



John Blandy Primary School

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| Meeting of: | JBL LGC | | |
| Date and time & location: | John Blandy School, 3 rd of July 2025 at 7pm | | |
| Present: | Hannah Boon (HB, Chair), Christina Holleywood (CH, Vice-Chair), Tamzin Einon (TE), Suzanne Elliott (SE, Headteacher), Gareth Sheer (GS), Rachel Skeet (RS), | | |
| Apologies: | Lorna Butler (LB), | | |
| Absent without Apologies: | Nina Davis (ND) | | |
| Consent to absence: | The LGC consented to LB's absence | | |
| Others in attendance: | Rebecca Wilson (RW, Deputy Headteacher), Rosie Phillips (RP, Clerk) | | |
| Quorum: | 3 | Quorum met: | Yes |

Minutes

Governor question, support and challenge is shown in italics

| Item | Subject | Action |
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| 1 | <p>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>The Chair opened the meeting at 19:09, welcoming the committee.</p> <p>She invited the committee to share any declarations of interest pertinent to the agenda, of which there were none.</p> <p>Apologies were received and accepted from LB.</p> <p>It was noted that ND was absent without apologies.</p> <p>The Chair confirmed that the meeting was quorate.</p> | |



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| 2 | <p>Urgent matters (as previously notified to the Chair)</p> <p>No urgent matters had been notified to the Chair ahead of the meeting.</p> | |
| 3 | <p>Minutes of last meeting: (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Approval of minutes of last meeting on 15th May 2025 & arrange for Chair to sign previous minutes b) Matters arising from minutes of meeting on 15th May 2025– ensure all items are completed and note any that require carrying over <p>The Chair invited the committee to comment on the main and confidential minutes of the last meeting, held on 15th of May 2025. The minutes were approved by the committee as an accurate reflection of the meeting.</p> <p>The Chair confirmed that she would sign the minutes as approved on GovernorHub. – Action HB</p> <p>The Clerk confirmed that she would add the minutes from the May meeting to the website. – Action RP</p> <p>The Chair ran through the actions arising document, extending thanks to those who had discharged their actions.</p> <p>The SEND link Governor confirmed that they still needed to arrange a meeting with the incoming SENDCo. – Action GS</p> <p>SE noted that she had yet to receive the T4 Health and Safety audit report from the Trust and would chase it. – Action SE</p> | <p>HB</p> <p>RP</p> <p>GS</p> <p>SE</p> |
| 4 | <p>Governing Body:</p> <ul style="list-style-type: none"> a) Look at Governor training and development – Hot Topic Briefing Sessions. Update on any attended b) Governors to confirm they have completed the training shared by VR <p>The Chair invited the committee to share any reflections they had from attending recent Hot Topics Sessions.</p> <p><i>The Vice-Chair commented that it had been interesting to learn that the Trust had an Apprenticeship Levy Pot which had significant funding but was not utilised to its potential due to staff time-constraints.</i></p> | |



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| | <p>SE shared that a member of staff at John Blandy used the apprenticeship levy in the past however they required release time to complete the work therefore needed backfilling at school, and so there was a cost impact for the school. She noted they had explored both the salaried and unsalaried teacher training routes as options for staff, however shared that the salaried route required secondment to another school from February until the end of March, which was a critical time in pupils' learning and they would be impacted by the disruption of their teacher leaving.</p> <p>The Chair shared that the Early Years Hot Topics Session had been led by the Trust Early years lead and focused on stronger foundations and how that should be a focus for all schools.</p> <p>She encouraged the Governors to attend the Hot Topic Sessions where possible.</p> <p>The Chair stressed to the committee the importance of all training being completed and kept up to date. She noted that, should any mandatory Governor training be incomplete, they risked serious impacts for the school and the committee from Ofsted, and from an insurance perspective when it came to training, such as Cyber Security, required by the policies. She shared that she had asked the Clerk to reissue a list of all the mandatory training after the meeting. – Action RP</p> <p>The Chair confirmed that a deadline had been decided upon of 18th of July 2025 for all mandatory training to be completed and listed on each Governor's GovHub training record.</p> <p>The Chair and SE thanked the committee for their support and for their compliance with statutory training.</p> | RP |
| 5 | <p>Chair's Report (standing item)</p> <ol style="list-style-type: none"> Chair to share update, including any feedback received from the Board Vice-Chair to share brief update from the Chairs' Forum on 17th June <p>The Vice-Chair provided a brief update on the recent Chair's forum, noting the following key items were shared:</p> <ul style="list-style-type: none"> CEO Richard Evans (RE) shared that statutory policies were now almost all updated. Chairs are to familiarise themselves with changes to the Complaints Policy. | |



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- A finance update from Trust COO, Anne Lynn, focused on the expectation of Governors' role in monitoring budgets. Chairs were informed that LGCs should be provided a summary budget update at all meetings to allow them to offer adequate challenge and support their Heads.
- There was recognition from the Trust of the high level of work placed upon Headteachers.
- RE led an item on supporting Headteacher wellbeing, noting that the Trust would be centralising policy updates to reduce pressure on Heads. Furthermore, new Headteachers are to be provided with a to support them with the role, and there would be a coaching triad for Heads at the Headteacher meetings.
- The Trust would be providing a central calendar which diarised the scheduled events for the whole academic year, to reduce likelihood of clashes and support workload.
- The calendar would also be used to spread expectations on Governors more evenly across the year.
- Tim Clark, Chair of the Trust's Resources committee, had discussed Health and Safety and led on an item entitled 'Keeping our Children safe.' He had stressed the importance of Health and Safety being a key focus at all LGC meetings, and that all Headteacher reports should contain an update on the progression of Work Nest audit actions and an update on accidents and near misses logged on the Every system.
- Chairs from six schools would be invited to provide an update at each forum, rotating throughout the academic year. Those schools who provided an update at the forum shared successes and challenges. The Vice-Chair noted that challenges at other schools were reassuringly similar to JBL, such as difficulties recruiting new Governors and workload pressures caused by the merger.
- All Chairs had been invited to meet with Vice-Chair of Trustees Beth Taylor.

SE extended thanks to the Vice-Chair for her update. In reference to the update from the Chair of the Resources committee, SE confirmed that the admin staff logged the First Aid Incidents on Every and also shared the Work Nest actions with Governors as requested.



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A sobering observation that 293 pupils out of a possible 315 would not be high enough for a secure budget; what do CLT identify as the reason?

SE noted that each child brought £5,000 in revenue for the school, so when viewed from that perspective, being 22 pupils under PAN made a significant difference. Despite this, she commented that they had a balanced budget which she was very pleased about, and that the budget for the year 2026-27 should be in an even better position as it would be influenced by this October's census.

What was unusual about our school week commencing 19/05/2025 that caused attendance to dip? Has attendance recovered to the previously consistent 97%?

SE commented that attendance had recovered, and that several reasons caused the dip in attendance that week, including unauthorised holidays and genuine illnesses.

It is pleasing that the research and preparation for electronic template reporting has worked well for staff and can be considered a successful pilot project for CLT; do you yet have any response from families who have received an advance release? Could we see a redacted example?

SE confirmed it had been well received so far. She noted that she was proud of the work that the teachers had done on the reports and how much more personal they were. She shared a redacted copy with the committee.

Governors commented on the redacted report that had been shared with them, agreeing that it felt personal and demonstrated that the teacher knew the child well.

It is noted in the leadership report that 'parents of children leaving have received the reports for their children ahead of leaving and have been passed onto their new school.' Can you clarify who is passing the reports to the new school?

SE confirmed that these were shared with both the parents and the new school by the school office.

In relation to social media, has the school considered workshops surrounding the use of, and access to, mobile phones?

SE confirmed she had shared with parents, via email, what should and should not be accessible to children, as well as via their online newsletter. Further to that, she noted that in cases where they became aware that



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pupils could be accessing devices or inappropriate media the school would address this with families directly. Despite this, she commented that she would be keen to have someone external lead a workshop. She shared that they had become aware that some pupils who were not walking to and from school alone had recently been bringing in a mobile phone which was against school policy.

Governors commented that there needed to be clarity for parents about when phones were and were not permissible and why phones were not recommended at all for children. They commented that it was important to engage parents in the research surrounding the detrimental impact of phones.

SE concurred, commenting that it needed to be addressed earlier in the school, particularly during transition and meet the teacher days for lower KS2.

*It was noted that the way in which the permission form for walking home alone was written could be interpreted as children **must** have a phone to be permitted to do so.*

SE confirmed she would review this and would consider the way in which the message was shared with parents.

She shared with Governors that she had shared a parent's guide both on the website and via email which guided parents on how to set parental controls on devices, and reminded them that it was critical that they checked their children's phones regularly.

Governors commented on the challenging or age-inappropriate behaviours children could sometimes engage in, influenced by social media.

SE agreed this was an issue, sharing that she had banned all mention of TikTok and TikTok trends in school, reminding pupils it was an age 13+ platform and therefore it was inappropriate for any of them to be accessing it.

Though they recognised it would be difficult to implement as a rule, Governors commented that suggesting to parents that pupils only be given phones with no internet access, as opposed to smart phones, could be worthwhile.

Why might our attendance figures be better than the national average?

SE cited good communication with parents from day one as one of the key reasons for their success with attendance. She was pleased that those



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| | <p>parents who were taking unauthorised absences were being honest about the reasons, noting that in recent correspondence with parents, she thanked them for their honesty but reminded them that they should not be taking holidays in term time. She shared that their PP pupils had the lowest attendance, followed by their pupils with SEND, though caveated that attendance from both groups was still higher than the national average.</p> <p><i>It was noted that commented that it was helpful that the school made it clear that parents should bring pupils in, regardless of whether they were late, recognising the challenges some families faced with punctuality due to genuine reasons such as emotionally based school avoidance.</i></p> <p>SE shared that punctuality and ways in which to improve it were discussed during the safeguarding audit. She stressed that it was important that parents brought their children into the office when late so they could be asked for the reason.</p> <p><i>Governors agreed that it was important for the school to understand why a child was late as it may provide insight into a reason which could be resolved with support from the school.</i></p> <p>It was agreed that it would be useful to send a visual to parents demonstrating how much learning was lost to lateness.</p> | |
| 7 | <p>Inclusion and Equality, (Documents: GovernorHub)</p> <p>a) Review pupil suspensions and exclusions for the year, considering inclusion and equality</p> <p>A review on pupil suspensions and exclusions for the year is held within confidential minutes.</p> | |
| 8 | <p>Safeguarding (standing item) (Documents: GovernorHub)</p> <p>a) Update on safeguarding monitoring within school / safeguarding link governor visit b) Confirm all staff safeguarding training is in place</p> <p>The safeguarding link Governor confirmed that the majority of safeguarding updates had been previously covered but highlighted the key current issues.</p> | |



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| | <p>SE confirmed that staff were questioned at the recent safeguarding review and had been able to identify key areas of focus, demonstrating their widespread and embedded safeguarding culture.</p> <p>The safeguarding Governor cited numerous positives from the safeguarding review, and noted there were a few small areas of improvement highlighted, which were administrative rather than relating to safeguarding practice.</p> <p>SE stressed the importance of safeguarding training being up to date for all staff and Governors and urged Governors to ensure that their training record was accurate on GovernorHub and that this was also shared with the school office, either directly or via the Clerk.</p> <p>She noted that she had fed back to the Trust the difficulty of releasing staff for two-day training courses, which had been acknowledged by the Trust team.</p> <p>SE updated the Governors on a recent lockdown practice, commenting that it evidenced much improved practice from staff. She confirmed she would like to further embed the protocols and ensure their effectiveness across various scenarios, such as during an assembly or at breaktime.</p> <p><i>Governors requested an update on works to improve the perimeter fence.</i> SE confirmed that she had contacted the Trust and stressed the urgency of the fence being more secure for the safety of all pupils.</p> | |
| <p>9</p> | <p>SEND (Documents: Govhub)</p> <ul style="list-style-type: none"> a) Review and approve SEND information report (to be published on website as soon as possible – can be start of September) b) Review actions and progress from Trust SEND review c) Update from SEND Governor on any SEND monitoring visits and / or meetings <p>SE informed the Governors that the current SENDCo was in the process of writing the SEND information report, alongside the incoming SENDCo. She noted that, once complete, she would share with Governors for their approval, out of committee. – Action SE</p> | <p>SE</p> |



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| | There were no further updates on SEND monitoring visits nor actions from the review. | |
| 10 | <p>Health & Safety (standing item) (Documents: GovernorHub)</p> <ol style="list-style-type: none"> Update on T5 audit Update on any items not included in HT report including update on audit actions from Worknest Update on use of Every system across school including logging of near misses and incidents H&S link Governor to update on any visits conducted <p>SE gave a brief update on Health and Safety, sharing that there were only three items outstanding from the audit, all of which she would require Trust support with completing.</p> <p>She confirmed that an update on their use of the Every system had been included in her leadership report.</p> <p>She confirmed that a recent Health and Safety audit had been very positive, however there was an outstanding concern with the cleaning company decanting liquids into bottles without labels, contrary to COSHH. She noted her frustration as this had been raised on numerous occasions with the company.</p> | |
| 11 | <p>Finance & Budget Update (standing item) (Documents: GovernorHub)</p> <ol style="list-style-type: none"> Review and discuss latest management accounts Update on budget monitoring Update on budget planning for academic year 2025-26 Head to confirm that Sports Premium review will be submitted by 31st July <p>SE shared that they had submitted a balanced budget and were ending the year with a healthy surplus which was a very positive position in which to find themselves.</p> <p>She gave a brief overview of recent changes to their budget, including but not limited to:</p> <ul style="list-style-type: none"> Receiving an NICS grant. | |



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| | <ul style="list-style-type: none"> Recalculation of SEND funding leading to reductions. Increase in donations received. Receipt of payment for outstanding invoices. Catering costs being higher than anticipated. <p>SE informed Governors of some changes to staffing and the impact on the budget, commenting on a notable reduction in staff costs.</p> | |
| 12 | <p>PP and SEND funding (Documents: GovernorHub)</p> <ol style="list-style-type: none"> Review effectiveness of PP and SEND funding How can PP and SEND funding be used to inform strategic planning for academic year 2025-26 <p>SE shared that she was in the process of reviewing the PP strategy document and that much of the funding received had been used on TA and ELSA support. She confirmed that her expectation was that the same would be the case for academic year 2025-26.</p> <p>She reiterated that PP and disadvantaged pupils were a Trust wide focus for the upcoming academic year and, to that end, the staff at JBL had received further training earlier that day on writing effective Pupil Premium Plans.</p> | |
| 13 | <p>Governor SWOT analysis of SEF / SDP (Documents: GovernorHub)</p> <ol style="list-style-type: none"> Governors to conduct SWOT analysis of SEF / SDP <p>SE thanked Governors for submitting their responses to the SWOT. She commented that the answers demonstrated consistency of thought and of support and aligned well with the input received from staff too.</p> <p><i>Governors asked whether there were any items noted on the SWOT that SE disagreed with.</i></p> <p>She confirmed there were none. It was noted this was a good indication of the Governors' knowledge and understanding of the school and its successes and challenges.</p> | |
| 14 | <p>NGA Skills Audit (Documents: GovernorHub)</p> | |



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| | <p>a) Governors to discuss results of collated skills audit and determine areas of strength and areas of focus</p> <p>b) Evaluate current Governance roles and the impact of Governance this year</p> <p>The Chair extended thanks to the Clerk for collating the results of the skills audit. It was noted that one Governor had not submitted theirs and so the dashboard was missing their input.</p> <p>The Chair commented that it was a useful piece of work, noting that the value was derived from the direct links on the dashboard to the most relevant training to improve knowledge across the committee, and to fill a self-identified gap. She noted that it was not just a skills audit but that it also improved the power, both via access to and impact of, of the reflex training.</p> <p>The Chair encouraged all members of the committee to look at the dashboard and to undertake training in the areas they had self-identified as requiring knowledge. She reiterated the Clerk would be issuing mandatory training, completion of which was non-negotiable. – Action All</p> | All |
| 15 | <p>Policies (Documents: GovernorHub)</p> <p>It was confirmed that there were no policies for approval at this meeting.</p> | |
| 16 | <p>Surveys & Responses (Documents: GovernorHub)</p> <p>a) Head to share update on any survey responses – pupil survey</p> <p>SE confirmed that she had yet to receive the responses and that the Trust would analyse the results and share them with the schools in due course.</p> <p>The Clerk confirmed she would add this to the next agenda. – Action RP</p> | RP |
| 17 | <p>Governor Reports & Visits to School (standing item) (Documents: GovernorHub)</p> <p>a) Update on any Governor reports / visits to the school since the last meeting</p> | |



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| | <p>The Chair confirmed that she would share her report from SATs monitoring with the Clerk so that it could be added to GovernorHub. – Action HB</p> <p>SE shared that ND had visited in her role as mental health link Governor, but noted that she had yet to submit her report. – Action ND</p> <p>The staff Governor shared that she had recently attended a Live School Website Compliance Website that had been useful.</p> <p>SE confirmed that the website would be updated in September, and Juniper would confirm their compliance, following which it would be the school's responsibility to maintain compliance.</p> | <p>HB</p> <p>ND</p> |
| 18 | <p>Correspondence</p> <p>a) Chair to share any correspondence with the LGC</p> <p>It was confirmed that there was no correspondence to share with the LGC.</p> | |
| 19 | <p>CLT News Update</p> <p>a) Any updates from CLT to share with committee</p> <p>SE informed the committee that fellow CLT school, Longcot and Fernham (LAF), had been inspected by Ofsted earlier in the week.</p> <p>The committee shared their well wishes with LAF for a positive inspection result.</p> | |
| 20 | <p>Any Other Business</p> <p>SE extended thanks to the committee for all their hard work and for their support this academic year. She wished them well for the summer.</p> <p>The Chair extended thanks to SE on behalf of the committee.</p> <p>The Chair closed the meeting at 21:29.</p> | |
| | <p>Next Meeting Dates 2025/26</p> <p>Term 1 – Thursday 9th October 2025 in person at 7pm</p> <p>Term 2 – Thursday 27th November 2025 in person at 7pm</p> <p>Term 3 – Thursday 15th January 2026 in person at 7pm</p> <p>Term 4 – Thursday 12th March 2026 in person at 7pm</p> | |



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| | Term 5 – Thursday 7 th May 2026 in person at 7pm Term 6 – Thursday 25 th June 2026 in person at 7pm | |
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