



John Blandy Primary School

Meeting: Local Governing Body

Where: Teams Meeting Online

Date: Tuesday 28 September 2021

Time: 19.00

| Name | Initials | Governor Type | Attended/Absent |
|-------------------------------|----------|----------------------------|-----------------|
| Lucie Belcher | LB | Parent/Chair | Yes |
| Hannah Boon | HB | Parent | Yes |
| Clare Butcher | CB | Community | No |
| Lorna Butler | LBu | Parent | Yes |
| Simon Dando | SD | Community | Yes |
| Tamzin Einon | TE | Community | Yes |
| Suzanne Elliot | SE | Headteacher | Yes |
| David Hancox | DH | Community | Yes |
| Judi Kingdon | JK | Staff | Yes |
| Kerri Treherne | KT | Community | Yes |
| Rebecca Wilson | RW | Other (Deputy Headteacher) | Yes |
| Jan Clark, Clerk to Governors | JC | N/A | Yes |

MINUTES

Meeting opened: 19:05

| Item | Subject | Action |
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| 1 | <p>Welcome, Quoracy and Apologies</p> <p>The Chair welcomed all to the meeting, extending a particular welcome to new governors, SD, and new Deputy Headteacher, RW.</p> | |
| 2 | <p>Urgent matters as previously notified to the Chair</p> <p>CB has resigned from the LGB, with immediate effect, and sent apologies for this meeting.</p> | |
| 4 | <p>Minutes of last meeting:</p> <p>a) Approval of minutes of last meeting 12 July 2021</p> <p>The previous minutes were approved, will be marked as signed on GovernorHub and published on the school website.</p> <p>ACTION: Minutes from meeting on 12 July 2021 to be published on school website.</p> <p>b) Matters arising from minutes of meeting on 12 July 2021</p> | Clerk |

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| | <p>Action: all governors to update GovernorHub with their DBS information and training dates for Safeguarding, PREVENT and GDPR, also to provide a black and white photograph for the school display board.</p> <p>The Clerk thanked those governors who had updated their profiles. There is still some uncertainty within the Trust over training for governors. Advice to schools is to await further updates.</p> <p>Action: all governors to update their declarations on GovernorHub before the next LGB meeting in July, in preparation for publishing on the school website at the start of the academic year in September 2021.</p> <p>Governor Declarations have been updated and will be published on the school website.</p> <p>ACTION: Governor Declarations of Pecuniary Interests to be published on school website.</p> <p>Action: to arrange Link Governor visits carried forward to September 2021.</p> <p>Covered below, see Item 10.</p> <p>ACTION: Chair and Vice Chair to be elected September 2021.</p> <p>Action completed 28 September 2021</p> <p>ACTION: New governor documents to be processed for SD and training arranged.</p> <p>SD has registered on GovernorHub and completed his DBS check process and Declarations. According to advice from the Trust, governor training will be arranged when further details are sent to school.</p> <p>ACTION: Clerk to investigate access to governor training with FLT.</p> <p>Awaiting instruction from the Trust (also see above).</p> <p>ACTION: Investigate adopting Best Value and Annual Governance Statements for John Blandy.</p> <p>Item carried forward – to be discussed at a future meeting.</p> | Clerk |
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| | <p>ACTION: LB to review and sign Single Central Record (SCR) by the end of summer term 2021. Completed.</p> <p>ACTION: Headteachers to share SDP, discussions on School Vision postponed to autumn 2021. Covered later, see below.</p> | |
| 5 | <p>Governing body:</p> <p>a) Election of Chair & Vice Chair <i>Elections took place in accordance with regulations as advised by Faringdon Learning Trust (FLT) Central Team.</i></p> <p>Nominations received: LB for Chair and HB for Vice Chair, both nominees are willing to stand. The following procedure was followed for each role:</p> <ul style="list-style-type: none"> • Nominees were given the opportunity to give a short presentation on why they consider themselves suitable for the role; • Nominees left the room (disengaged from remote participation); • Qualifying voting members of the LGB voted, and votes were counted by the Clerk; • Nominees returned to the room (returned online) and were informed of the result. <p>LB was unanimously voted in as Chair and HB unanimously voted in as Vice Chair. The meeting continued with the roles in place.</p> <p>b) LGB Vacancies – Staff Governor Due to the recent resignation of CB, there is now also a vacant position of Community Governor.</p> <p>c) LGB Meeting Dates 2021/22</p> <p>Dates set: Wednesday 3 November 4.30pm - pay committee only. Tuesday 14 December Thursday 27 January Thursday 31 March 2022 Tuesday 24 May 2022 Thursday 14 July 2022</p> | |

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| | <p>d) Declarations of Interest review, to publish The Clerk confirmed all Declarations show a recent review date and thanked all governors for updating GovernorHub. A list of Governor Pecuniary Interests will be published on the school website (see above)</p> <p>e) Update on Governor Profiles, school website & photographs for school display Covered above.</p> <p>f) Review of link roles, responsibilities & structure To help review existing Governor Roles and identify vacancies, the Clerk will circulate a list of current roles, as showing on GovernorHub. ACTION: List of current Governor Link Roles to be distributed to LGB</p> <p>g) Review complaints procedure - adopt FLT policy (Decide LGB member, plus one independent person)</p> <p>Following investigation, the most up to date version of the FLT Complaints Policy is dated October 2018. FLT state this policy should be used until an updated version is available.</p> <p>It was agreed that members of the LGB would be appointed to form a panel in the situation of a formal complaint. It was confirmed that a suitable external member from the local village is willing to sit on the committee if needed.</p> <p>h) Review of Governor training needs Await advice from the Trust, also see above.</p> <p>Safeguarding Keeping Children Safe in Education (Document on GovernorHub) SE attended training in August 2021, which detailed updated guidance on the document. There is now an appendix, a shortened version, which can be used instead of the full document, if the LGB agrees. SE asked the LGB to consider this, but cautioned that this was an extremely important document, which should be fully read and understood. The LGB had the opportunity to study the document in advance and made the decision not to adopt the short version but to retain the full document (Note: Part 1 and the Appendix applies to LGB Governors).</p> | Clerk |
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| | <p>ACTION: LGB to continue using, and directing all volunteers, including governors and employees, to read and agree, the full version of Keeping Children Safe in Education (Part 1 and Appendix).</p> <p>Sexual Violence and Sexual Harassment. (Document on GovernorHub) SE emphasised that Sexual Violence and Harassment can happen in any school – primary or secondary and that the voice of the child should be listened to and never dismissed as banter. All staff have been made aware of this also.</p> <p>ACTION: LGB agreed and adopted Sexual Violence and Sexual Harassment Document.</p> <p>Safer Recruitment This has been updated and SE has updated her training accordingly. RW needs to update her training also. Changes include further checks and references on volunteers, which must state the place last worked with children. Interviewees now have to sign a disclosure, giving them the opportunity to give notice of any issues with DBS. This information is given in a sealed envelope, opened only if offered the job. The school website has also been updated with DBS information and updated policies, for all potential candidates to see prior to application.</p> <p>Action: RW to update Safer Recruitment Training.</p> <p>Following training guidance, the SLT will be reviewing termly their Safeguarding procedures and practices within the school, looking at how we can further improve.</p> <p>The Single Central Records Check has also been updated to incorporate the number of changes in the latest review.</p> <p>TE has completed the Safeguarding Audit (document on GovernorHub). The report is positive, with most actions met. TE confirmed the school has robust systems and strong Safeguarding policies in place. She advised the LGB should ensure that all governor training is up to date. It was explained that the Trust is currently</p> | <p>All governors</p> <p>Completed</p> <p>RW</p> |
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| | <p>reviewing governor training and will provide schools with further information as soon as possible.</p> <p>ACTION: Governor training to be reviewed and updated, awaiting Trust guidance.</p> <p>It was reported that the Neglect Strategy Audit will be investigated further by TE. It was explained that this is a new initiative with two sections: an audit tool and staff questionnaire. LB will attend Safer Recruitment Training.</p> | All governors |
| 6 | <p>School Self Evaluation Form (SEF) & School Review</p> <p>Update and key priorities <i>LB noted a discrepancy in KS1 data. SE reported that KS1 data has been amended to correctly reflect the results.</i></p> <p>Advice from Louise Warren is that the School Development Plan (SDP) should reflect new initiatives and not necessarily those that are ongoing.</p> <p>HB reported that she felt that the wording with regards to the SC on offer to the children was not fully reflective of where the school currently stands but is working towards. SE agreed with this evaluation and will alter the wording to better reflect the actions taken and future plans.</p> <p>ACTION: SE to clarify wording.</p> | Headteacher |
| 7 | <p>School Development Plan (SDP)</p> <p>SE highlighted the Review of Strategic Vision and priorities for School Development</p> <p><i>Questions</i> <i>LB asked about plans to review and updated the books in the library. SE responded that a staff meeting has taken place focussing on reading environments and considering the way the books are displayed. The focus is on all classrooms to display and encourage a love of reading. It was agreed the books in the library do need updating and fundraising is planned to help with this.</i></p> <p>JK reported that children are working very hard in their roles as librarians and have noticed some books are in a poor state of repair.</p> | |

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| | <p>Classes are engaging in initiatives to encourage a love of books and reading. It has been noted that the children are developing a greater love of books and reading and the initiative to promote this are apparent in the enthusiastic way children talk about reading and refer to books.</p> <p><i>SD asked if electronic books are used in school?</i> It was agreed that this would be a welcome addition to school resources if funding allows.</p> <p>SE reported that school is reluctant to again ask parents to contribute towards non uniform days and is looking for other initiatives.</p> | |
| 8 | <p>Strategic matters & Headteacher Report:</p> <p>a) Headteacher report (key points and questions)</p> <p>It was acknowledged that some of the information is out of date, due to recent developments.</p> <p><i>It was asked if ELSA training for TAs will mean loss of other class TA support?</i> SE agreed that this could leave some gaps. Training has been arranged for 16 October 2021; another member of staff is stepping in to provide cover.</p> <p>Governors picked up on the Educational Psychologist (EP) report that school is currently without EP hours for this academic year. Due to communication issues, several OCC schools missed the deadline for funding. School is going ahead with a school appointed EP rather than relying on County. Alternative provision has been sought with Outreach, recommended by another school. Visits were previously completed in 3.5 days, but with Outreach only one child per day is seen, due to the extremely thorough approach. It was agreed that school will monitor the visits and costs. School may be able to use additional SEN funding towards additional EP time. School are prioritising children who need to be seen by the EP.</p> <p><i>TE asked if numbers for the Pupil Premium (PP) grant are increasing?</i> SE responded that the funding is back dated, thus explaining the apparent discrepancy in numbers. Last year saw a high mobility in</p> | |

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children, but new children have increased numbers. Vouchers for families are available even if the child is not identifying as PP.

HB asked how school is approaching the Sports Funding/Lunchtime Supervisor role?

School advertised for a lunchtime supervisor and has since employed a Teaching Assistant (TA) with Childrens' Activity experience and it is hoped that school can further develop activities by taking advantage of the skill set of the newly appointed staff member. During interview the applicant was keen to demonstrate how their skill set could be used in this way.

HB expressed some concerns about taking money from Pupil Premium (PP) and Sports funding for lunchtime cover and cautioned that school should ensure that the roles work well together.

SE agreed that this should be monitored, but was confident the initiative would work well to the benefit of the children. DH expressed confidence that sufficient funding would be available, based on the current budget figures.

HB noted that it was unfortunate that the planned Inset day focus did not allow enough time for Effective Teaching and Learning to be covered and how would this be incorporated. SE noted that a staff meeting had already been set aside for this since the Inset day and that a document has been compiled.

School has seen a higher recording of accidents, such as slips and minor trips at lunchtime and playtimes. SE agreed that school is recording a high number of incidents, which takes up office administration time. SE has asked the Trust if school is recording too many minor incidents which do not need formal record. SE was advised that we should be reporting all incidents on accident on slips, which we were doing. SE will continue to monitor our school against Trust school data.

DH asked if the roof stopped leaking?

It was confirmed the leak has stopped, but there are leak marks visible around the ceilings. SE has reported it to the building company and is awaiting a response.

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| | <p>b) Staffing:</p> <p>i. Teacher appraisal and staff salary Will be actioned, in accordance with Trust guidance.</p> <p>ii. Teaching & Support Staff Pay Policies (adopt FLT policy) Policies are currently under review by the Trust.</p> <p>iii. Pay Committee (must convene by end November 2021) Meeting arranged for 3 November 2021, see above.</p> <p>c) School Performance Data (if available) & Targets No data available to share at this time. FFT Targets have been used again this year and the data needs to be reviewed. Based on current figures, the data looked very aspirational against baseline assessments. It was agreed that Y6 and Y2 especially, have suffered through the Lockdowns.</p> <p>When available, targets will be posted to GovernorHub.</p> <p>ACTION: Targets to be posted to GovernorHub, when available.</p> <p>d) Health & Safety/Premises</p> <p>i. Compliance check 2021/22 The scheduled audit plan will continue and a Trust visit will be booked in. Siobhan Vinall has left the Trust and school will be notified of her replacement.</p> <p>e) Finance:</p> <p>i. Budget report & review of pupil numbers actual/budget estimate DH reported the budget is in surplus by £25K, but an up to date Trust report is not yet available. It was considered early to fully assess the budget position for this year, but the overview indicates that the budget looks positive. A full report will follow when available from the Trust.</p> <p>It was explained that some expenditure can come out of last year's budget (trim trail) which has been put by, work started in August 2021</p> | <p>Headteacher</p> |
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| | <p>and invoice submitted. All considered it satisfying to know that funding has been spent to good effect.</p> <p>ii. Pupil Premium Spending Review 2020-2021 Report was attached to GovernorHub for the last meeting.</p> | |
| 9 | <p>Policies</p> <p>a) School Safeguarding Policy All agreed and adopted – subject to amendments. ACTION: Safeguarding Policy agreed, subject to amendments.</p> <p>b) Keeping Children Safe in Education All governors asked to confirm that they have read the full document, see above.</p> <p>c) Sexual Violence & Harassment Policy Covered above.</p> <p>d) Coronavirus Outbreak Management Plan This plan is needed by County and school has complied. Three cases of Covid were reported in school at the beginning of term, but there have been no further cases.</p> <p>e) Sport Action Plan</p> <p>SE sent in a review for last year and RW and SE are currently working on new version. School is awaiting further information before posting the updated version.</p> <p>a) Best Value Statement & Annual Governance Statement (carried over from previous meeting) Postponed to a later meeting.</p> | |
| 10 | <p>Governor Reports & Visits to School</p> <p>As it is early on the in the term, there have been few opportunities for governor visits. LB visited school for a general visit and is booked in for another visit later in the term.</p> <p>DH visited school to look at Science across a number of year groups; his full report will follow and be posted to GovernorHub.</p> <p>Governors were asked to contact SE and book in Link visit.</p> <p>ACTION: Governors to book Link visits to school.</p> | All governors |
| 11 | <p>Correspondence</p> <p>None</p> | |

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| 12 | FLT News Update Autumn seminar 12 October 2021 at Faringdon Community College. | |
| 13 | Any Other Business Harvest Service School has decided not to have parents in school as a whole group, but will invite parents in Year groups. It was considered important to ensure parents feel welcome in school, particularly new families and those with Reception children. It was also encouraging for the children to have the opportunity to show their work. | |
| | Next Meeting Dates: Wednesday 3 November 4.30pm - pay committee only. Tuesday 14 December Thursday 27 January Thursday 31 March 2022 Tuesday 24 May 2022 Thursday 14 July 2022 | |

Meeting closed at 20:52

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