



John Blandy Primary School

Meeting	Local Governing Body	Where	John Blandy Primary School
Date	Tuesday 28 January 2020	Time	19.00
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), Jane Tidy (JT, parent governor), Judi Kingdon (JK, teaching staff governor), Kerri Treherne (KT, community governor)		
Apologies			
Clerk	Octavia Kelly		

MINUTES

Meeting opened at 7.03 pm

<p>Welcome, quoracy and apologies</p> <p>Meeting was quorate.</p> <p>There were no apologies or absences.</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 (3 Dec 19)</p> <p>Approval of minutes of last meeting</p> <p>Minutes were approved.</p> <p>Matters arising from minutes of last meeting</p> <ul style="list-style-type: none"> • Vacancy for Community Governors – a potential applicant has been identified. Ongoing. 	

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<ul style="list-style-type: none"> • PP expenditure and report – JT and ST met to discuss but not formally documented yet. Ongoing. • Independent person – John Disley is happy to continue as ‘independent person’ for the purposes of the complaints procedure. Closed. • Invite Duncan Millard and Siobhan Vinall to governors’ meeting as preparation for Ofsted – Neither Duncan Millard nor Siobhan Vinall have been invited to a governors’ meeting but neither would be likely to attend. However, the head teachers had a meeting with Siobhan Vinall. Closed. • Documentation of governors’ challenges – HBo emailed several questions to the head teachers in advance of the meeting. The questions themselves will be filed and the answers are detailed below. In future, the governors now allocated to each subject will challenge in those areas. Closed. • SEF and school vision – Discussed below. • SEND Report – covered in the autumn. • Y4 mock timetable – now on website. Closed. • Chair’s summary – little to report so no summary. 	
<p>Governing body</p> <p>JT’s term as a parent governor will expire shortly – succession planning will be discussed as part of the forthcoming governance review.</p>	
<p>Strategic issues</p> <p>Interim appraisals of staff are carried out. Any issues of concern that might arise would be brought to the LGB’s attention.</p> <p>Leadership structure</p> <p>Before acting up as co-head teacher, SE was a deputy head for 0.5 FTE. That position is now vacant, which has saved money but shifted the workload to the 2 part-time head teachers. Both head teachers had anticipated taking on this work when SE stepped up, but felt it was necessary to find out through experience what tasks would require delegation to a deputy head teacher or equivalent. They are to meet Sophie Dors, Academy HR Officer, to discuss the options for covering the additional work, and have previously discussed what in terms of a deputy or equivalent is affordable and sustainable with Duncan Millard, CEO, and Anne Lynn, COO, of the Academy.</p> <p>The area in most significant need of input from a deputy head or equivalent is safeguarding, which absorbs a high proportion of the head teachers’ time, mainly in the classroom rather than the office.</p> <p>Finance is a major constraint. Pupil Premium income for a given pupil is only received in the year following the pupil’s admission rather than on the pupil’s arrival but even when it is</p>	

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<p>received it is rarely enough to meet a pupil's needs. The number of pupils on Educational and Health Care Plans (EHCPs) is increasing; currently it is 10 and is likely to increase by 1 and possibly by up to 3.</p> <p>Please see also <i>confidential minutes</i>.</p>	
<p>Headteachers' letter</p> <p>Please see <i>confidential minutes</i>.</p>	
<p>Pupil Premium Club</p> <p>The club, run by Mrs Surtees, has been very successful, with 10 children attending frequently. Those who were invited but have not attended have valid reasons for choosing not to come.</p> <p>A rapport between teachers and children has developed and the club has given the children a space in which to express themselves. They also get a snack of hot chocolate and biscuits and some take biscuits home for siblings on occasion.</p> <p>Children have access to IT, which they may not have at home. However, the boys need encouragement to play with each other rather than the resources, to enhance their social skills.</p> <p>The impact of the club is difficult to measure except via attendance figures. However, the head teachers tentatively suggest that it has brought about an improvement in behaviour; they have yet to canvas teachers' views on this.</p>	
<p>Monitoring of bullying</p> <p>SE's facilitation of discussions between the perpetrator and their 'victims' seems to be paying off; there have been no incidents of actual bullying, although teachers acted to prevent one after being tipped off by the children at an early stage. But the fact that the children informed the teachers of the escalating situation was progress in itself. The governors praised both SE and ST for their effective response to and management of the bullying.</p> <p>The monitoring of bullying has improved through the use of CPOMS for that purpose as well as for safeguarding records.</p> <p>The school is taking part in research by Oxford University into an anti-bullying scheme, which the University hopes will be rolled out nationwide by the DfE if a trial in Oxfordshire is successful.</p>	

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<p>Feedback from staff and students</p> <ul style="list-style-type: none"> • Feedback from staff is obtained through a staff questionnaire and through discussions at staff meetings, details of which are recorded in the minutes of those meetings. • Children were asked their opinions of reading and the responses were documented. • Subject lead teachers have been released to give them time to monitor teaching of their subjects, including through the conduction of 'pupil voices'. • The responses to a pupil questionnaire will be reported in the summer term. <p>Any change in attitudes to subjects, now that they are being taught in blocks of time rather than in relatively short lessons, will be of special interest. There is evidence that outcomes improve after block teaching but that may be due to more effective teaching, notably repeated reinforcement. It is helpful in science to have more time in which to complete experiments, but the block approach may not be as valuable for English or maths.</p>	
<p>First Aid training</p> <p>The school's policy is to aim to train all members of staff in First Aid. Even if that goal is not reached, it is certain that enough staff have been trained within the stipulated timeframe to meet regulatory requirements.</p>	
<p>SDP</p> <p>SDP was circulated.</p> <p>Points to note:</p> <ul style="list-style-type: none"> • SEF is a public document • There is a summary of the SEF on the first page of the SDP • The SDP focuses on 4 areas: reading, consistency, expectation and challenging behaviour. • Another goal outlined in the SDP is to challenge average and above average pupils to do better. <p>Governors suggested the SDP's section on reading could underpin the fundraising activities in relations to books mentioned above.</p> <p>Post-Y6 destinations may be unduly influenced by parents' ability, or lack of it, to pay for transport to secondary schools that are out of area.</p>	

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<p>The school vision needs to be ready by Easter in case there is an early Ofsted inspection, and subject lead teachers need to be prepared to answer Ofsted 'deep dive' questions on their subject.</p>	
<p>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, example of which have been included in the Ofsted pack. Governors to feed back to head teachers for discussion in staff meetings. Deadline for these meetings: Easter.</p>	<p>Subject link governors/subject lead teachers/ head teachers</p>
<p>Finance report by DH</p> <p>DH reviewed Period 4 finances with Anne Lynn and Jane Cole, Academy Finance Officer. It had been hoped that there would be an in-year surplus of £59K but it is now likely to be around £14-15K owing to an error whereby the pay for a member of staff was not budgeted for, and to a £15K spend on TA overtime to cover SEND and some sickness absence. It will be possible to move a further £4K from capital to revenue while remaining within accounting guidelines, making a total in-year surplus of £18-19K.</p> <p>Anne Lynn is supportive of the view shared by the school and the governors that teaching needs should be prioritised over reducing the historical deficit. SE and ST both feel that there needs to be an increase in TA support for key areas across the school. Absence at times also causes difficulties with TA coverage. Y2 staff are presently receiving extra release time, covered by the head teachers. Absence is relatively high among staff. The TAs, too, are rotated to help them cope.</p> <p><i>Governors approved use of the £18-19K in-year surplus towards extra staffing to relieve the very difficult staffing situation.</i></p>	
<p>Safeguarding report - KT</p> <p>Deferred to next meeting due to late release of the new format of the report by OCC.</p>	
<p>Approval of residential trips</p> <p>The following trips were <i>approved by the governors:</i></p>	

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<ul style="list-style-type: none"> • Y5 - bushcraft • Y6 – Wales <p>In most years, a sleepover at school is arranged for Y4s. Because it is held at the school there are no accommodation or transport costs, but unless the group go to Hill End instead, which would have cost implications, a residential trip this year for Y4s is unlikely.</p> <p>Governors suggested the trip to Hill End could be for the day only, rather than residential, to reduce the cost, and/or the Friends of the school could be asked to raise money specifically for such a trip.</p>	
<p>Parent-teacher consultations for Ys 2 and 6</p> <p>Have been arranged.</p>	
<p>AOB</p> <p>CB advised the head teachers to encourage staff to check the status of their pensions. The responsibility for such checks has now moved from schools to individuals and errors have occurred that have had significant adverse impacts on retiring staff.</p>	
<p>Academy news</p> <p>Colin Profitt has resigned as head teacher of Faringdon Community College.</p> <p>Watchfield Primary School is advertising for a new head teacher.</p>	
<p>Items for agenda for next meeting</p> <p>Budget for next financial year.</p>	
<p>Dates of next LGB meetings:</p> <p>Tuesday 17 March 2020 Tuesday 05 May 2020 Tuesday 14 July 2020</p>	

Meeting ended at 2100

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