



John Blandy Primary School

Meeting: Local Governing Body	Where: Online TEAMS meeting
Date: Monday 12 July 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
Tamzin Einon	TE	Community	Yes
Suzanne Elliot	SE	Headteacher	Yes
David Hancox	DH	Community	Yes
Judi Kingdon	JK	Staff	Yes
Sarah Thompson	ST	Headteacher	Yes
Kerri Treherne	KT	Community	Yes
Jan Clark, Clerk to Governors	JC	N/A	Yes

MINUTES

Meeting opened: 19:05

Item	Subject	Action
1	<p>Welcome, Quoracy and Apologies</p> <p>All were welcomed to the meeting; the meeting was quorate. Apologies were received and accepted from CB.</p> <p><i>On behalf of all governors LB thanked ST for her excellent Headship, hard work and commitment to John Blandy Primary School. She would be very much missed and all wished her well for the future.</i></p>	
2	<p>Urgent matters as previously notified to the Chair</p> <p>None reported.</p>	
3	<p>Declarations of pecuniary interests</p> <p>No new declarations reported.</p>	
4	<p>Minutes of last meeting:</p> <p>a) Approval of minutes of last meeting 18 May 2021</p> <p>The minutes were agreed as a true record and will be published on the school website (excluding Confidential).</p> <p>ACTION: Minutes from meeting on 18 May 2021 to be published on school website.</p> <p>b) Matters arising from minutes of meeting on 18 May 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 reported that there were still gaps in governor profiles on GovernorHub. All were urged to check their personal profile as a matter of urgency and to contact the Clerk if they experience problems. Some are still yet to provide a black and white photograph for the school notice board. Action carried forward.</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>It was agreed that all governors should re-visit their Declarations and review up to date, to July 2021. This will help to prepare for Ofsted and also ensure reviews can be scheduled in regularly; recommended is a six monthly review with a full annual update. Action carried forward.</p> <p>Action: Headteachers to upload the full Peer Review report to GovernorHub, as soon as it has been finalised.</p> <p>All confirmed they had seen and read the full Peer Review report. Action Completed.</p> <p>Action: Governors to arrange a school visit to fit in with the link subject and lessons, as appropriate.</p> <p>HB has completed a visit and DH has scheduled in a visit. It was agreed that all Link governors should arrange a visit for early autumn 2021 so they can meet new staff and subject leads. Action carried forward.</p> <p>Action: to arrange Link Governor visits carried forward to September 2021</p> <p>Action: School budget to be agreed by all governors – please respond promptly to all budget emails.</p> <p>All responded and agreed, some necessary adjustments have been made. Action Completed.</p> <p>Action: Clerk to send completed documents to FLT, informing of the date of LGB approval.</p> <p>All Actions Completed.</p>	<p>All Governors</p> <p>All Governors</p> <p>Link Governors</p>
5	<p>Governing body:</p> <p>a) LGB Vacancies</p> <p>Election of Chair and Vice Chair</p> <p>LGB will elect in September 2021.</p> <p>ACTION: Chair and Vice Chair to be elected September 2021.</p>	<p>All Governors</p>

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	<p>New staff will be joining school from September 2021; priority will be to review and embed the new staffing structure, including different TLR roles within the structure. This has already been looked at when assigning teachers to new year groups. A new Deputy Headteacher will be in place, working in Y4 for most of the week, and is considered to be a strong addition to the team. Although new to school, the newly appointed staff are experienced teachers. The NQT is also a strong addition with a sound background. Smaller classes will benefit from more teacher time. TA support will increase in the mornings to give small group work, to the benefit of the whole class as well as those children taught separately.</p>	
7	<p>School Development Plan (SDP) Review of Strategic Vision and priorities for School Development (Also see Item 6,SEF)</p> <p>The traffic light system in place will be reviewed this year. Anything highlighted as Outstanding is mainly due to Covid restrictions. On the whole achievement was good, especially so when considering the challenging year experienced by all.</p> <p>The ambitious aims of the SDP were recognised and it was acknowledged that it is unrealistic to expect everything to be completed at once. Spelling is flagged for review and will continue to be embedded into next year. Research and aims will be in place, even if it is accepted that school is not able to take immediate action on all areas. The Headteachers expressed optimism for the year ahead, following two years of disrupted learning.</p> <p>With reference to Cultural Capital, the Headteachers were keen to engage children in more experiences but accepted this is not always possible in the present learning environment. Despite the restrictions, school has organised as many opportunities as possible; Y6 were able to go on a trip, which went very well. Y3 and Y4 went on a village walk. With restrictions easing, school will look to further enhance the curriculum with activity days and experiences.</p> <p>For the next academic year focus on Reading will continue, but Writing will also be a main feature. This is based on the data and following the two years of Pandemic disruption, which have been unsupportive of writing. The inclusion of both Reading and Writing was noted as being one of the major changes to the SDP</p>	
8	<p>Strategic matters & Headteachers' Report: (Documents on GovernorHub)</p> <p>a) Head teachers' report (key points and questions) <i>Question: What is the impact of the attainment gap in Y1?</i></p>	

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The Headteachers responded that it was difficult to assess with this cohort. Data shows a high end of greater depth, with many featuring in the lower ability end. Almost 50% are on the SEND register or have the potential to be on it. Y1 continues to be a concerning year group across most schools, as they have experienced two abnormal years. They will continue to be of concern as they progress up the school, but will be supported throughout. This was also reflective of current Y5s and it was necessary not to set targets too high and to recognise their needs. Y1 children find it difficult to access online learning. Many have younger siblings at home making the online learning experience more problematic for families to engage in. The majority of Y2 children were able to access online learning, but Y1s are very young to be able to do this; difficulties also extend to those more able to engage. Learning to learn independently is a skill younger children do not usually have. Some reassurance can be gained from the knowledge that this is a problem shared across all schools. These children should still benefit from a broad and balanced curriculum, as a narrowed approach would be to their overall learning detriment. It is important to maintain a balance of learning; overcoming and coping with the current exceptional circumstances is a learning process for staff as well as for children.

Question: Is there a projection for September intake numbers for the coming years?

Across the whole of Oxfordshire there are low admission numbers, which is an unusual situation. Budget planning has been cautious, but mobility at John Blandy means that pupil numbers should increase in-year, based on previous trends. The 5 year forecast has taken into consideration this dip, which will be fully evident by 2022 when the School Pupil Census confirms numbers.

Question: Is everything in place for new staff induction?

It was confirmed that new staff induction is well underway. Many of the new teachers have been able to join staff meetings, either online or in person. Forward planning has meant that some inductions have been scheduled for this summer term, rather than wait until September 2021. Who will act as mentors, carry out daily checks and provide support for new staff with all the new processes has already been considered.

The Headteachers underlined the importance of making all new staff aware of John Blandy processes for planning, marking and assessment, so they are able to quickly adapt to their KS1 or KS2 role. Due to the number of new staff it is especially important to ensure this. With one or two staff new to school this does not present such a challenge, as there are more long standing teachers available to lend support. The Headteachers are confident that all necessary steps to induct new staff are in place.

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School Wi-Fi

DH confirmed that the new Wi-Fi is working well and that John Blandy was the first school in the Trust to benefit. Members of staff currently working from home report that the new system is more successful than the previous one.

GDPR Report

This has been updated since the Headteachers' report was posted. There was one GDPR, managed data breach, with low to no impact. All details were reported in the normal way and the incident has now been closed.

Complaint

A complaints procedure has been initiated and reported to the Trust but, as yet, the complaint has not been made formal. See also Confidential minutes.

b) Staffing - review of pay and performance, teaching staff salary notification
This will be discussed fully in October 2021. Summer term meetings have been held with all teachers to ensure Covid Lockdowns did not upset their normal appraisal cycle. All teachers have been consulted and updated where needed.

One Teacher who returned from long term absence mid-year this year has also had an appraisal meeting and targets set appropriately to support this teacher with the opportunity of pay progression in the autumn, despite their absence.

c) Health & Safety/Premises - T6 Health & Safety Compliance and Site Inspection (FLT), planned work for 2021/2022

One visit has taken place with Siobhan Vinall (FLT). School is waiting for Thames Water to respond. A new meeting date of 28 July 2021 has been decided, as participants were unable to attend before this date.

Safety Certificate - To be updated.

The leak in the plant room was repaired by a simple tap tightening process; all has been checked for safety and is now resolved. This problem was in addition to the existing snagging list.

First Aid Risk Assessment – This has been audited, with a final audit due on Monday 19 July.

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	<p>Accident Reporting - Accidents happening in school are typed in and submitted by the school office. A Category 2, resulting in the loss of some of a day's schooling, was reported. This incident was confirmed as accidental, took place on the playground and had no lasting effects.</p> <p>d) Finance - budget report & Devolved Formula Capital Plan DH reported that the Period 8/9 review indicated a surplus. Extra TA hours were signed off and are balanced by additional funding received.</p> <p>e) Review of how school collects and uses the views of parents, pupils and staff</p> <p>School is waiting for further guidance from FLT and will move forward with this as part of the Trust. John Blandy carried out their own staff questionnaire and also sent out a questionnaire to parents to assess the impact of Covid during restrictions. Full parent and pupil questionnaires will be done as a part of the Trust. Following the disruptive year timing of collection of this data will be considered, including government guidance over pupil School Bubbles.</p>	
9	<p>Policies (Documents on GovernorHub)</p> <p>a) Best Value Statement & Annual Governance Statement</p> <p>Both statements are not a statutory requirement, as Trust schools are covered by FLT. However, it is recommended by the Trust that individual school have them in place. A basic Annual Governance Statement is available and the Clerk will continue to investigate whether the Trust has a template for a Best Value Statement. The Chair will also research. To be discussed again in September 2021.</p> <p>ACTION: Investigate adopting Best Value and Annual Governance Statements for John Blandy.</p> <p>b) Review of Single Central Record (SCR) for compliance LB to officially review and sign this by the end of the summer term 2021.</p> <p>ACTION: LB to review and sign Single Central Record (SCR) by the end of summer term 2021.</p>	<p>Clerk/Chair</p> <p>Chair</p>
10	<p>Governor Reports & Visits to School (Documents on GovernorHub)</p> <p>HB informed governors of her walk around the school, recently carried out. She confirmed the benefit of seeing first hand, the intent and implementation of initiatives</p>	

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	<p>and how targets are achieved. No concerns were identified and HB confirmed all was in place and teachers welcomed her interest. HB will share the report on GovernorHub.</p> <p><i>SE commented that it was good practice for subject leaders to talk about their own subject with visiting governors. Teachers found the visits helpful and did not find the process intrusive. It was to the benefit of all that initiatives can be seen in action and helps to support further discussion.</i></p> <p>ACTION: HB to post report on visit to school.</p>	HB
11	<p>Correspondence See Confidential Minutes.</p>	
12	<p>FLT News Update</p> <p>It was reported that Duncan Millard (FLT, CEO) is away from his post; his role is being covered during his absence.</p> <p><i>DH asked if this absence was having an impact on school.</i></p> <p>All areas continue to be covered, but the individual attention given by DM was missed.</p> <p>DH reported that all Trust budgets had been successfully signed off and finances were in a healthy position across the academy.</p>	
13	<p>Any Other Business</p> <p>The SDP will be shared, but the Headteachers suggested postponing discussion on School Vision to the first meeting in September 2021, when it would be best discussed in person.</p> <p>ACTION: Headteachers to share SDP, discussions on School Vision postponed to autumn 2021.</p> <p><i>ST was again thanked for all her hard work; governors expressed how much she would be missed and sent their best wishes for her future.</i></p>	Headteachers / All Governors
	<p>Next Meeting Dates:</p> <p>28 September 2021 at 7pm. Further dates for the academic year TBC.</p>	

Meeting closed at 8.35pm

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