



Archbishop of York's CE Junior School

Minutes of the Local Governing Body meeting held on 29th September 2022 at 7.00pm at the school

Present:

Fiona Phillips (Chair)
 Kerry Davies (Headteacher)
 Derek Angood
 Simon Bray
 Judy Probert (from 7:55pm)

Clare Ashton
 Emma Daker
 Simon Sykes
 Jamie Cooke
 Jane Flint

In Attendance:

Stephen Rawlinson (until 7:35pm) and Jenny Ingram (until 8:10pm)
 Helen Digwood (Clerk)

1.	<p>Welcome and Opening Prayer Everyone was welcomed to the meeting.</p>
2.	<p>Apologies for Absence and Declarations of Interest. Apologies for absence were received, with consent, from Ann Cox.</p> <p>It was noted that Judy Probert would be joining the meeting later.</p> <p>There were no declarations of interest.</p>
3.	<p>Election of Chair and Vice-Chair <u>Chair</u> - The Clerk reported that she had received a nomination in writing for Fiona Philips for the role of Chair prior to the meeting.</p> <p><u>Vice-Chair</u> – The Clerk advised that she had received a nomination in writing for Derek Angood for the role of Vice-Chair prior to the meeting.</p> <p>The Clerk asked if there were any other nominations or self-nominations for Chair or Vice-Chair that governors wished to put forward. Fiona Philips confirmed she was happy to act as Chair and Derek Angood confirmed he was happy to act as Vice Chair for the 2022-2023 school year.</p> <p>Resolved: to elect Fiona Philips as Chair and Derek Angood as Vice Chair until the first meeting of the 2023-24 school year.</p>
4.	<p>Declarations of interest and SYMAT Local Governor Code of Conduct Business Interest guidance had been circulated prior to the meeting, and printed forms were handed round for completion and signature. The Clerk would obtain electronic copies from those not present in the meeting.</p>

	<p>Action: Clerk to contact governors about any outstanding Business Interest Forms.</p> <p>The Clerk reported that the SYMAT Local Governor Code of Conduct had been reviewed by the Board of Trustees on 22nd September. It would be distributed to governors at the next LGB meeting.</p>																						
5.	<p>Minutes of the meetings held on 23 June 2022 and 8 July 2022 - Previously distributed</p> <p>Each of the minutes from the meetings held on 23 June 2022 and 8 July 2022 were agreed as a true and accurate record and would be marked as approved.</p>																						
6.	<p>Action Plans and Matters Arising</p> <p>Action Plan from 23 June 2022</p> <table border="1" data-bbox="304 667 1295 1207"> <thead> <tr> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>SBM to arrange Safer Recruitment Training for Executive Head and SLT in Autumn Term 2022.</td> <td>Completed – training booked for 20th October</td> </tr> <tr> <td>SBM to amend risk register to reflect the Health and Safety concerns over Emma Daker’s classroom.</td> <td>Completed</td> </tr> <tr> <td>SBM to respond to written questions about Forecast received from Jamie Cooke in writing. Response to be added to June LGB minutes.</td> <td>Completed</td> </tr> <tr> <td>Chair to look for examples of surveys used in previous years.</td> <td>Completed</td> </tr> <tr> <td>Chair to send governors Link Governor reporting template.</td> <td>Completed</td> </tr> <tr> <td>Clerk to update the training record.</td> <td>Completed</td> </tr> <tr> <td>Headteacher to investigate feasibility of Accessibility Audit or RAG Assessment.</td> <td>Carried forward</td> </tr> </tbody> </table> <p>Action Plan from 8 July 2022</p> <table border="1" data-bbox="295 1312 1303 1599"> <thead> <tr> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Ask if the FBJS committee would be willing to contribute towards reading books for lower ability pupils</td> <td>Completed</td> </tr> <tr> <td>Headteacher to ensure that parents were reminded again about the school’s Amazon wishlist.</td> <td>Carried forward – the Headteacher reported that she would add this to the next newsletter</td> </tr> </tbody> </table>	Action	Update	SBM to arrange Safer Recruitment Training for Executive Head and SLT in Autumn Term 2022.	Completed – training booked for 20 th October	SBM to amend risk register to reflect the Health and Safety concerns over Emma Daker’s classroom.	Completed	SBM to respond to written questions about Forecast received from Jamie Cooke in writing. Response to be added to June LGB minutes.	Completed	Chair to look for examples of surveys used in previous years.	Completed	Chair to send governors Link Governor reporting template.	Completed	Clerk to update the training record.	Completed	Headteacher to investigate feasibility of Accessibility Audit or RAG Assessment.	Carried forward	Action	Update	Ask if the FBJS committee would be willing to contribute towards reading books for lower ability pupils	Completed	Headteacher to ensure that parents were reminded again about the school’s Amazon wishlist.	Carried forward – the Headteacher reported that she would add this to the next newsletter
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7.	<p>Headteacher’s Report <i>TAKEN OUT OF ORDER AFTER ITEM 3</i></p> <p><u>Overview of 2021/22 pupil progress</u></p> <p>Stephen Rawlinson distributed a report on 2021-2022 pupil progress to the LGB.</p> <p>Action: Clerk to add to Decision Time</p> <p>Stephen explained to the LGB the basis on which the data had been prepared and what criteria had to be satisfied in respect of each level of achievement, which varied depending on year group.</p>																						

In Year 6, scores for Maths, Reading and SPaG (Spelling, Punctuation and Grammar) were assigned based on on-the-day assessments, but writing, where pupils were expected to display a wide variety of skills, was teacher assessed. Year 6 pupils had a scaled score from 80-120. Above 100 meant expected standard, and 110 or more meant that pupil had achieved a higher standard.

- In Years 3, 4 and 5, teacher assessment was also used for maths and reading, although some tests were undertaken using Rising Stars. The school had been using "Rising Stars" for a number of years, it was a different style of testing that was new to the school. For these year groups, SPaG scores were based on a simple test because there were no specific curriculum requirements. The school assessed them against its own planned teaching.

To simplify the data, it had been presented on a red-amber-green basis. The 2021-2022 data had been tracked for all year groups, and various demographic groups such as pupils in receipt of the Pupil Premium (PP), pupils with SEN, male and female pupils. Stephen offered to provide copies of the data analysis to governors if required.

It was noted that performance data for reading was good across the school although not quite at the same standard as previous years. **In response to a question from a governor**, the Headteacher explained that lockdowns during the coronavirus pandemic may have led to a loss of stamina amongst pupils and that the school would keep the data under review.

The proportion of WT (Working Towards) level pupils in writing was relatively high, and this was a professional development target for whole school. It was noted that for writing, more girls tended to achieve HS (Higher Standard) than boys but that in respect of SPaG, the reverse was true. Years 3 and 4 in particular appeared to be struggling with spelling.

It was reported that as the scaled scores for maths had seemed low, a deep dive on the school's maths teaching had been undertaken with Russell Howard from Fulford School who had been impressed with the school's approach. It was noted that in maths, performance could vary depending on which subject areas appeared in assessments and how recently they had been taught. Generally, the school were optimistic about the current Year 6 cohort, as their performance in maths had been good in Year 5.

In response to a question from a governor, the Headteacher explained that the figures did not include the data of a non-attending pupil, but that he would be included in the school's published data.

There were no further questions. The governors thanked Stephen Rawlinson for his report.

Stephen Rawlinson left the meeting at 7:35pm

Results of Parent Surveys

Emma Daker explained that 87 responses had been received via google forms to the Parent Survey. The representation across year groups had been roughly equal. Most parents agreed that pupils felt safe at school, knew where to go with problems and enjoyed playtimes.

In addition, most parents felt that their children were taught well and making progress. There were some mixed responses on whether the amount of homework set for pupils was appropriate and it was agreed that it would be helpful to add a text box for feedback in future surveys so that respondents could elaborate when required.

Feedback on communication from the school was broadly positive although some parents felt that not enough information was shared. The Headteacher explained that communications with parents would be overhauled shortly and that newsletters would be issued on a monthly basis in future. Some parents reported that they would prefer more information to be shared regarding the school's rewards system, and the Headteacher agreed to ensure that it was added to the school website.

Action: Headteacher to add information about rewards system to school website.

Parents generally reported a good level of satisfaction with the school facilities although the Headteacher did acknowledge that due to the coronavirus pandemic they may not be as familiar with them as in previous years. She continued that she was looking to various ways of getting parents back into school, ideally with events being held at different times of day to fit around different working patterns. Most parents would recommend the school and felt it had a good reputation.

A governor reported that they had received feedback from a pupil who had recently left AJYS and moved to Fulford regarding the caring atmosphere at AJYS.

Results of Pupil Survey

Emma Daker reported that the Pupil Survey was circulated via google classrooms but that online responses were only received from pupils in Year 4 and Year 6 with some written responses from Year 5. There were 117 responses in total. Most pupils liked being at school, found lessons fun and interesting and thought they were gaining new knowledge and skills. They reported that teachers expected them to work hard but treated them fairly.

Pupils reported that they generally understood the homework set for them, felt that other pupils at the school behaved well and respected each other's feelings. Lots of pupils mentioned enjoying PE in particular.

Suggestions for improvement included larger meal portions, more theme weeks and school trips, residential trips for years 3 and 4 and a snack bar at break time. The Headteacher explained that the latter idea had been tried before as a fundraising initiative but due to being so resource intensive it was not regarded as a long-term option.

The governors thanked Emma for her presentation.

Public Health York Survey

Jenny Ingram spoke to the LGB on the results of a Public Health York Survey. Data for the school was presented alongside data for York as a whole. In total over 4,000 pupils across 37 schools had responded. Categories included happiness, anxiety, bullying, physical activity, screen time and diet. Jenny explained that Public Health York would be using the data to inform their priorities across the city.

The happiness score at AYJS was better than York as a whole, with 74% of pupils reporting that they were happy and only 1% reporting that they were really unhappy. The survey was anonymous and so the school was not in a position to respond directly to any issues revealed by the data. Younger pupils were usually happier than older.

Family health, climate change and peer relationships were among the chief areas of anxiety reported in the survey. Most pupils reported that they had an adult that they were able to speak to about their worries, but 6% of pupils at the school reported that they did not.

31% of pupils reported that during the last 12 months they had been bullied by someone at the school. It was noted that this seemed high, possibly because the survey had not specified how bullying should be defined and so the responses might include incidents of bullying on social media or arguments at school. The LGB discussed the school's approach to bullying which currently was to address the issue in depth during anti-bullying week but not routinely at other times on a whole school basis. It was noted that the data predated the introduction of Jigsaw sessions which it was hoped had had some impact. **In response to a question from a governor** the Headteacher reported that a peer mediator scheme was no longer in place.

Judy Probert joined the meeting at 7:55pm

70% of pupils reported daily screen time of 90 minutes or more. In response to a question from a governor, Jenny confirmed that this would include Chromebook time whilst at school. The data indicated that pupils maintained a good level of physical activity.

Only 50% of pupils reported having visited their dentist in the last year although it was noted that opportunities to do so may have been curtailed by restrictions during the Coronavirus pandemic. 34% of pupils reported having had no sugary drinks on the day prior to the survey but 26% reported having had a high caffeine energy drink which was a concern. The governors discussed ways in which the school could encourage healthy choices, for example, the layout of the school dinner hall had recently been rearranged so that pupils would be offered salad first, then hot food, then desert. In addition, fewer sugary desserts were offered.

Lots of pupils reported having undertaken voluntary activities such as picking up litter, charity fundraising and helping neighbours. The LGB emphasised how proud it was of the school's pupils.

Jenny Ingram left the meeting at 8:10pm.

Headteacher's Report

The Headteacher delivered a verbal report to governors and explained that she would circulate written reports prior to future LGB meetings. She reported that she had enjoyed the start of term and been made to feel very welcome by staff, parents, and pupils. She had been greeting parents and pupils at the gate at AJYS and BIS (Bishopthorpe Infant School) and felt that she was starting to get to know people.

Staff Wellbeing: She continued that Jenny Ingram (the Assistant Headteacher, Lower KS2) and Tracey Richards (the Assistant Headteacher, Upper KS2) were both working well in their new roles and that the Senior Leadership Team was reviewing school priorities. A school training day on the first Monday of term had gone well and been a good opportunity to bring AYJS and BIS staff together for team building exercises. Staff had also completed the same online training on the Keeping Children Safe In Education update which governors had been asked to do.

Collective Worship: Tracey Richards was in the process of rolling out plans for Collective Worship and various visitors would be coming to the school to get involved, including Tony Bower from York Schools and Youth Trust. Arrangements were underway for the school's harvest festival celebration.

Pupil Numbers: 44 new pupils had joined the school in September. **In response to a question from a governor** about whether relatively low pupil numbers were a cause for concern, the Headteacher explained that although for the time being, pupil numbers at AYJS were large

enough to ensure separate classes for each year group, in EYFS as there was one class of 25 children and this would have an impact as this class moved through the school. Based on the numbers in Year 1 and Year 2 at BIS, there was a possibility of mixed year-group classes when these cohorts moved into AYJS unless additional pupils joined the school.

She explained that she had spoken to Steve Lewis, the SYMAT (South York Multi Academy Trust) CEO about the best way to ensure that BIS pupils were able to secure places at AYJS.

Attendance: The Headteacher reported that the DfE and City of York Council were encouraging schools to use fast track procedures to improve attendance and explained that she was updating the school's Attendance Policy accordingly. This would be distributed to governors in due course and letters to parents explaining the change in approach would be sent before the October half term. Term-time absences were never authorised other than in exceptional circumstances such as medical need. It was noted that attendance was 97.4% for the whole school.

SEN: The Headteacher reported that there were 17 pupils on the school's SEN register and 21 in receipt of PP. Measures were being taken to support a refugee pupil with better communication. It was noted that SEN need was lower than it had been during the 2021-2022 school year. The Headteacher reported that good progress was being made with a non-attending pupil.

Keystage 2 Data: the Headteacher reported that the school's Keystage 2 results had been as follows:

Subject	Expected+		Greater Depth
	AYJS	National	AYJS
Reading	80	(74)	36
Writing	77	(69)	20
Maths	80	(71)	34
GPS	82	(72)	39
Combined	67	(59)	13

Progress scores were 0.8 for reading, 1.2 for writing and 1.5 for maths.

Staffing update The Headteacher reported that Carol Pearce had joined the school as School Business Manager, following the departure of Vivienne McCartney. Claire Savage had been appointed Pastoral Lead and Zita Ferenz Clarke SENCo for both AYJS and BIS. Performance Management sessions were ongoing with staff.

School Development Plan The Headteacher explained that progress on the School Development priorities which had been identified by the previous Headteacher, Sally Sutton, was being reviewed. She invited feedback from the governors on whether the objectives identified in the governors' section of the plan had been achieved. The governors noted that link governors were in place but that due to the upcoming merger between the governing bodies of AYJS and BIS, it was unclear what was required.

Merger with BIS The Headteacher reported that Steve Lewis had met with the diocese and secured in principle agreement for schools to have a single governing body. No time scale for the merger had been agreed but it was expected to happen at some point during the current academic year. It was noted that following the merger the governors of the combined LGB would need to consider whether issues such as Curriculum, and Finance and Resources should be dealt with by committee or LGB. The governors discussed the advantages and disadvantages of each approach.

Foundation Governors would have a role to play in developing a Christian ethos at BIS as it converted into a church school. The finances of the two schools would be merged and the governors would require information regarding the budgetary implications of the merger in due course. It was noted that the next LGB would have a Finance and Resources focus but the LGB felt that it may be too early for an in-depth discussion at that stage.

The governors felt it would be useful to arrange a meeting between BIS LGB and the AYJS LGB and noted that the composition of the combined LGB would need to be handled sensitively so that BIS parents didn't feel that AYJS governors had taken over.

Extracurricular Activities – the Headteacher drew the attention of the LGB to the list of extracurricular activities available at the school. It was agreed that the offer was very broad, but too weighted in favour of sporting activities. Chess and cookery were discussed as alternatives. The Headteacher suggested that pupils be consulted about the issue the next time a Pupil Voice Survey was conducted.

ACTION: the Headteacher agreed to email a written copy of her report to governors and the Clerk explained that she would also add it to Decision Time.

8. Governors

LGB Composition (*previously distributed*): The composition of the LGB, was duly noted.

Governor Training: (*previously distributed*) The LGB discussed the Updated Training Tracker. It was noted that James Farrar and Sally Sutton were no longer members of the LGB and could be removed from the tracker. Simon Bray and Jane Flint reported that they had completed PREVENT Training, which should be noted on the training tracker.

ACTION: Clerk to update Training Tracker.

The Chair reported that all governors had completed Safeguarding training other than Ann Cox, who had been experiencing ill-health. As this represented a possible risk to the school, the Chair reported that she would approach Ann Cox and ask her to complete the training or consider stepping down as Foundation Governor.

ACTION: Chair to contact Ann Cox about Safeguarding Training.

A governor asked whether more information could be provided on the process for appointing Foundation Governors. The Clerk agreed to arrange for this to be done.

ACTION: Clerk to supply details of Foundation Governor Appointment Process.

Risk register (*previously distributed*) – the risk register was reviewed and discussed. It was agreed that recruitment of a replacement Headteacher for Sally Sutton was no longer an area of concern. Risks around wellbeing would remain as they were due to the potential for disruption around the upcoming merger. In order to mitigate this risk, the Chair suggested that Steve Lewis be invited to attend the next LGB meeting.

ACTION: Chair to contact Steve Lewis regarding next LGB meeting.

Due to the uncertainty around the impact of the merger on the school budget, risk in this area would be upgraded to red. The Chair reported that she would update the Risk Register on the

	<p>issues of staff retention and wage negotiations.</p> <p><u>Link Governors (previously distributed)</u> – it was agreed that governors would remain in their current roles. It was noted that the role of link governor for music was currently vacant and the Headteacher explained that she was looking for a replacement. Judy Probert agreed to take on responsibility for the SEN role. The Chair had responsibility for PSHE, and it was agreed that this would be added to the list of governor roles.</p> <p><i>ACTION: Chair/Clerk to update list of Link Governor roles.</i></p>
9.	<p>Child Protection and Safeguarding Covered elsewhere.</p> <p>The Headteacher reported that an updated SYMAT Safeguarding policy would be shared with the LGB shortly.</p> <p><i>Action: Headteacher to share updated SYMAT Safeguarding policy with LGB.</i></p>
10.	<p>Foundation Governors Report (previously distributed) Simon Bray confirmed that there was nothing to add to the written foundation governors' report distributed prior to the meeting.</p>
11.	<p>Correspondence Nothing to report.</p>
12.	<p>Matters Delegated from the Board of Trustees Nothing to report.</p>
13.	<p>Matters to Report to the Board of Trustees The Headteacher reported that she would discuss plans for the merger with Bishopthorpe Infants School with Steve Lewis.</p>
14.	<p>Confidentiality There were no confidential matters for discussion.</p>
15.	<p>Date and Time of next meeting Pay Committee: Thursday 3rd November 2022 at 7pm LGB: Thursday 24th November 2022 at 7pm</p>
16.	<p>Any other business The Headteacher reported that Carol Pearce was meeting with Betterclean shortly to review their performance.</p> <p>There was no other business.</p>

The meeting ended at 9:02pm

Fiona Phillips

24th November 2022

Chair

Date

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING BODY
HELD ON 29th September 2022**

	Action	Item	Person	Date
1.	Headteacher to investigate feasibility of Accessibility Audit or RAG Assessment.	Carried forward	Headteacher	Next LGB
2.	Headteacher to ensure that parents are reminded again about the school's Amazon wishlist.	Carried forward	Headteacher	Next LGB
3.	Clerk to add papers distributed in the meeting to Decision Time.	7	Clerk	Next LGB
4.	Clerk to update training tracker.	8	Clerk	Next LGB
5.	Chair to contact Ann Cox about Safeguarding Training.	8	Chair	Next LGB
6.	Clerk to supply details of Foundation Governor Appointment Process.	8	Clerk	Next LGB
7.	Chair to contact Steve Lewis regarding next LGB meeting.	8	Chair	Next LGB

Items for next Agenda

SYMAT Safeguarding Policy

Attendance Policy