



John Blandy Primary School

Meeting: Local Governing Body

Where: In person – JBL School

Date: Monday 18 July 2022

Time: 19.00

Name	Initials	Governor Type	Attended
Lucie Belcher	LB	Parent/Chair	Yes
Hannah Boon	HB	Parent/Vice Chair	Yes
Lorna Butler	LBU	Parent	Yes
Simon Dando	SD	Community	Yes
Nina Davis	ND	Parent	Yes
Tamzin Einon	TE	Community	No
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

MINUTES

Meeting opened: 7:03pm

Item	Subject	Action
1	<p>Welcome, Quoracy and Apologies</p> <p>The Chair welcomed all to the meeting. Apologies were received and accepted from TE. The meeting was quorate.</p>	
2	<p>Urgent matters as previously notified to the Chair</p> <p>None.</p>	
3	<p>Minutes of last meeting:</p> <p>a) Approval of minutes of last meeting 24 May 2022</p> <p>The 24 May 2022 minutes were agreed and approved for publication on the school website.</p> <p>b) Matters arising from minutes of meeting on 24 May 2022</p>	

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

	<p>ACTION: Clerk to email GovernorHub Checklist to governors, returns to be monitored to ensure all have completed their personal profile. Clerk The Clerk reported a good response to the Checklist return and confirmed there was an improvement in recorded information on GovernorHub. Governors were reminded to regularly add new information and check their GovernorHub profiles are up to date.</p> <p>All were reminded to re-confirm their Declarations of Interest, ready for the information to be published on the school website in September 2022.</p> <p>ACTION: All governors to re-confirm Declarations of Interest before the start of September 2022.</p> <p>ACTION: All Governors to visit the school website Meet the Governors page, check their own entry and email the Clerk an updated pen portrait and photograph if necessary. All Govs/Clerk Governors were again reminded to check the school website Meet the Governors page and check their recorded information.</p> <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.</p> <p>ACTION: Striving for Brilliance to be included on future Agenda. Head/Chair It was agreed this would be reviewed annually.</p> <p>ACTION: Investigate additional help for families, ask for input from Friends of JBL. School/LGB It has been suggested that a table with non-perishable items could be set up for people to help themselves. School is awaiting further discussions to investigate this further.</p> <p>ACTION: Awaiting news of any developments in arranging a grocery (Food Bank) Table.</p> <p>ACTION: 2022/23 Budget approved, to be submitted to the Trust by the deadline. Chair/Head Completed, June 2022.</p>	<p>All Govs</p> <p>All Govs</p> <p>Head/School</p>
--	--	--

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

	<p>ACTION: SE to discuss leaver/parent funded book scheme with Reading Leads in school. Head/Reading Leads Due to time restrictions, it was decided this would be reviewed for 2022/23 leavers.</p>	
4	<p>Governing body:</p> <p>a) Checklist/GovernorHub & Meet the Governors page update Covered above in Matters Arising.</p> <p>b) Election of Chair and Vice Chair of Governors for 2022/23 One nomination had been received for Chair (HB), who agreed to stand. HB was given the opportunity to deliver a short presentation outlining her suitability for the role. HB was unanimously voted in as Chair of Governors, she was welcomed as Chair and the meeting continued with the new role in place.</p> <p>As no nominations for Vice Chair had been received, it was decided to postpone this election until the start of the new academic year. HB commented that the LGB would benefit from appointing a Vice Chair who would be able to stay in the role with time available for the commitment and who would be willing to succeed as Chair in the longer term, should that please the Board.. This gives the LGB security and a provides contingency cover for the Vice Chair to step up and cover the Chair role, should this be needed. It was agreed that the workload of Vice Chair, when shared with the Chair, is not extensive. All Governors were asked to consider possible nominations for September 2022.</p> <p>ACTION: Vice Chair appointment to be postponed until September 2022. All Governors to consider nominations, to be made to the Clerk.</p> <p>c) LGB Meeting Dates: 2022/23 All dates agreed, see end of minutes.</p>	All Govs



John Blandy Primary School

5	<p>School Self Evaluation Form (SEF) Update and key priorities</p> <p>SE explained the SEF is the school assessment of the impact of teaching and learning, used to evaluate effectiveness and plan progress. Areas covered by Ofsted are included in the SEF.</p> <p>It was noted that Ofsted will follow up on their most recent visit, asking what progress has been made. SE confirmed that school has recently received communication from Ofsted in this respect and was able to respond positively. School has made progress and positive moves forward, looking at fully embedding the curriculum in every subject. French, Art and DT all benefitted from a revamp of the curriculum and the progress of knowledge and skills. School Leaders will continue to monitor the curriculum in all areas.</p> <p>Art Deep Dives have taken place this summer term. The school Art Lead has had productive meetings, including with other Art Leads in the Trust, with a view to producing a document that can be used across the Trust.</p> <p>DT is now planned across the next academic year. Increased awareness and training has helped teachers to become more familiar with each subject and recognise the differences between Art and DT.</p> <p>French was in place; however, it was recognised that the current scheme, which has been used for a number of years, is not ideal. To address this, SE has updated the progression document for French using Twinkl, to ensure that there is progression of knowledge and resources available. This is all set up for September 2022, without fully adopting the Twinkl scheme. This progress will build over time and it is planned that French will be fully embedded within 3 to 4 years.</p> <p>It was reported that current school data assessment of the Foundation Subjects uses Fischer Family Trust. In discussion with other schools from the Trust, we are considering how to assess Foundation subjects moving forward to consider purpose and staff workload.</p>	
---	---	--

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

6	<p>School Development Plan (SDP) & Strategic Plan - Striving for Brilliance</p> <p>It was stressed that the SDP is still the driving force for improvement and development in all areas, evidenced in improved data.</p> <p>To address the issue of poor attendance and late arrivals, school has sent out an Attendance Policy to parents, outlining what is expected in terms of starting times and attendance.</p> <p>Any children falling below 90% attendance will trigger a call and be subject to the reporting process. Fines will be issued if necessary, via discussions with County attendance team, but it is hoped that by informing parents and working with families this can be avoided.</p> <p>Positive moves are being made to improve links with families and support learning. Parents are encouraged to engage with school, meet the teachers, give feedback and are welcomed into school on a regular basis. This includes inviting families to view displays, attend Assemblies and become involved in the learning process. Events taken place so far show that the children enjoy being able to invite their parents into school and all are benefitting from these initiatives and working together and sharing their knowledge.</p> <p>For EYFS, SE outlined the importance to have a focus, particularly as there is a new member of staff. Staff are working well together, with positive moves forward.</p> <p>School continues to use the Nuffield Early Language Intervention (NELI) programme, which has proved very effective. One TA will be working across two classes to make sure all are accessing the intervention.</p> <p>Phonics is considered a good strength and is now embedded, so there is no need for this to be a current feature of the SDP.</p> <p>Writing needs to be focussed on to achieve a consistent approach; this will be included in the SDP. An Inset Day for staff training has been booked on using a consistent approach to planning and assessing Writing. This will be moderated across the Trust, so all schools are going to be in receipt of</p>	
----------	--	--

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

	<p>training from Susie Spolander of writing moderation to ensure consistency across the Trust.</p> <p>Reading is progressing well, but needs improvement in the skills of answering Comprehension questions.</p> <p>SE was pleased to report that all Curriculum subjects are knowledge based and are in a good place. Money has been set aside for tutor funding.</p> <p>The Positive Relationship Policy was well received and now needs to be embedded. Staff training will also take place, during the September Inset to include how the three principles will be used in practice.</p> <p>Some JBL staff have expressed an interest in taking a National Qualification, Continuing Professional Development (CPD) funds could be used for this. However, school is mindful that the money set aside for CPD incorporates staff cover to release staff for CPD.</p> <p>Importance of growing teachers as leaders was highlighted. It was also underlined how necessary it is to grow the skills and expertise of Teaching Assistants (TA). School is committed to encourage and facilitate advancement for all staff.</p> <p>The significance of continued development of the JBL Local Governing Body was emphasised. A strong, informed and effective LGB within the school plays a valuable part in all areas. All Governors agreed and are committed to providing support and progressing their knowledge and skills.</p>	
7	<p>Strategic matters & Headteachers' Report:</p> <p>a) Headteacher's report (key points and questions) No questions were received in advance.</p> <p>Questions taken at the meeting <i>HB asked: what kinds of issues are being raised by staff in the Staff Wellbeing meetings and is Wellbeing mentioned in Exit Interviews. Are there any other unmet needs?</i></p> <p>SE responded that lack of time was the main issue raised by all staff. To address this paperwork has been streamlined where possible, to prevent</p>	



John Blandy Primary School

work being repeated unnecessarily. Staff have been released to provide organisation time and to complete class handovers. Staff have appreciated the moves to provide more time for necessary task they have to complete outside class teaching time. Prior to Covid restrictions school periodically arranged whole school events, such as a talent show, to free up staff and allow for some additional time whilst the children were otherwise occupied. Now that Covid considerations are less restrictive, there is the opportunity to plan for similar initiatives in future at the end of large terms.

Teachers had been asked to complete Report writing earlier than usual this year. This has resulted in getting the reports finalised allowing more time for other things. SE expressed thanks to staff for the time spent on the detailed and thorough Reports.

HB asked: is there a general improvement of behaviour across the school, allowing more time for staff and particularly the Headteacher?

SE agreed there are positive improvements. Empowering all staff has been a key factor, ensuring that all staff, not only teachers, are treated with respect. Behaviour is very good across the whole school.

One written complaint has been dealt with satisfactorily. The parents acknowledged that they may have initially overacted. The meeting was very positive, the outcome was to the satisfaction of all involved and no further action is needed.

The one reported Racial Incident was not related to the Complaint (above). This incident was resolved satisfactorily and SE commented that it was extremely rewarding to observe the principles of Restorative Practice working with such a positive outcome. The children involved in the incident were able to communicate and evaluate the incident, realising why it was unacceptable. The parents in question also supported the process and were satisfied with the outcome. No further action is needed.

One of our Ukrainian families with one child who already attends John Blandy, has been successfully re-housed in the village, enabling the child to continue at John Blandy. An employment opportunity has been suggested for one of the parents and will be followed up. The family are supported by school and within the local community. The family are very pleased to be

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

	<p>welcomed and appreciate all the support offered. During the summer break the family plans to return to Ukraine for a visit. Out of concern for their safety, SE will be in contact during their absence.</p> <p>b) Staffing Full details of all staff changes are in the Headteacher's Report.</p> <p>One of the office staff has resigned, a new member of the Administration team has been appointed and will be working in the school office for 2 days a week. The staff new member is experienced and will be an asset to the team. All the Office staff will be on Grade 6, so each is able to do every aspect of the job. This will help with the workload, allowing all staff to work where best placed.</p> <p>c) Covid (Update) Currently Covid appears to be affecting staff more than children, but the peak seems to be over and it is hoped infection rates will reduce in the coming academic year.</p> <p>d) School Performance Data See report for full details.</p> <p>The Performance Committee had met prior to this meeting and gave the following summary.</p> <p>Generally the results are considered very good. Extra work for Y6 has been of great benefit, enabling targets to be met. This illustrates how excellent teaching really makes a difference and translates into good results. Some children have made exceptional progress and achieved Greater Depth. When the current Y6 were in Y2 there were no Greater Depth Writers, whereas some children have made greater than expected progress and finished Y6 as Greater Depth Writers.</p> <p><i>DH asked if it was possible to track pupil progress from Y2 to Y6?</i> SE responded that direct tracking between Y2 and Y6 is not shown yet, but the progress can be seen through our internal tracking grids, including from the Value Added which marks progress over time.</p>	
--	---	--

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

<p>One third of the Y6 cohort had attendance below 90% over the academic year, however, school anticipated this would be a difficult year. Data does prove that getting extra tuition for smaller groups was the right action to take. Pupil Premium children have made very good progress, benefitting from smaller class sizes.</p> <p>Maths has dropped slightly, but school was aware prior to the data results this could be an issue. Measures will be put in place to address this in 2022/23.</p> <p>Phonics - 84% passed in Y1, Quality First Teaching has made a difference. In EYFS, two EAL children joined so the figures were lowered.</p> <p>Y4 are making progress and school is confident that the measures put in place will bring improved results. Spelling, Punctuation and Grammar (SPAG) results could be improved, changes to the teaching of spelling have been put in place. No nonsense spelling is still used in some classes, this will be reviewed with the possibility of introducing a new scheme.</p> <p>e) Health & Safety/Premises Full report on GovernorHub.</p> <p>On 7 July 2022 HB carried out a site visit with the Caretaker, Alex Hancock (AH) and the Trust Operations Officer, Jayne Smith (JS). The main consideration was to assess all areas to ensure children are safe and to comply with all statutory requirements.</p> <p>The visit identified the following:</p> <ul style="list-style-type: none"> • Ventilation equipment in the kitchen is well maintained and regularly serviced correctly, with records all in date. The only minor finding was that the final piece of documentation was not where it should have been, on Every – the record is incomplete. <i>AH is going to request a copy for school files.</i> • In general it was found that Documentation and record keeping is excellent at John Blandy. • An area of fragile roofing has no warning signs. <i>This will be rectified and AH will arrange Fragile Roof warning signs.</i>
--

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

- Climate Control Heat Recovery System is not being used. *SE reported that training is in place to address this.*
- COSHH records are much improved. One small finding is that the product stores in the cleaning cupboard should be available at point of use – the records should be immediately accessible. *This will be put in place.*
- Large tree in the car park – currently nothing can be done to remove the tree. *School will maintain vigilance to monitor branches and assess for safety.*
- A major hazard to children is the playing field, with stones in the outfield. This has been recorded and every incident arising from issues with the stones will be documented. It was acknowledged that children have limited playing area and need all available space, so removal of the stones hazard is essential. *SE has followed this up with the Trust Central Team, who will review the situation in September 2022 and seek legal advice if necessary.*
- Work to rectify problems with the boiler system has been agreed by the Trust through CIP funding. The work will be carried out as soon as possible, but is unlikely to be through the summer break.
- School has been advised that removal of the extraction units in the toilets will be needed at some stage.

There are no outstanding actions from 2021. School has no identifiable 2022 actions to be addressed by September 2022.

HB reported that having AH as Caretaker/Site Manager has improved site management considerably and commended AH for all his hard work, diligence and commitment to the Health and Safety of school. SE added her thanks to AH and agreed AH has made a significant difference and been of great benefit to the school. AH was also thanked for continuing to address and monitor site safety over the summer closure. SE will meet with AH before the end of term to arrange for her to take responsibility for a period of the holiday, so that AH can enjoy a well-earned break from responsibilities.

f) Finance

DH reported that the budget is looking very positive. SE was reassured that careful financial management has successfully deal with the deficit. School is now in a strong enough financial position to be able to order sufficient

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

	<p>supplies and resources. Sports Premium funding is yet to be confirmed, expenditure has been tight but school is hopeful there will be extra funds.</p> <p>It was noted that school needs to replace and update a number of items, including laptops and the school office computer. Upgrading is costly and all are mindful that any surplus funds can be quickly used up.</p> <p>All welcomed the healthy financial position school now enjoys and are aware that careful budgeting is still necessary. SE and DH were thanked for their successful financial planning and work on school finances.</p>	
8	<p>Policies</p> <p>The following policies were updated and posted to GovernorHub in advance of the meeting, for all Governors to consider and agree ready for September 2022:</p> <ul style="list-style-type: none"> Anti-Bullying Policy Equality Objectives & Equality Policy 2022 Uniform Policy 2022/2023 Positive Relationships Policy <p>ACTION: The above policies were agreed and adopted. Minimal changes, as agreed, will be made.</p> <p>ACTION COMPLETED.</p> <p>SE informed the meeting that some minor changes need to be made to some policies. This includes a slight alteration to the wording of the Uniform Policy, to make it less gender specific and allow for boys and girls to wear the uniform (from the choices given by school) they prefer. The Uniform Policy will be reassessed to ensure that it covers acceptance of other cultural and religious differences, such as how children wear their hair. It was accepted that the Uniform Policy needs to be reinforced, to ensure health and safety of children.</p> <p>SE stressed the importance of compliance with Keeping Children Safe in Education (KCSiE). From September when a child leaves school all Safeguarding documents, if in existence, need to be passed over within 5 days adhering to rules of transfer and confidentiality. Governor training must be completed and kept up to date.</p>	

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot



John Blandy Primary School

	ACTION: All Governors to complete/update KCSiE training.	All Govs/ School
9	<p>Governor Reports & Visits to School</p> <p>TE Art visit – full report uploaded to GovernorHub.</p> <p>HB – Health and Safety, covered above.</p>	
10	<p>Correspondence</p> <p>None.</p>	
11	<p>FLT News Update</p> <p>DH reported the main Trust issues during this term concern finance and are as covered under Finance, above.</p>	
12	<p>Any Other Business</p> <p>SE and all the Governors thanked LB for her hard work as a member of the LGB and Chair over the past eight years. It was agreed that her valuable contribution and dedication to JBL will be greatly missed and all wished her well for the future.</p>	
	<p>Next Meeting Dates 2022/23:</p> <p>All Tuesdays, starting at 7pm</p> <p>27 September 2022</p> <p>6 December 2022</p> <p>24 January 2023 to include Performance and Standards at 6pm</p> <p>14 March 2023</p> <p>16 May 2023 to include Performance and Standards at 6pm</p> <p>18 July 2023 to include Performance and Standards at 6pm</p>	

Meeting Closed: 8:47pm

www.johnblandyprimary.org.uk

John Blandy Primary School, Laurel Drive, Southmoor, Oxfordshire. OX13 5DJ
 t: 01865 820422 f: 01865 821527 e: office.3230@john-blandy.oxon.sch.uk
 Headteacher: Mrs Suzanne Elliot