accurate record and approved.</p> <p>Matters Arising and Actions Action 1: Carried over to the next meeting. Action 2: The Principal reported that attendance was low at the start of term with a number of holiday requests but was not identified as a key priority at Infants. Attendance was reporting at 93% (as of 23rd September 2024) but this was impacted by a sickness bug. A governor asked if attendance was a focus at the Heads meeting. The Principal explained that the School Improvement Partner had introduced a weekly comparison document for all students and key groups and Carr Junior reported well for disadvantaged, SEND and Year 6. Year 4 and 5 were year groups of challenge particularly around term time holidays. Attendance was being tracked closely and remained a priority. Action 3: Carried over to the next meeting.</p> <p>A governor asked for an update on parent communication work. The Principal reported that the newsletter format had been updated and included a PE timetable following parent feedback. There had been investment in a board to communicate events in the playground at drop off / pick up times and there was increased attendance at the Meet the Teacher events. There was also a consistent leadership presence on the gate at home time.</p> <p>A governor asked if the Reading SATs remarks had been successful. The Principal confirmed not, despite there being a reasonable expectation of a mark uplift on some questions and explained that remarks across the trust schools were generally not successful.</p>	
<p>5. Principal Report / Pulse (previously distributed) A governor asked for clarification on the transition to Year 3 challenges. The Principal explained that there were some children who didn't complete their Year 2 at Infants instead doing an extra year in either Reception or Year 1 which created additional challenge for both the school and child moving up to Year 3 not experiencing Year 2 expectations. One child was struggling as they had not made friends with their 'true' cohort having spent time in a different year. A governor noted concern for the child's experience at school. The Principal assured governors they would work hard to support and maximise progress.</p> <p>The Principal explained that overall Year 3 were a cohort of high need.</p> <p>A governor asked if the site security issues had been resolved. The Principal reported that the concerns were taken seriously by the Trust and funding had been committed to secure the site. There were some children who presented a flight risk and there were daily incidents that required a number of staffs time to ensure the child's safety.</p> <p>A governor asked if there were triggers to the flight risk. The Principal explained that sometimes there was no identifiable trigger, it could be not wanting to go back to class after break or it could just be when they don't want to do what was being asked of them. This was a new behaviour for an older student, one had always had this risk and there were some new students from Year 3.</p> <p>A governor asked about staff workload. The Principal reported that it had been a very busy period and workload was high.</p> <p>SATs / End of Year Data A governor asked about the outcome review document. The Principal explained that she and the Vice Principal were meeting with the CEO, Executive Principal and Director of</p>	

School Improvement to discuss the outcomes review of the SATs data and the current Year 6 cohort. The Principal noted that disadvantaged would be a focus for this year. Actions were already put in place with the Year 6 team and there was targeted intervention of children in receipt of Pupil Premium who could get expected or greater depth in each year group with individualised focus for those that cross over with SEND.

Agenda: Outcome from the review meeting to be provided at the December meeting.

Staffing

A governor asked for an update on the teacher consultation. The Principal reported that the teacher consultation for a reduction of 0.4-0.94FTE opened before the summer holidays with a dismissal date by the end of December. Staff invested time in the skills audit over the summer but before the consultation period was due to close a staff member who worked 0.44 applied for voluntary redundancy.

A governor asked if the restructure process would be needed again. The Principal explained that it would potentially be needed for September as the school would be two-form entry throughout but the saving may be made naturally before then.

A governor asked if staff at risk would automatically be placed in jobs advertised within the MAT. The Principal explained that would only happen once the consultation period was open and if needed it was planned to open the consultation period earlier to support a move within the Trust that would be pay matched.

Safeguarding

There were not items to report.

6. *Inclusion Quality Mark*

The Principal reported that the SENCO, with support from the Director of SEND and Safeguarding, was completing the self-assessment and compiling the paperwork required to support the application. The aim was for the two-day assessment to take place before the end of term but SENCO capacity was a consideration to the pace of work.

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

The Principal reported that the four priority areas were:

- Attendance
- Disadvantaged pupils
- Writing
- Combined Greater Depth

A governor asked for governors to be invited, where appropriate, to any checkpoint or progress teaching sessions to raise knowledge.

A governor asked about the Trust Model of Learning. The Principal explained that it was principles of learning that already align to practice at Carr Junior but there was a need for a common use of language and to support staff understanding of how the current practice fits into the learning model.

A governor asked for an update on the Behaviour and Belonging programme. The Principal explained that it was a research led project through Pathfinder with a focus on behaviour, belonging and engagement with families. Eleven schools would be funded and the closing date for applications was in October 2024. The Principal explained that the project aligned closely with Carr Junior priorities and the restorative approach and would include support from an expert and three visits to schools outside the area at different stages of implementation.

8. *Governance*

Link Governor Roles (previously distributed)

It was agreed that student voice should form part of link governor visits where appropriate.

Resolution: Link governor roles for 2024-25 were agreed:

Child Protection / Safeguarding	Kelly Williams
Special Educational Needs / Disabilities	Jen Rampling
Pupil Premium / Disadvantaged & Behaviour	Annie Croft

Writing	Kate Smithson
Attendance	Rebecca Bates

Link Governor Reports

There were no reports for review.

Training Record (previously distributed)

Action: Clerk to circulate required training.

9. Finance

There was no update to report.

10. Any Other Business

The Chair informed governors of a Trust Governance Evening on Tuesday 12th November at 5.30pm.

The Chair noted congratulations to Woodthorpe on their outstanding Ofsted outcome and asked if there was any best practice in inform work at Carr Junior. The Principal explained that she was interested to learn more about the personal development offer.

Challenge: A governor asked how Music teaching was being delivered. The Principal explained that Music was taught through Sing Education one day per week and was subsidised through the Richard Shepherd Foundation.

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)

Monday 9th December 2024 9.30am

Monday 17th March 2025 10.30am

Monday 14th July 2025 12.45pm

Parents evening 13th November from 3.20pm with governors to support survey collection.

Meeting closed at 2.45pm

Approved at LGB on 9th December 2024.

Approval

**CARR JUNIOR SCHOOL
Action Plan
Monday 23rd September 2024**

	Action	Item	Who	When
1.	Safeguarding student voice update.	3 (15.7.24)	HT	Autumn 24
2.	Run a governor skills audit.	9 (15.7.24)	Chair	Autumn 24
3.	Circulate parent governor vacancy information.	1	SBM	October 24
4.	Principal to report on the analysis of the first piece of writing for each year group under Grammarsaurus compared to the previous year at the next meeting.	3	Principal	December 24

December Meeting: Safeguarding Student Voice, Writing update / Grammarsaurus impact, Outcome from the review meeting