



John Blandy Primary School

Meeting: Local Governing Body

Where: In person – JBL School

Date: Tuesday 14 March 2023

Time: 19.00

Name	Initials	Governor Type	Attended
Hannah Boon	HB	Parent/Chair	Yes
Lorna Butler	LBu	Parent	Yes
Simon Dando	SD	Community	Yes
Nina Davis	ND	Parent	Yes
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	LB	FLT Governance & Policy Lead	Yes
In Attendance:			

MINUTES

Meeting opened at 18.59

Item	Subject	Lead
1	Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies All welcomed to the meeting, the meeting was Quorate and no declarations of interest or apologies given.	Chair
2	Urgent matters (as previously notified to the Chair) None.	Chair
3	Minutes of last meeting: (Documents: GovernorHub) a) Approval of minutes of last meeting on 24 January 2023. Minutes were agreed as a true representation of the meeting and APPROVED . b) Matters arising from minutes of meeting on 24 January 2022 Previous Action: SE to send PREVENT link to all Governors. Update: ACTION COMPLETED. Previous Action: SE to provide progress updates on School Vision and 5 year plan. Update: Ongoing. Previous Action: Governors to receive copies of newsletters and notification of School events. Update: Governors confirmed they were receiving these. ACTION COMPLETE.	Chair/ Clerk



John Blandy Primary School

	<p>Previous Action: LBU to complete an out of committee report for Reading. Update: ACTION COMPLETE.</p>	
4	<p>Governing Body:</p> <p>a) LGB Vacancies: 1 Community The role is still vacant. The advert has gone to the editors to go into KBS news.</p> <p>b) Governor Updates and Link Roles There were no link role updates. No nominations for vice chair have been received.</p>	<p>Chair/ Head/ Clerk</p>
5	<p>Policies (Documents: GovernorHub)</p> <p>a) Curriculum- APPROVED. b) E-Safety- APPROVED (subject to the change of the word E-safety being uniform throughout the policy) c) SEND- APPROVED. d) Assessment & Feedback- APPROVED (subject to the typo amendment on page 4)</p>	<p>Head</p>
6	<p>Headteacher's Report (Documents: GovernorHub)</p> <p>g) Questions (submitted in advance to Headteacher) Persistent absence- A question was asked whether measures that have been put in place have had an effect. It was confirmed that the figure is not compared month on month. Changes to attendance policy has helped. The percent this time last year was 25% of pupils who are classed as persistent absentees. At this point in time, 11.7% of pupils are classed as persistently absent, so there has been an improvement. The School will be working on getting this down further.</p> <p>Racial incident- It was reported there was two racial incidents, is this anything to worry about? It was confirmed one may be linked to a book however those words used by the pupil were not specifically in the book. The parents were supportive and understanding in the need to report this. The second incident needs to be seen from both sides as comments were made on colour from both children. Gemma Rogan has carried out a Safeguarding audit. Through discussion around racial incidents, the school will focus further on British Values.</p> <p>Staffing- Can it be confirmed if the member of staff left for personal reasons? Yes, they are moving onto another School. A further question was asked about support from the central team. It was confirmed that everyone who leaves is offered an exit interview and if there was a pattern the School would be able to see this. Currently there is no pattern with staff leaving.</p> <p>Strike action- It was noted some class teachers were striking. A question was asked whether a plan can be put in place to catch up. Unfortunately, nothing further can be done. The parents are understanding and supportive of the</p>	<p>Head</p>



John Blandy Primary School

situation. However it has been highlighted that it is difficult for parents to come in to the School events like the community cafe due to taking time off for the strike. It was highlighted that staff have been good at sharing if they are striking and the School have managed to give parents a weekend to arrange childcare. It is important to keep a good relationship with parents. A Letter went from the Trust to the staff regarding strike action and they could inform management if they wished, reminding them that the strike action was in response to the government not management.

Staff absence- It was noted that there are a lot of sick days for a small number of staff. A question was asked whether staff are getting support. It was confirmed most of the sickness is long term and short term has improved.

Pupil Numbers- It was noted pupil numbers for reception is positive. It was asked whether the classes who are over PAN getting extra teacher support. It was confirmed some children will be leaving and the School do not want to create gaps. Experienced teachers are covering these classes in the meantime. It was highlighted key stage two have a higher pan. It was noted support staff is being considered currently in readiness for next year's budget, with the hope of increasing TA support further if the budget allows.

Standards and behaviour- It was asked when will the mental health support training be complete and when will this be available for the children. It was confirmed it is 3 mornings a week up to Easter. A meeting is being held between the Mental Health Lead and Senior Leadership Team to look at next steps. Following this the Trust has recommended an audit and a working party will be formed to take it forward with the children.

Accidents- A question was asked whether the four category two accidents were something to worry about. It was confirmed there is no pattern, although they all happened on playground. An Ambulance was called for one, as there was excess bleeding. A question was then asked whether there was any trend with the near misses. It was confirmed this needs monitoring, however they had more training and updated the positive handling policy, which has helped mitigate.

Safeguarding – Was the good feedback relating to a specific incident? Yes, it was dealt with by the Senior Leadership Team and Gemma Rogan supported the process. An email was sent to the Trust highlighting how well it had been handled.

a) Key Points

It was highlighted in the report there have been no written complaint since the last meeting. It was shared that a formal complaint had been sent from someone without parental responsibility. The parent was spoken to at the gate



John Blandy Primary School

and offered to resubmit. However, this never happened, as they were happy with the steps that had already been put in place to address the issues.

C) Health & Safety/Premises

An update was given from the link governor for health and safety. An independent auditor carried out a fire risk assessment. There were 90 arising items. However, only 20 issues requiring further action. Five of these needed to be dealt within 1 to 3 months, twelve within 3 to 6 months and five were for information. The final two were very low issues. It was noted the audit went well and the School is a safe School.

Three of the actions require more thought these are:

- 1) Hall cannot accommodate a full assembly. The measurements taken on the day were not accurate, so the School is going to re-measure and look what can be done in the short term. The long-term plan will be to remove the back wall however this is costly.
- 2) The coats in the halls create a hazard if there is a fire. This is going to be looked at over Easter.
- 3) An issue with one of the fire doors. This is going to be looked at over the summer.

A meeting is to be held to follow up on actions- date to be confirmed.

ACTION: SD to update governors.

SD Attended fire drill at the School. Overall it went well, minor issues were identified as actions moving forward.

d) Safeguarding

Safeguarding audit went well. The Trust have sent a questionnaire to parents and governor to complete, this is following on from the investigation with Gemma Rogan, and a further meeting has been arranged for next week.

F) Wellbeing

A discussion was had around the issues with traffic outside of School at drop off and pick up. The Headteacher has spent time monitoring the issue. While completing this she has asked parents not to park in specific places but met with some resistance. Although some parents were understanding and acted responsibly. Parents have spoken to the Parish Council to highlight the issues and the need to keep children safe. This was brought up at a Parish Council meeting. Going forward a further reminder is going out to parents around parking. The Headteacher has also attended a neighbourhood watch meeting. They have advised they cannot move traffic on. They suggested getting in touch with Oxfordshire County Council (OCC) highways around the fact there



John Blandy Primary School

	<p>are no road markings or signs up. A PCSO came to look and confirmed they are restricted in what they can do as there are no road markings. On the 4th April OCC highways are coming to look. The proposal is to get signs saying no parking or a single white line put down on the road. There have been near misses where children have been walking between parked cars. It was asked whether some road safety training for the children was possible and could help. It was confirmed the teachers could do this.</p> <p>ACTION: SE to follow up and report back.</p> <p>b) Staffing No Further update.</p> <p>e) SDP/SEF No further update.</p>	
7	<p>School Performance Data – Curriculum Evaluation Move to P&S meeting</p>	RW
8	<p>Strategic Matters Strategic 5 Year Plan & 5 Year Vision No update.</p>	Head
9	<p>Finance & Budget Update Update given from Finance link governor. The budget is looking healthy. We are currently in period 4 and the School have 30K surplus for this academic year. The period 6 review is taking place next week where they will be running scenarios. It was noted the finance link governor's seminar is coming up. Looking at next year the GAG funding is increasing due to increase in numbers. There will be an increase in cost of gas or electric in September. It was highlighted by the Headteacher that there is potential to lose some students, however there is a waiting list so the School needs to make sure it fills the gaps. There is a small amount of capital to spend. A question was asked about what the capital would be spent on. It was confirmed they are looking at replacing the interactive whiteboards. The School needs to make sure they work through the list of small issues using the capital and send a list to the Trust of other things that are need for next year. It was highlighted that the School need to keep some reserves and they need more support in terms of teaching assistance. This will be looked at when setting the budget.</p>	Head/ Finance Gov
10	<p>Governor Reports & Visits to School CH arranging visit to School to look at STEM- chosen subject being Maths. SD has attended the community cafe three times. It was well attended and the change of the younger children playing games and the older children showing their work has been positive. It was noted the invites coming from the children</p>	Head/ Link Govs



John Blandy Primary School

	<p>has boosted attendance however this can lead to children being disappointed if their parents do not attend. It is still a work in progress.</p> <p>GS has been to visit Geography, History and SEN ACTION: GS to write up the reports and share to the committee</p> <p>It was highlighted that a thank you needs to go to the two governors who have supported the recruitment process within the School.</p> <p>It was noted how successful the Fire of London day was and how much the pupils enjoyed it. Events coming up are the Roman Day and a trip to Warwick Castle.</p>	
11	<p>Correspondence None received.</p>	Chair
12	<p>FLT News Update <i>See separate confidential minutes.</i></p>	Head/ Chair
13	<p>Any Other Business</p> <p>A thank you was given to Jan for all her hard work.</p> <p>It was confirmed the budget should be available to review and sign off at the next meeting.</p> <p>Performance and stand committee meeting 16th May and a further meeting in July</p> <p>18th July Full Governing Body meeting to be moved to 11th July ACTION: LB to update GovernorHub</p>	Chair
	<p>Next Meeting Dates 2022/23: All 7pm 16 May 2023 18 July 2023</p>	

Finished 8.07pm