



# John Blandy Primary School

## Local Governing Body Meeting 4th July 2018 at 7:00pm at John Blandy School

**Present:** Clare Silvester (Head-teacher) (CS)  
 Sarah Thompson (Head-teacher) (ST)  
 David Hancox (Community) (DH) Janice Simpson (Community) (JS)  
 Kerri Treherne (Community) (KT) Lucie Belcher (Parent) (LB)  
 Hannah Boon (Parent) (HaB) Jane Tidy (Parent) (JT)  
 Helen Benson (Staff) (HB)

**Apologies:** Mark Cairns (Parent)(MC) (Chair)  
 Stephen Arrowsmith (Community) (SA)

**Start time:** 7:00pm

**End time:** 9:00pm

Chaired by Lucie Belcher as Vice Chair

### Actions

Meeting date: 29/11/2017

5a Arrange meeting to discuss pupil premium (SA/ST) On-going

A healthcheck arranged for last week has been postponed by the Academy. Now anticipated for the Autumn term.

Meeting date: 16/05/2018

2a Organise meeting in July between academy and SA CS

On review there are insufficient numbers on pupil premium for an Academy meeting re Pupil Premium.

3c i Pupil Questionnaires CS/ST On-going

3c ii Governors attend school on June 28<sup>th</sup> for health check if available

Postponed by Academy

4c i Send Proposed Budget to Governors 6 June CS/ST

Budget was agreed

4e Vision working group report MC on-going

Will form part of the September Inset day activities

Meeting date 04/07/2018

Arrange meeting to discuss pupil premium in-house CS/SA

Monitoring of Governors email address to be transferred to the Chair SA

### Minutes

Signed: ..... Date: .....

Chair of John Blandy Local Governing Body

[www.johnblandyprimary.org.uk](http://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  
 Headteacher: Mrs Clare Silvester & Sarah Thompson



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## 1. Welcome & Opening Business:

### a. Present, Welcome, Quoracy & Apologies

The meeting was quorate.

- b. **Urgent Matters as previously notified to the Chair** - None  
 c. **Declarations of Pecuniary Interests** - None

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## 2. Minutes of Last meeting:(attached)

### a. Matters arising

Meeting date: 29/11/2017

5a Arrange meeting to discuss pupil premium (SA/ST) On-going  
*A healthcheck arranged for last week has been postponed by the Academy. Now anticipated for the Autumn term.*

**Action: Organise meeting in July between academy and SA**

**CS**

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## 3. Strategic Matters:

### a. **Headteachers Report** - [Headteachers report](#)

There have been 3 written complaints to the school concerning a matter under active management. Wendy Prue, SEN Officer for OCC has been engaged. There was no further discussion of the matter at this LGB meeting. It is minuted that the Chair, Vice Chair and JS (as Safeguarding Governor) are informed.

Pupil numbers and expansion - the school have agreed to accept up to 32 pupils in each KS2 class and have notified OCC. The stated aim of the expansion is to seek a balanced budget and to accommodate whole families; these strategic aims were accepted by the room.

Building work -The building work to start in half-term Oct 2018.

Pupil Mobility - This is considered to be high. ST and CS feel there to be an impact on results. They have tried to account for it in assessment of performance data.

*Regarding 6.3 All lesson observations are complete for the year. We have consistently Good or better teaching, when looking at typicality over time; to clarify, does this describe a drop in teaching standard such that ST and CS predict an impact on teaching?*

No; ST and CS have noted no such trend. Teaching is at least as good as the previous Ofsted assessment.

Signed: ..... Date: .....

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**b. School Improvement Plan – [no change, not discussed](#)**

**c. School Self-evaluation – [no change, not discussed](#)**

**Action: Pupil Questionnaires**

**CL/ST**

Ongoing

**d. GDPR compliance**

Governors have been asked to complete GDPR training and assessment via [GDPR.co.uk](http://GDPR.co.uk).  
Distributed by email 04/07/2018

GDPR audit and declaration forms of compliance have been distributed – these need to be returned please

Data Retention Policy v1.7 has been received from the FAoS Board

Page 21/26 states “The person taking the information from the school premises accepts full responsibility for the security of the data” *Do the school have confirmation that all staff understand the extent of their personal liability under this policy?*

Liability forms part of the training offered to staff on GDPR compliance and local standard operating procedure.

## 4. Reports

**a. Report from the Chair – no report**

**b. Performance and Standards Report – no report**

**i.** The committee did not meet. A meeting is scheduled for 18/07/2018.

**c. Report from the Safeguarding Governor – see separate report**

**i.** Meeting between CS and JS to discuss action plan progress

**ii.** Need for pastoral support/involvement of outside agencies is anticipated to increase next academic year. Additional support for key teaching staff is in place.

**iii.** CS and ST raised two potential Safeguarding concerns, with redress already in place: Investigation of inaccuracy at class registration revealed some deviation from agreed procedure. Process to be used has been reiterated and clarified where required. Monitoring of registration accuracy is daily and ongoing. Heads confident that Safeguarding is now as per their understanding/direction. CS and ST have noticed an increase in the number of adults entering the school at the start of the

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school day – they are keen to minimise this from a Safeguarding perspective. LB asks that communication to parents is clear and that any policy change continues to offer parents access to the classroom teacher or teaching assistant.

## d. Finance Governor –

The Budget has been agreed.

Greater scrutiny of the forecast and budgetary control is to be expected following the difficulty in achieving an agreed budget this year.

## e. Headteachers Performance Review

CS Performance review planned for 11/07/2018

JT/CS

## f. Vision working group report

**Action: Vision working group report**

**MC**

Meet again in September, where discussion will also form part of the September Inset day

## 5. Correspondence

No correspondence noted

## 6. Academy News Update

- John Bambrook is retiring at end of July
- David Wilson is leaving at end of July
- Interim Director of Education has been name: Louise Warren
- Interim Chief Executive Officer has been named: Duncan Millard
- Interim Chief Operating Clerk has been named: Anne Lynne
- Anne has resigned in order to take up another post – the Board thank her for her service

## 7. Governing Body

- JS has made a Governor visit to Reception class; to be written up
- New Governor Induction via FAS; KT and HB
- Safeguarding training, OCC cascaded by CS; JT and HB

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- Skills audit scheduled for September 2018

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## 8. Items for Next Agenda

Skills audit preparation for all Governors, to be organised in September

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## 9. Date of Next Meeting - 19 Sept 2018, 7pm

[AW, 24/05/2018]

Signed: ..... Date: .....

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