



# John Blandy Primary School

**Meeting:** Local Governing Committee

**Where:** In person – JBL School

**Date:** Thursday 20<sup>th</sup> March 2025

**Time:** 19.00

Name	Initials	Governor Type	Attended
Hannah Boon	HB	Community/Chair	No
Christina Holleywood	CH	Community/Vice-Chair (Chairing)	Yes
Lorna Butler	LB	Parent	Yes
Nina Davis	ND	Parent	Yes
Tamzin Einon	TE	Community	Yes
Gareth Sheer	GS	Community	Yes
Suzanne Elliot	SE	Headteacher	Yes
Rachel Skeet	RS	Staff	Yes
Rebecca Wilson	RW	Other/Deputy Headteacher	No
Rosie Phillips, Clerk to Governors	RP	N/A	Yes

## Minutes

Item	Subject	Action
1	<p><b>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</b></p> <p>As the Chair was absent, it was confirmed that for the remainder of the meeting the Vice-Chair would be standing in as Chair.</p> <p>The Vice-Chair opened the meeting at 19:04.</p> <p>Apologies were noted from RW and HB.</p> <p>The committee were invited to share any declarations of pecuniary interest pertinent to the agenda, of which there were none.</p> <p>It was confirmed that the meeting was quorate.</p>	
2	<p><b>Urgent matters (as previously notified to the Chair)</b></p> <p>The Vice-Chair confirmed that there were no urgent matters for discussion.</p>	
3	<p><b>Minutes of last meeting:</b> (Documents: GovernorHub)</p> <p>a) Approval of minutes of last meeting on 16<sup>th</sup> January 2025 &amp; arrange for Chair to sign previous minutes</p>	



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	<p>b) Matters arising from minutes of meeting on 16<sup>th</sup> January 2025– ensure all items are completed and note any that require carrying over</p> <p>The committee confirmed that they approved the minutes and confidential minutes from January 16<sup>th</sup> as a true and accurate representation of proceedings. The Vice-Chair confirmed that she would sign the minutes on GovernorHub. -<b>Action CH</b></p> <p>RP confirmed that she would add the minutes from January’s meeting to the school website. – <b>Action RP</b></p> <p>The Vice-Chair then ran through the actions arising document, thanking those who had discharged their actions.</p> <p>ND confirmed that she had completed her cyber security training but had yet to forward the certificate to Charlie Rainbow. She noted that she would do this ahead of the next meeting. <b>Action ND</b></p> <p>Regarding her action to update Governors at the March LGC on a collective way of reporting behaviour incidences and what had been decided at Trust level, SE noted that the Headteachers had collectively decided to only report high level behaviours, therefore the Governors should see a marked reduction on the Headteacher’s report.</p> <p>SE noted that her action to contact Sarah Nicholls (SN) in marketing regarding producing an image to include ‘together we thrive’ was in progress, and that SN had visited the school and discussed options for the image and had taken photographs of the children to update the website. SE noted that they were working to make the website more professional.</p> <p>Regarding her action to remind the cleaning company about safe storage of cleaning equipment and meeting COSHH requirements, SE informed the Governors that she had told the cleaners but saw no change to their storage procedures, therefore she had escalated to those in charge of the cleaning company.</p> <p>It was noted that Chair had not yet signed off the risk register and this action would be carried over. The Vice-Chair confirmed that she would complete the action. – <b>Action CH</b></p>	<p><b>CH</b></p> <p><b>RP</b></p> <p><b>CH</b></p>
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<p><b>4</b></p>	<p><b>Governing Body:</b></p> <ul style="list-style-type: none"> <li>a) Note upcoming Governor walk-throughs / visits</li> <li>b) Look at Governor training and development – Hot Topic Briefing Sessions – Governors to confirm which they have signed up to / have they attended any so far.</li> </ul> <p>The Vice-Chair informed the committee that the last ‘Hot Topics Briefing Session’ focused on the curriculum and was led by Director of Education (DofE), Louise Warren (LW). She noted that LW had shared that, moving forward, Trusts would not be able to design their own curriculum and would need to follow the national curriculum. The Government were currently conducting a curriculum review and schools needed to ensure they were compliant. LW had shared that, as part of their review, the new curriculum was one that would truly prepare pupils for the world they live in. LW had noted that reading was the ‘golden thread’ in all learning, which SE commented was positive as JBL already focused heavily on emphasising reading.</p>	
<p><b>5</b></p>	<p><b>Chair’s Report</b></p> <ul style="list-style-type: none"> <li>a) Chair to provide update from Chair’s forum on 4<sup>th</sup> March 2025</li> </ul> <p>The Vice-Chair confirmed that she had attended the Chair’s forum on the 4<sup>th</sup> of March and provided the committee with a brief update. She noted that Trust CEO Richard Evans (RE) had informed the forum that he was aware that there was a significant amount of change happening since the merger and appreciated that this could be disruptive, extending thanks to all the Chairs and Vice-Chairs for their ongoing support. He noted the importance of the changes being made, explaining that they were setting up the strong foundations of the Trust. She noted that RE had also shared the Trust’s visions and goals and how they were striving towards being a ‘Beacon of Excellence’ in the local area.</p> <p>The Vice-Chair noted that Head of Governance and Policy, Vicky Roberts (VR), had informed the forum that some of the Trust schools did not have Clerks at present, and that some LGCs did not have their full constitution of Governors, reassuring them that the Trust were working on recruiting both Governors and Clerks. She continued by noting that VR had reminded the forum that Governors must adhere to the Governor Code of Conduct, and that they must not be removing their children from school for holidays.</p>	



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	<p>VR had noted that she would like all Chairs to provide a summary-report to the Board following each LGC and that, in turn, the Board would provide a summary report to the LGCs following their meeting.</p> <p>The Vice-Chair shared that VR and Beth Taylor (BT), Vice Chair of the Board of Trustees, would be scheduling informal meetings with all the Chairs to get to know them and the schools better. They noted that they would also be running training sessions on GovernorHub.</p> <p>VR had shared two main changes to the way in which LGCs Govern, which were as follows:</p> <ul style="list-style-type: none"> <li>- Governors would no longer be approving their school's budget. All budgets would now be approved at Trust level, with the LGCs maintaining a strategic oversight and monitoring of the budget and spending.</li> <li>- PEX (Permanent Exclusion) panels would consist of a combination of Governors and Trustees.</li> </ul> <p>Governors thanked the Vice-Chair for her update.</p>	
6	<p><b>Headteacher's Report (standing item)</b> (Documents: GovernorHub)</p> <p>a) HT to share updated report with the LGC</p> <p>SE extended thanks to Governors for submitting their questions ahead of the meeting.</p> <p><i>Can you provide greater detail surrounding OCC being informed of a child missing from education?</i></p> <p>SE noted that she was made aware that a child would be taken from school and she wanted to understand whether they would be coming back. She contacted OCC and filled in their portal and the child was located swiftly.</p> <p><i>Walking around the school there are still hangovers from Covid, such as strips and arrows on the floor. Could we look to remove these as they look untidy?</i></p> <p>SE agreed and noted she would action maintenance to do so. – <b>Action SE</b></p> <p><i>What impact will the switch to electronic reports have on workload compared to the current format?</i></p> <p>SE noted that it would improve the workload for both her and teachers. She</p>	SE



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	<p>noted that she would like a high-quality paragraph from teachers on each child that was individual to the child and truly demonstrated that the teacher knew them well.</p>	
<b>7</b>	<p><b>Safeguarding (standing item)</b> (Documents: GovernorHub)</p> <p>a) Update on safeguarding monitoring within school / safeguarding link governor visit</p> <p>TE informed the committee that she had visited the school earlier in the week for her safeguarding link governor visit. She shared with the Governors the discussions that she and SE had about ongoing concerns surrounding language and behaviours used by pupils, as well as suspensions. She noted that the school was thoroughly investigating all incidents at the school and working closely with families, noting that parents had been supportive of the school and were monitoring behaviours outside of school too. TE informed Governors that SE had received support from other Trust schools who were managing similar challenges.</p> <p>SE provided an update on the safeguarding audit actions, noting that one was for all staff to complete sexual violence and harassment training, which she confirmed they had done. She shared that their CPOMS audit had been mostly positive, however they needed to ensure that they were using the 'voice of the child documentation' more regularly.</p> <p>TE informed Governors that she and SE had discussed attendance, noting that the overall attendance figures were good, and that attendance was remaining at or above 95% for the vast majority of pupils. She noted that there was a crossover between those pupils who were persistently absent and those who were classed as vulnerable, though reassured the committee that the number of pupils was relatively low, and they were all being closely monitored and support had been offered to families.</p> <p>TE noted that lateness was a specific focus for JBL, and the school's pastoral lead was combatting this by building relationships with families and offering support without judgement and putting in place strategies to help families arrive on time.</p> <p>Governors extended thanks to TE for her update.</p>	
<b>8</b>	<p><b>Equality</b> (Documents: GovernorHub)</p>	



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	<ul style="list-style-type: none"> <li>- Consider and review progress towards school's Public Sector Equality Duty (PSED) objectives.</li> </ul> <p>SE informed the Governors that she had rewritten the PSED objectives, with the aim of demonstrating the school's strengths and aims.</p> <p>The three PSED objectives were as follows:</p> <ul style="list-style-type: none"> <li>- Increase access to the curriculum for pupils with a disability</li> <li>- Improve and maintain access to the physical equipment</li> <li>- Improve the delivery of information to pupils with a disability</li> </ul> <p>Governors confirmed their approval of the updated equality objectives.</p>	
<b>9</b>	<p><b>Admission &amp; Prospectus</b></p> <ul style="list-style-type: none"> <li>a) SE to confirm that admissions information was published on the website by the 15<sup>th</sup> of March 2025 deadline.</li> </ul> <p>SE confirmed that she had published all the admissions information on the school website ahead of the deadline.</p>	
<b>10</b>	<p><b>Health &amp; Safety (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Update on any items not included in HT report including update on audit actions</li> <li>b) H&amp;S link Governor to update on any visits conducted</li> </ul> <p>SE noted that they were due their term four audit, however it had been postponed until the following week and therefore there were no further updates at present. SE noted that she would update the committee on the audit at the next meeting. – <b>Action SE</b></p>	<b>SE</b>
<b>11</b>	<p><b>Finance &amp; Budget Update (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Review and discuss latest management accounts</li> <li>b) Update on budget monitoring</li> <li>c) Update on budget planning for academic year 2025-26</li> </ul> <p>SE informed the committee that they had received their P5 budget update and that their surplus had reduced slightly, though added that this would be mitigated by the upcoming change in staffing and therefore was not a concern, but rather something to be aware of.</p>	



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	<p>SE noted that all the financial systems had been updated as part of the merger, which had been positive and meant that they were now receiving budget setting updates and a staffing forecast each month from their allocated finance officer.</p> <p><i>Can you clarify the change to budgets that was noted at the Chairs' forum?</i></p> <p>SE confirmed that the central team set the budgets for the schools in collaboration with the Headteacher, and that this was then approved at Trust level and then monitored by Governors. Governors' role was to maintain strategic oversight of the budget and to ensure that they asked questions that interrogated the impact of the budget, but not to set it.</p>	
<p><b>12</b></p>	<p><b>Policies</b> (Documents: GovernorHub)</p> <p>a) Governors to receive for validation: Separated Parents Policy</p> <p>SE extended thanks to GS for sharing a draft version of the Separated Parents Policy, noting that she had adapted it.</p> <p><i>Did you have many requests for separate parents' evenings?</i></p> <p>SE noted that they had a few. She commented that having the policy had been beneficial in supporting the staff and parents in understanding where responsibility lay for communication.</p> <p>Governors approved the policy.</p>	
<p><b>13</b></p>	<p><b>Surveys &amp; Responses</b> (Documents: GovernorHub)</p> <p>a) SE to share update on any survey responses.</p> <p>SE noted that there had been no further surveys since the January LGC, where she had shared the results of the parent survey. She noted that the Trust staff survey would be issued over the coming weeks.</p> <p>Governors commented that it was helpful to have received the parent survey feedback broken down by year group.</p>	



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	<p><i>The number of responses from reception year that were not positive was surprising; was that expected?</i> SE noted that it was.</p> <p><i>Can you request that future surveys allow for parents to tick multiple year groups?</i> SE confirmed that she would do, agreeing that it would be useful for determining which responses were expected and which were not. – <b>Action SE</b></p>	SE
<b>14</b>	<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>Governors were invited to share updates on their recent visits to the school.</p> <p>TE shared that she had visited the school in January to discuss music with Claire Pugh (CP) and had recently added her report to GovernorHub. She noted that during her visit she was looking at a new music curriculum and a new scheme of work that CP had introduced in November. She commented on how enthusiastic and passionate about music CP was, which was lovely to witness. TE shared that CP was raising the profile of music across the school, and had arranged assemblies where staff played music, as well as inviting a band from FCC to play and also had taken some pupils to sing at Young Voices. It was noted that one of the other Trust schools had asked to come to observe their music teaching using the 'Sing Up' programme, so that they could implement it in their school too.</p> <p>LB shared that she had visited Jo Kane (JK) for a reading fluency visit and witnessed it in action across six classes which she noted was wonderful to see. LB explained that she witnessed it being taught by teachers with a wide range of experience, from Headteacher to an ECT, and was pleased to report that it was consistent across all classes. LB noted that lots of the pupils were marking their texts and using story-telling voices and expression, commenting that fluency was helping them to build their confidence as well as their comprehension. LB confirmed that she would send her report to RP to add to GovernorHub. – <b>Action LB</b></p> <p><i>The parents' fluency workshop was great; it was very engaging and demonstrated to parents why fluency is so critical.</i></p>	LB



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SE commented that they were pleased with the turnout for the workshop.

GS noted that he had visited the school in his role as SEND-link Governor on the 3<sup>rd</sup> of March. He informed Governors that the highlight was learning that the school are to be part of an OCC mental health early intervention programme, and would be allocated a practitioner from CAMHS to come to the school to work with families, with the potential for follow-ups and one-to-ones. He noted that this would be a great asset for supporting parents.

He noted that they also discussed funding issues, explaining that the school used to receive RAF (additional funding) whilst gathering evidence to apply for an EHCNA (Educational Health Care Needs Assessment), however this had been removed and was only available for short term intervention. Both GS and SE commended the work done by SENDCO, Karey Evans (KE), in gathering the evidence for EHCNAs.

SE confirmed that their long-term goal was to have speech and language support within the Trust, as the need was significant but the waiting lists for NHS Speech and Language were huge. She added that they were also hoping to be able to trial WellComm, which was a programme for supporting pupils' communication needs.

CH shared with the committee that she had visited for two STEM assemblies; one where the pupils were introduced to the Trust science competition and the second to participate as a judge in the competition. She noted that the children were all very engaged and enjoyed the competition and speaking about their projects, adding that the teachers had structured it so that the pupils could independently ask and answer questions on their topic.

SE noted that 3 pairs of pupils from JBL had made it to the semi-finals and two of those made it through to the finals.

CH noted that she also conducted a maths visit and had met with RW who she noted was positive about their maths programme. She informed Governors that she had visited several classrooms and witnessed engaged pupils at different stages of learning. She shared that RW had noted that their rolling curriculum in KS1 would be adapted over time, as in KS2. SE explained that this was in part due to teaching two separate curriculums and building in maths fluency for their youngest pupils, which meant managing different models and approaches. She noted that she would be meeting with Director of Education Louise Warren (LW) after the Easter



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	<p>holidays to discuss alternative approaches. She noted that RW was keen to build upon the pupils' oracy in maths, ensuring they were able to explain how they came to an answer. SE added that they were looking at different strategies to determine the best approach to ensure children were building upon their knowledge year on year.</p> <p>SE added that they had expressed interest in a new programme for KS2, however were mindful of the impact on teacher workload and so would need to consider it before signing up, noting that they may choose to introduce it slowly as a rolling programme to minimise the impact.</p> <p>CH shared that she had visited Elliott Coard (EC) for a computing link visit, noting that EC had newly taken on computing this academic year. She shared that EC had commented that online safety, whilst crucially important, featured heavily throughout each topic and as a separate topic, therefore he wanted to find a way to optimise teaching time, and was looking to do the safety via the lesson itself, rather than as well as. CH noted that she spoke to three pupils during her visit, and all were very aware of online safety, and that she would schedule another visit to observe computing in practice. – <b>Action CH</b></p> <p>Governors confirmed that they would submit their reports to RP to add to GovernorHub. – <b>Action All</b></p>	<p>CH</p> <p>All</p>
<p><b>15</b></p>	<p><b>Correspondence</b></p> <p>a) Chair to share any correspondence with the LGC</p> <p>The Vice-Chair confirmed that there was no correspondence to share with the LGC.</p>	
<p><b>16</b></p>	<p><b>CLT News Update</b></p> <p>a) Any updates from CLT to share with committee</p> <p>SE noted that the merger had officially completed since the last LGC and also shared updates on upcoming changes to staffing with the committee.</p>	
<p><b>17</b></p>	<p><b>Any Other Business</b></p> <p>It was confirmed that there was no other business for discussion.</p> <p>The Vice-Chair thanked the LGC before closing the meeting at 20:26.</p>	<p><b>Chair / Clerk</b></p>



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	<p><b>Next Meeting Dates 2024/25</b></p> <p><b>Term 5 –</b> LGC Thursday 15<sup>th</sup> May 2025 7pm in person at John Blandy</p> <p><b>Term 6 –</b> LGC Thursday 3<sup>rd</sup> July 2025 7pm in person at John Blandy</p>	
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