



# John Blandy Primary School

**Meeting:** Local Governing Body

**Where:** In person – JBL School

**Date:** Tuesday 16<sup>th</sup> May 2023

**Time:** 19.00

Name	Initials	Governor Type	Attended
Hannah Boon	HB	Parent/Chair	Yes
Lorna Butler	LBu	Parent	Yes
Nina Davis	ND	Parent	No
Tamzin Einon	TE	Community	Yes
Suzanne Elliot	SE	Headteacher	Yes
David Hancox	DH	Community	Yes
Christina Holleywood	CH	Parent	Yes
Gareth Sheer	GS	Community	Yes
Rachel Skeet	RS	Staff	Yes
Dianna Swale	DS	Staff	Yes
Rebecca Wilson	RB	Other/Deputy Headteacher	Yes
Clerk to Governors	RS	Staff Governor	Yes
In Attendance:			

Page |  
PAGE

## MINUTES

Meeting opened: 19:02

Item	Subject	Lead
1	<p><b>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</b></p> <p>All were welcomed to the meeting, the meeting was quorate and there were no declarations of pecuniary interest. Apologies were received from ND.</p> <p>Simon Dando has resigned from the Governing Body in order to focus on other commitments with the local community. SD wishes to emphasise how much he enjoyed his service as a governor. He also wishes to highly commend the excellent work of Alex Hancock, Site Manager, in terms of his management of the estates, health and safety and statutory requirements.</p> <p><i>Thanks were extended to GS for attending during SATS. GS commented on the efficient operation of the administration process, the dedicated staff and the attitude of the pupils.</i></p>	Chair
2	<p><b>Urgent matters (as previously notified to the Chair)</b></p> <p>None.</p>	Chair
3	<p><b>Minutes of last meeting:</b> (Documents: GovernorHub)</p> <p>a) Approval of minutes of last meeting on 14<sup>th</sup> March 2023</p>	Chair/ Clerk



# John Blandy Primary School

<p>There was a query from CH regarding figures and context for persistent absence at Section 6.</p> <p><b>Action:</b> SE to email LB to amend and re-sign minutes of last meeting.</p> <p>b) Matters arising from minutes of meeting on 14<sup>th</sup> March 2023</p> <p><b>Previous Action:</b> SE to provide progress updates on School Vision and 5 year plan.</p> <p><b>Update:</b> Ongoing.</p> <p><b>Previous Action:</b> SD to update governors on follow up actions from fire assessment</p> <p><b>Update:</b> to be provided within this meeting.</p> <p><b>Previous Action:</b> SE to follow up on road safety and report back.</p> <p><b>Update:</b> SE gave a whole-school assembly on road safety. Class teachers are to practise crossing a local road with Year 1s as part of PHSE lessons. SE met OCC Highways. The only "School" sign is on Draycott Road, some way from the John Blandy site. An OCC officer will look at signage closer to the road(s) nearer the school site. He suggested double yellow lines on the bend at Fir Tree Close. A single white line is not recommended. A single yellow line would mean parking is prohibited at certain times of the day. However, neighbours in the vicinity will need to be consulted and it will come at a cost of £3,200 to the parish council. SE is to attend a meeting of the Parish Council on 5<sup>th</sup> June to discuss the matter.</p> <p>There was a question about whether staff have to park on the road which they do have to do. From September parents of those attending Breakfast and After School Club will be requested not to use the staff car park when dropping off children to avoid blocking staff car parking spaces. There is ample on street parking space to the right on Laurel Drive.</p> <p><b>Further Action:</b> SE provide an update on the meeting with the Parish Council.</p> <p><b>Previous Action:</b> GS to write up link governor reports and share to the committee.</p> <p><b>Update:</b> Reports shared and HB to add reports to GovernorHub. <b>Action HB.</b></p> <p><b>Previous Action:</b> LB to update GovernorHub with Change to Full Governing Body meeting from 18 July to 11 July.</p> <p><b>Update:</b> SE will make this update. <b>Action SE.</b></p>	Page   PAGE
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# John Blandy Primary School

4	<p><b>Governing Body:</b></p> <ul style="list-style-type: none"> <li>a) LGB Vacancies: 2 Community</li> <li>b) Governor Updates and Link Roles</li> </ul> <p>a) There was a discussion about approaching some of the newly-elected Parish Councillors to stand as Community Governors. LB has links with two of them. DS remarked that one of the councillors has already served as school governor elsewhere and that all have several commitments. It was noted that Longworth School is also recruiting for Community Governors. SE will readvertise once again. <b>Action: SE to readvertise for Community Governors in KBS News.</b></p> <p>b) Following the resignation of SD, HB will take on the H&amp;S portfolio in the interim until a new link governor can be appointed.</p> <p><i>The Governing Body extended its thanks to Simon for his hard work and commitment to the role.</i></p>	<p>Chair/ Head/ Clerk</p>
5	<p><b>Policies</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Trust Manual Handling Policy</li> </ul> <p>CH asked whether age should also be a consideration in this Trust Manual Handling Policy. SE will pass on this question to Jason Akrill for comment. <b>Action SE.</b></p> <p>There was a discussion about training and risk assessment. Key staff may require additional training. SE advised that our current risk assessment still stands and all staff have been asked to read and sign the risk assessment as appropriate.</p>	<p>Head</p>
6	<p><b>Headteacher's Report</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Key Points</li> <li>b) Staffing</li> <li>c) Health &amp; Safety/Premises</li> <li>d) Safeguarding</li> <li>e) SDP/SEF</li> <li>f) Wellbeing</li> <li>g) Questions (submitted in advance to Headteacher)</li> </ul> <p>Questions were taken on areas of strategic concern.</p> <p><b>Absenteeism:</b> the figure of persistent absentees was 9.7% as at date of the meeting. Phones calls and conversations on the gate are helping and improving the situation. There are some successes e.g. an attendance contract</p>	<p>Head</p>

Page |  
PAGE



# John Blandy Primary School

has improved attendance to 94% for one pupil. It was acknowledged that underlying causes of absence are varied and complex, and that working with parents is central to success. Supportive measures are showing an impact for some circumstances and here attendance is tipping into 90%. Work is ongoing, especially to reach families in need of further support. Overall school attendance is sitting at 95.2%. Note there is a high incidence of chicken pox post COVID at present.

**Cost of electricity:** DH reported that gas bills are forecast to rise from £7K to £35K for the year after next. The Trust is going through an energy broker once the current contract expires. Energy costs may look better in a year's time. There is a small £5k surplus for the year 2023/24. John Blandy is in a fortunate position having achieved a balanced budget thus far.

There was a discussion about the preferred **staffing structure** for the following academic year. Budgeting has been undertaken on a worst-case scenario and therefore the forecast surplus may be more positive come September.-DH suggested there are reserves for an extra teacher to be recruited for the year 2024/25 and a one-off hit to be managed. SE has met with the CEO of the VAT. He was understanding about the considerable work already done on the curriculum, the ability to build on knowledge sequencing and the needs to maintain staff morale/risk of losing staff.

**School trips:** Some trips have faced a funding shortfall. This is not prohibitive but some families have needed more support within some year groups than others. The grant from the John Blandy Trust is to be used judiciously regarding trips. Trips cannot afford to run at a loss and legislation is clear that donations only can be requested. There was a discussion about classes fundraising for trips, contributions from the FOJB and trips being cancelled a month in advance in the unfortunate case that this be required.

**Reception numbers:** The school has been oversubscribed for the new academic year. There were 55 applications for 45 places.

**Trust Peer Review:** This will take place on 18<sup>th</sup> May and will look at adaptive teaching with specific focus on SEND and Pupil Premium. This visit will be a strategic overview and will focus on the next steps for the school in the early days of implementing adaptive teaching. Duncan Millard will focus on the strategic plan; Louise Warren on PP; Helen Cox, SEND Lead will lead on SEND along with the external reviewer, Mrs Janes from the Westrop Alliance.

**Safeguarding:** update from TE. Governors are advised to read the brief Trust PowerPoints on aspects of safeguarding. Governors completed the recent safeguarding questionnaire. Staff knowledge was good and parents reported

Page |  
PAGE



# John Blandy Primary School

Page |  
PAGE

	<p>that they are happy with safeguarding procedures. Neglect is a very challenging area of safeguarding to identify but is an area of high focus for the school. The increased sexualised language, particularly in Year 5 and 6, has improved following talks from SE and class teachers. A safeguarding matter on the Year 6 Residential pertained to the Centre and was dealt with by the Centre and John Blandy Staff to the satisfaction of SE and TE. There was a discussion about work-life balance and the ability of staff to manage their workload when they choose without intrusion from inappropriate contact. An email is to be sent reiterating appropriate lines of contact <b>via the school office</b> and stressing a conversation on the school gate is often very productive.</p> <p><b>Consistent and joined-up approach to Trust policies:</b> there is a positive reception towards this and movement in the direction of Trust policies. This needs to be discussed at Central Team level. Historically there is an overlap between schools and the Trust and this has been identified as an area for possible efficiency savings.</p>	
<p><b>7</b></p>	<p><b>School Performance Data – Summary of P&amp;S meeting Core and Non-Core Curriculum Evaluation</b></p> <p>A whole school curriculum evaluation has shown areas of good practice, areas in development and no areas of concern. School evaluate their curriculum Intent for English reading, maths, PE, Computing and RE as Good by all criteria. The common theme preventing some subject Intent, all Implementation and all Impact has been identified as SEND adaptive/responsive provision. Success of the curriculum development will be measured by continual improvement in Intent, Implementation and finally Impact by subject, over time.</p> <p>Data has improved across the school. Behaviour for learning is being addressed in targeted classes. Year 5 have been receiving tutoring since Easter. Note that this will be the last year of catch-up tutoring. Booster groups have been undertaken within Years 2 and 6. There has been a focus on reading (Year 2,5 and Year 6) and writing (Year 5).</p> <p>There was a discussion about this year’s Year 6 SATs reading paper following national concern/interest in the “difficulty” of the paper. This cohort of pupils were well prepared and appeared to take the paper in their stride. <i>Thanks were extended to all staff involved in preparing the children for their SATS both academically, and more importantly, emotionally.</i></p>	<p><b>HBo</b></p>
<p><b>8</b></p>	<p><b>Strategic Matters</b> <b>SDP – Feedback from Governors for next academic year</b> SE asked Governors for their suggestions. The following ideas were discussed:</p>	<p><b>Head</b></p>



# John Blandy Primary School

Page |  
PAGE

	<ul style="list-style-type: none"> <li>● Teacher Retention – retaining staff and playing to their strengths</li> <li>● CPD to grow staff</li> <li>● Stable leadership</li> <li>● Knowledge organisers</li> <li>● Adaptive Teaching</li> <li>● 5-a-day</li> <li>● Use of technology to support learning, particularly for SEND pupils</li> <li>● Writing</li> <li>● Comprehension</li> <li>● Peer coaching (internal and external, making use of fellow schools)</li> <li>● Well being</li> </ul> <p>Additional ideas should be emailed to SE.</p> <p>There was a discussion about Governors linking with specific areas of focus, rather like a subject link roles. SE will consider the merits of this approach when drafting the SDP.</p> <p>There was a discussion about the growth of the school and the retention of pupils. The expansion of the school hall will be built into capital expenditure plans. It was noted that we are still within safe numbers for the next academic year. If the need arises to go over PAN, the needs of the child(ren) entering the school must be carefully balanced against the needs of the existing children already within a class.</p>	
<p><b>9</b></p>	<p><b>Finance &amp; Budget Update</b></p> <p><b>Agree Next Year’s Budget</b>          The budget was agreed with a small in-year surplus of £5,000.          The budget will be taken to the FLT Resources Committee on 15 June.  <i>The Governors extended their thanks to SE for her work in preparing the budget.</i></p>	<p><b>Head/ Finance Gov</b></p>
<p><b>10</b></p>	<p><b>Governor Reports &amp; Visits to School</b>          GS made an introductory visit over two days to discuss History, Geography and SEND. The visit was very positive and GS was impressed with the passion of the Subject Leads.  <i>GS extended his thanks to the staff involved.</i></p> <p>CH made a visit in April accompanied by RW to see Maths across Years 2-6. This was an exploratory visit to better understand how governor visits are conducted. CH’s next visit will focus on Science.</p>	<p><b>Head/ Link Govs</b></p>
<p><b>11</b></p>	<p><b>Correspondence</b></p>	<p><b>Chair</b></p>



# John Blandy Primary School

	Letter of resignation received from Simon Dando, Community Governor.	
<b>12</b>	<b>FLT News Update</b> The Heads of School at both Folly View and The Elms in Faringdon will be leaving post at the end of this academic year. Tracy Smith has been appointed as Executive Head of both schools. Sharon Cooper is to become a Trustee.	<b>Head/ Chair</b>
<b>13</b>	<b>Any Other Business</b> None.	<b>Chair</b>
	<b>Next Meeting Dates 2022/23:</b> <b>All 7pm</b> 13th July 2023 7pm 13 <sup>th</sup> July P&S 6pm	

Page |  
PAGE

Meeting closed: 21:03

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