



# John Blandy Primary School

<b>Meeting of:</b>	JBL LGC		
<b>Date and time &amp; location:</b>	John Blandy School, 15 <sup>th</sup> of May 2025 at 7pm		
<b>Present:</b>	Hannah Boon (HB, Chair), Christina Holleywood (CH, Vice-Chair), Lorna Butler (LB), Nina Davis (ND), Suzanne Elliott (SE, Headteacher), Gareth Sheer (GS), Rachel Skeet (RS),		
<b>Apologies:</b>	Tamzin Einon (TE),		
<b>Consent to absence:</b>	The LGC consented to TE's absence		
<b>Others in attendance:</b>	Rebecca Wilson (RW, Deputy Headteacher), Rosie Phillips (RP, Clerk)		
<b>Quorum:</b>	3	<b>Quorum met:</b>	Yes

## Minutes

*Governor questions and challenge are noted in italics*

Item	Subject	Action
1	<p><b>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</b></p> <p>The Chair opened the meeting at 19:11, welcoming the committee. The meeting was confirmed as quorate.</p> <p>The Chair invited Governors to share any declarations of interest pertinent to the agenda of which there were none.</p> <p>Apologies were received and accepted from TE.</p>	
2	<p><b>Urgent matters (as previously notified to the Chair)</b></p> <p>No urgent matters were raised with the Chair prior to the meeting.</p>	



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<p><b>3</b></p>	<p><b>Minutes of last meeting:</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Approval of minutes of last meeting on 20<sup>th</sup> March 2025 &amp; arrange for Chair to sign previous minutes</li> <li>b) Matters arising from minutes of meeting on 20<sup>th</sup> March 2025– ensure all items are completed and note any that require carrying over</li> </ul> <p>The minutes and confidential minutes of the meeting held on 20<sup>th</sup> March 2025 were agreed by the committee as a true and accurate reflection of proceedings.</p> <p>As the Chair had sent apologies for the meeting on the 20<sup>th</sup> of March, the Vice-Chair agreed to sign the minutes. – <b>Action CH</b></p> <p>The Clerk ran through the actions arising document, thanking Governors for discharging their actions.</p> <p><i>Regarding the action to sign off the risk register, the Chair asked for clarity over one of the items: ‘SLT to be represented on the LGC and accountable for outcomes.’</i></p> <p>SE explained that this item made it clear that, if SE became ill or was absent, then the onus for managing the risk register and its outcomes remained with the SLT. She shared that she had also added that SLT were to implement the actions and share with the LGC, as that sharing further mitigated the risk.</p> <p>The Chair extended thanks to SE for clarification.</p> <p>The LGC confirmed that they were happy to approve the risk register.</p>	<p><b>CH</b></p>
<p><b>4</b></p>	<p><b>Governing Body:</b></p> <ul style="list-style-type: none"> <li>a) Note upcoming Governor walk-throughs / visits</li> <li>b) Look at Governor training and development – Hot Topic Briefing Sessions. Update on any attended</li> <li>c) Governors to note that RP will be issuing them with NGA skills audit template following the meeting. To be completed and returned to RP by end of June to allow her to collate and upload for review at final meeting of the year</li> <li>d) Governors to confirm they have completed the training shared by VR – reminder that ALL Governors to have completed this by end of May. (certificate will be automatically issued to Govhub training record)</li> </ul> <p>Regarding the standing item to attend the Trust’s Governance ‘Hot topic’ sessions, a Governor shared that she had recently attended a session on the Trust’s inclusion strategy which had been beneficial. The Trust had shared in the</p>	



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	<p>session that inclusion should remain a key priority of each schools' SDP, and that they had highlighted a 13% increase in pupils with EHCPs (Educational Health Care Plans) and a 28% increase in EHCNA (Educational Health Care Needs Assessment) applications.</p> <p>SE added that the new Ofsted framework would report on SEND as a separate focus and felt that it should be accounted for in each of the Ofsted outcomes, not as separate.</p> <p>SE shared that she had attended a Governor finance update over the Easter break which had given useful insight into budgets. She encouraged Governors to watch the recording of the session on GovernorHub. – <b>Action All</b></p> <p>The Clerk noted that she would issue the NGA skills audit template to Governors following the meeting, asking that completed audits be returned by the 19<sup>th</sup> of June. – <b>Action All</b></p> <p>All governors were reminded to complete the Trust-mandated Governor training by the end of May. – <b>Action All</b></p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>
<p><b>5</b></p>	<p><b>Chair's Report (standing item)</b></p> <p>a) Chair to share update, including any feedback received from the Board</p> <p>The Chair confirmed that she had no report to share at this meeting.</p>	
<p><b>6</b></p>	<p><b>Headteacher's Report (standing item)</b> (Documents: GovernorHub)</p> <p>a) HT to share updated report with the LGC</p> <p>The Chair extended thanks to SE for her report, before inviting questions from the LGC.</p> <p><i>Governors requested an update on the reported sighting of an individual close to the school premises.</i></p> <p>SE clarified that RW had noticed the individual and had informed them that they could not loiter by the premises. She reassured the LGC that no threat was perceived from the individual, and that they felt the behaviour could relate to a broader wellbeing concern, therefore they had reported them to 101, and the individual had not returned.</p>	



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*Governors requested an update on Maths teaching.*

RW confirmed that they were excited to use the BBO Hub to support in mixed-stage teaching, noting that the upper KS2 and Reception delivery models were clear, however lower KS2 remained under review. She confirmed that years 1 and 2 would be taught in separate year groups.

SE extended thanks to Director of Education, Louise Warren (LW), who had supported them with their planning.

*Governors noted that year 3 was currently over PAN (Pupil Admission Number) following an influx of pupils moving mid-year from local schools and queried whether SE expected further in-year transfers.*

SE confirmed that she continued to hold school tours for families but had no confirmed new transfers upcoming. She shared that they had some families leaving the school in the coming months, therefore the in-year transfers had been beneficial for maintaining pupil numbers. SE clarified that she would be unable to accept more pupils to that specific year group presently, due to being over PAN, however noted that there were other year groups where they would welcome further pupils.

A discussion ensued regarding the role of Governors in providing effective support and challenge during LGC meetings.

*Acknowledging SE's extensive experience in Governance as a Headteacher and across multiple LGCs, the Chair asked SE to reflect on how the current LGC was functioning in line with Trust expectations.*

SE noted she was pleased with the quality of conversation and engagement but expressed a desire for a stronger focus on outcomes. She highlighted that there were areas of concern regarding data that she would like the Governors to interrogate more closely within their questions on her leadership report. She noted this was particularly pertinent as they entered their Ofsted window in the new academic year.

*The Chair raised a question about how pupil data was being evaluated—specifically, how outcomes across three parallel classrooms within a year group were being compared. She queried whether performance differences were being lost when data was combined, and whether SE interrogated the root cause of variance across classes?*

SE explained that analysis was carried out across the whole year as that was what would be interrogated by the Trust, however also so that teachers were



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clear that they needed to be working collaboratively and that data should be seen across a whole year group, not just their own.

A rise in transcriptions for SATs was noted, with 13 of 31 pupils having required transcription support due to illegible handwriting. SE confirmed that this was a national concern, not specific to JBL.

*The Chair queried the criteria used to determine which scripts were transcribed, noting that she had been surprised during her SATs monitoring at the number of pupils who were unable to read their own handwriting.*

SE explained that staff identified likely candidates for transcription based on legibility, and noted that some pupils had practised printing in preparation to try to mitigate the risk of their papers being illegible.

*Governors acknowledged that the number of papers transcribed seemed appropriate and not overly cautious.*

RW noted that the predicted outcome of the multiplication check in year 4 was slightly below national average and that they would like to improve on this, but recognised that some pupils, particularly those with additional needs, would need a significant increase in their attainment to bring the overall attainment in line with average.

*Do you have concerns about the current year 5 and what their attainment will look like in next year's SATs?*

SE noted that she was not overly concerned, as they understood the context of that year group and its challenges and so would be able to predict the data and explain any drops in outcomes.

*Governors asked about pupil wellbeing during SATs.*

RW confirmed that students had coped very well, were confident, and had benefited from frequent practice and lots of preparation. SE commented on how positive it had been to witness pupils who they knew found school a challenge showing great determination and focus during their exams.

*The Chair commended SE, RW, and the whole school staff on the success of SATs week, noting that the process had felt very cohesive during monitoring.*

*The Chair confirmed that she was reassured from reviewing the data and the discussions surrounding it that robust plans were in place, and that any*



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	<p><i>challenges were being addressed in a clear and supportive manner, acknowledging the rapid and effective improvement needed in some areas.</i></p> <p><i>Governors asked whether a list existed of those pupils who were not on track to meet the expected level of attainment.</i></p> <p>SE confirmed that all pupils were tracked on their data, and that the data was regularly reviewed with staff to identify pupils falling behind and to implement interventions.</p> <p><i>Governors asked whether underperformance due to known extenuating circumstances would be considered permissible or justifiable by the Trust when evaluating the school's data.</i></p> <p>SE confirmed that context behind unpredicted drops was important, and stressed the importance of knowing pupils, but also of maintaining aspiration for them, even during difficult periods of their lives.</p> <p>SE extended thanks to Governors for their support and challenge. The Clerk noted that there were some examples of supporting effective Governance through challenge that she could share with the LGC. – <b>Action RP</b></p>	RP
7	<p><b>Safeguarding (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Update on safeguarding monitoring within school / safeguarding link governor visit</li> <li>b) Review effectiveness and impact of safeguarding procedures and policies</li> </ul> <p>SE shared that the Safeguarding audit was scheduled for June, and that all new staff had completed the required safeguarding training.</p> <p>SE informed the LGC that, during her meeting with the safeguarding link Governor, she had discussed that communication of information from Social Care remained a concern which she had raised with them.</p> <p>She shared that attendance remained strong within the school, at 96.6% overall. She shared that their persistent absence had decreased to 6.2%. She highlighted that though they were in a strong position, this data could change rapidly, adding that she had engaged with parents regarding holiday absences having noticed an increase in requests, though stressed that she appreciated their honesty in disclosures.</p>	



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	<p><i>Governors asked SE to clarify what an 'attendance contract' was.</i></p> <p>SE explained that it was a document co-created with a parent to support in having their child attend school more consistently and was often used for pupils who were persistent absentees – which was those with attendance below 90%.</p> <p>SE shared that they conducted home visits for absent pupils when they could not get hold of parents, noting that the home visits were conducted in pairs and were followed up by an email including a written explanation as to why the visit had occurred. SE emphasised for parents the crucial role these visits played in safeguarding pupils.</p>	
8	<p><b>SEND</b> (Documents: Govhub)</p> <ul style="list-style-type: none"> <li>a) Receive update on progress of implementing the school's accessibility plan</li> <li>b) Update from SEND Governor on any SEND monitoring visits and / or meetings</li> </ul> <p>The SEND-link Governor shared an update having recently attended the Trust's SEND review at the school. He noted that the review had been positive, and that the Trust had noted good staff engagement and favourable parent feedback. He informed the Governors that the reviewers had praised their inclusivity and suggested conducting SEND learning walks. He commented that SEND should feature in every learning walk as it should feature in every area of the curriculum, though added he would be willing to conduct SEND specific learning walks too.</p> <p>SE raised the need for increased TA training, noting that she was keen to implement more the following academic year. Despite this, she noted that the Trust had recognised that they were implementing adaptive-teaching practices across the school. The SEND-link Governor added that he too would investigate more training that was specific to his link role. – <b>Action GS</b></p> <p>SE noted that the new SENDCO would be announced to families in the upcoming newsletter to support transparency and allow parents to see the transition from the current SENDCO to the incoming one, noting that their current SENDCO had been in post for a long time. She was pleased to share that the new SENDCO would be working three days per week, on a Tuesday, Wednesday and Thursday.</p>	GS



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	<p>The SEND-link Governor confirmed that he would arrange to meet with the incoming SENDCO. – <b>Action GS</b></p> <p>The Clerk informed the Governors that they should have received access to the NGA (National Governance Association) where they could access further training, including courses specific to their link roles. She reminded all Governors to add training certificates to their GovernorHub record.</p>	<b>GS</b>
<b>9</b>	<p><b>SEF &amp; SDP</b> (Documents : GovHub)</p> <ul style="list-style-type: none"> <li>a) Review progress against SDP</li> <li>b) Review SEF</li> </ul> <p>SE shared an update on the SEF and SDP, noting that the SEF was being reviewed, however she was cautious to implement more than minor amendments ahead of the upcoming Ofsted inspection, as it would likely change based on the outcome of that too. She informed Governors that the SDP was added to and updated by the SLT each term. She highlighted specific elements such as strengthening the relationship between the school and the nursery, noting that this continued to be progressed and that she would be visiting the nursery the following week.</p>	
<b>10</b>	<p><b>Health &amp; Safety (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Update on T4 Audit</li> <li>b) Update on any items not included in HT report including update on audit actions</li> <li>c) H&amp;S link Governor to update on any visits conducted</li> </ul> <p>SE provided a Health &amp; Safety update in advance of the Term 5 audit scheduled for the following week. She noted that she had not received a report on their Term 4 audit to share with the LGC and would chase this. – <b>Action SE</b></p> <p>SE shared with Governors that, due to budget constraints, she could not resurface the car park presently, therefore had invested in additional signage to highlight to pedestrians that there was a trip hazard.</p> <p>She noted that the outstanding actions from the previous audits had been largely addressed, with only three or four items remaining, with which she was being supported by the Trust. One of these actions was the boiler, which was</p>	<b>SE</b>



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	<p>due to be fixed by the Trust, as well as an ongoing leak in Cedar class which would also be fixed imminently.</p> <p>Governors extended thanks to SE for her update.</p>	
11	<p><b>Finance &amp; Budget Update (standing item)</b> (Documents: GovernorHub)</p> <ul style="list-style-type: none"> <li>a) Review and discuss latest management accounts</li> <li>b) Update on budget monitoring</li> <li>c) Update on budget planning for academic year 2025-26</li> </ul> <p>SE shared an update on the school's financial position, noting that the budget had transitioned from surplus to deficit. This change was in part attributed to a threefold increase in gas utility costs, and rising National Insurance contributions.</p> <p>SE shared that she had attended the Trust Finance meeting led by COO Anne Lynne (AL), where AL had clarified that NI reimbursements would not be made by the Government based on the number of staff on site, but instead based on pupil numbers.</p> <p>She informed Governors that they also had to include for TA pay increases, which were currently in negotiation with the Unions. She commented that she agreed that TAs were deserving of significant pay increases.</p> <p>SE noted that they had overspent on maintenance this year, and had needed to add an unexpected £1000 to their spend on boiler repair work. SE also confirmed she was stepping back from her role at Thameside, which would have budget implications.</p> <p>Despite this, SE remained optimistic that with careful management the year could still close on a balanced budget.</p> <p><i>Are we maintaining the pay commitment to other members of staff whose roles changed whilst you were at Thameside?</i></p> <p>SE confirmed that from the 1<sup>st</sup> of June, all roles would return to where they were ahead of her secondment.</p> <p>SE confirmed that she had yet to complete the following years budget so was unsure what it would look like exactly, though was sure it would be tight. She shared that she had requested an additional TA but was unsure whether she</p>	



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	<p>would be granted one. She informed Governors that they were also recruiting for a permanent 0.2 teacher and a temporary 0.4 teacher.</p> <p>RS left the meeting at 21:00</p>	
<b>12</b>	<p><b>Policies</b> (Documents: GovernorHub)</p> <p>Governors to receive and note the following policies:</p> <ol style="list-style-type: none"> <li>Incidents and Risk assessment policy</li> <li>Keeping staff safe policy</li> <li>Risk Register to be signed off by Governors</li> </ol> <p>Governors extended thanks to SE for providing the policies for oversight.</p> <p>SE reported that risk assessments for staff working with children with higher behavioural needs were in place and must be read and acknowledged by the relevant staff.</p> <p>It was confirmed, as per the earlier item, that the risk register had been signed off by Governors.</p>	
<b>13</b>	<p><b>Surveys &amp; Responses</b> (Documents: GovernorHub)</p> <ol style="list-style-type: none"> <li>SE to share update on any survey responses – staff survey</li> </ol> <p>SE reported on the outcomes of the recent staff survey. Despite being disappointed by only receiving 14 responses, she was pleased that the overall tone was positive, with 84% of the comments being supportive. She noted that there had been feedback that was aimed more at the Trust level than at JBL. SE noted that the survey was issued just before the Easter holidays, which was potentially not the best time to encourage the highest number of respondents.</p>	
<b>14</b>	<p><b>Governor Reports &amp; Visits to School (standing item)</b> (Documents: GovernorHub)</p> <ol style="list-style-type: none"> <li>Update on any Governor reports / visits to the school since the last meeting</li> </ol> <p>The Chair extended thanks to Governors for submitting their visit reports, commenting that the reading fluency monitoring report was comprehensive and detailed a meaningful visit. She noted that reading fluency was such a big part of teaching as a whole and praised the quality of the work being done by Jo Kane (JK).</p>	



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	<p>The literacy-link Governor shared her confidence in the school's direction of progress when it came to reading fluency, noting that it was reassuring how thorough JK was.</p> <p>It was confirmed that Governors had attended to observe SATs the previous week, which had been a positive experience.</p> <p>Upon being asked by Governors, SE confirmed that she would create a visiting schedule for Governors for the following academic year. – <b>Action SE</b></p>	SE
15	<p><b>Correspondence</b></p> <p>a) Chair to share any correspondence with the LGC</p> <p>The Chair shared that a letter had been sent from leadership at FCC regarding instances of intolerance amongst students at the school that parents and Headteachers of other Trust schools should be aware of.</p> <p>SE confirmed that a Trust-wide effort was required – and was being implemented - to tackle prejudice and promote inclusion at all the schools.</p>	
16	<p><b>CLT News Update</b></p> <p>a) Any updates from CLT to share with committee</p> <p>It was confirmed that there was no news to share with the committee.</p>	
17	<p><b>Chair's Report to Board</b></p> <p>a) Committee to suggest strengths and challenges they would like Chair to share with the Board</p> <p>b) Suggest any feedback to share with the Board</p> <p>A brief discussion was held regarding items of note to feed back to the Trust Board.</p> <p>The Chair extended thanks to Governors for their input, noting she would compile the report for the Board.</p>	
18	<p><b>Any Other Business</b></p> <p>There was no other business as notified to either the Chair or the Clerk ahead of the meeting.</p>	



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	<p>LB notified the committee of her apologies for the July meeting. The Clerk confirmed that this would be noted. – <b>Action RP</b></p> <p>The Chair extended thanks to the committee before closing the meeting at 21:21.</p>	
	<p><b>Next Meeting Dates 2024/25</b></p> <p><b>Term 6 –</b></p> <p>LGC Thursday 3<sup>rd</sup> July 2025 7pm in person at John Blandy</p>	