



John Blandy Primary School

Meeting: Local Governing Body

Where: Online via TEAMS

Date: Tuesday 14 December 2021

Time: 19.00

Name	Initials	Governor Type	Attended/Absent
Lucie Belcher	LB	Parent/Chair	Yes
Hannah Boon	HB	Parent	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	Yes
Rebecca Wilson	RW	Other	Yes
Jan Clark, Clerk to Governors	JC	N/A	Yes

MINUTES

Meeting opened 19:10

Item	Subject	Action
1	<p>Welcome, Quoracy and Apologies</p> <p>The Chair welcomed all to the meeting, apologies were received and accepted from SD.</p> <p>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>Approval of minutes of last meeting, 28 September 2021.</p> <p>Agreed as a true record, to be published on the school website.</p> <p>ACTION: JC to publish 28 September 2021 minutes on school website.</p> <p>Matters arising from minutes of meeting on 28 September 2021</p> <p>ACTION: Minutes from meeting on 12 July 2021 to be published on school website. Clerk.</p> <p>Completed.</p>	Clerk

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: Publish LGB Declarations of Pecuniary Interests. Clerk
Completed.

ACTION: List of current Governor Link Roles to be distributed to LGB. Clerk
Carried forward, email to governors sent on 11 October 2021. Clerk to re-send email to all as a reminder.

ACTION: LGB to continue using, and directing governors to read and agree, the full version of Keeping Children Safe in Education (Part 1 and Appendix).

All Governors

Completed. All Declarations read and updated for 2021.

ACTION: LGB agreed and adopted Sexual Violence and Sexual Harassment Document.

Completed.

Action: RW to update Safer Recruitment Training. RW

Completed.

ACTION: Governor training to be reviewed and updated, awaiting Trust guidance. All Governors

Carried forward. Training links now confirmed, Clerk emailed all governors on 18 November 2021 giving updated links. Email to be re-sent as a reminder.

ACTION: SE to clarify SEF wording. Headteacher

Completed.

ACTION: Targets to be posted to GovernorHub, when available.

Headteacher

Completed.

ACTION: Safeguarding Policy agreed, subject to amendments. Headteacher

Completed.

ACTION: Governors to book Link visits to school. All Governors

Postponed due to Covid restrictions, will recommence when possible.

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

4	<p>Governing body:</p> <p>LGB Vacancies</p> <p>It was confirmed that Judi Kingdon, Staff Governor, has resigned. There are currently one Community Governor and two Staff Governor vacancies. Due to the short time left in this term, it was considered best to postpone new government recruitment to the new year.</p> <p>ACTION: Recruit new governors from January 2022.</p> <p>Update on Governor Training</p> <p>The Clerk emailed all governors updated training links on 18 November 2021. All were asked to check their personal profiles and complete training as necessary. The email with the links will be re-sent.</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.</p> <p>Review of link roles (email from Clerk 11 October)</p> <p>All governors were emailed a list of Link Roles, email to be re-sent, all governors to check for accuracy and vacancies identified.</p> <p>ACTION: All governors to check link roles and identify vacancies.</p>	<p>Chair/ Head</p> <p>All Govs</p> <p>All Govs</p>
5	<p>Ofsted</p> <p>School was visited by Ofsted on 30 November and 1 December 2021. SE reported that the visit was exactly five years after the last Inspection. The Headteacher had a telephone conversation with the Ofsted Inspector the day before the visit took place; the conversation lasted over 90 minutes. During this conversation SE was given the opportunity to highlight circumstances relevant to John Blandy Primary School, including the impact of the Covid 19 pandemic and effect on the mental health and wellbeing of the children.</p> <p>All five members of the Senior Leadership Team (SLT) were involved in the initial telephone meeting with the Inspector.</p> <p>SE and LB extended thanks to all governors and staff for their support throughout the Inspection period. DH added his thanks to all staff for their hard work.</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>The focus of the Inspector concentrated on speaking with children and staff within the school. However, assistance with the process was available from the Trust, with Duncan Millard and Louise Warren ensuring their availability and giving particular help and support.</p> <p>The draft report will be available 18 working days from the date of the Inspection. School can make no comment on the outcome of the Inspection visit, or the process, until the report has been finalised.</p>	
6	<p>School Self Evaluation Form (SEF) & School Review Update and key priorities</p> <p>It was noted that the SEF was updated two days before the Ofsted Inspection and that the SEF proved useful during the Ofsted visit.</p>	
7	<p>School Development Plan (SDP)</p> <p>SE has updated the SDP with the actions met so far. Reviews of areas still in need of attention are taking place, with the majority of items in motion. These include the Teaching of Writing to raise standards across the school, which will be discussed in staff meetings, and sharing with new staff the understanding of prior coverage gaps, much of which has been completed.</p> <p>The Knowledge and Skills Document created some time ago was recognised to be skills driven; this is now changing to focus on a knowledge driven approach, with subjects made more knowledge based across the school. This item is marked in red on the SDP, as this will be addressed throughout school.</p> <p>Whole school initiatives for SLT will focus on a Behaviour Pastoral Lead and Relationships Policy, but it was recognised that time to work on this has been limited during this term. RW is concentrating on Attendance. Claire Pike has been booked for February 2022 to lead a staff meeting on Restorative Practice, as this is an area all staff should be trained in. To ensure the wellbeing of staff, SE plans to introduce drop in sessions for staff to be able to reflect, discuss and share concerns and issues.</p> <p>A Wellbeing Governor is needed, to understand how school is supporting staff Wellbeing. Relating to staff workload, SE and the SLT are looking at</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>ways to reduce unnecessary work for staff. An example is for staff to reduce the amount of paperwork in medium term planning, in appropriate circumstances, by cross referencing. This is sensible as the short term planning is very comprehensive and therefore all information need not be duplicated in medium term planning. This has already been implemented to help reduce workload and is working well.</p> <p>LBu volunteered to act as Wellbeing Governor; this was welcomed and agreed by all.</p> <p>ACTION: LBu appointed Wellbeing Link Governor Role</p> <p>It was noted that good progress is being made on all areas of the SDP</p>	LBu
8	<p>Strategic matters & Headteachers' Report (Documents on GovernorHub)</p> <p>Headteacher's report (key points and questions)</p> <p>SE asked for questions and comments on the report.</p> <p>Report Key Points <i>HB noted that the summary headlines given at the start of the report was longer than usual.</i></p> <p>SE explained the particular issues highlighted.</p> <p>There has been one written complaint regarding a school meal error. The school cook was absent and other school staff were stepping in to help with lunchtime. One child did not get the meal they had ordered and it was later found that the child did not have access to an acceptable lunch on this day. SE spoke at length and offered sincere apologies to the parents of the child in question, which they accepted; the matter has been fully resolved.</p> <p>Food Vouchers <i>LB noted that the Christmas food vouchers amounted to £15 for one week in October and £25 for more than two weeks at Christmas. She asked: is this sufficient for the children affected?</i></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

It was noted that the level of financial support in Oxfordshire is amongst highest in the country, but that some families are still struggling. One family had approached the school asking about support for food. SE personally helped this family by sourcing and collecting food from the Food Bank. She also liaised with the Food Bank so this family would have food vouchers and presents for the children for the Christmas period.

It was explained that, although free school meals and vouchers are being provided for those eligible, some families are in need but fail to meet the eligibility requirements by a very small margin. School is working with Pre-School to help and provide support for families in this position.

Site Management

Site Manager, Alex Hancock (AH), resigns from his current contract on 17 January 2022 and will start his new working arrangement across the Trust. From January he will be based at John Blandy one day each week; spending one day a month on Compliance, with the three other days per month spent on other areas. The arrangement will be reviewed after three months. SE praised the productivity and efficiency of AH's work. She commented that, although the end of his current contract means less time spent at John Blandy, his contribution would still be significant. Overall, school will continue in a better position than it was before AH's initial appointment.

DH reported that site management across the Trust was discussed at a recent Trust meeting. The problem of providing cover if AH was ill or absent was highlighted. Consideration was given to how the arrangement could be made effective and provide cover, should AH be unavailable through illness or absence for an extended period.

SE reported that, since AH joined the school, there has been a big improvement in Site management. The hard work, expertise and commitment by AH to John Blandy was recognised and thanked by all.

Pupil Numbers

DH questioned whether projected pupil numbers for Reception are low for next year?

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

SE informed that the number appeared to be in line with the projection of 38 or 39 and the final date for applications is not until 15 January 2022. More families are showing interest and visiting the school. It was confirmed that an ideal admission number would be 40+.

Staffing

Appraisals are complete, the Pay Committee has met and all paperwork has been forwarded to the Trust to meet the deadline.

The Pastoral Teaching Assistant (TA) is increasing her ELSA hours. As part of her ELSA course, she needs to do a full day of ELSA.

School is advertising for a 20 hours per week TA role, to replace staff lost over the summer. Recruitment is slow and the position is now advertised on a rolling basis. Helen Benson has agreed to continue to work in school until the spring.

A Year 6 Tutor has been recruited to provide this group with much needed additional help. The position was advertised and Sarah Thompson (ST), who was formally employed in school, applied and has been appointed on a zero hours contract. It was confirmed that all advertising and interviewing protocols were followed and the usual stringent and necessary employment checks were carried out in respect of this appointment. This extra help will enable staff to be placed where they are best able to support children.

School has also appointed a Higher Level Teaching Assistant (HLTA). This is a very recent appointment and the new staff member will be fully integrated in January 2022.

SE extended her gratitude to school staff Diana, Rachel and Sonia, without whom the staffing situation would not have reached such a successful outcome. From January SE intends to introduce a rota whereby SE will cover Subject Leads to allow additional time for Subject Leadership.

SE also recognised that, in order to grow as leaders, staff need to be able to take part in observations. From January SE will provide cover for this to further support staff professional development.

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

Pupil Premium (PP) (New Document)

SE has completed a new document, posted to GovernorHub. Funding has been allocated to assist children returning from Covid disruption.

There were no further questions on the PP document.

Covid (Update)

School had to close Y5 this week, due to the absence of the class teacher and 25 out of a class of 31 children. Online activities were provided for Y5 children. The Y3 / Y4 play was postponed. One case of Omicron was reported and another case suspected.

There were some delays in communicating full information to parents regarding the outbreak, despite efforts to move this along. This was beyond school control and was due to slow external communication and the late arrival of the necessary paperwork and parent letter templates.

Most cases were reported in the upper end of the school, but other children have been kept away because some parents are not comfortable with the risk. Parents have been informed such absences would be classed as unauthorised. It was acknowledged that school is not responsible for providing alternative, or online, education in the case of these unauthorised absences.

In response to the escalating infection rates, school is implementing further Covid safety measures; bubbles have again been formed and children are eating in classrooms, rather than gathering in the hall.

HB asked if school has any concerns over children who are absent?

SE responded that school is fully aware of the children and families involved and is monitoring the situation.

The current lack of availability of Lateral Flow tests in the UK was highlighted and the impact this could have on children returning to school was acknowledged.

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

School Performance Data

Due to the exceptional circumstances experienced over the past few weeks data is still coming in from staff. An extension for information has been given, with a new deadline set for 15 December. Information will be passed onto governors as soon as possible.

Phonics data came in at 65%, which is considered low. It was recognised that children had experienced two different phonics schemes, interspersed with Lockdowns. Good results are evident from children who did Read. Write, Inc. Children who did not pass will do a Phonics test again in June 2022, with Y1 children. More coaching and phonics work is planned.

Health & Safety/Premises

HB carried out a visit, which will be shortly posted to GovernorHub. There is some work to be done on Activity Based Risk Assessments. An audit on Fire Safety was looked at, with a need for Fire Safety Training identified. The Control of Substances Hazardous to Health (COSHH) document was considered to have a good base, but there is no evidence of an active safe COSHH culture, so this needs to be addressed.

Risk Assessment for Hazardous Substances signs and notices have been put in place throughout school. The contribution by AH to this process was recognised.

Joanne Ray, Operations Manager for the Trust, visited school. Roof problems continue, Nautilus should have completed some repairs but have failed to do so. SE expressed dissatisfaction at Nautilus. The Trust are aware and will take action if necessary. This issue will continue to be pursued and steps taken to resolve.

Kier have changed the fire sensor in the staff room and also moved the sensor box and replaced parts to make the line easier to read. Windows have been leaking, with a visit booked in for January. SE confirmed the work will not be signed off until all outstanding jobs are completed.

Asbestos has been found in the Music cupboard. Quotes are being sought. The importance of employing a Contractor with a licence, who adheres to all safety precautions was highlighted.

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>Finance</p> <p>DH attended a Period 11, 12 and 1 & 2 meeting at the Trust. A significant financial uplift was reported, due to the Covid outbreak. The projected outturn is 20K, but will be reassessed following updated figures. A surplus position for the year is projected.</p> <p>SE reported additional staff hours, which amounted to £35K at end of P2, currently stands at £46K. There is some uncertainty over hours, but the final figure is expected to be around £38K – £39K.</p> <p>New class resources have been ordered. Collections from school productions provided some additional funding.</p>	
9	<p>Policies</p> <p>Terms of Reference</p> <p>Existing policy will be circulated and reviewed. To be formally agreed at the next full LGB meeting.</p> <p>ACTION: JC to circulate existing LGB Terms of Reference.</p> <p>FLT Scheme of Delegation</p> <p>As Terms of Reference.</p> <p>ACTION: JC to circulate FLT Scheme of Delegation.</p>	<p>Clerk</p> <p>Clerk</p>
10	<p>Governor Reports & Visits to School (Documents on GovernorHub)</p> <p>Literacy</p> <p>Governor: Lorna Butler, Staff: Judi Kingdon & Kate Hardy Date: 10 October 2021 (JK) & 9 November 2021 (KH)</p> <p>LBU directed governors to her report posted on GovernorHub. Governors confirmed they had read the report, which was considered very thorough and comprehensive. LBU commented on her findings and how well the children are regularly assessed to ensure each child is in the correct group.</p> <p>LBU is mindful of the amount of work involved for KH. SE commended KH for all her work. SE informed that KH is allocated some release time, but</p>	



John Blandy Primary School

	<p>regularly commits to longer hours and additional work. Her conscientious and flexible approach was recognised and school will continue to monitor the workload and support with release time.</p> <p>DH recently attended an in-school finance meeting with SE and a member of the Trust Central Finance Team.</p> <p>It was acknowledged that Covid restrictions continue to have an impact on school visits.</p>	
11	<p>Correspondence None to report.</p>	
12	<p>FLT News Update</p> <p>Joe Winter, Deputy Headteacher at Faringdon Community College is leaving the Trust and all agreed he will be missed.</p>	
13	<p>Any Other Business None.</p>	
	<p>Next Meeting Dates 2022:</p> <p>Thursday 27 January Thursday 31 March Tuesday 24 May Thursday 14 July</p>	

Meeting closed at: 20:33

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