



John Blandy Primary School

Meeting: Local Governing Body

Where: In person – JBL School

Date: Thursday 30th November 2023

Time: 19.00

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

MINUTES

Item	Subject	Lead
1	<p>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies HB opened the meeting, welcoming all present, and noting that the meeting was Quorate. No declarations of pecuniary interest were made. No apologies were received. One absence, ND, was noted.</p>	Chair
2	<p>Urgent matters (as previously notified to the Chair) No urgent matters were brought to the committee's attention.</p>	Chair
3	<p>Minutes of last meeting: (Documents: GovernorHub) a) Approval of minutes of last meeting on 28th September 2023 b) Matters arising from minutes of meeting on 28th September 2023: - Confirm LGB have registered declarations & statutory start of year tasks on Govhub.</p> <p>The LGC confirmed that they approved the minutes and confidential minutes of the previous meeting on 28th September. HB confirmed that she would sign the minutes on Govhub. - Action</p>	Chair/Clerk



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	<p>RP noted that RS was the last remaining governor needing to resubmit her declarations for the current academic year and agreed to forward instructions on how to do so after the meeting. – Action</p> <p>HB discussed the actions arising from the previous meeting, noting the following updates:</p> <p>Regarding the mental health link governor there were no updates due to ND’s absence, therefore RP agreed this would be added as an action on the next register. – Action</p> <p>HB noted that the safeguarding document had been signed off by the LGC. RP is to check if this is marked as signed on Govhub and then remove from the actions arising register. - Action</p> <p>SE noted that HB was yet to complete her GDPR training. – Action HB requested to be resent the link for the training following the meeting. – Action</p> <p>HB asked SE and RW if they had completed the action to create a central document which was a decision-making flow regarding requests for absences in term time. SE confirmed completion of the decision-making document, noting that RW had suggested the inclusion of religious reasons for absence, which had been added. SE commented on the success of the document and new policy thus far, noting that they had begun fining parents for absences and felt they were sending a clear and consistent message.</p> <p>HB confirmed that the SDP had been edited and issued since the last LGC meeting and that information regarding the sports premium had been shared and signed off.</p> <p>RP confirmed she would update the actions arising document following the meeting. - Action</p>	
4	<p>Governing Body:</p> <p>a) LGB Vacancies: 2 Community – Filled since last meeting.</p> <p>SE and RP updated the LGC regarding moving HB and CH from being listed as parent governors, to fulfilling the roles of community governors, noting this was at the direction of COO Anne Lynn (AL), who informed SE and RP</p>	<p>Chair/Head/ Clerk</p>



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that new constitutions had meant the JBL LGC was now too heavily weighted towards parent governors.

HB commented her unease at this change, noting that optically it fixed the imbalance, but the skillset was still weighted the same.

I agree with HB; we must be looking at the skillset that governors are able to provide the LGC rather than transferring governors across because that is the simplest 'fix'.

We did speak also about the importance of having a range of governors without a vested, personal interest in the school to allow more independent opinion and analysis.

SE noted her agreement, further noting that AL had advised her that she must be cognisant of the expertise of any new governors, whilst informing the LGC that, despite having moved HB and CH into community governor roles, they were still advertising for two more community governors. HB commented that it was not an ideal structure nor solution, but that she would agree to being a community governor if that is what SE had been advised was best.

Likewise, CH commented that she did not object to the change, but was equally aware that, regardless of how she was listed, as a parent at the school she would always have a parent's perspective rather than that of a community member with no contact to the school.

HB concurred with the fact that, by filling two roles with parent governors, the LGC would miss out on the independent feedback a community governor could provide, but reassured CH that her ability to do her job would remain unchanged.

- b) Governor Updates and Link Roles – updated since last meeting; CH now Pay Committee & GDPR Governor as well as STEM.

HB asked SE if she wished to reorganise the link roles or whether there were gaps in skills that required attention.

SE commented that she felt it best to maintain the current roles as the link governors were beginning to form relationships with subject leads and have



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	<p>a deeper understanding of their focus, which was a strength that she did not wish to lose by reorganising and reassigning roles.</p> <p>HB commented on the merit in this, asking governors if they had any contribution to make or if they would like to request any changes. Governors agreed they would like to continue with their current link roles.</p> <p><i>TE – I have children we care for and safeguarding as my links, but no specific subject. I believe there are subjects without a link governor that may need reviewing.</i></p> <p>It was decided that RP would collate a list of link governors and subjects ahead of the next LGC meeting so that this could be reviewed and any subjects without link governors could have one assigned. - Action</p>	
<p>5</p>	<p>KPIs Progress Report (Documents: GovernorHub)</p> <p>KPIs progress report on the specified strategic aims:</p> <ul style="list-style-type: none"> - SE to provide update on SDP - SE to provide update on 5 year development plan <p>SE informed the LGC that some of the progress for the SDP was noted in the Headteacher's report which had been circulated prior to the meeting, before providing a brief overview of the general progress of the five-year development plan.</p> <p>SE noted that the five-year plan for JBL, in line with FLT, was to provide seamless education for children aged two to eleven, though noted that in the case of JBL this would be from age four to eleven as they had no preschool setting and had chosen not to bid for Southmoor preschool at present.</p> <p>SE explained that they were working on adapting the curriculum and that RW had already begun to implement this, working with staff to modify the curriculum so that there was an A and B cycle, allowing the school to grow alongside their updated curriculum.</p> <p>SE informed the LGC that she was to join in meetings surrounding the IT strategy of FLT moving forward and that, in doing so, she hoped to broaden her understanding of how that supports JBL and their IT too.</p>	<p>Head</p>



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Referencing their safeguarding plans, SE noted that they have a strong safeguarding culture within the school that must be maintained, adding that an order had been placed for electronic sign-in which would strengthen safeguarding further.

SE further noted that they have high-quality teaching across the school, evidenced during observations and that, going forward, there would be a continued effort to embed this.

SE informed governors that ensuring SEND and Pupil Premium pupils continue to make good progress was an ongoing priority that had been discussed at SE's appraisal recently.

SE also noted that achieving well in arts was on the five-year plan and that she felt that they had been making good progress on this so far.

Regarding pupil voice, SE commented that they had found it difficult to maintain the student councils this term due to staff absences, but that she hoped to be able to reinstate them in January when their staffing looked set to return to its full quota.

Next, SE informed the LGC that, during a recent visit from Adale Bennett (AB), a Trustee at FLT, they had discussed encouraging aspirations in pupils and readying them for their futures, with SE noting that they had begun work on this, but it would be beneficial to further it. SE commented that the biggest link they have is with FCC, however noted that she had recently attended a course during which they discussed secondary school careers fairs and how the opportunity to attend them could be extended to year six pupils too.

Furthermore, SE noted that the five-year plan also focused on encouraging CPD for all staff, which she felt they were doing successfully, noting that there had been middle-leader training, NPQs, and training on phonics, as well as the opportunity for some subject leaders within JBL to lead areas Trust wide, which was great for their personal development.

Referencing Mental Health and Wellbeing, SE commented that this area was progressing, though there was still more to be done. She explained that they have zones of regulation in JBL, they have a nurture space, but that there were plenty of children still on the waiting list for an ELSA (Emotional Literacy Support Assistant).



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	<p>In terms of supporting their families, SE noted that they would be hosting a SEND coffee morning, and that they also had the community café and parents' evening. Furthermore, SE noted that strengths and needs assessments were regularly offered to parents who could benefit from them, and that TAFs (Team Around the Family) were in place to help those that needed it, with a six-weekly catch up for each of them.</p> <p>SE informed the LGC that they were continuing to grow their leadership in line with the 1.5 form entry, broadening their SLT and strengthening links with local schools. SE explained that FLT would like each school to have a unique aspect and that, on visiting, Director of Education Louise Warren (LW) had been impressed by JBL's library and how inviting it was, and so their focus was to continue putting finances into improving the library and expanding their non-fiction book collection.</p> <p>Lastly, SE commented on how they wished to develop the physical building as they continued to grow, commenting on their hope to enlarge the school hall at some point, but recognising that this would be a large expenditure and so may need to wait.</p> <p>Summarising, SE informed the LGC that she felt they were making good progress on the five-year plan but also recognised that was an ongoing process which would continue to progress over the coming years.</p> <p>HB invited the LGC to ask SE any questions they had regarding these two plans, for which there were none.</p> <p>HB extended thanks to SE for her continued work and progress on both the SDP and five-year development plan.</p>	
6	<p>Pupil Progress (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Briefing on pupil progress assessment points for all year groups, not subject to internal or external assessments, tests or exams <p>SE noted that assessments were currently underway, therefore there was little to report right now. She commented that all year groups from year two upwards were also being assessed at present. She further noted that year one were also being assessed in phonics, to analyse their progress.</p> <p>RW informed the LGC that the feedback they had received from teachers was that, so far, the children were doing well in their assessments and the</p>	Head



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	<p>teachers had been impressed. On being queried, RW confirmed that the assessments currently underway were based on those that pupils would undertake at the end of the academic year.</p> <p>SE informed the LGC that she had requested a current teacher assessment judgement from teachers for writing due to the unexpected, disappointing results in some writing at the end of the previous year. SE noted that she had requested an assessment of where they stand currently with their progress and where each child is expected to be at the end of the year, further noting that she wanted more accountability for the data.</p> <p>HB extended thanks on behalf of the LGC to SE and RW for their input and explanations.</p>	
7	<p>Policies (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Consider and agree a scheduled review for policies delegated to the school <p>SE informed the LGC that this was specifically designed for consideration of strategic policies, therefore some smaller policies available – handwriting for example – need not be discussed.</p> <p>SE further noted that last year she had shared the progress on policies with GS in the Spring term and felt that it would be best to do the in-depth review at the same time, commenting that to do so in the current term was difficult with the quantity of other topics that also needed covering. SE reassured the LGC that she was continuing to maintain a record of the policies and updates from the FLT.</p> <p>GS commented that SE had put significant effort into work surrounding the policies the previous year, further reassuring the LGC of his confidence in SE to maintain them all.</p> <p>SE informed the LGC that she had updated the risk assessment surrounding the school gate being left open and that all staff had been asked to sign the assessment to note their understanding of the importance of keeping it closed, as well as their cooperation with doing so.</p> <p>HB suggested that a sign on the gate to remind staff and visitors may be useful. SE agreed, noting that she would have one laminated. - Action</p>	Head



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8	<p>Looked after Children Report (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Report on the quality and impact of provision for Looked after Children <p>HB noted that the report was new this year, commenting that it was commendable to see the high level of support being designated to the children discussed.</p> <p>SE explained that the report was new to this academic year because there were no 'looked after' children the previous year.</p> <p>HB extended thanks to SE for her explanation and for the ongoing support provided to the looked after children, commenting that it appeared, from the report, they were thriving.</p>	Head
9	<p>Health & Safety (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Health and safety update - Update on security <p>SE noted that the update on security had already been discussed earlier in the meeting and therefore did not need revisiting.</p> <p>In terms of health and safety, SE informed the LGC that an audit had been undertaken and that their COSHH document had been commended for being in good order, though she recognised that it would be an ongoing process and that the document must be reviewed regularly to maintain its effectiveness.</p> <p>HB thanked SE for her ongoing work on the COSHH document and all aspects of Health and Safety at the school.</p>	Head /H&S Gov
10	<p>Annual Self-review (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Consider outcomes of annual self-review - Agree follow-up actions arising from annual self-review. <p>As this was discussed in September's LGC meeting, SE suggested it was not discussed again today as much of it would be reiteration of what was said previously. SE noted that the work was ongoing and that this could be revisited at a later meeting once there was more of an update.</p>	Head



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	Governors agreed that to return to this at a later meeting seemed sensible.	
11a	<p>Finance & Budget Update (Documents: GovernorHub)</p> <p>a) Pupil Premium Report b) Recovery Premium Report c) Sport Premium report Consider evidence as to whether 2022-2023 funding secured stated outcomes for pupil progress, engagement and wellbeing. d) Budget monitoring report</p> <p>HB invited SE to provide a brief update on the progress of all reports listed above.</p> <p>SE commented that both the Pupil Premium and Recovery Premium reports had been discussed the last meeting and were now on the website, which was what was needed prior to the 31st December.</p> <p>Regarding the Sports Premium Report, SE informed governors that it was due on the website by July, but that she had recently completed it and forwarded it to Sam Cairns (SC) who was conducting a PE deep dive for the FLT. SE further noted that she had yet to receive the final monetary values and so would await those before uploading the report.</p> <p><i>HB – Is there a budget monitoring report to share?</i> SE informed the LGC that at the end of the previous year they had been in a significant surplus, which was where they had hoped to be to potentially hire another teacher next year. For the current budget, SE noted that on recent examination they still had a plentiful surplus, however it did not account for teacher and TA backdated pay awards, which had just been agreed, therefore she expected to be in balance still but not to have the same significant surplus that they had done.</p> <p><i>HB – Will you still be taking on another teacher for next academic year?</i> SE informed governors that this was uncertain at present as it would depend on the predicted number of pupils in the next cohort. SE explained that the open day had around half the number of parents attending as it had done the previous year, therefore until they knew the figures they could not decide.</p> <p><i>HB – Is this dip in numbers specific to JBL or something seen across the county?</i></p>	<p>Head/ Finance Gov</p>



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	<p>SE commented that this was county-wide, though noted it may be a welcome change for some parents in the village who, based on the current catchment delineation, had been concerned they may not get a place.</p> <p>HB thanked SE for her explanations and the work put into each of the reports.</p>	
11b	<p>Pay Committee</p> <ul style="list-style-type: none"> - Report on the outcome of LGB Pay committee meeting 3rd November 2023 <p>HB informed Governors that the pay committee had met a few weeks back and that all had gone through as intended, noting that all documentation had been gathered appropriately, all decisions presented by SE were evidenced clearly and that the committee had, on that basis, been happy to agree each of SE's recommendations.</p> <p>SE confirmed that she had sent the minutes from the pay committee meeting to the Trust, along with all supporting documentation.</p>	<p>Head / Chair / Pay committee</p>
	<p>Head teacher report</p> <p>HB asked SE if she had received any questions from Governors ahead of the meeting to which she responded that she had, from GS and CH. HB invited GS to begin with his questions.</p> <p><i>GS –Regarding the change in catchment area, do you have any feelings around how this will change the make-up of the school?</i></p> <p>SE noted that it was too soon to know, explaining that the consultation period would begin the following day. SE explained that the new catchment made sense geographically, particularly since in Southmoor it currently runs through the middle of a housing estate. SE noted that the new proposal uses the A420 as a barrier line, whereby any homes south of the A420 will be in the JBL catchment and any of those north of it will belong to Longworth school. Recognising the benefit of this new catchment, SE impressed upon the LGC that it remained important that they were clear that some students in the catchment may not get into JBL as it is very full – being in the catchment does not guarantee a place. SE commented that she felt the new catchment was important to avoid losing whole families as a younger pupil does not get in or, even before then, because the parents are worried they will not get in and so apply elsewhere.</p>	



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GS – Do you know what the pupil numbers are at Longworth? Are they currently under – or over – subscribed?

SE commented that she believed Longworth took fifteen pupils each year, as opposed to JBL's forty-five, however she was unsure whether they were oversubscribed.

GS extended thanks to SE for her explanations.

CH - Regarding teaching and staff shortages, how much support is being provided by FLT and are you concerned about potential 'burnout' for staff who are at risk of being overworked?

SE explained that FLT had provided supply agencies to be used, but that also as a school they had just recruited an additional TA who had recently started and had been shadowing an existing member of staff. SE noted they found the shadowing process to be highly useful and that the addition of the new TA had allowed an existing TA to be released to provide support across the school, relieving some of the pressure that they had been under. SE recognised that staff illness had been difficult to contend with and increased pressure on everyone, though noted it was expected at this time of year, with many illnesses prevalent in the community. SE noted that they had recently had student teachers at JBL, and allowed them to release some TAs to help elsewhere, further noting that this was not the usual way in which they were utilised but commenting that it had worked well and provided the students a deeper understanding of the role of the teacher and TA.

RW – The students are thriving. They have loved the opportunity to provide more support than usual and have done incredibly well in the process.

HB thanked SE for her responses and asked if there was any other aspect of the Headteacher's report that she wished to discuss.

SE informed governors that she was seeking support in TAF meetings from the Trust, where parents would allow it. She noted that this included things like inviting the Trust safeguarding lead to attend meetings for additional input.

SE noted that she had issued the FLT code of conduct to parents.

HB – Have you noticed an improvement in parent conduct?



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	<p>SE commented that she had somewhat, noting that in future she will issue it at the start of the term as some other schools in the Trust do.</p> <p>HB extended thanks to SE on behalf of governors.</p>	
<p>12</p>	<p>Governor Reports & Visits to School (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Review and sign off reports - Reports to be posted to website by end of December <p>TE, who is the safeguarding governor, visited the school between the previous meeting and this one and relayed her feedback to the governors.</p> <p>TE noted that one item discussed by herself and SE upon her visit was security and what it would mean for security should the preschool be taken over by someone other than JBL. This would increase the safeguarding risk as there would be unknown people coming on and off site to access the preschool, however on a more positive point, whoever took over the preschool may contribute to the cost of improving general site security as it would benefit them too.</p> <p>TE commented on safeguarding support from OCC, noting that it was much improved from where it once was and that the allocation of support was better, though added that the waiting lists were still long.</p> <p>TE informed governors that she and SE spoke in depth about online safety as this was the main focus of this year's KCSIE, commenting that the filtering was great, but monitoring was carried out by Sweethaven.</p> <p>SE added that, since TE's visit, there had been an update on monitoring. SE explained that she and RW received daily emails where they could monitor anything flagged, and daily emails for wording pertaining to suicide. SE was pleased to inform governors that there had been nothing flagged yet.</p> <p>TE concluded by informing the governors that she felt reassured that all the necessary safeguarding tools were in place at JBL.</p> <p>HB thanked TE for visiting the school and for her feedback.</p> <p>SE noted that Adale Bennett (AB), a link Trustee for FLT, visited JBL recently to see the school and discuss their needs. SE noted that she provided AB with a tour of the school, and they discussed literacy and how to obtain</p>	<p>Head/ Link Gvs</p>



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	<p>more books for the school, which AB said she would follow up on. SE informed the LGC that AB was investigating how to access more funding and grants for the school and that, overall, it was an incredibly positive visit and that AB commented on how pleased she was with JBL. AB will visit again in February.</p> <p>Governors commented on how beneficial the grants and funding that AB is investigating would be.</p> <p>HB asked SE to extend thanks to AB on behalf of the LGC.</p>	
13	<p>Governor Development & Training (Documents: GovernorHub)</p> <ul style="list-style-type: none"> - Governor training and development programme - Schedule Governor feedback - Schedule review of outcome of pupil, parent and staff surveys - Sign off terms of reference for LGB working groups and/or committee. <p>SE informed governors that the parent feedback was received in July and so she would collate to share at the next governor meeting in January. –Action</p> <p>SE commented that FLT were in the process of conducting the staff survey across the whole Trust, explaining that it was an anonymous survey that would be fed back directly to FLT.</p> <p>SE noted that the pupil survey would be conducted in the spring term. On being asked by governors, SE confirmed that the pupil survey was issued by JBL, not by FLT.</p> <p>SE continued by informing the LGC that LW had suggested that James Hood (JH), an EYFS lead and ex-inspector, come to meet reception teachers and look at pupil voice within JBL. JH had commented that the children were very friendly and talkative and had spoken to him about the school councils, trips, their curriculum and more, noting that they had told him they would like to do more DT, French and Music. This was all very positive, though SE noted that JH did comment that, though the children could speak in great depth about what they were currently learning, they could not always link that back to what they had learned previously and make the connections necessary, so that was an area requiring focus.</p> <p>RW added that, as a result, the focus on linking topics had been increased and that they had reassessed the way in which they use knowledge</p>	Head / Chair



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	<p>organisers, making them more child friendly so that the pupils could visualise their own learning journey from where they were, to where they currently are and where their knowledge will extend to.</p> <p>SE informed the LGC that they had received positive feedback regarding the knowledge organisers and their usefulness for teachers as well as pupils, allowing teachers to understand what had previously been taught and what level of understanding and knowledge could be expected of each child.</p> <p>Governors thanked SE and RW for the explanation.</p>	
14	<p>GDPR</p> <ul style="list-style-type: none"> - Confirm LGB have completed GDPR training ahead of audit. <p>All confirmed as completed other than HB, as discussed during the update on actions arising. HB agreed to complete hers as soon as possible.</p>	
	<p>Risk Register</p> <ul style="list-style-type: none"> - Discussion of items on the risk register and current grading. - Look at whether risks need increasing, decreasing or discharging. <p>HB queried some sections of the risk register, namely adverse weather, national pandemic and SLT, whereby she felt there needed to be further clarity on the likelihood of the mitigating factors improving outcomes and impact.</p> <p>SE understood HB's comments, noting that she would update the risk register accordingly for further clarity. - Action</p> <p>HB further noted that, under risk surrounding pupil numbers, JBL taking over the preschool had been listed as a mitigating factor. HB questioned if this needed reviewing, considering the earlier discourse surrounding the decision not to pursue the preschool acquisition.</p> <p>SE noted that the risk register had not been updated since they had decided to withdraw from the bidding process, commenting that in a continued attempt to mitigate the risk it is important they build positive relations with local preschools beyond the village. - Action</p> <p><i>HB- I would suggest that we include an explicit mention of data on the risk register, noting what data we currently have and how it is used, specifically</i></p>	



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	<p><i>related to how we register personal information about pupils – their medical and contact information. How is this currently stored?</i></p> <p>RW confirmed that this information is stored electronically.</p> <p><i>HB- That is why we would need to look at how to mitigate the risk should there be a data breach, or if the IT system were to go down. In that instance, would the school close?</i></p> <p>SE confirmed that could be the case, noting that it would be prudent to cross-reference this in their business and continuity plan.</p> <p><i>HB - I think it is pertinent, considering the times we live in; data breaches are a significant and genuine risk. I think it could be its own section on the register or could be a subsection of infrastructure, either would be suitable.</i></p> <p>SE agreed to add this additional risk factor to the register.</p> <p>It was agreed that SE would action the updates discussed this evening before re-issuing the register, via email, to the LGC for their approval. -</p> <p>Action</p>	
14	<p>Correspondence</p> <p>None was noted.</p>	Chair
15	<p>FLT News Update</p> <p>None was noted beyond that which had already been discussed in earlier agenda points.</p>	Head/Chair
16	<p>Any Other Business</p> <p>As notified to the Chair before the meeting</p> <p>No other business was noted.</p> <p>HB closed the meeting and extended thanks to all present for their time and contribution.</p>	Chair
	<p>Next Meeting Dates 2023/24:</p> <p>All 7pm</p> <p>25 January 2024</p> <p>19th March 2024</p> <p>23 May 2024</p> <p>16th July 2024</p>	



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