



John Blandy Primary School

Meeting:	Local Governing Body	Where:	Virtual meeting by TEAMS
Date:	Tuesday 18 May 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	Yes
Lorna Butler	LBU	Parent	Yes
Tamzin Einon	TE	Community	Yes
Suzanne Elliot	SE	Headteacher	Yes
David Hancox	DH	Community	Apologies, joined 19:24 informed of matters discussed so far.
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

Item	Subject	Action
1	<p>Welcome, Quoracy and Apologies <i>Meeting opened at 19:00</i> The chair welcomed all to the meeting, apologies received from DH (who was able to attend later); the meeting was quorate. <i>All agreed for the meeting to be recorded on TEAMS. The Clerk confirmed the previous meeting recording had been deleted.</i></p>	
2	<p>Urgent matters as previously notified to the Chair No urgent matters reported.</p> <p>The Headteachers informed the meeting that a new Deputy Headteacher has been appointed from two very strong final candidates. Both Headteachers confirmed they were very pleased with the appointment and considered the new member of staff would be an asset to the school.</p>	
3	<p>Declarations of pecuniary interests No new interests declared.</p>	
4	<p>Minutes of last meeting:</p> <p>a) Approval of minutes of last meeting 23 March 2021</p> <p>The minutes were approved, will be marked as signed and published on the school website.</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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thompson



John Blandy Primary School

<p>b) Matters arising from minutes of meeting on 23 March 2021</p> <p>Review of Action Points</p> <p><i>Action: Governors will continue to investigate advertising opportunities and identify potential candidates for governor vacancies.</i></p> <p>There is a possible candidate for one governor vacancy, the Headteachers and LB will investigate this further and establish if the candidate wishes to formally apply for the role.</p> <p><i>Action: Governors to check their profile, DBS and training records, with particular attention to GDPR (using personal login), which should be looked at as a matter of priority to comply with the FLT audit on 31 March 2021.</i></p> <p>There are still gaps in governor profiles; on GovernorHub some governors have yet to post their DBS details and training information for PREVENT, Safeguarding and GDPR. It was recognised that governors might have completed their training, but it was necessary to evidence this on GovernorHub so that the Clerk has access to the information.</p> <p><i>Action: Governors to look at their personal information on the school 'Meet the Governors' page and send revised text/photograph to the Clerk if they wish to update their listing.</i></p> <p>For the school website all governors should provide the Clerk with an updated pen portrait and photograph in PDF form. The Headteachers also asked governors to provide the school with a black and white photograph for the school information display board.</p> <p>It was agreed that all information should be up to date, especially relevant when planning for Ofsted. The Clerk offered to assist governors if they need any help with GovernorHub.</p> <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><i>Action: In preparation for the LGB meeting on 18 May 2021, Governors to consider involvement in Writing, reorganising named subject/area links and SDP.</i></p> <p>Covered below.</p>	<p>All Governors</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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thonpson



John Blandy Primary School

	<p><i>Action: Performance and Standards Data to governors after Easter</i></p> <p>This has been updated and is on GovernorHub.</p> <p><i>Action: Benchmarking data to be forwarded to governors and discussed at the next LGB meeting</i></p> <p>This has been updated and is on GovernorHub.</p> <p><i>Action: Finalise school budget, LGB to agree and sign off school budget on 18 May 2021.</i></p> <p>Covered later in the meeting.</p> <p><i>Action: SEND Policy agreed by LGB.</i></p> <p>Covered later in the meeting.</p> <p><i>Action: All governors to check the GDPR Policy in preparation for agreement at the next meeting.</i></p> <p>Covered later in the meeting.</p>	
5	<p>Governing body:</p> <p>a) LGB Vacancies Covered above in Matters Arising.</p> <p>b) Update on Profiles, Safeguarding and DBS Checks Also covered above. The Clerk confirmed that all Declarations were up to date on GovernorHub; most as of November 2020 and some more recent. A 2021 review is needed before the next meeting in July so that an updated version can be published on the school website for the new academic year in September 2021.</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>c) Review of Link Governors (also see SDP)</p> <p>Covered below.</p>	All Governors



John Blandy Primary School

6	<p>School Development Plan (SDP)</p> <p>a) Review</p> <p>The peer review took place last Thursday, in attendance were; Duncan Millard (CEO) and Louise Warren from the Faringdon Learning Trust (FLT) Central Team, Sally Robins, Headteacher at Faringdon Infant School, and Jude Scutt, Headteacher at Shrivenham Primary school. At these reviews an external representative is also invited, on this occasion it was Lucy Young from Wolvercote Primary School; a school with links to John Blandy.</p> <p>The Headteachers reported it was a busy day with an Ofsted approach taken to the topics explored; these included Deep Dives and Leadership and Challenge. It was explained that Leadership assessment identifies strength of subject and journey of development. Ofsted will ask to see up to 4 subjects, for this review day John Blandy focussed on reading and maths, as subjects likely to be included by Ofsted, history as a strong subject and geography as a developing subject. John Blandy also opted in to have SEND audited through Lucy Young, to get an in depth analysis. The process included talking with the subject leads then looking at subjects and seeing the learning environment to assess if evidence reflected what the subject lead had detailed. The outcome of the day was very positive, affirming that John Blandy is in a good position and is able to identify the strengths and vision of the school. It was considered extremely useful to have both strengths and next steps validated and was reassuring that the feedback matched what the school had already identified. The practice was helpful and provided reminders of questions to ask and topics to address.</p> <p>JK agreed the day was very useful. She had prepared for the day with Kate Hardy (KH), another member of the teaching staff. JK also accompanied Sally Robins around the school and was able to demonstrate KS2 strategies. The visit reaffirmed that school is moving in the right direction.</p> <p>LB and HB also supported the success of the day and reported the positive feedback of the LGB they had received.</p> <p>ST reported how all the adults in attendance were very impressed with the children's responses to questions and how confident children were in their behaviour and actions. Confidence of children and ability to express themselves confirmed how well they relate to staff and feel supported; it illustrates what an excellent job the staff are doing. It was noted how well the children made eye contact with adults they were meeting for the first time. This confidence and good behaviour was demonstrated by children across the school, including those with additional needs. The full report will be posted to GovernorHub.</p> <p>Action: Headteachers to upload the full Peer Review report to GovernorHub, as soon as it has been finalised.</p>	SE/ST
---	--	-------

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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thonpson



John Blandy Primary School

b) School Vision – Writing Focus and Governor Links

The Headteachers advised that the School Development Plan needs more involvement from governors. They commented that they would welcome suggestions from governors and encouraged input from the LGB. LB confirmed that governors supported the strong position of school and, now that the Covid restrictions are starting to ease, was confident that the LGB could move forward with school visits and a more active involvement. Positive Culture initiatives encouraged governors to be a more visible presence in school and this should be possible in the near future. Governors will be able to see the lessons in progress and engage with the children leading to a better understanding of their governor duties.

ST suggested it would be useful to identify which governors suit each subject and use their own particular strengths to the best advantage. She explained that the time frame required to organise an Ofsted inspection is less than 24 hours, necessitating a very speedy assessment of the logistics of releasing teachers from class and how to quickly cope with organising the inspection schedule. ST recommended setting up an information board in school detailing which governors are able to go into school at short notice and be able to support different subjects, according to their strengths and experience. The option of quickly organising a governor TEAMS meeting would also be useful if a visit to school is not possible. It was acknowledged that governors are volunteers and have many commitments other than as school governor. All governors were thanked for their commitment and dedication to the LGB and the school.

ST commented that school was secure in their structure and ability and could demonstrate this ably, but that it needed to become better at promoting strategies and successes. A valuable initiative would be for the governors to question the staff and ask for commentary, to accustom staff to the process in advance of an Ofsted visit.

The following link governors were appointed:

English – LBU (offered help in school on Tuesdays)

Maths - HB

Science - DH

Humanities: Geography, History, (grouping these will help support teachers)- LB

Arts: DT, Art, Music - TE

French - KT

Computing - LB

PE – KT

PSHE/RE – CB (usually available on Zoom between 12noon and 2pm, or end of day)

Safeguarding, PP and Children We Look After – TE (appointment to be reviewed)

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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thompson



John Blandy Primary School

	<p>SE commented that it would be helpful for governors to put forward suggestions or questions on the SDP focus and reflect on this, particularly following a visit to school.</p> <p>Action: Governors to arrange a school visit, subject to Covid restrictions, to fit in with the link subject and lessons, as appropriate.</p> <p>c) School Vision – LB’s correspondence No specific updates from FLT.</p> <p>It is understood that an updated Wi-Fi system will be put into all schools across the Trust. John Blandy had a visit from a representative of The Vale Academy to share ideas; it was a positive meeting and will help promote further links in the future.</p>	<p>All Governors</p>
<p>7</p>	<p>School Self Evaluation Form (SEF) & School Review Covered under other topics. No specific updates to the document.</p>	
<p>8</p>	<p>Strategic matters (documents in GovernorHub):</p> <p>a) Headteachers’ report (key points and questions) The Headteachers directed governors to the most recent report and confirmed all had access to it.</p> <p>The following questions had been put forward: Question: <i>Booster sessions and Covid Catch Up; how does school ensure equity of access for these booster sessions?</i></p> <p>ST responded that access for children is informed by staff assessments and approached by identifying groups of children who will benefit from receiving intense support using the Covid Catch Up funding. An example was given of how equity of access works on a practical level; an instance where the sibling of one PP child attending was also offered a place so that the parents were able to better manage attendance and make drop off/collecting easier.</p> <p><i>HB confirmed confidence in the selection of children identified for sessions, but was questioning whether logistics of children attending pose barriers preventing access.</i></p> <p>SE reassured that when children are not able to attend, barriers preventing attendance are investigated and solutions put forward, as in the above example of extending the provision to include siblings. In some cases Teaching Assistants help teaching staff with catch up groups or individual children during the school day, with the teacher leading, planning and preparing the sessions. Teachers have a list of children who attend sessions so that they can best manage numbers using other activities, such as Forest School, to rotate and release children at different times.</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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thonpson



John Blandy Primary School

Question: *The Positive Teaching Culture praises teaching and high quality relationships, but it is difficult to single out specifics and to quantify this. Clearly happy staff make happy children and supporting teaching so teachers cope well with a work/life balance impacts on what is happening in school. Managing teachers' time well so that they can feel less pressured is central to this. John Blandy is succeeding in this objective evidenced by the positive attitude, happy atmosphere and investment in school by all staff. Recognising that there is no single formula to follow, how will school ensure this positive feeling is permanent?*

SE responded that all staff share a commitment to the school vision and are dedicated to supporting the children so they feel happy and safe in school. She agreed the general positive feeling in school is difficult to describe; it is not accidental but rather a product of the hard work and commitment of all staff. Strategies employed to promote and sustain this positivity include a commitment by the Senior Leadership Team (SLT) to work with staff and value their input. When appointing new staff members, the SLT gives careful consideration to who will fit in well with the existing staff structure and share the same vision for the school. The investment in staff is beneficial to all aspects of the school.

b) Staffing (also see Confidential Minutes)

It was confirmed that KH has been appointed Pastoral Lead and JK has been appointed as Curriculum Lead; both will join the SLT from September 2021 and all agreed this would add to the strength of the Leadership Team. Janet Clarke has recently joined the administration team, is very experienced and working extremely well. This strong office team will improve further when new staff become used to the school systems.

Interviewing for class teachers is taking place this week. The interviews consist of observation followed by an interview. School is looking to recruit 3.5 teachers and are confident the process will result in excellent recruitments.

No applications for the Caretaker job have been received. It has been suggested that John Blandy join with another school to recruit and offer a job share across both schools; this could open up a wider range of candidates. It was agreed that the need for a Caretaker is pressing.

Governors will be updated on teacher recruitment when interviews are complete.

c) Health & Safety/Premises

HB directed governors to the Health and Safety Monitoring Report, posted to GovernorHub and all confirmed they had access to this. There were no specific questions, but the issue with the water pipe was highlighted.

School is experiencing a water issue; a pipe in the ground is showing signs of erosion

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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thonpson



John Blandy Primary School

and the water discoloured, so investigation needed. Initial work was paused as the area could not be accessed; further investigations will be made.

d) Performance and Standards – Feedback on Data

Positive feedback has been received on maths, but school has questioned whether the marking system is too harsh. There are different ways of differentiating between the levels: Core (which is Expected) then Challenge, with a big step from Core to Challenge. Those children below Core are trying to achieve Expected. Some children consider the challenge is too hard, but this is generally due to the big jump and usually the more able children express this view. Test technique is sometimes lacking in children, although they have the ability, they are not as able to produce the same level under test conditions. This is not surprising considering Lockdowns and the difficult learning conditions experienced over the past year. School has questioned if there is enough being done to support the children and summer term assessments were brought forward so school can concentrate on filling in the gaps. This will enable a clear judgement by the end of summer term.

Writing stamina is still a focus. JK reported that the Newly Qualified Teacher in Y2 is doing an excellent job with writing and is already covering Y3 objectives. Y3 and Y4 books are being looked at and teachers are being released for FLT moderation.

Finance - budget report & school budget agreement

DH reported that school is looking at a surplus budget for the next five years, subject to pupil number movement. An in-year surplus of 21.9K is estimated and, if school continues as predicted, the deficit will be cleared by the projected Year 4 of the 5 year budget plan. The full budget report will be circulated for final approval, to be agreed by email. It was agreed that, although there are challenges looking forward, the School is in a good financial position.

ST highlighted the focus on staffing, which constitutes over 80% of budget, but was confident that forward planning has produced positive financial results.

DH cautioned that the final budget position will depend on pupil numbers and should be monitored. John Blandy compares well to other similar schools, assisted by increased Trust income, which makes a positive difference to the budget figures.

DH was thanked for his hard work and expert analysis and interpretation of school budget matters.

Action: School budget to be agreed by all governors – please respond promptly to all budget emails.

All
Governors

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
Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thompson



John Blandy Primary School

9	<p>Benchmarking (document in GovernorHub)</p> <p>There were no questions related to Benchmarking; all governors confirmed they had read the document. It was agreed Benchmarking is an interesting comparison tool and all were encouraged by the positive data for John Blandy.</p>	
10	<p>Policies (documents in GovernorHub): All governors confirmed they had read the policies and had no questions.</p> <p>a) GDPR Approved. Action: Clerk to send completed document to FLT, informing of the date of LGB approval.</p> <p>b) SEND (front sheet return to FLT) Approved. Action: Clerk to send completed document to FLT, informing of the date of LGB approval.</p> <p>c) FLT Gifts & Hospitality Policy (COG to confirm) Approved. Register will be sent to school offices by FLT, for signature by the Chair. Action: Clerk to send completed document to FLT, informing of the date of LGB approval. Chair to sign the Gifts and Hospitality Register as soon as FLT make this available.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/ Chair</p>
11	<p>Governor Reports (documents in GovernorHub)</p> <p>a) LB/HB – Academy Review feedback</p> <p>Review on GovernorHub, also covered above. The day was very positive and school is in a strong position. The few outstanding issues will be reviewed.</p>	
12	<p>Correspondence</p> <p>None received.</p>	
13	<p>Academy News Update</p> <p>None received.</p>	
14	<p>Any Other Business</p> <p>None.</p> <p><i>On behalf of the governors, LB extended congratulations to JK and KH on their appointments and governors look forward to welcoming the new Deputy Headteacher.</i></p>	
	<p>Next Meeting Dates:</p> <p>13 July 2021</p> <p><i>Meeting closed at 20:28</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
 Headteachers: Mrs Suzanne Elliot & Mrs Sarah Thonpson