



# John Blandy Primary School

<b>Meeting</b>	Local Governing Body	<b>Where</b>	Virtual meeting by Zoom
<b>Date</b>	Tuesday 5 May	<b>Time</b>	20.00
<b>Attendees</b>	Lucie Belcher (LB, chair, parent governor), Sarah Thompson (ST, co-head teacher), Suzanne Elliot (SE, co-head teacher), Hannah Boon (HBo, parent governor), Clare Butcher (CB, community governor), Janice Simpson (JS, community governor), David Hancox (DH, community governor), Jane Tidy (JT, parent governor), Judi Kingdon (JK, teaching staff governor), Kerri Treherne (KT, community governor)		
<b>Apologies</b>	Helen Benson (HBe, support staff governor)		
<b>Clerk</b>	Octavia Kelly		

## MINUTES

### Meeting opened at 7.03 pm

<p><b>Welcome, quoracy and apologies</b></p> <p>Meeting was quorate.</p> <p>Apologies were received from HBe and noted.</p>	
<p><b>Urgent matters as previously notified to the Chair</b></p> <p>None</p>	
<p><b>Declarations of pecuniary interests</b></p> <p>None</p>	
<p><b>Minutes of last meeting (28 January 19; meeting on 17 March did not take place due to coronavirus social distancing measures being introduced the day before)</b></p> <p><b>Approval of minutes of last meeting</b></p> <p>Minutes were approved.</p>	

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<p><b>Matters arising from minutes of last meeting (28 January 2020)</b></p> <ul style="list-style-type: none"> <li>• <b>Vacancy for Community Governors</b> – please see ‘Governing body’, below. <b>Ongoing.</b></li> <li>• <b>PP expenditure and report</b> – JT to document her meeting with ST this week. <b>Ongoing.</b></li> <li>• <b>ACTION Subject lead teachers to email corresponding subject link governors with 2 or 3 possible times for a meeting at which subject link governors will pose Ofsted-style ‘deep dive’ questions. Ongoing</b> – please see ‘Governor visits’, below.</li> <li>• <b>Safeguarding</b> – KT fed back directly to LB. However, it will be necessary, to satisfy governance requirements, for the report, with any identifying details removed, to be made available to all governors. <b>Ongoing.</b></li> </ul>	
<p><b>Governing body</b></p> <p><b>Committee members stepping down/ succession planning</b></p> <p>Many thanks to Jane Tidy, who is stepping down after this meeting after a 4-year term as a parent governor. She has made a huge contribution over this period and will be greatly missed.</p> <p>Janice Simpson intends to step down as a community governor once her 4-year term is over, which will be in September 2021.</p> <p>There are therefore current vacancies for 1 community governor (attempts have already been made to fill this vacancy – please see minutes of last meeting on 28 January) and 1 parent governor, and there will be a further vacancy for a community governor once Janice steps down.</p> <p>LB will also be stepping down as Chair at the end of this academic year, though will continue as a parent governor, for which her 4-year term ends in October 2022.</p>	
<p><b>ACTION when circumstances permit: the current lockdown makes it difficult to seek new candidates for governor vacancies but when possible, efforts will be made to recruit 1 community governor and 1 parent governor and to identify a possible successor to JS.</b></p>	<p><b>All governors</b></p>
<p><b>Governor visits</b></p> <p>Meetings between subject link governors and subject lead teachers can still take place by Zoom. Not all subjects have yet been covered in this way. A meeting about PHSE is fairly urgent; French, on the other hand, is low priority.</p>	
<p><b>ACTION HBo, PHSE link governor, to make further attempts to arrange Zoom meeting with subject lead teacher.</b></p>	<p><b>HBo</b></p>

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<p><b>Budget/finance</b></p> <p>The in-year financial situation for the next couple of years appears quite satisfactory. The school has a minimum funding guarantee for 2 years and should return an in-year surplus next year. It has received £43 800 of expansion money from OCC, of which £10K must be spent on the playground and £3800 is a reimbursement for previous work on a classroom for which the school initially paid. The expansion money has been ring-fenced by Anne Lynn, Academy COO, and will not be used for paying off the historic deficit.</p> <p><b>Fundraising</b></p> <p>CB has researched funding platforms and recommends DonateMySchool, which was also independently identified as the best value platform by the Academy Resources Committee. It is a hosted website, to which a link can be emailed to parents. For 5% of the money raised, the company helps write the material on the website and can take gift aid; it offers regular monthly giving or fundraising for a specific project, anonymous or otherwise. Gift Aid received should cover the 5% fee. A more basic package is available for 3% of the money raised.</p> <p>It was felt that it is not an appropriate time to be seeking donations so this issue will be reviewed once circumstances are more normal.</p>	
<p><b>Safeguarding during coronavirus school closure</b></p> <p>The school has been open during the lockdown only to children of key workers and vulnerable children, which the school has defined, to keep numbers down, as those classified as children in need (a status that is voluntary for parents) and those on child protection (a status imposed on parents).</p> <p>Children receiving Early Help and with those with Team Around the Family status (TAF) – both of which statuses are voluntary for parents - are not eligible to attend school. However, close contact by phone or email is being maintained with any children about whom there is concern and teachers try to speak to children as well as parents. Records of such contact are being entered in CPOMS, where they are flagged as having taken place during the lockdown in case rapid collation of the records during the period is later required. The SLT discuss these children every week. Lindsay Baldwin, Academy Safeguarding Lead, who also has access to CPOMS, has been asked to monitor the most vulnerable children not attending school as she has more capacity to focus on them than the teaching staff and headteachers. Safeguarding cannot, however, be as effective when children are not attending school, and much is based on trust. If staff have particular concerns about a child, one of the headteachers will visit the home on a pretext such as bringing work for the child. Children with whom teachers have had contact are ticked off on a list so that any children</p>	

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<p>who have not communicated recently can be followed up. This level of monitoring is quite time-consuming.</p> <p><b>Provision of teaching materials to those without access to online materials</b></p> <p>It has been assumed that most children have access to online materials, but it was known at the start of the lockdown that 2 families would not have access to such materials as their parents had previously been unable to access ParentPay. These children are being provided with hard copy materials.</p> <p>The Friends of the school have bought books, for which the committee wishes to express its gratitude. These have been very helpful, especially for those without access to online materials.</p>	
<p><b>Headteachers' report</b></p> <p><b>Health and safety</b></p> <p>In addition to the items below, health and safety is further covered within the headteachers' report.</p> <p><b>Toilets</b></p> <p>There is a possibility that capital could be invested in improving the toilets. However, funds are limited, and upgrades of the heating and flooring are also necessary.</p> <p><b>Challenge: Are records being kept in Every of the many problems with the toilets as evidence of the need for funding for improvement?</b> Yes, as part of routine maintenance procedures. The caretaker is carrying out weekly maintenance checks and recording problems in Every.</p> <p><b>Covid-19 risks</b></p> <p><b>Challenge: Are daily compliance checks being carried out and significant extra risks from covid being identified and mitigated?</b> Yes, risks are recorded and managed.</p> <p><b>Fire drill</b></p> <p>Evacuation was very quick with so few children on the premises. Some children did not know the locations of the fire exits so the headteachers will raise awareness of them.</p> <p><b>RSE policy</b></p>	

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RSE policy has been discussed by staff and circulated to governors ahead of this meeting.

The policy was **approved** by the governors and will now be sent out to parents for review. If social distancing were not in place, a meeting would then be held with parents at which they could air their views on the policy. However, such a meeting is not possible in time for the policy to be in place by September, so, instead, class parent representatives will be asked to convey parents' queries to staff.

## **Temporary classroom**

The temporary classroom is likely to be located outside Y6, where it will be near to school should access be needed and better for parking than the alternative location, near the Early Years garden. OCC has agreed to all the school's requirements including that the classroom should have a fence, and a gate that can be locked.

The current Y1s will move into the temporary classroom. Ideally, the occupants would have been the Y6s, whose greater maturity would enable them to cope better than younger children with such accommodation, but the impact on other year groups of the Y6s being moved out of their current classroom on other classes would be greater – more than one move during the year - than if the current Y1s are relocated. The Y1s, though young, are a resilient cohort and if they are in the temporary classroom, the internal work can be finished by 1 August 2021.

Because the hall is not being extended, lunchtimes will have to be staggered, requiring more lunchtime supervision during the next 2 years and therefore increasing staffing costs.

## **Pupil mobility**

Please see confidential minutes.

## **Homeschooling during lockdown**

Please see also safeguarding and provision of materials to those without access to the internet (above).

The committee commended the staff on their good preparation for the lockdown and effective record-keeping.

**Challenge: could any improvements to home-schooling be made?** Improvements are being made as problems are identified. An email with links was sent out by class teachers and has led to more parents collecting materials from the school. The expectations of children working at home were lowered following feedback received from parents at the start of the

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<p>summer term. A survey on more recent material will be sent out to parents in the coming week and the results shared with governors.</p>	
<p><b>AOB</b></p> <p>An extra meeting of the local governors has been scheduled for 2000 on 1 June 2020 to discuss the school budget before it is submitted to the Academy on 8 June.</p>	
<p><b>Academy news</b></p> <p>None.</p>	
<p><b>Items for agenda for next meeting</b></p> <p>Budget for next financial year.</p>	
<p><b>Dates of next LGB meetings:</b></p> <p>Monday 1 June 2020 at 2000 – Zoom meeting to discuss budget prior to submission to Academy on 8 June. Tuesday 14 July 2020</p>	

Meeting ended at 2120

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