



John Blandy Primary School

Meeting: Local Governing Committee

Where: In person – JBL School

Date: Thursday 28th November 2024

Time: 19.00

Name	Initials	Governor Type	Attended
Hannah Boon	HB	Community/Chair	No
Christina Holleywood	CH	Community/Vice-Chair	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	yes
Rosie Phillips, Clerk to Governors	RP	N/A	yes

Minutes

Comments and questions by Governors are noted in italics

Item	Subject	Lead
1	<p>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>CH opened the meeting at 19.04 and welcomed the committee. It was noted that the meeting was quorate. The committee was invited to share any declarations of pecuniary interest pertinent to the agenda, of which there were none.</p> <p>It was noted that HB was absent, therefore CH would be chairing the meeting.</p>	Chair
2	<p>Urgent matters (as previously notified to the Chair)</p> <p>It was noted that no urgent matters had been notified to the Chair or Vice-Chair.</p>	Chair
3	<p>Minutes of last meeting: (Documents: GovernorHub)</p> <p>a) Approval of minutes of last meeting on 19th September 2024 & arrange for Chair to sign previous minutes</p>	Chair/Clerk



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- b) Matters arising from minutes of meeting on 19th September 2024 – ensure all items are completed and note any that require carrying over

The Governors confirmed that they were happy to approve the minutes of the meeting on 19th September 2024. CH confirmed that she would sign the minutes on GovernorHub. – **Action CH**

RP confirmed that she would upload the approved minutes to the school website. – **Action RP**

CH ran through the actions arising document from September's LGC meeting, noting that many of the actions were now complete and extending thanks to the committee for discharging their actions promptly.

It was noted that HB's action to write a statement on behalf of the LGC to be shared with parents had yet to be completed. CH volunteered to complete this action on HB's behalf, and it was agreed this could be done out of committee and circulated to the committee for their input. – **Action CH**

ND confirmed that she had not yet done her Cyber Security training and would do so ASAP and send her certificate to Charlie Rainbow in the central team. – **Action ND**

RP confirmed that AL had yet to share the updated scheme of delegation (SODA), noting that this could perhaps be due to the delay in the merger, and that in the interim the 2023-24 SODA should continue to be used.

SE confirmed that she had now been added to the Ofsted preparedness working group for the Trust.

Regarding the action to check in with after school club on reporting incidents, SE confirmed that she had done this and they had confirmed that they had been recording them for their records but forgotten to share them as specified, and so would be doing so again going forward.

Will those be backdated too or will they only capture the incidents from here forwards?

SE confirmed that they would log the prior incidents too, as it was not a case that they were not recorded at all, rather they were not recorded in the correct manner, so would now all be added.



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<p>4</p>	<p>Governing Body:</p> <ul style="list-style-type: none"> a) Update on parent Governor election b) Note upcoming Governor walk-throughs / visits c) Look at Governor training and development – NGA? <p>SE confirmed for the committee that the parent Governor election was now completed, and that LB had been re-elected.</p> <p>Regarding the Governor visits, it was noted that TE would be visiting for a music walk-through and that LB would be monitoring reading fluency soon too. ND noted that she would be visiting in her EYFS link role too. ND volunteered to be sports link Governor too. SE extended thanks to ND. RP confirmed she would update this link role on GovernorHub. – Action RP</p> <p>SE thanked Governors and noted that she would contact them to arrange their visits. – Action SE</p> <p>CB asked if computing falls under STEM and SE informed CH that she would like her to conduct a visit on computing as they had a new coordinator and so it would be beneficial for them to have an initial meeting with CH to share their new subject co-ordination role. She also noted that she would be inviting CH to the Science Fair assembly to judge the competition.</p> <p>Governors confirmed that they had all completed their NGA training. It was noted that the Trust had released CPD training courses which all Governors should try to attend.</p> <p>RP reminded Governors to update their GovernorHub training record when they completed training courses.</p>	<p>Chair/Head/ Clerk</p>
<p>5</p>	<p>Chair's Report</p> <ul style="list-style-type: none"> a) Chair to provide update / briefing from LGC Chair's forum on 15th October at KAs <p>As HB was absent and had not submitted the report in advance, the decision was made to postpone this item.</p>	<p>Chair</p>



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6	<p>Headteacher's Report (Documents: GovernorHub)</p> <p>a) HT to share updated report with the LGC</p> <p>SE extended thanks to Governors for their questions which were submitted ahead of the meeting, inviting them to share them with the LGC.</p> <p><i>What is covered by the access grant you have applied for to improve the staff car park?</i></p> <p>SE noted that she hoped it would enable all tree roots to be removed and for the large tree to be cut down, making the area more accessible and removing trip hazards.</p> <p><i>Are the emails that you have sent to parents recently regarding parking in the staff car park because of specific incidents?</i></p> <p>SE explained that parents had caused a large queue out the gate when picking up from after school club and it had become hazardous.</p> <p><i>Regarding behaviour, how is it decided what is recorded?</i></p> <p>SE confirmed that they record all incidents, including near-misses, however noted that she wished to seek clarity from the Trust on what should then be reported on in the Headteacher's report as, at present, she included everything from CPOMS which meant it appeared that there was a high level of behaviour incidences at the school but, in reality, most were low level.</p> <p>TE impressed upon her fellow Governors how low the low-level incidents truly were, noting that they were often interventions in a classroom for repeated interruptions which were, rightly, logged, but pushed up the overall incidents.</p> <p><i>I think it is important for us to be able to see the difference and highlight which are the higher-level incidents so we can understand the frequency and ensure they are dealt with.</i></p> <p>SE concurred that she would like to be able to differentiate in the report as the higher-level behaviour at the school was minimal and she did not want it seeming otherwise based on all the data being pooled.</p> <p>SE clarified that the lower-level incidents were not all always separate cases and that, with pupils with emerging needs especially, teachers may sometimes report multiple incidents a day which could seem on paper like a high proportion of the school but was just one pupil. SE commented that</p>	Head
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there needed to be a collective decision from Headteachers on how they report. – **Action SE**

Is your behaviour policy a Trust-wide policy?

SE noted that it was not, rather each school set their own behaviour policy.

Is there support from the Trust on tackling behaviour at the school?

SE confirmed that there was.

In section two there are two major incidents noted in September and November, are they the same as those from the Health and Safety report?

SE confirmed that they were different. She explained that when they logged an incident as a major then the Trust would get in contact to see if they could benefit from additional support, which she noted was helpful.

There was a section of the report about pupils who have left and joined the school; the pupil numbers went down but the number of SEND pupils increased. Were these additional pupils?

SE noted that it was not necessarily a case of new pupils and the number of SEND pupils could have increased due to emerging needs in children already within the cohort. She noted that some year groups within the school had higher SEND needs than others.

SE shared with the LGC that there had been alleged discriminatory remarks within the school. She informed the LGC that a school PCSO would be coming to the school to speak with pupils.

I would be surprised if any school did not have that to some level. What is most important is how you handle that behaviour.

From a discipline perspective, is the teacher or TA who hears the comments dealing with the issue immediately or are they logging it and dealing with it after-the-fact?

SE confirmed all incidents were tackled immediately. TE confirmed that it was an expectation from the behaviour policy that all incidents were dealt with at once.

Governors thanked SE for sharing with them about the alleged remarks and for her work in tackling the issue.

In relation to the information in the report surrounding first aid and anaphylaxis training; does the school have a defibrillator on site and what is the process for pupils who require EpiPens?



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SE informed the committee that there was a defibrillator on site, in the staff room, and that the EpiPens for pupils who required them were kept in a cupboard in the classroom. During breaktime, SE explained, the teachers took the EpiPens out in a bag, along with the file with medical information for the pupil, so that they were easily accessible should they be needed.

Whose responsibility is it to check that the medical information and equipment is up to date?

SE explained that it was the responsibility of one of the office staff members and that the office would also ask teachers to cross-check against what was included in the classroom cupboard.

Does the school have generic equipment in case a child is without theirs?

SE confirmed that she had purchased two EpiPens and two inhalers which were kept on site.

Do the external lettings who use the school in the evenings and at the weekend know where the defibrillator and EpiPens are?

SE said that she was unsure whether they did and would ensure she let them know. – **Action SE**

Were staff consulted on the changes to the year 1 and year 2 curriculums?

SE confirmed that they had been, and that she had shared with them a document called 'Strong Foundations in Early Years of Primary Education' during a staff meeting, which was the basis of their curriculum focus, and they had discussed the content. SE explained that they had investigated how they could use the document to narrow the gaps in attainment for pupils, noting that a TA would be delivering the interventions. SE commented that the staff were supportive of the changes and excited by the ideas.

You have noted that the assessment of non-core subjects is changing; how do staff feel about that?

SE noted that it was a Trust-led/Research driven change in thinking that distanced them from the conventional, data-driven approach. SE explained that they had been discussing the changes with staff this term and that they would be implementing it from January, adding that it would support teachers in bettering their understanding of their subject.

Would you say that reading fluency is at the level you would like?

RW commented that it had been and, on the occasions where they felt a



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	<p>teacher required extra support with it, they had arranged for them to shadow others and do additional CPD.</p> <p><i>With your focus on reading fluency this year, what proportion of pupils would you say enjoy reading? How many are you targeting with additional support?</i></p> <p>SE commented that she was unsure if they had data on reluctant readers specifically, however they focused their support on the lowest 20%, though added that it may be the fact they are struggling to read which makes them reluctant, rather than not enjoying reading.</p> <p><i>Regarding persistent absence for PP and SEND pupils; have you reflected on how to challenge the issue to get them back into school, and on why the issue might be at the level it is?</i></p> <p>SE noted that they were working hard at improving attendance for all their pupils, though clarified that the figures in her report were specific to those cohorts of children with SEND and PP, therefore each child constituted a larger percentage of the data, which could make it appear more significant.</p> <p><i>Would you say the increase is a cause for concern?</i></p> <p>SE commented that, unfortunately, persistent absence was always higher for SEND and PP pupils as a school and, so, though it was incredibly important they continued to tackle it and try to reduce those absences, it was not unexpected that they were higher.</p> <p><i>Would you say the levels you are seeing are expected?</i></p> <p>SE explained that it was the first time that they had ever broken down the data in this way, and half of their PP children were persistently absent, which she concluded was not where they would hope to be. She noted that this was the reason why the focus of their SDP was on those groups of pupils and on attendance.</p> <p>Governors thanked SE for her report, and she extended thanks to Governors for their questions.</p>	
7	<p>Safeguarding (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) School Safeguarding Audit form – Note required actions for monitoring b) Update on safeguarding monitoring within school – safeguarding link governor visit 	<p>Head / Safeguarding Link Gov</p>



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	<p>c) HT to confirm all staff safeguarding training is in place and update on any gaps to be followed up on</p> <p>TE informed the LGC that she had visited the school for a safeguarding meeting with SE, noting that she would provide a brief update, though caveating that much of what was discussed had already been covered by the Headteacher's Report.</p> <p>TE stressed that the conversations during their safeguarding meetings were repeatedly centred on the time that the safeguarding incidents were taking, particularly those surrounding the behaviours discussed during the Headteacher's report.</p> <p>TE noted that general attendance at the school was at an adequate level, but that maintaining that needed constant attention and focus. She commented that, the previous term, attendance had been impacted by families taking holidays that overran into the start of term and that, this term, it was being impacted by illness. She informed the committee that there was a new system in which office staff had to report absences to OCC which had increased the admin load.</p> <p>TE continued by noting that she and SE had discussed neglect and the fact that they were noticing a few emerging neglect cases which they were conscious of and would monitor closely.</p> <p>Regarding the section 175 audit, TE noted that almost all actions were now complete. She noted that SE had been receiving information from the organisation 'Children Heard and Seen' and that they had received new neglect tools which would be disseminated to all staff to help them in identifying and supporting cases of neglect. She added that there were a couple of actions outstanding, but they were not yet overdue and were expected to be completed before becoming so.</p> <p><i>Do you have a percentage for the neglect cases within the school?</i></p> <p>SE noted that they did not as they were not all definitive, many were cases of emerging neglect that required monitoring.</p> <p><i>Do we have lots of emerging neglect then, or actual neglect?</i></p> <p>SE explained that it was mostly emerging neglect, and that emerging neglect was quite a frequent input on CPOMS.</p> <p>TE explained for Governors that an instance of emerging neglect reported could be as minor as a child coming to school with no water bottle which, if it was a one off, would not be looked into further, however if it formed part of a pattern then the record keeping would help highlight that. She added that it was important that staff maintained positive relationships with parents which would allow them to have open discourse when there were</p>	
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	<p>potential concerns.</p> <p><i>Is the increase, in part, due to the recategorization of CPOMS?</i></p> <p>SE commented that it had possibly had an impact, as they now had new categories set by the Trust that they must abide by. She noted that it was also likely due to a growing understanding of the necessity to log everything, however minor it may seem.</p> <p>Governors extended thanks to SE and TE for the safeguarding update.</p>	
8	<p>Health & Safety (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Update on any items not included in HT report. <p>SE confirmed that they had had their term two audit conducted by the Trust and were awaiting the report back. She noted that once this had been received, she would share it with the LGC.</p>	Head /H&S Gov
9	<p>Risk Register (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Discussion of items on the risk register and current grading. b) Look at whether risks need increasing, decreasing or discharging <p>It was decided that this item would be postponed until January's LGC meeting. RP confirmed that she would add it to January's agenda. – Action RP</p>	
10	<p>Finance & Budget Update (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Review and discuss latest management accounts b) Update on budget monitoring c) Review actual vs potential pupil capacity <p>SE informed the Governors that she would be meeting with the finance officer from the Trust regarding period 2 the following week. SE noted that she had received no update on the finances and budget monitoring since February.</p> <p>SE informed the committee that, due to a conflict of interest with her role on the Friends of John Blandy (PTA), ND would be relinquishing her Finance Governor link role as of this meeting. ND had chosen to remain as both a Governor and a member of the PTA, but to avoid a conflict or perceived</p>	Head/ Finance Gov



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	<p>conflict would abstain from voting on financial decisions at the PTA and would not be continuing her link role.</p> <p>SE invited the LGC to nominate themselves for the role of interim Finance link Governor, noting that it would be interim whilst they continued to recruit more Governors to the committee.</p> <p>ND commented that she would be happy to support the handover to anyone who wished to take up the role of Finance Governor.</p> <p>CH volunteered for the role. It was confirmed that, due to their close alignment, CH would also take the role of PP link Governor from ND. RP confirmed that she would update GovernorHub with CH's new link roles. – Action RP</p>	
11	<p>Pupil Premium (Documents: GovernorHub)</p> <ol style="list-style-type: none"> Approve strategy statement on use of pupil premium (include evidence used to inform decisions and must use DFE template) Complete evaluation of spend on PP in previous academic year Both to be published on website by end of December Confirm PP eligible pupils were included in October census <p>ND confirmed that she had met with SE to discuss the PP strategy and that it had been approved. She confirmed that they had discussed the use of the funding and that it was mostly being used for TA support, as well with staff CPD to help train staff in writing, spelling, phonics and on supporting disadvantaged pupils in school.</p> <p>SE thanked ND and Governors for their support and noted that she would publish on the website ahead of the deadline. – Action SE</p>	Head / Finance Gov
12	<p>PE & Sports Premium Funding (Documents: GovernorHub)</p> <ol style="list-style-type: none"> Review impact of PE & SP funding for academic year 2023-24 Look at intention for spending PE / SP funding for this year <p>SE informed the committee that this year a large proportion of the funding would be spent on TAs and on keeping children active at lunchtimes, and on training TAs to run some of the activities outdoors. She noted that they also used it on PE enrichment activities at FCC. SE noted that their PE coordinator was looking to have an external company come to teach cricket and was also investigating other sporting opportunities. SE</p>	Head / Finance Gov



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	commented that the rule surrounding what sports premium could be spent on were quite restrictive.	
13	<p>Pay Committee</p> <p>a) Report on the outcome of the Pay Committee Meeting on 15th November 2024</p> <p>SE informed the LGC that the pay committee meeting had been held on the 15th of November and that the Pay Committee had agreed all the recommendations from her pay report.</p> <p>ND noted that all staff had been doing well and meeting their teaching standards, with most meeting all their objectives too. She noted that there was a strong catalogue of CPD supporting staff with their objectives and that all the pay awards had been budgeted for fully.</p> <p>Governors thanked SE and ND for the update.</p>	Head / Finance Gov
14	<p>Governor Reports & Visits to School (Documents: GovernorHub)</p> <p>a) Update on any Governor reports / visits to the school since the last meeting</p> <p>TE confirmed that she had been in for a safeguarding meeting with SE, as was detailed in her update in the safeguarding section of the meeting.</p> <p>It was noted that there would be a number of Governor visits coming up, that could be discussed at the next meeting.</p>	Head/ Link Govs
15	<p>Correspondence</p> <p>a) Chair to share any correspondence with the LGC</p> <p>It was noted that there was no correspondence to share with the LGC.</p>	Chair
16	<p>CLT News Update</p> <p>a) Update on the merger between the VAT and CLT</p> <p>b) Any other updates from CLT</p> <p>c) Reminder that the Governance development forum on Tuesday 10th December at 6pm had been cancelled.</p>	Head/Chair



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	<p>SE confirmed that there were no updates on the merger for her to share, nor any other CLT updates.</p> <p>RP reminded the committee that the Governance Development Forum had been cancelled and would be rescheduled for the new year.</p>	
17	<p>Any Other Business</p> <p>CH asked SE to confirm when the next performance and standards meeting would be. SE confirmed this would be held ahead of the January LGC. She noted that they were holding assessments in the school the following week and so would share the data from them.</p> <p>SE thanked CH for chairing the meeting and Governors for their continued support.</p> <p>CH closed the meeting at 20.24</p>	Chair / Clerk
	<p>Next Meeting Dates 2024/25</p> <p>Term 3 – LGC Thursday 16th January 2025 7pm in person at John Blandy</p> <p>Term 4 – LGC Thursday 20th March 2025 7pm in person at John Blandy</p> <p>Term 5 – LGC Thursday 15th May 2025 7pm in person at John Blandy</p> <p>Term 6 – LGC Thursday 3rd July 2025 7pm in person at John Blandy</p>	