



John Blandy Primary School

Meeting: Local Governing Body

Where: Online
TEAMS Details to follow

Date: Thursday 27 January 2022

Time: 19.00

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

MINUTES

Meeting opened at: 19:07

Item	Subject	Action
1	Welcome, Quoracy and Apologies The Chair welcomed all to the meeting, apologies were received and accepted from SD, KT and RW. The meeting was quorate.	
2	Urgent matters as previously notified to the Chair None.	
3	Minutes of last meeting: a) Approval of minutes of last meeting 14 December 2022 The minutes had been read and were agreed for publication on the school website. b) Matters arising from minutes of meeting on 14 December 2022	

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	<p>ACTION: JC to publish 28 September 2021 minutes on school website. Clerk Completed.</p> <p>ACTION: Recruit new governors from January 2022. Chair/ Headteacher Ongoing.</p> <p>ACTION: All governors to check their training for GDPR, Safeguarding and PREVENT is up to date and undertake training as necessary. Governors to update GovernorHub. All Governors SE reported that the school has arranged Safeguarding training, taking place online on 1 March 2022 with Gemma Rogan (GR), the new Trust Safeguarding Lead. All governors who need this training should contact SE who will forward the link when available.</p> <p>The Trust plans to use a new GDPR training provider. All governors who need this training were asked not to use the old link, but to wait for details of the new provider.</p> <p>ACTION: Governors who need Safeguarding and GDPR training to contact SE who will send the new links when available.</p> <p>ACTION: All governors to check link roles and identify vacancies. All Governors A current link roles list was sent out to all governors on 7 January 2022. Some roles are still vacant. The Clerk informed that LGBs can decide on which roles they identify as needing a Link Governor, providing the main roles, such as Pupil Premium (PP), are covered.</p> <p>It was suggested that it would be best, whenever possible, not to allocate PP, SEND or Children We Care For (CWCF) to Parent Governors.</p> <p>New link roles allocated (existing link roles in brackets): LB – (ICT & Computing, SEND) HB – (Health & Safety) LBU – (Languages & Literacy, Wellbeing) SD – None TE - Children We Care For (Safeguarding)</p>	<p>All Govs/ Head</p>
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	<p>DH – Pupil Premium, STEM (Finance Governor) KT - None</p> <p>Vacant Roles Arts Humanities PSHE Whistleblowing</p> <p>ACTION: LBU appointed Wellbeing Link Governor Role. LBU. Completed.</p> <p>ACTION: JC to circulate existing LGB Terms of Reference. Clerk Postponed, awaiting advice from FLT.</p> <p>ACTION: JC to circulate FLT Scheme of Delegation. Clerk Completed.</p>	
4	<p>Governing body:</p> <p>a) LGB Vacancies (2 staff & 1 Community) The LGB has applied to the Trust to change the Constitution from:</p> <p>Two Staff Governors (one teacher, one TA) to Two Staff Governors</p> <p>Allowing two staff members from any sector, teaching and non-teaching, will widen recruitment. The Trust Board is meeting on 27 January 2022 (evening) and will notify the school of their decision.</p> <p>No potential applicant for the Community Governor post was identified. This will be discussed at the next meeting.</p> <p>b) Governor Training update The Trust has recently posted new training information on GovernorHub, all governors were copied into these notifications.</p>	

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	c) Governor link roles Covered above.	
5	<p>Ofsted (Final Report)</p> <p>The recent Ofsted report has been finalised. SE considered the report to be very well written and to accurately portray the excellent work and positive ethos of John Blandy school. It also shows an accurate awareness of areas needing attention. Feedback by parents reinforce this and all agreed the solid 'Good' outcome was excellent.</p> <p>SE has spoken to Duncan Millard (DM) (FLT) about progress needed to achieve 'Outstanding'. After studying the criteria for this progression, it was accepted that to reach 'Outstanding' depended on a number of factors. Mainly these are beyond the control of the school, such as the high number of SEND children John Blandy has. SE will share at the next meeting what the priorities identified by The Ofsted Framework are. She cautioned that external factors impact on the Ofsted criteria and criteria is subject to change. Future criteria and focus could take into account national circumstances and challenges brought about by the Covid pandemic.</p> <p>As a result of the discussion with DM, SE considers that, rather than setting an Ofsted defined goal of 'Outstanding', it will be better for school to see the target as 'Striving for Brilliance'. SE has analysed the criteria to identify areas that need work and will plot out a table, to be considered at the next LGB meeting. This will also be presented to staff to gain feedback so that all are working towards the same goals. DM will visit school again in approximately one month.</p> <p><i>The governors welcomed the Ofsted report and thanked SE and all the staff for their hard work and commitment to the school.</i></p> <p>ACTION: SE to share criteria and plans for Striving for Brilliance at the next LGB meeting.</p>	Head
6	<p>School Self Evaluation Form (SEF)</p> <p>Update and key priorities</p> <p>There has been no change since the last full LGB meeting. The SEF is reviewed at the end of each term. School is now using Fischer Family Trust</p>	

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	<p>(FFT) for data input and reporting. For non-core subjects such as history, geography etc., Subject Leads are continuing to update these on FFT. Using the FFT package will easily enable staff to accurately analyse data, including the analysis of PP/SEND.</p>	
7	<p>School Development Plan (SDP) & Strategic Plan</p> <p>There has been little change since the last report. SE again highlighted the benefit of moving to FFT for data and reporting.</p>	
8	<p>Strategic matters & Headteachers' Report:</p> <p>a) Headteacher's report (key points and questions)</p> <p><i>TE asked what is the plan for the LA to take back responsibility for Team Around the Family (TAF) from the end of February 2022 and is this timeframe realistic?</i></p> <p>SE responded that there could be a shift in how this situation progresses and that workload in school has increased since it was introduced. Currently there are 3 Children In Need (CIN) families and 9 TAFs, one of which has just been closed. The whole process takes a significant amount of time, including discussions with professionals. Each TAF takes approximately 2-3 hours to complete, including preparing meetings, inviting professionals, the meeting itself and the writing up of the minutes of the meeting accurately.</p> <p>School is now using professional lead TAFs for members of the Senior Leadership Team (SLT) to work with a professional. This way the member of the SLT shares information, but does not take on the responsibility of running the TAF on their own. TAFs not lead by a professional will continue to be run by SE, as she considers it unfair to ask new SLT members to take on additional workload. GR, the Trust Safeguarding Lead, is advising and providing good support.</p> <p>It was noted that school based staff are not in possession of all relevant information when completing TAFs. For some TAFs they have not been involved in the initial Multi Agency Safeguarding Hub (MASH) referral and are not trained in mental health issues. Without this background information and specific training, school staff are not best placed to run this process for some TAFs. Additional workload also puts pressure on staff.</p>	

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DH asked if this is temporary and would the Trust take on some of the work on behalf of schools if the change extends beyond February 2022?
 SE responded that 28 February 2022 is a review date, which could be extended. It was acknowledged that many schools in the Trust face the same issues. The Trust will support where they can, but there are limited Trust resources to provide additional help for all. The additional workload and pressure on staff was noted.

TE asked for more information on key year group Standards data and asked if school has the resources to provide as much support as needed?
HB asked if funding is available to provide extra support across all year groups, including for most able children?

Years 2, 4 and 6 are currently the key Year Groups for booster classes. Sarah Thompson (ST) is taking booster groups for Y6 children, doing 2.5 hours 3 days a week with 1 hour on Wednesdays. ST has reported that there are many gaps in Y6 learning which need to be addressed and the children have a long way to go to catch up.

Funding is limited, a Department for Education (DFE) grant is being used with the DFE contributing 75% of costs and school making up the remaining 25% from the Recovery Grant. School is having to watch expenditure very carefully and, with the existing budget plan, can only fund ST until Easter 2022.

SE reported that the most able children are in a class of 12 and therefore receive more teacher time. It was noted that this group of children are a significant way off greater depth. Covid restrictions have had an impact and this has resulted in children across many schools being far off what would be expected.

HB asked what could be done to provide extra support for Y6 in the small amount of time left at primary school?

School has purchased resources to support the group and are focussing on whole class reading. Although children enjoying reading, they sometimes have difficulty in translating ability to read into producing written answers to questions. The most experienced teachers are working with these year

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groups and are supporting less experienced staff within these year groups. As well as good TA support, the first priority is Quality First Teaching. At JBL, the experience teachers have enables them to recognise what is needed and to plan TA and teaching time around the needs of the children.

HB asked: are all children in Y6 in accelerated booster groups to meet their needs?

SE confirmed they are, adding that all needs are being met and the children are receiving the best possible education they can. Different approaches are regularly employed to engage the children in their learning. This includes equipping the Y6 children with the skills to cope with Y7.

DH asked if more time from ST would help?

SE confirmed it would be of significant benefit to keep ST beyond Easter, if funds allow.

Any deficit budget is to be avoided and to increase a projected deficit would not be financially prudent. School currently has one TA on long term sickness absence, so other staff are filling in the gaps. Insurance payments are due but, until these are in the budget, the full financial position is uncertain.

Extra hours teaching the core will be needed for Y2 children to become competent in the core subject before reaching Y3. A broad and balanced curriculum is important, but it is necessary for Y2s to be able to cope with the core subjects so that they can progress confidently and get the best out of the enhanced curriculum.

DH indicated school would be in a surplus position, subject to confirmation. He considered that employing ST for some extra hours would not have a significant impact on the budget, whereas those extra hours will make a big difference to the children involved.

SE is soon to meet with Ann Lynn, FLT, and will discuss letting out some of the John Blandy school premises to generate funds. Although this could be a possibility at some stage, SE does not envisage this will be an option in the near future.

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HB asked about the tasks and responsibilities of the Site Manager now that he is working across Trust schools.

SE explained that the Site Manager is arranging his time so that he can address all Health and Safety issues to be resolved at John Blandy, including work on COSHH.

Rocksteady Music Sessions

Rocksteady is still included as a school activity, as it was hoped they would return. This now looks unlikely, so it will be removed. All were in support of finding new ways to enrich and enhance the curriculum and it is hoped a replacement activity can be found.

SE commented that organisations in general are experiencing recruitment difficulties. This has been found in the area of staff recruitment and the Trust suggested that schools might need to look at advertising future vacancies in the Times Educational Supplement (TES). This would be more costly but reach further than current advertising options.

School Residentials

Currently school organises a residential trip in Y5 and Y6. Running trips for consecutive year groups means asking parents for money over a period of time. Some families struggle to meet the cost of trips. School helps by offering flexibility with payments and payment plans, but for some the cost is still prohibitive. The aim for school is for all children to benefit from trips and the residentials and for no child to be unable to attend because of cost.

It was suggested the Y5 trip could be moved to Y4, so there is a gap between payments. Y4 feedback indicated support, but not enough to make the change financially viable.

DH suggested there could be external funding available through The John Blandy Trust. He will investigate whether they will consider subsidising school residential trips.

ACTION: DH to approach The John Blandy Trust to investigate funding for school residential trips.

DH

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	<p>b) Staffing Covered above.</p> <p>c) Covid (Update) Covid cases have come down in school, at the moment there are only isolated cases. Staffing absences due to Covid are minimal.</p> <p>d) School Performance Data It was agreed that a Standards sub-committee should be set up, to allow more in-depth focus on Standards Data. SE noted that a sub-committee should be looking at quality of education across a broad and balanced curriculum rather than the core as it has in previous years, as the shift has now changed. The sub-committee would report back to the full LGB. This will be discussed further.</p> <p>ACTION: Set up Standards Sub-Committee.</p> <p>e) Health & Safety/Premises Pipework Thames Valley Water have identified Legionella in 3 of the sinks tested. The problem relates to the water tanks staying at a temperature that promotes growth. The problem appears to be with water tanks by the kitchen and by the girls' toilets. School and the FLT Site Manager will arrange to meet with Jo Ray (FLT) to discuss this.</p> <p><i>DH asked if this poses an immediate danger?</i> SE confirmed there was no immediate danger. She thanked Alex, the FLT Site Manager, for regularly monitoring the problem to ensure there was no risk. Although there is no immediate danger, the problem must be investigated and resolved.</p> <p>f) Finance Covered above.</p>	Head/ Chair
9	<p>Policies</p> <p>a) Terms of Reference Covered above.</p>	

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	b) FLT Scheme of Delegation Covered above.	
10	Governor Reports & Visits to School None to report. LB has a visit to school planned for 28 January 2022.	
11	Correspondence None.	
12	FLT News Update Staff Survey DH reported on the Staff Survey from June which was recently circulated by the Trust. SE has spoken to teachers and explained the results; she will talk to TAs separately. Following the discussion with SE, teachers reported having a greater understanding of the vision and commented on the supportiveness of the Trust. All agreed it was good for staff to be aware of Trust staff and the position they hold within the Trust. Marketing Sarah Nicholls, Marketing Manager (FLT) has been invited into school to discuss marketing the school and the different options available to increase pupil numbers and attract new families. Visits to school have taken place and it is hoped that the families will decide to join.	
13	Any Other Business None.	
	Next Meeting Dates 2022: Thursday 31 March Tuesday 24 May Thursday 14 July	

Meeting closed at: 20:10

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