



John Blandy Primary School

Meeting: Local Governing Body

Where: In person – JBL School

Date: Thursday 31 March 2022

Time: 19.00

| Name | Initials | Governor Type | Attended/Absent |
|-------------------------------|----------|-----------------------------|-----------------|
| Lucie Belcher | LB | Parent/Chair | No |
| Hannah Boon | HB | Parent/Vice Chair | Yes |
| Lorna Butler | LBu | Parent | No |
| Simon Dando | SD | Community | No |
| Tamzin Einon | TE | Community | Yes |
| Suzanne Elliot | SE | Headteacher | Yes |
| David Hancox | DH | Community | No |
| Rachel Skeet | RS | Staff | Yes |
| Dianna Swale | DS | Staff | Yes |
| Kerri Treherne | KT | Community | Yes |
| Rebecca Wilson | RB | Other/Deputy Headteacher | Yes |
| Jan Clark, Clerk to Governors | JC | N/A | Yes |

MINUTES

Meeting Opened: 19:20

| Item | Subject | Action |
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| 1 | <p>Welcome, Quoracy and Apologies (including welcome to new staff governors)</p> <p>The Vice Chair welcomed all to the meeting, extending a particular welcome to the new staff governors; RS and DS.</p> <p>Apologies were received and accepted from LB, LBU, SD and DH. The meeting was quorate.</p> | |
| 2 | <p>Urgent matters as previously notified to the Chair None.</p> | |
| 3 | <p>Minutes of last meeting:</p> <p>a) Approval of minutes of last meeting 27 January 2022</p> <p>These had been read and were agreed for publication on the school website.</p> <p>b) Matters arising from minutes of meeting on</p> | |

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| | <p>As there are existing and upcoming governor vacancies, all governor link roles will be reviewed when new governors are in place.</p> <p>d) Standards Sub Committee Covered above.</p> | |
| 5 | <p>School Website Review</p> <p>SE welcomed the review as there has not been a Website Audit since before the first Lockdown, approximately two years ago. An area for improvement was identified as Admissions. The review suggested hyper-links to make the navigation simpler and support easy and positive advertising. The Governor section was also reviewed, with most areas up to date. There was some uncertainty over how to navigate to the Declarations and Governor Attendance data. Although the review indicates this information might be missing, it was confirmed that it is included towards the bottom of the page.</p> <p>It was suggested that the Meet the Governors page could be tidied up and the presentation improved. The current format of multiple blocks makes editing difficult. SE informed that it might be possible to upload one Word document, containing all the governor photographs and pen portraits. The Clerk will look at alternatives to the individual editing blocks on Primary Site and liaise with the school office to see if it is possible to upload a Word Document.</p> <p>SE considered Data for 2021-2022 will not be as positive as previous years; it is not known if there will be a requirement this year to include data information. Under the current circumstances and challenges, SE would be satisfied if school has 60%, which does not compare well with other schools. SATs have been disrupted over the past two years due to Covid restrictions; it is not yet known how SATs will be impacted this year.</p> <p>School has had recent enquiries from new parents interested in places. Some children are known to be leaving and it is hoped that new starters will help to keep pupil numbers up.</p> <p>ACTION: Clerk to contact school office, investigate editing alternatives to the School Website Meet the Governors page.</p> | Clerk / Office |

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| 6 | <p>School Self Evaluation Form (SEF) Update and key priorities</p> <p>All had read the latest update and there were no questions.</p> | |
| 7 | <p>School Development Plan (SDP) & Strategic Plan - Striving for Brilliance There are no new SDP developments.</p> <p>SE asked for suggestions as to how school can move further towards Striving for Brilliance.</p> <p>HB suggested promoting the excellence of teaching staff, wealth of experiences available and the opportunities school gives to all children, allowing them to find a passion for a subject or activity.</p> <p>SE considered it important to highlight what JBL offers, that other schools may not. All agreed it is difficult to identify exactly what this equates to and how it can be presented. At JBL Art opportunities are strong. School regularly arranges activities, external providers coming into school and visits to enrich the curriculum. Seeing how other Outstanding Schools present themselves could help, providing they are similarly placed.</p> <p>One aspect that school would like to develop is ensuring the progress of our vulnerable learners. This could be achieved through Continuing Professional Development (CPD); an area that could be investigated to see if JBL is able to offer staff opportunities additional to those of the normal routes of progression. SE is mindful of staff workload and is planning to give staff PPA time at home, which has not been possible with the recent challenges and with previous staffing arrangements.</p> <p>KT commented that a particular strength at JBL is the way children interact with each other and are encouraged to share, learn and play together. Older children read with the younger children, benefitting both age groups. This also helps to positively reinforce Diversity. JBL gives opportunities to all and pupils make tangible contributions to the school and to the wider community. All children share and co-operate well and share their ambitions. All agreed ambition and attitude towards learning are key and are central to the learning ethos of JBL.</p> | |

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| | <p><i>KT asked: is daily activity part of the school day?</i></p> <p>SE answered that activity is important, but a set daily class activity routine is not always possible as there is a lot to get through in the school day. School runs the Daily Mile each lunchtime to help keep children active.</p> <p>ACTION: SE asked all governors to consider Striving for Brilliance and asked for suggestions to further discussions.</p> | All Govs |
| 8 | <p>Strategic matters & Headteachers' Report:</p> <p>a) Headteacher's report (key points and questions)</p> <p>There have been 3 separate racial incidents, these have been dealt with by staff in school. SE organised an Assembly on Diversity, which greatly improved the children's understanding. A comment from a Y2 child supported the success of measures taken to address the issue; the child said: <i>'we are all unique but we are all the same'</i>.</p> <p>TE suggested that it was important to reinforce the normality of presenting diverse characters in stories and books. To include diverse characters as part of a wider story rather than always using books to directly address the issue of Diversity.</p> <p>SE reported that the library books were due to be updated and new books would be carefully chosen to support this.</p> <p><i>HB reported that she was impressed by the way the Attendance information was presented to parents in recent pupil reports. She considered it was beneficial for parents to see the data directly related to their child.</i></p> <p>All agreed that the data was well presented and SE was pleased to know that this has been well received.</p> <p><i>KT asked: what information do new parents receive when starting at John Blandy?</i></p> <p>SE responded that all parents receive an information pack. It was suggested the information pack could include a short introduction to the work of the LGB. KT agreed to prepare a draft document.</p> <p>ACTION: KT to prepare a draft Introduction to the Local Governing Body for the parent information pack.</p> | KT |



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b) Staffing

Changes are detailed in the Headteacher's Report. Staffing for September 2022 is being reviewed.

c) Covid (Update)

The high number of Covid cases has reduced, but there are still challenges, particularly with staff absences. Teachers are doing extra hours, meeting the challenges and being very flexible in covering when absences leave staff shortages.

SE extended grateful thanks to school staff, all of whom have been exceptional in their commitment and hard work, ensuring that school could stay open through very difficult times.

d) School Performance Data

Also see above. SE had circulated the data document, which all had read. It was reported that the data, although not ideal, is moving in the right direction. A staff meeting is planned to discuss data. The significance of Covid and Lockdowns was a factor; the number of SEND children must also be taken into consideration. In some classes the number of SEND children is significant. School continues to pursue all available help for children who need it. SE expressed concern that some SEND children had missed having their status recorded for the Census.

e) Health & Safety/Premises

SE considers that school has progressed since the last Health and Safety Audit. School has organised staff to ensure that all areas are covered and extra training is taking place, where applicable. COSHH is all up to date.

f) Finance (also see finance report DH)

DH was unable to attend but sent a report indicating school was currently in a strong financial position for this 2021/22 year. The 2022/23 year will be financially challenging, possibly wiping out the 2021/22 gains made; current predictions indicate a deficit budget for 2022/23. The support staff pay increase this year will have an impact, as will the increase in teaching pay for next year. Pupil number estimates are lower than expected, although SE suggested interest from new parents shows there is reason to be cautiously

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| | <p>optimistic that pupil numbers will be higher. DH highlighted the balance needed to maintain and exceed Teaching and Learning standards with the financial impact of appointing new staff and funding additional staff hours.</p> <p>Premises Lettings is an area where additional funding could be generated. School has been approached by an organisation interested in using school facilities during the summer holidays; this will be considered. All agreed it would be more beneficial to have regular bookings, rather than one-off lettings. For regular bookings a Key Holder Agreement could be put in place. All hoped that Covid restrictions will continue to be relaxed enabling more lettings opportunities.</p> <p>RW reported that the open morning was a success; helping to showcase the school and celebrate John Blandy achievements and opportunities.</p> | |
| 9 | <p>Policies</p> <p>a) Annual Children We Care For (CWCF) Review All had studied the Policy, which was approved and adopted.</p> <p>b) Data Protection All had studied the Policy, which was approved and adopted.</p> <p>c) Data Retention All had studied the Policy, which was approved and adopted.</p> <p>Jayne Smith is updating Risk Assessments for the Trust, which can be used and adopted by the school. School is in a good position, with all policies up to date. Only one item is outstanding on the list; this will be investigated to determine the level of risk.</p> | |
| 10 | <p>Governor Reports & Visits to School</p> <p>For the past two years visits to school have been limited due to the Covid pandemic. Now that restrictions have eased it is anticipated that regular governor visits will resume, with adherence to Covid safety and subject to guidance. Some governor visits have already been arranged and more will be booked in.</p> <p>SE and school staff are reviewing PE and French provision. Currently school uses La Jolie Ronde for French, but some schools use Twinkl, which SE</p> | |

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| | suggested could be a good alternative and less costly. This could be a topic of discussion with the LGB when the Governor Link Roles have been reviewed. | |
| 11 | Correspondence None. | |
| 12 | <p>FLT News Update</p> <p>SE gave updates on staffing at the new and restructured Faringdon schools:</p> <p>Sharon Farrell, currently Faringdon Junior School co-Headteacher, will take on the role of Executive Headteacher.</p> <p>Bryn Jones, who has been Acting Headteacher at Faringdon Infant School, has been appointed Head of School at Folly View Primary School</p> <p>Charlotte Mitchell, currently Deputy Headteacher at Faringdon Junior School, has been appointed Head of School at the Elms Primary School.</p> <p>The Trust is reviewing the staffing structure for both, to fill positions in the new school internally from the two schools.</p> <p><i>HB asked how the staffing structure at JBL is working out?</i> SE reported it is working well, but pointed out that it takes time to adapt to changes and settle into new arrangements.</p> | |
| 13 | <p>Any Other Business</p> <p>SE is planning to visit St James C of E Primary School in Hanney. All agreed it was useful to visit non trust schools, share ideas and promote external links. The Central Team and all schools in the Trust are planning how Trust schools will move forward over the next five years.</p> | |
| | <p>Next Meeting Dates 2022:</p> <p>Tuesday 24 May</p> <p>Thursday 14 July</p> | |

Meeting closed: 21:30

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