



# John Blandy Primary School

<b>Meeting of:</b>	JBL LGC		
<b>Date and time &amp; location:</b>	John Blandy School, 15 <sup>th</sup> of January 2026 at 7pm		
<b>Present:</b>	Hannah Boon (HB, Chair), Christina Holleywood (CH, Vice-Chair), Tamzin Einon (TE), Gareth Sheer (GS), Rachel Skeet (RS), Lorna Butler (LB), Becky Green (BG)		
<b>Apologies:</b>	N/A		
<b>Absent without Apologies:</b>	N/A		
<b>Consent to absence:</b>	N/A		
<b>Others in attendance:</b>	Suzanne Elliott (SE, Headteacher), Rebecca Wilson (RW, Deputy Headteacher), Rosie Phillips (RP, Clerk), Kim James (CLT Trustee)		
<b>Quorum:</b>	4	<b>Quorum met:</b>	Yes

## Minutes

*Governors' questions, comments and challenge are shown in italics.*

Item	Subject	Action
1	<p><b>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</b></p> <p>The Chair opened the meeting at 19:05, welcoming the committee. The committee extended a welcome to Trustee Kim James (KJ), who was in attendance.</p> <p>KJ informed the committee that she was the link Trustee for JBL this academic year and explained a little about the process and the allocation of link Trustees to Trust schools. She shared that she had visited the school in this capacity in November, and also came for the Ofsted inspection in December, and was pleased to be joining her first LGC meeting. She explained that her role was not as a representative for JBL at the Board meetings, but rather as a representative of the Board at the school, and</p>	



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	<p>that the visits allowed link Trustees to gain deeper understanding of the Trust schools, which would support them in their role.</p> <p>The Chair confirmed that no apologies had been received.</p> <p>The committee were invited to share any declarations of interest pertinent to the agenda, of which there were none.</p>	
<b>2</b>	<p><b>Urgent matters (as previously notified to the Chair)</b></p> <p>The Chair confirmed that there were no urgent matters for discussion.</p>	
<b>3</b>	<p><b>Minutes of last meeting:</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Approval of minutes of last meeting on 26<sup>th</sup> November 2025 &amp; arrange for Chair to sign previous minutes</li> <li>b) Matters arising from minutes of meeting on 26<sup>th</sup> November 2025 – ensure all items are completed and note any that require carrying over</li> </ul> <p>The Chair invited the committee to comment on the minutes of the last meeting, including the confidential minutes.</p> <p>There were no comments and the committee approved both the main and confidential minutes as a true and accurate reflection of the meeting.</p> <p>The Chair confirmed she would approve the minutes on GovernorHub. –</p> <p><b>Action Chair</b></p> <p>The Clerk confirmed that she would add the minutes to the school website. –</p> <p><b>Action Clerk</b></p> <p>The Chair extended thanks to Governors for discharging their actions from the last meeting.</p> <p>SE provided an update on her action to contact Louise Warren (LW) regarding the British Values Policy to query why it was not entitled ‘Fundamental British Values’, as is usual. She confirmed that she had discussed this with both LW and Charlotte Dreyer in the central team and the policy would be updated.</p> <p>The SEND link Governor confirmed he had not met with the outgoing and incoming SENDCo before Christmas regarding the handover of the role,</p>	<p><b>Chair</b></p> <p><b>Clerk</b></p>





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confirmed that she had asked the Trust for guidance on which areas they would like her to focus.

SE confirmed that she had shared her feedback from the inspection with the Headteachers and to the Ofsted working party group. Furthermore, she shared that Headteachers from outside the Cambrian Learning Trust had asked she share anonymised documentation that she produced for inspection, as well as to share the processes Ofsted used around inspecting and determining achievement.

The Chair invited the committee to share if there was anything in particular they found useful and would like her to feedback to fellow Chairs.

SE commented that, on reflection, it would have been beneficial to have been able to meet with the governing committee the night before the inspection.

*Key feedback for the safeguarding team would be for them to share any update they had in advance of the inspection too, whether in person or via email, the night before.*

SE agreed, adding that it would have been useful if someone from the Trust was available to support in sharing feedback and preparation with staff the evening before.

*The meeting with CEO Richard Evans the previous week was very useful. This helped us to feel prepared.*

*Governors commented that the time spent in dialogue with Ofsted inspectors had been briefer than they had anticipated, with their questions focusing on triangulation of information they had received from the school leaders during inspection, as opposed to in-depth interrogation of Governor knowledge of the school.*

Trustee KJ explained that, in her role as link Trustee, she was questioned by inspectors on how information was disseminated from the Trust to the Board to the Headteachers and LGCs, and upon responding the inspectors confirmed that her response corroborated what had been said by school leaders. KJ agreed that their focus appeared to be on triangulation of information.



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	<p>SE shared that by the end of Tuesday, the first day of inspection, Ofsted had signed off some areas, however there were still areas that remained to be inspected and there were still some aspects they wanted more evidence of before being able to sign it off.</p> <p>RW concurred, commenting that they had good indicators by the end of the first day but gradings were not decided.</p>	
6	<p><b>Headteacher's Report (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) HT to share updated report with the LGC</li> <li>b) Close focus on attendance including by year group, SEND, PP, and staff attendance</li> </ul> <p><i>How is the new cleaning contract lower than budgeted? Was it our choice or central contracting from CLT?</i></p> <p>SE commented that the cleaners had come in under budget, perhaps due to erring on the side of caution when costing. She reassured Governors that there were no changes to the cleaning being provided. She confirmed she was happy with the cleaners and that, where she had had concerns, she had been able to discuss them with the company and they were rectified quickly.</p> <p><i>What are the consequences if our lone working boiler goes off? Can we be open in that circumstance, or does this represent a risk to service, and if so, how significant? On that basis, what was the CLT lead on this? Is there an impact on the learning environment currently from being reduced to a single boiler when the system is designed to run on more than one?</i></p> <p>SE confirmed that the boiler had been serviced and they were awaiting feedback on whether they should have it fixed or replaced, and quotes to do so.</p> <p><i>Governors highlighted that, if the boiler were to break, the school would have to shut, as children would not have hot water to wash their hands.</i></p> <p><i>How will we measure the impact of the oracy training on classroom practice and pupil outcomes?</i></p> <p>SE noted feedback from the training was that staff were already supporting oracy in the classroom, but their focus now was on refining that work and</p>	



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making it stronger, as a long term vision in the run up to the new curriculum in 2028. SE stressed that this was a long term goal, and they would not be making significant changes soon, in order to not overwhelm staff.

RW added that oracy was being used in maths, with the year 5 and 6 children doing Math mastery.

SE continued by noting that she would be seeking staff feedback on the training at their next staff meeting, after which she planned to map out their oracy currently. She noted she had met with Jo Kane, the KS2 English lead, regarding their plan for oracy going forward. She noted they wanted to plan it through the entirety of the curriculum in KS1 add KS2, including a focus on public speaking. She noted the aim was to have more children who felt confident in speaking publicly and in using full sentences when speaking.

*Could you get to a point where you could plan the inset for the following year, and the staff meetings too?*

SE noted that this was a possibility, sharing with Governors that one of the feedback meetings with Ofsted during inspection had been regarding CPD for staff and how that linked with the SDP. She noted this was a focus and that they must keep revisiting it to ensure it remained aligned with their visions.

*Are there any patterns emerging in staff absence that we need to address strategically, for example, workload or wellbeing?*

SE noted that she had dedicated some time to interrogating the data to understand whether any staff were approaching the stage 1 absent management route, however determined that all absences had been for genuine illness, which had been unfortunate but unpreventable, and had no concerns regarding staff absence.

*How is cover being managed to minimize disruption to teaching and learning?*

SE noted that, so far, cover for absence due to illness had been managed through some part-time teachers picking up additional hours. She commented that this had been incredibly helpful as those staff members know the children well already, providing pupils with the continuity they need.

*We have insurance in case of long-term absence; have you established relationships with supply agencies?*



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	<p>SE confirmed that they had, and that they also had some great support staff who had increased days when needed.</p> <p><i>Goodwill from the rest of our staff to cover colleagues where needed in these situations is a strong indicator that morale is good.</i></p> <p>SE noted that staff were very open, and would come to her or RW to share if they were finding anything difficult.</p> <p><i>Why are only frequent readers being heard — what's the rationale?</i></p> <p>SE explained that this did not mean that those children who read frequently outside of school were the only ones being heard, as the Governor had understood it. She clarified that those pupils not being read with at home were their 'frequent readers', receiving frequent reading support in school, and being heard. She noted that the rationale was that all children must be heard, in line with Read Write Inc guidance, and so by doing this they were meeting that objective.</p> <p>The Chair asked SE to share an update on attendance at the school, which is held in confidential note.</p>	
7	<p><b>Safeguarding (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Update on any audits conducted since the last meeting</li> <li>b) Update on safeguarding monitoring within school / safeguarding link governor visit</li> <li>c) Confirm all staff safeguarding training is in place for staff and Governors</li> </ul> <p>The safeguarding link Governor led on this item, informing the committee that she had visited the school the previous week for her regular safeguarding monitoring.</p> <p>She informed the committee that she had conducted a site walk, and the high level of signage around the school was notable, making safeguarding protocols clear for all visitors, and having all been updated to reflect the changes to the DSLs. She confirmed that if a visitor was not a Governor or a member of Trust staff then they were required to confirm their agreement to the safeguarding protocols via a statement during electronic sign in.</p> <p>The safeguarding link Governor shared that she and SE had discussed the use of the gates at the school for site safety, which had been an ongoing</p>	



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	<p>concern due to being left open by visitors. They had noted that the required action was to install automatic gates, controlled by the office, but that this was a significant cost. She added that they had also discussed the side gate which, due to being used by the nursery throughout the day, was the responsibility of nursery staff to secure. The Governor noted there were plenty of security measures in place around the school, such as double handles on doors and locks on gates, but all of these were reliant on manual oversight to ensure compliance. She noted that she and SE had also discussed that the fencing around the playground was low and could be climbed if someone was so inclined, therefore this needed rectifying. Lastly, she commented on the fence around the field and the fact that visibility through the fence onto the school field had notably increased due to the parish council having removed hedging on the other side; this had left clear visibility into the school grounds from the corner of the field where forest school was held.</p> <p>SE agreed that they were now too exposed and that she had not been consulted prior to the work being done, therefore she would be raising it with the parish council, as well as with their local councillor. – <b>Action SE</b></p> <p>She noted that she had also asked the councillor to add keep clear signs outside the park, by the Fir Tree Close entrance, due to continued use of this area by parents to park, which was dangerous for children. She had also asked the councillor to enquire whether section 106 money could be used to knock through the hall to have a bigger space.</p> <p>In terms of staff safeguarding training, the safeguarding link Governor shared that two members of staff were still to complete their annual update, however remained in-date for their generalist training.</p>	SE
<b>8</b>	<p><b>SEND</b> (Documents: Govhub)</p> <ul style="list-style-type: none"> <li>a) Review actions and progress from last Trust SEND review</li> <li>b) Update from SEND Governor on any SEND monitoring visits and / or meetings</li> </ul> <p>The Chair shared that RW was now the new school SENDCo, as of the start of January.</p> <p>RW shared a brief overview of some of the work she had been doing over the previous week and a half in her new role, confirming that she had started her training, as well as having a busy start to the role in school with a number of upcoming annual reviews of EHCPs to prepare for, alongside</p>	



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	<p>transition review meetings for those year 6 pupils who had an EHCP, ahead of their move to secondary school.</p> <p>SE commended the work RW had been doing since taking on the role, commenting that she knew their families well and had strong relationships which would support her success in the role.</p> <p>RW noted that she 11 upcoming EHCP reviews to conduct during one term, between February and Easter, and in all 22 EHCP reviews to complete by the end of the academic year, explaining that reception children were entitled to two reviews each year. She commented that the workload was heavy. From next academic year, RW shared that this workload would be somewhat reduced, as there was a significant number of EHCPs in year 6, however commented that they of course may receive some new children into reception with EHCPs in September.</p> <p><i>Governors extended thanks to RW for her hard work and dedication, commenting that they were confident that she would excel in her role as SENDCo.</i></p> <p>The SEND Link Governor confirmed that the Trust SEND review had been postponed, as it was due to happen on Tuesday 9<sup>th</sup> of December, which had been the first day of their Ofsted inspection.</p> <p>Regarding the Ofsted inspection, it was noted that Ofsted had wanted to understand how the school identified children with SEND, and the cross over between PP, SEND and young carers at the school.</p>	
9	<p><b>Health &amp; Safety (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Update on any H &amp; S audits conducted since last meeting</li> <li>b) Update on any items not included in HT report including update on audit actions from Worknest</li> <li>c) Update on use of Every system across school including logging of near misses and incidents</li> <li>d) H&amp;S link Governor to update on any visits conducted</li> </ul> <p>The Health and Safety link Governor shared that she had been due to visit this school for their Worknest audit, however this had now been rearranged for 23<sup>rd</sup> of February.</p>	



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	<p><i>What is happening now with the large trees in the carpark; will we be removing these?</i></p> <p>SE confirmed that the neighbouring house to the front of the school would like the trees removed, as would the school, and had requested for quotes for removal, but would be dependent at this stage on financial capability. She shared that the second tree, closest to the school building, was causing leaks in the school as all the detritus from the tree fell into the guttering and blocked it, leading to leaks. She commented that, if they had the funding available, it was a job that would take precedent.</p> <p><i>Governors agreed that, if they had the opportunity, they should remove the tree to future-proof against any further issues.</i></p> <p><i>Is the caretaker still conducting walk-arounds for checking compliance?</i></p> <p>SE confirmed that he was, adding that he had recruited more staff to support him so that they could manage the compliance aspect and he could focus on the maintenance.</p>	
<b>10</b>	<p><b>Finance &amp; Budget Update (standing item)</b> (Documents: GovernorHub)</p> <p>a) Review and discuss latest management accounts b) Update on budget monitoring</p> <p>SE confirmed that they had received their updated budget report which was forecasting a surplus at this point in the year. She explained that this was in part due to an increase in government grants, as well as some backfilled funding from grants for training, though noted it was also, in part, due to staffing where they had used supply teachers but not yet received their invoices from the agency. Due to this, she stressed that they did not have complete oversight yet, and she expected to see that surplus reduce.</p> <p>SE shared that she remained mindful that they could have fluidity of movement within their cohorts, which would take funding from the school and could, depending on pupil numbers, have a sizeable impact.</p>	
<b>11</b>	<p><b>PP and SEND funding</b> (Documents: GovernorHub)</p> <p>a) Confirm that strategy statement on use of pupil premium was published ahead of the deadline</p>	



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	SE confirmed that the strategy statement on the use of pupil premium was published ahead of the deadline.	
<b>12</b>	<p><b>Admissions and Prospectus</b></p> <p>a) Update on admission arrangements: admission arrangements for entry in 2027 must be determined by end of February 2026 and published on website by 15<sup>th</sup> March 2026.</p> <p>b) Review and update prospectus information on the website.</p> <p>SE informed the committee that she had received the updated policy from the Trust the previous day.</p> <p>She confirmed that admission arrangements for entry in 2027 had been determined and were now available on the school website.</p> <p>SE shared with Governors that she was currently trying to determine what admissions may look like across the school for the next academic year, noting that the admissions application deadline for reception was at midnight, therefore she may try to speak to OCC the following day to gain insight into the expected numbers.</p>	
<b>13</b>	<p><b>Policies</b> (Documents: GovernorHub)</p> <p>The Headteacher confirmed that there were no policies to be shared for ratification.</p>	
<b>14</b>	<p><b>Surveys &amp; Responses</b> (Documents: GovernorHub)</p> <p>a) Update on parent survey responses from the autumn term</p> <p>SE shared that she felt that the survey was, overall, positive, and that they received a high number of respondents by comparison to the Ofsted survey. She commented that the survey results were mostly similar to the previous years. Areas which had been commented on were SEND, which they had foreseen, and the school environment, with comments such as having weeds which looked untidy, which she noted was a fair observation that they would look to rectify.</p> <p>SE informed Governors that they had shared some of the responses from</p>	



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	<p>the survey with staff at their recent staff meeting, though clarified she had split it up into comments to focus on, so as not to share anything that could be identifiable or impact staff morale.</p> <p>SE noted that they would be ensuring all staff were clear regarding what was acceptable as a healthy snack, following feedback from the survey. She commented that they would ensure that all staff were consistent in their messaging, and that parents were reminded what was acceptable to send into school for snack time.</p> <p>She shared that there were comments in the survey about too many emails, which she recognised, noting they would try to minimise emails by including as much as possible within the fortnightly newsletter going forward.</p> <p>The Chair extended thanks to SE for her update, noting the comments from the survey had been useful.</p>	
15	<p><b>Risk Register</b></p> <p>a) Discussion of items on the risk register and review of gradings</p> <p>SE requested that this item be carried forward to the next meeting. The Clerk confirmed that she would add it to the next meeting's agenda. – <b>Action RP</b></p>	RP
16	<p><b>Governor Reports &amp; Visits to School (standing item)</b> (Documents: GovernorHub)</p> <p>a) Update on any Governor reports / visits to the school since the last meeting</p> <p>A curriculum link Governor shared that she had visited the day before to conduct a learning walk and to discuss writing and stronger foundations. She commented that the staff leading on these two areas were working very hard and that there was notable progression in stronger foundations at KS1, and outstanding rigour in place around grammar at KS2, as well as lots of focus on identifying gaps in handwriting. She noted a couple of areas for consideration as being the consistency of communication between staff and TAs, as well as how should they be conducting assessments to track progress, and how was progress witnessed in action.</p> <p>She confirmed she would write up her report and send to the Clerk to add to the GovernorHub folder. – <b>Action LB</b></p>	LB



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	<p>The Chair noted that she had attended an event at FCC and had received feedback that reading fluency at John Blandy was excellent, commenting that it was positive to receive this external validation.</p> <p>SE added that their English Lead, Jo Kane, would be attending FCC to deliver the same reading fluency training she had provided to fellow primary staff at the Trust conference to the year 7 tutors, which would support continuity of education for the year 7 students.</p> <p><i>Observation regarding communication with TAs has been noted previously; we are regularly recruiting new TAs and so there is a continual need for training. Is there a plan surrounding this?</i></p> <p>SE noted that there was a member of staff whose role it was to oversee the coordination for year 1 / 2 and ensure that planning and assessment in those classes remained rigorous now that RW was no longer leading on it. Furthermore, one of the TAs would be supporting parents with phonics. To support the communication, SE noted that RW would be sharing the PowerPoints from staff meetings at TA meetings a week later, supporting a consistent message being shared with teachers and TAs. SE commented that they were aware of the areas in which they needed to generate more support, and that new staff were given the right support to ensure they knew what to do. She added that they had ensured that planning was detailed to the extent that it could be covered by anyone if there was an absence.</p> <p>RW shared that a tool had been released, 'Evaluate my School', which allowed for tracking of SEND and how to maximise the impact of teachers. She commented that this would be useful to use in future to provide an indication of their areas of strength and what was needed to progress.</p>	
<p><b>17</b></p>	<p><b>Correspondence</b></p> <p>a) Chair to share any correspondence with the LGC</p> <p>The Chair confirmed that she had received no correspondence to share with the LGC.</p>	
<p><b>18</b></p>	<p><b>CLT News Update</b></p> <p>a) Any updates from CLT to share with committee</p> <p>It was confirmed that there was no news from CLT to share with the committee.</p>	



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19	<p><b>Any Other Business</b></p> <p>It was confirmed that there was no further business that had been notified for discussion.</p> <p>The Chair extended thanks for all in attendance for their support and for their participation in the evening's meeting.</p> <p>Trustee Kim James extended thanks to the committee for their hospitality and for welcoming her to the school and to the LGC meeting.</p> <p>The Chair closed the meeting at 20:51.</p>	
	<p><b>Next Meeting Dates 2025/26</b></p> <p>Term 4 – Thursday 12<sup>th</sup> March 2026 in person at 7pm</p> <p>Term 5 – Thursday 7<sup>th</sup> May 2026 in person at 7pm</p> <p>Term 6 – Thursday 25<sup>th</sup> June 2026 in person at 7pm</p>	