



John Blandy Primary School

Meeting	Local Governing Body	Where	Virtual meeting by Zoom
Date	Tuesday 22 September	Time	20.00
Attendees	Lucie Belcher (LB, chair, parent governor), Sarah Thompson (ST, co-head teacher), Suzanne Elliot (SE, co-head teacher), Helen Benson (HBe, support staff governor), Hannah Boon (HBo, parent governor), Clare Butcher (CB, community governor), Janice Simpson (JS, community governor), David Hancox (DH, community governor), Kerri Treherne (KT, community governor), Tamzin Einon (community governor)		
Apologies	Judi Kingdon (JK, teaching staff governor – unable to attend due to technical problems)		
Clerk	Octavia Kelly		

MINUTES

Meeting opened at 1920

<p>Welcome, quoracy and apologies</p> <p>Meeting was quorate.</p> <p>Apologies were received from JK, who attempted to join the meeting virtually but was unable to do so due to technical problems, and noted.</p>	
<p>Urgent matters as previously notified to the Chair</p> <p>None</p>	
<p>Declarations of pecuniary interests</p> <p>None</p>	
<p>Minutes of last meeting (7 July 2020)</p> <p>Approval of minutes of last meeting</p> <p>Minutes were approved.</p>	

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<p>Matters arising from minutes of last meeting (7 July 2020)</p> <p>Please see confidential minutes.</p>	
<p>MINUTES AND CONFIDENTIAL MINUTES OF LGB MEETING ON 7 JULY 2020 WERE APPROVED.</p>	
<p>Governing body</p> <p>Election of chair and vice chair</p> <p>LB and HBo were elected unopposed, as chair and vice chair respectively, for one-year terms.</p> <p>Review of governing body</p> <p>Skills audit</p> <p>The combined skills of the governors were thought generally sufficient to enable the board to function effectively. However, minor gaps could be addressed by appointing associate members for terms of between 1 and 4 years. Associate members cannot vote on LGB decisions but can vote on decisions of sub-committees such as the Performance and Standards (P&S) committee if they are members of those sub-committees.</p> <p>Governor roles</p> <p>Taking into account that a parent governor cannot be the safeguarding governor, roles were allocated as follows:</p> <p>Safeguarding governor TE Finance governor DH Premises/health and safety HBo Children We Care For KT SEND LB until someone else is in a position to take over the role Pupil Premium CB</p> <p>Pay committee will comprise HBo, LB and DH. A meeting of the pay committee will be arranged for after the completion of all teacher appraisals, so after the end of October.</p> <p>Head teachers' appraisals will take place in T2.</p>	

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<p><i>Review of Terms of Reference of the LGB and of the Performance & Standards (P&S) committee</i></p> <p>It was felt that continuing to have a P&S committee separate from the LGB would be beneficial as it enables more detailed scrutiny of the data. Sub-committees should have between 4 and 7 members. Quoracy is fixed at 3 members, but head teachers and members of the SLT responsible for teaching and learning cannot vote so cannot represent part of the quorum. However, unless the P&S committee takes decisions without referring them back to the LGB, the P&S 'committee' is effectively a working party rather than a committee, and as such does not have to have a clerk. But governors wished to continue having a clerk to take minutes at P&S meetings so that they can focus more fully on the data.</p> <p>P&S committee will comprise HBo (chair), LB, JS until she steps down as a governor in February, HBe and TE. SE and ST will speak to JK about whether she also wishes to join the committee.</p>	
<p>Issues raised by the head teachers</p> <p><i>Risk management</i></p> <p>The academy is asking each of its schools to devise its own risk management strategy rather than imposing an academy-wide one. JBS has had input to its risk assessment from HBo, health and safety governor, and from Anne Lynn, Academy COO.</p> <p>The head teachers were advised to ensure that the documentation of the JBS assessment stresses, particularly with respect to safeguarding risks, that measures have been taken to reduce the likelihood of a risk being realised in the first place as well as the impact should it be realised.</p> <p>Despite good compliance with measures to mitigate the risk, the assessment showed that protracted sickness – which has a high impact – is difficult to prevent.</p>	
<p>ACTION HBo to give more advice before risk management strategy documentation is submitted to the academy.</p>	<p>HBo/SE/ST</p>
<p><i>Review of SDP</i></p> <p>Last year's SDP was reviewed at the last meeting. A discussion of this year's was deferred to the next meeting, when more data will be available, and the SDP can be adapted to reflect the areas in need of attention that can be identified from it.</p>	

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Louise Warren, Academy Director of Education, advised that it is not necessary to include data targets in SDPs in the light of Ofsted advice that the variety of factors, other than quality of teaching, that can influence the data, combined with the workload involved in collating it, undermine their value. However, a data target will be included in this year's SDP due to the unusual circumstances. Objectives relating to the premises, health and safety and the operation of the school will, though, be outlined in a separate document to make the SDP shorter and easier to review.

Head teachers' report

Number on roll – number is increasing steadily and is now 235.

Staff turnover – Governors asked if there was any particular reason behind the high turnover in staff. The head teachers noted that they always explore the cause of a resignation with the member of staff before they accept it and are required to inform HR why it has been tendered. The head teachers said that there were a whole variety of reasons why staff left, but that sometimes the budget dictates that several staff at a certain level are taken on at a given point in time, and they might then leave at a similar time, having gained experience, in pursuit of promotions. The governors encouraged the head teachers to maintain good communications with parents about staff leaving to avoid any negative impressions. The head teachers cited one teacher who recently left rather unexpectedly but before doing so volunteered to write to parents about why she left, an action which the head teachers greatly appreciated.

Departures of staff can lead to pressure on remaining staff who must cover their workloads until replacements are recruited. Such situations are difficult to manage. After the above-mentioned teacher left, two members of staff stepped up to ensure that the relevant year did not miss out on planned teaching, one of which will get extra release time to help compensate. However, the head teachers then had to identify a further member of staff who could fill in for them.

The head teachers have frequently, and more so since the virus situation arose, flagged the availability to staff in need of support of the Academy's employee assist programme.

Academy-wide IT problems

A loss of internet connection for the first 9 days of term due to academy-wide IT problems saw the head teachers working late at night, which was the only time they had access to email, and the new admin officer having to work at home. The problems have also led to a delay in preparing online work for children ahead of any further lockdown since teachers are unable to log in to the Chromebooks purchased for that purpose, and have impeded the recording and communication via the internet of safeguarding concerns.

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In addition to the academy IT problems, SCOMIS, the nationwide educational data system, has also recently been down intermittently.

Staff leadership review

The staff leadership review was to have commenced in January but has been set back by covid. It will take about 12 weeks and will look at the changes needed to the entire staffing structure from leadership down to make it more suitable for the current school environment. Informally HR has advised that the absence due to sickness of a member of staff will not affect the process, though the head teachers are awaiting formal confirmation of that advice.

Staff leadership review to be main item on agenda for next meeting.

Replacement of roof

The school made a successful CIF bid for £500K to replace the roof. The money must be spent by March 2021 and for that to happen, work on the roof must start in November 2020. This will mean that some of the roofing work will take place while Kier is still on site. Jo Ray of the Academy will be liaising with both sets of contractors to minimise disruption to classes.

Standards and behaviour

A couple of pupils for whom the school was not a suitable environment have left for more appropriate placements, so there has been a reduction in the need for Team Teach techniques to be deployed and for the imposition of fixed term exclusions. However, Team Teach training, which is valid for 3 years, will be maintained because, in addition to facilitating safe physical restraint, it provides strategies for de-escalation. These are currently being deployed in one of the lower years, which is being observed to determine trigger points.

Health and safety

The health and safety governor was happy with the way in which the hazard posed by a storm-damaged tree was dealt with, as was an affected neighbour.

The main areas of concern in respect of health and safety are covid and the building work. Staff can comment on covid procedures in one-to-one discussions with the head teachers or by email.



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<p>Visit from David Johnson, local MP</p> <p>David Johnson, the local MP, requested a visit to the school on 'a normal working day'. He witnessed the school at its most pressurised time of day.</p> <p>Possibility of volunteers helping pupils remotely</p> <p>Under normal circumstances, volunteers help pupils one-to-one outside the classroom. It would not be feasible for them to assist remotely instead due to safeguarding issues and inadequate technical equipment.</p> <p>School no longer has counsellor</p> <p>Provision of counselling was quite expensive relative to the number of children it benefitted. There is also now less need for it, and providing a separate room for it that is sufficiently ventilated to be covid-safe is impractical. For these reasons, the school no longer has a counsellor.</p> <p>SEND</p> <p>The SENCO is liaising with an educational psychologist to identify children who could qualify for EHCPs.</p> <p>Please see also further items in the confidential minutes.</p>	
<p>Policies</p> <ul style="list-style-type: none"> • Safeguarding policy – approved • Complaints procedure – will remain unchanged; the independent person is still John Disley. 	
<p>Reports</p> <p>Pupil premium (PP) report</p> <p>The numbers in the PP report are already out of date and the time scales have made measurement of the impact of expenditure more difficult than usual, but there is no doubt that the money has been well spent.</p> <p>The range of activities on which PP can be spent this year is limited, with little scope for school trips, visitors etc. Instead, more will be spent on learning resources and especially on TAs.</p> <p>The number of children in receipt of PP will have risen relative to last year at the time of the census in October, so the school's income is likely to increase. Numbers of PP children are</p>	

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<p>likely to continue to increase through the year as more paperwork is processed and covid's impact on the economy becomes more marked so more children become eligible. The paperwork of several children in the Early Years is awaiting processing; while the whole year group receives free school meals, some of these children have also been given uniform ahead of being formally classified as eligible for PP. The PP money must be spent within the year.</p> <p>The PP plan is integrated with the year's SDP and will be modified in response to new developments.</p> <p><i>PP report was approved by the governors.</i></p> <p>Sports Premium Report</p> <p>Report is on the school website but will be circulated for discussion at the next meeting.</p>							
<p>Academy news</p> <p>Duncan Millard, Academy CEO and Anne Lynn, Academy COO, reported that children across the academy have adapted well following their return to school and are rapidly reaching the attainment levels at which they would be had lockdown not occurred. Only a small minority of pupils and teachers are absent and requiring engagement, but the academy is prepared should widespread remote learning be necessary again.</p> <p>The academy has changed its name from Faringdon Academy of Schools to Faringdon Learning Trust, but it was felt inappropriate in the current circumstances to hold a major launch of the new name and logo.</p>							
<p>Any other business</p> <p>None.</p>							
<p>Items for agenda for next meeting</p> <p>Please see items highlighted in blue above.</p>							
<p>Dates of next LGB meetings (all on Tuesdays):</p> <table data-bbox="162 1682 986 1794"> <tr> <td>17 November 2020</td> <td>18 May 2021</td> </tr> <tr> <td>2 February 2021</td> <td>13 July 2021</td> </tr> <tr> <td>23 March 2021 (to be combined with a P&S meeting)</td> <td></td> </tr> </table> <p>P&S meeting: 7 pm, Tuesday 5 January 2021</p>	17 November 2020	18 May 2021	2 February 2021	13 July 2021	23 March 2021 (to be combined with a P&S meeting)		
17 November 2020	18 May 2021						
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Meeting closed at 2051

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