



John Blandy Primary School

Meeting	Local Governing Body	Where	John Blandy Primary School
Date	Tuesday 17 September 2019	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), Janice Simpson (JS, community governor), David Hancox (DH, community governor), Jane Tidy (JT, parent governor)		
Apologies	Clare Butcher (CB, community governor), Kerri Treherne (KT, community governor)		
Clerk	Octavia Kelly		

MINUTES

Meeting opened at 7.05 pm.

Action		
	Welcome and opening business	
	Welcome, quoracy and apologies Meeting was quorate. Apologies were received from Clare Butcher and Kerri Treherne and noted.	
	Urgent matters as previously notified to the Chair None	
	Declarations of pecuniary interests None	
	Minutes of last meeting (3 July 2019) Approval of minutes of last meeting Minutes were approved.	

For signing

Signed (chair) Date



John Blandy Primary School

	<p>Matters arising from minutes of last meeting</p> <ul style="list-style-type: none"> • Governor visit report template – a copy was circulated at the meeting. • Behaviour will not appear on the standing agenda. A detailed review of the behaviour policy was carried out over several months in the spring and summer and is documented in previous minutes. When the policy is reviewed again, governors will be consulted. However, governors must have the capacity to act impartially on panels, so must not have too much prior knowledge of individual cases. The head teachers are confident that they know how and when to seek advice on behaviour policy and that the school's behaviour policy is in line with that of other academy schools. 	
	<p>Governing body</p> <p>Election of Chair</p> <p>Lucie Belcher was re-elected unopposed as chair for a second 1-year term.</p> <p>Election of Vice Chair</p> <p>Jane Tidy was re-elected unopposed as vice chair for a second 1-year term.</p> <p>Vacancy for teaching staff governor</p> <p>A teaching staff governor, to replace SE, who, as a co-head teacher is now a 'governor ex-officio', has yet to be elected.</p>	
	<p>ACTION ST and SE to hold election of teaching staff governor and inform LG and OK of the result</p>	<p>ST/SE</p>
	<p>Governors' areas of responsibility</p> <p>Areas of responsibility were allocated as follows:</p> <p>Health and safety and premises – HBo</p> <p>Finance – DH</p> <p>Looked After Children (LACs) – JS [NB there are currently no LACs at JBS]</p> <p>Pupil Premium Grant – JT</p>	

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	<p>SEND – HBe</p> <p>Meetings of the LGB during academic year 19-20 will take place on Tuesdays at 7 pm on:</p> <p>3 December 2019</p> <p>28 January 2020</p> <p>17 March 2020</p> <p>5 May 2020</p> <p>14 July (a Performance and standards (P&S) committee meeting will also be held on 14 July)</p> <p>Meetings of the P&S committee during academic year 19-20 will take place on Wednesdays (except where indicated otherwise) at 7 pm on:</p> <p>27 November</p> <p>11 March</p> <p>TUESDAY 14 July (an LGB meeting will also be held on 14 July)</p> <p>Pay committee will comprise LB, DH and JT as representatives of the LGB.</p>	
	<p>JT came in at 1925</p>	
	<p>Head teachers' report</p> <p>There are currently 216 children on the school roll, with censuses due in October and finally in January 2020.</p> <p>The class with the greatest number of vacancies is Horsechestnut.</p> <p>A few children for whom the school did not have capacity will not appear on the rolls of any other schools until 10 days after the start of term, but for safeguarding reasons, will have been on JBS' roll during that period. This, although it is beyond JBS's control, will adversely affect JBS' attendance figures.</p> <p>Governors have until Friday 20 September to complete GDPR training.</p>	

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	ACTION: All governors to have completed GPDR training by Friday 20 September.	All governors
	<p>Exclusions</p> <p>1 fixed term exclusion was imposed on the last day of last term. 1 further fixed term exclusion has been imposed since. The integration system has recently been strengthened in an attempt to increase the sense of responsibility among those concerned and thus avoid a rapid succession of fixed term inclusions of individual children.</p> <p>Construction of new building</p> <p>S77 consent has been granted for the new building by the Secretary of State, on condition that OCC agrees to pay:</p> <ul style="list-style-type: none"> i) £10.5K for equipment and surfacing and ii) £10K for legal costs associated for a third condition (please see below). <p>OCC has signed to approve both payments.</p> <ul style="list-style-type: none"> iii) The third condition is that the academy central team promotes liaison between the Parish Council and the school to facilitate the school's use of the recreation ground. However, the school believes that the resources required to mitigate the risks of using this public space would outweigh the benefit. It is seeking instead to use the £10K from condition (ii) to legally agree with the Parish Council that the school may use other parish council facilities, rather than the recreation ground, such as the village hall. It would also be helpful to have access to the tennis courts that are close to the village hall, though they belong to a company unconnected to the Parish Council. <p>30 September 2019 has been suggested as the date on which building will start. Jo Ray of the academy central team is monitoring the construction plans to ensure that health and safety policy is adhered to.</p> <p>Only 1 stairway is planned within the 2-storey building. OCC is satisfied that not having a second one does not represent a fire risk, since the building will have adequate fire containment features.</p>	

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Having refurbished a cloakroom at its own cost, when OCC had agreed to pay, the school is hoping that OCC will pay for the refurbishment of a second set of toilets in addition to that which they had previously committed to fund.

Much work will be carried out over the summer holidays and, beyond the careful allocation of inset days, it may be necessary for the school to apply to OCC for up to 3 extra inset days, which would take place at the beginning of September 2020, to enable staff to prepare their classrooms. Although, this is not guaranteed that it would be granted. Parents would be given plenty of notice of any extra inset days, if these were necessary and permitted.

The operational challenges of accommodating a larger intake into reception in September 2020, following this year's unusually high intake of 40, were discussed.

Teachers' appraisals must be carried out before 31 October and have been scheduled. They will be held during the school day to avoid encroaching on teachers' free time. Under the new Ofsted framework, targets will be less specific than formerly and will focus more on the rates of progress of individual children. Data targets will be set, but because failures to meet data targets are often beyond teachers' control, teachers will not be appraised against them.

School Development Plan (SDP)

Teachers' contributions to the draft SDP will be incorporated before it is finalised. It centres around the vision, "Beyond, believe, brilliant" and the Ofsted framework. The shift in emphasis of the latter towards PHSE and behaviour has necessitated slight changes from previous years' SDPs. A designated teacher will lead the school through changes in teaching around sex, relationships and mental health. The school is hoping that the PTA will be able to raise £2K for the one-off purchase of a scheme supporting this area of education; the scheme has underpinned significant improvements at other schools. A counsellor, funded by Pupil Premium (PP) money, is also being employed to support 2 children. If and when those children no longer need her support, the counsellor will work with other children.

TA provision – having been reduced, then increased as funding became available, TA provision is now at an acceptable level, though with little latitude: TAs cannot be substituted for if off sick. The slight increase in expenditure on TA hours has had a major positive impact.

Young Carers' Club – Funding is likely to be available, as it was last year, from the John Blandy Trust.

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	<p>PP Club – An after-school club for PP children and their chosen “Plus ones” is to be run fortnightly. It will provide opportunities for ‘playdates’ at school and for attention from adults. Research indicates that child-centred approaches towards narrowing the gap between disadvantaged and other children are most effective.</p> <p>Focus on reading – the school is aiming to become an outstanding reading school via ‘intent, implementation, impact’. There will be prominent reading displays and an emphasis on enjoyment. Volunteers will assist more timid readers. Phonics teaching in KS1 is central but interventions are also provided where necessary to children in KS2, while wordless texts afford chances for less able readers to enjoy stories.</p>	
	<p>ACTION Head teachers to circulate finalised SDP prior to next meeting where it will be discussed</p>	<p>SE/ST</p>
	<p>Discussion of policies The head teachers have drawn up a schedule of the renewal and approval dates of all policies relevant to the school.</p>	
	<p>ACTION Head teachers to send policy schedule to clerk for incorporation into LGB meeting agendas across the year.</p>	<p>SE/ST/OK</p>
	<p>Involvement of LGB in school</p> <p>Key areas with respect to the new Ofsted framework have been identified as:</p> <ul style="list-style-type: none"> • Quality of education, leadership and management • Early years • Personal development and behaviour and attitude <p>Rather than having link governors for individual subjects, which staff have not found helpful, it is proposed that at present all governors ensure they are knowledgeable in all 3 areas. Governors will then choose subject leaders to invite to LGB meetings for discussion and challenge. This will better prepare both staff and governors for an Ofsted inspection. The need to build on pupils’ knowledge across as well as within years will be stressed. At some point in the future, it may be thought beneficial to revert to having subject link governors.</p>	
	<p>ACTION Each governor to read a section of the Ofsted framework and to put questions to the head teachers to be discussed in the next LGB meeting.</p>	<p>All governors /SE/ST</p>

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	<p>Rather than via a single topic throughout the term, each subject will be taught for a 2-week block to reflect the new Ofsted emphasis on a broader range of subjects.</p> <p>Drop-in workshops in which teaching methods will be explained to parents will be run.</p>	
	Summary of Performance and Standards meeting	
	ACTION JS to circulate summary of P&S meeting	JS
	<p>Attendance</p> <p>Whole school attendance last year was 95.9%. The school has decided to reduce the target from the academy-recommended 97% to 96%, which is more realistic, particularly as the national target is 96%.</p>	
	<p>Review complaints procedure and independent person</p> <p>The complaints procedure remains unchanged. The independent person last year was John Disley.</p>	
	ACTION DH to contact John Disley to ascertain that he is content to be the independent person for a further year.	DH
	Access Plan – defer to next LGB meeting	
	<p>AOB</p> <p>The newly employed NQTs will have the opportunity to visit other academy schools.</p> <p>HB circulated a summary of the discussion of the new Ofsted framework, led by Duncan Millard, at the Governance Seminar on 12 September.</p> <p>The parents' survey will be conducted in November. The same format, taken from the Ofsted model parents' survey, is used every year. Feedback will be obtained on the success of measures to improve parental engagement. Another source of parental evaluation is comments received after distribution of the end-of-year school reports; parent drop-in sessions are also to be held. The newsletter attracts some negativity from parents and is to be shortened.</p>	

For signing

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	ACTION Head teachers to circulate a list of subject leaders	SE/ST
Date of next meeting	3 December 2019	

Meeting ended 2115

For signing

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