



John Blandy Primary School

Meeting: Local Governing Body

Where: In person – JBL School

Date: Tuesday 27 September 2022

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
Rachel Skeet	RS	Staff	Yes
Dianna Swale	DS	Staff	Yes
Rebecca Wilson	RB	Other/Deputy Headteacher	Yes
Jan Clark, Clerk to Governors	JC	N/A	Yes
In attendance: Gareth Sheer	GS	Proposed New Community Governor	Yes

MINUTES

Meeting opened: 7.05pm

Item	Subject	Action
1	<p>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>All were welcomed to the meeting, with a particular welcome extended to the proposed new Community Governor, Gareth Sheer. There were no apologies; the meeting was quorate.</p> <p>No new Declarations were reported.</p>	
2	<p>Urgent matters (as previously notified to the Chair)</p> <p>None.</p>	
3	<p>Minutes of last meeting: (Documents: GovernorHub)</p> <p>a) Approval of minutes of last meeting on 18 July 2022</p> <p>The minutes were agreed and approved for publication on the school website.</p> <p>b) Matters arising from minutes of meeting on 18 July 2022</p> <p>ACTION: All governors to re-confirm Declarations of Interest before the start of September 2022. All Govs</p> <p>All Declarations are now showing a date of at least 2022. They were agreed for publication on the school website.</p>	



John Blandy Primary School

	<p>ACTION: All Governors to email the Clerk with an updated pen portrait and photograph (JPEG) if they wish to update their information on Meet the Governors. All Govs</p> <p>The Clerk thanked those governors who had sent updated information. All were asked to check their entries on the school website and email the Clerk with updates if necessary.</p> <p>ACTION: Awaiting news of any developments in arranging a grocery (Food Bank) Table. Head/School</p> <p>The Head has been in touch with a local Headteacher, who is also looking to organise this in their school, to discuss organising a non-perishable food bank and information has been included in the newsletter for parents. It has been suggested that contributions take the place of the Harvest contributions. A Working Party of parents is planned and the children and School Council will also be involved. The Headteacher will keep governors informed of developments.</p> <p>ACTION: Update on the Food Bank Table.</p> <p>ACTION: Vice Chair appointment to be postponed until later in 2022. All Governors to consider nominations, to be made to the Clerk. All Govs</p> <p>SE has taken advice from the Trust, who advise it is not necessary to have a Vice Chair if the post cannot be filled. HB considered that a Vice Chair would be beneficial to the operation of the Governing Body and asked all to consider whether they might be able to take on this role. It was explained that the role is not extensive or too arduous, but is helpful as a contingency to stand in for the Chair if necessary. There were no nominations prior to the meeting and the post remains vacant.</p> <p>ACTION: Vice Chair to be appointed later in the year, nominations requested.</p> <p>ACTION: All Governors to complete/update KCSiE training. All Govs/School</p> <p>All Governors had read, agreed and signed this document.</p> <p>ACTION: All Governors agreed KCSiE read and understood. Action Completed.</p>	<p>SE</p> <p>All Govs</p>
4	<p>Governing Body:</p> <p>a) Election of Vice Chair of Governors for 2022/23 See above, matters arising.</p> <p>b) LGB Vacancies: 2 Community, 1 Parent Appointment of Gareth Sheer as Community Governor to be agreed. All Governors voted in favour of appointing GS as new Community Governor.</p> <p>ACTION: GS Appointed as Community Governor. Action Completed.</p> <p>Two Parent Governor nominations were received and the election process is currently taking place, closing on 4 October at 9am.</p> <p>ACTION: Appointment of new Parent Governor, awaiting result of the Election.</p>	<p>SE</p>



John Blandy Primary School

1 Existing Community Governor (DH) Term of Office ending (13/11/2022).
All Governors agreed to re-appoint DH as Community Governor. DH agreed to stand again but indicated he might need to step down before the new Term of Office ends.

ACTION: DH re-appointed as Community Governor. Action Completed.

c) Strategic Focus for 2022/2023

The Chair outlined suggested areas for LGB focus:

Focus 1: As the school expands, consideration is given to making the best choices. Bear in mind that if there is an optimum, or preferred, structure to give this due weight even though budget factors might indicate choices are limited.

Focus 2: Protect the Wellbeing of the Headteacher. The LGB should make a formal commitment to do this and increase awareness of the workload involved in the post. Promoting and supporting a strong Leadership Team in school and protecting the wellbeing of all staff is key.

Focus 3: Improve Standards across the school: Focussing on: Attendance, Curriculum and Quality First Teaching.

Focus 4: Meet the varied needs of all students and develop the Pastoral support and promote Nurturing environments. The LGB should commit to supporting the school to be at the forefront of this initiative.

Focus 5: Promote a resilient and strong LGB. Value awareness and planning, foster the sharing of expertise amongst LGB members.

The Chair urged all Governors to keep in mind the above focus areas when evaluating documents and during discussions.

d) Governor Updates and Link Roles

There are still some GovernorHub gaps that need addressing and all Governors were asked to check that they have at least Safeguarding, GDPR and PREVENT training recorded and their DBS information is entered. Governors were informed there is a new Confirmation to be checked, confirming the FLT Scheme of Delegation has been read. All Governors were asked to check their Confirmations are up to date.

ACTION: All Governors to check Training, DBS and Confirmations on GovernorHub, including reading and reviewing the new FLT Scheme of Delegation (New Confirmation).

All Govs



John Blandy Primary School

	<p>The Trust has introduced a new Instrument of Government, for all schools to adopt. Although the Trust acknowledge that some schools will vary in the type and number of posts, schools should aim to comply with the new guidelines.</p> <p>ACTION: New Instrument of Government agreed, signed and adopted.</p> <p>Action Completed.</p> <p>The JBL Governor Link Roles and Panels were reviewed and filled, as follow:</p> <p>Essential Link Roles</p> <p>Safeguarding - TE Pupil Premium - DH & ND SEND - GS Looked after children Governor (CLA) - TE Premises/Health and Safety - SD Website Compliance - RS GDPR - DH RSHE - LB Whistleblowing - HB</p> <p>Headteacher's Appraisal Committee: Duncan Millard (DM) & DH</p> <p>Governors Disciplinary Panel: To be confirmed.</p> <p>Teachers Pay Committee - ND, DH, HB. This Committee is due to sit before the end of November 2022, meeting arranged for 3.30pm on Thursday 3 November.</p> <p>ACTION: Teachers Pay Committee Meeting 3.30pm Thursday 3 November 2022.</p>	<p>ND/ DH/ HB</p>
<p>5</p>	<p>Policies (Documents: GovernorHub)</p> <p>a) School Uniform Policy</p> <p>This is an updated, official, policy supplied by the Trust. Some minor adjustments are needed to ensure clarity. These include removing a statement that uniform will cost the same for all pupils, which is out of school's control. Uniform will be kept as reasonably priced as possible. SE has contacted the existing school uniform supplier to confirm whether school receives commission on uniform and is awaiting an answer. It was considered best to keep supply local, in Faringdon. If a change of supplier is implemented, school may be charged for any stock remaining with the existing supplier.</p> <p>Agreed and adopted, including minor adjustments as discussed.</p> <p>b) Safeguarding Policy</p> <p>Agreed and adopted.</p>	



John Blandy Primary School

	<p>c) Keeping Children Safe in Education (KCSiE) – Part 1 Agreed and adopted.</p> <p>d) Confidentiality Agreement (Code of Conduct) Agreed and adopted.</p> <p>e) Relationships Policy (to include Quality Assurance for Alternative Providers) This document sets out statutory regulations pertaining to behaviour, including a clear policy in place to cover Alternative Provision. The policy makes clear who has responsibility, for instance for medical needs, if a child is placed out of school. If the LGB agrees with a Permanent Exclusion as a Board, the child must be placed into Quality Provision equal to the care provided by the school. The document confirms that the LGB are aware of Board commitments and it has been well considered. The statement will be included in the Relationships Policy. It was acknowledged that the Trust could adapt this and produce a Trust based policy.</p> <p>ACTION: School Uniform Policy, Safeguarding Policy, KCSiE Part 1, Confidentiality (Code of Conduct) & Relationships Policy all agreed and adopted. Action Completed.</p>	
6	<p>Safeguarding Audit (Governors to agree) TE had previously circulated the Safeguarding Audit. It was explained that the audit is very rigorous and the one action for work required is the Neglect Toolkit, which is an issue currently under review by the Trust. The only other actions relate to standard updates.</p> <p>Included in the audit this year was the request for opinions, those given by JBL were honest and delivered in a professional manner. An area of concern highlighted is that SE's workload has continued to increase and there is a requirement to take on more administration. Support from County has reduced and the need to regularly follow up on paperwork and actions further impacts on school time.</p> <p>TE informed the meeting that Online Checks are now carried out as part of the procedures in place for KCSiE. School is now looking at the social media presence of candidates, but there are very clear guidelines from the Trust on what monitoring should be centred on. It was acknowledged that this is a very difficult area to monitor and school takes every care to ensure it is carried out in the proper manner. Monitoring is carried out by those not involved in the shortlisting process.</p>	



John Blandy Primary School

	<p>TE is Safer Recruitment trained, but it was agreed the LGB would benefit from two Governors with this training. GS informed the meeting that he is Safer Recruitment trained and the LGB welcomed his contribution in this area.</p> <p>ACTION: Additional Safer Recruitment training Governor, GS, to work with TE. Action Completed.</p>	
7	<p>Headteacher's Report (Documents: GovernorHub)</p> <p>a) Key Points & Questions.</p> <p>Questions: <i>Clarification on the vacant role of Curriculum Lead was asked for and what this means for the curriculum development.</i></p> <p>SE explained the formalised leadership structure was based on anticipated growth of the school and as the school was not yet at full-size, there was capacity within the leadership structure currently. RW is covering the curriculum development aspect of the role and has previous experience; a positive start has been made and includes monitoring of a broad and balanced curriculum.</p> <p>Some amendments to co-ordinator roles have been made, to reflect the strengths and experience of teachers. Co-ordinator roles are continually evolving, depending on individual staff skill sets. The process is intended to work in a cycle and is reviewed every September.</p> <p><i>The news that several members of staff are taking on National Qualifications was welcomed. It was asked if the LGB could be informed when these are nearing completion and is there a way for staff to pass on their experiences to the LGB?</i></p> <p>It was suggested that a short presentation, via video, could be used to inform the LGB. All accepted that staff taking on extra training were already committing more of their time and the LGB would not wish to add to this by asking for feedback in person.</p> <p><i>SE was asked to clarify Item 4.4, Class Structures.</i></p> <p>SE explained there are different ways of arranging class structures and that budget considerations have an impact on how classes are organised. This year there is a Y2/3 structure, which means the mixing of two curriculums but there was no choice because of budget constraints. Next year a new member of staff can be taken on and the class structure will be different. Although another member of staff is not planned for the following year, careful consideration will be given to the impact of staffing on the budget and the possibilities that can be explored. This will depend on the budget and external factors, such as pupil numbers and rising costs on the school budget. SE will liaise with the Trust to investigate other projections, that would result in year groups with different curriculums not being mixed. Class structures have to be organised on a year to year basis.</p>	



John Blandy Primary School

	<p><i>How does school know the pupil numbers projected are a reliable source of information?</i></p> <p>SE advised that Oxfordshire County Council's projections are usually reliable. SE advised that school must be able to offer places up to the agreed number of children. School is currently oversubscribed in some year groups.</p> <p><i>Is there a formal staffing structure?</i></p> <p>SE responded that there is a formal structure and this can be made available to members of the LGB.</p> <p>b) Staffing See above and Headteacher's Report for full staffing updates.</p> <p>c) Health & Safety/Premises School is awaiting formal feedback and actions on the H&S Risk Assessment audit. The H&S compliance audit for term 1 is scheduled for Thursday 6 October 2022 and all audit dates have been set in advance. See Headteacher's Report for full H&S details.</p> <p>d) School Performance Data No new data to report at this point in the academic year.</p> <p>e) Wellbeing & Covid Update No new Covid data to report. Wellbeing covered in Item 4, above.</p>	
8	<p>SEND Review 2021-2022</p> <p>All Governors had read the SEND review, previously circulated.</p> <p><i>It was asked if the Attainment data is split down into primary need?</i></p> <p>SE agreed that it could be useful to break this down further, but it would mean a significant amount of extra work for staff. SE/RW advised that the paperwork is taking a long time to complete by County, partly due to long term sickness absence. SE intends to lodge dissatisfaction over the amount of time being taken, which has an effect on receiving documentation to ensure needs are met and financial support to take on additional support. On tracking grids it has been noted that some children who have made progress are always seen as Emerging due to an existing need. School is exploring ways of showing the progress of children more accurately in the data presented and being able to track those who have become more able.</p> <p>Nurture Space</p> <p>SE reported that the Parish Council were unable to help with funding for the intended Nurture Space. A suggestion was made to approach the Faringdon Rotary Club to see if they could help. They invited SE to a meeting to present the plans and Rotary has offered £3,000 towards the project. This money will be ring-fenced for development of the area. The Rotary Club has asked for a number of conditions,</p>	



John Blandy Primary School

	<p>such as the installation of a plaque and inviting Rotary representatives to the opening of the Space. It was agreed that all the conditions were reasonable and the LGB welcomed the donation. It was explained what a significant benefit the new space would be to the school, as there are currently no real elements of Nurture in the existing ELSA room. The new space will benefit SEND, Pupil Premium children and will help every child by providing a safe secure space when needed. It has aptly been described as an all immersive environment. The time scale for completion is hoped to be within 3-4 months and the space should be in use by September 2023. <i>The LGB expressed thanks to the Faringdon Rotary Club for their generous donation.</i></p> <p>ACTION: SE will keep Governors informed of Nurture Space developments.</p>	SE
9	<p>School Self Evaluation Form (SEF)</p> <p>HB thanked SE for her work on the documents and noted appreciation of the presentation of the SEF and SDP and the links between them both.</p> <p><i>It was asked what constitutes a high number of Team Around the Family (TAF)?</i></p> <p>SE responded that this assessment of “high” stems from peer-review and consultation between FLT schools where JB has been noted to have a high number of TAFs, and these take up a considerable amount of staff time. It is difficult to delegate out families, as staff know the history. Previously TAFs would be professionally led at County level and the new system means that families are waiting a long time. Some of the TAFs are easier to manage and progress but others could relate to mental health, an area in which the Headteacher is not trained. SE has brought this to the attention of County.</p> <p><i>Are there adjustments that can be made, as the existing system does not appear to be sustainable and are there links between TAFs and the Pupil Premium children that could support reallocation of funds for example?</i></p> <p>SE explained there is not always a link between TAF and Pupil Premium. There might be potential for Emotional Literacy Support Assistants (ELSA) to take on some of the TAFs, depending on the budget available. It was noted that the process of TAFs can be difficult and emotionally challenging for staff conducting the process.</p> <p>SE explained that the information in the SEF was constantly developing. Pupil premium has now increased to 37 Free School Meals and Forces children, updated since the current SEF was amended.</p> <p><i>Increasing Y3 support and the stated aim of rapid progress was questioned and it was asked if experiences from different cohorts in previous years are used to inform current circumstances.</i></p>	



John Blandy Primary School

	<p>SE responded that there is a high number of SEND children in the Y3 cohort. When looked at in more detail, some children in this category could achieve Expected. SE considered it important to be transparent when looking at the progress this group of children could make. 40% of this Year Group are summer born children. Making rapid progress relates to a subset of children who should have achieved Expected, but did not. The key learning time of the spring term was challenging with staff absences. The impact on the learning of other children was acknowledged. This is being looked at and parental involvement is encouraged. To address the issues, school is planning to readjust groups, particularly in Maths. English is easier to differentiate when considering mixed years group. SE considered that good progress is being made to address this by looking, assessing and taking action to resolve the issues and then reviewing the support and need again. Being creative with the timetable, to allow smaller groups in some instances, also helps. Budget factors have an impact on how school is able to approach the issues and some budget information is not yet available.</p>	
10	<p>School Development Plan (SDP) & Strategic Plan (Documents: GovernorHub)</p> <p>Covered under Item 9.</p>	
11	<p>Finance & Budget Update</p> <p>a) Sports Premium Review Postponed – awaiting further information.</p> <p>b) Pupil Premium Postponed – awaiting further information.</p>	
12	<p>Governor Reports & Visits to School</p> <p>It was reinforced that all Governor visits to school should not be carried out with a focus on monitoring staff. Visit should be a way of Governors seeing the operational aspects of school and their link subject in action, in order to inform and gain a better understanding of how lessons are delivered.</p> <p><i>It was asked if there could be improved link to our families to support learning and could this include connecting with parents? If so, how could this be achieved?</i></p> <p>SE informed that the Trust are considering a Parental Questionnaire, which could fit in well with this initiative.</p>	



John Blandy Primary School

	<p>ND visited for a tour of the classrooms and school to gain an overview of the site and classes in operation; she will complete an Out of Committee Report for GovernorHub.</p> <p>ACTION: ND to complete an Out of Committee Report on visit to school.</p>	ND
13	<p>Correspondence None</p>	
14	<p>FLT News Update The Trust recently held a Resources Committee Meeting, DH was unable to attend but will share a copy of the report.</p>	
15	<p>Any Other Business None.</p>	
	<p>Next Meeting Dates 2022/23: All 7pm 6 December 2022 24 January 2023 14 March 2023 16 May 2023 18 July 2023</p>	

Meeting closed: 9.17pm