



John Blandy Primary School

Meeting of:	JBL LGC		
Date and time & location:	John Blandy School, 9 th of October 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), Lorna Butler (LB), Becky Green (BG)		
Apologies:	N/A		
Absent without Apologies:	N/A		
Consent to absence:	N/A		
Others in attendance:	Rebecca Wilson (RW, Deputy Headteacher), Rosie Phillips (RP, Clerk)		
Quorum:	3	Quorum met:	Yes

Minutes

Governor comments, questions and challenge are shown in italics

Item	Subject	Action
1	<p>Welcome, Quoracy, Declarations of Pecuniary Interest, Apologies</p> <p>The Chair opened the meeting at 19:04, welcoming the committee. It was confirmed the meeting was quorate. It was noted that GS had informed the committee he would be attending but would be late due to a prior commitment.</p> <p>The Chair invited BG, the new parent Governor, to introduce herself. BG shared some of her professional background as well as her ties to JBL with the</p>	



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	<p>committee. The committee extended a warm welcome to the new parent Governor.</p> <p>The Chair invited the committee to share any declarations of pecuniary interest pertinent to the agenda, of which there were none.</p>	
2	<p>Urgent matters (as previously notified to the Chair)</p> <p>The Chair confirmed that there were no urgent matters of which she had been notified.</p>	
3	<p>Election of Chair and Vice-Chair</p> <p>a) Nominations for Chair and Vice-Chair for this academic year to be shared.</p> <p>b) LGC to vote on Chair and Vice-Chair</p> <p>The Clerk confirmed that she had received no nominations for the position of Chair or Vice-Chair ahead of the meeting.</p> <p>SE nominated HB and CH as Chair and Vice-Chair of the committee.</p> <p>HB was asked to vacate the room whilst the committee voted on her appointment.</p> <p>The committee voted in favour of HB remaining as Chair for academic year 2025-26.</p> <p>HB was invited to return to the room, and her appointment was announced. The committee extended congratulations to the Chair.</p> <p>CH was then asked to vacate the room whilst the committee voted on her appointment as Vice-Chair.</p> <p>The committee voted in favour of CH remaining as Vice-Chair for academic year 2025-26.</p> <p>CH was invited to return to the room, and her appointment was announced. The committee extended congratulations to the Vice-Chair.</p>	
4	<p>Minutes of last meeting: (Documents: GovernorHub)</p> <p>a) Approval of minutes of last meeting on 3rd July 2025 & arrange for Chair to sign previous minutes</p>	



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	<p>b) Matters arising from minutes of meeting on 3rd of July 2025 – ensure all items are completed and note any that require carrying over</p> <p>The Chair invited the committee to comment on the minutes of the last meeting. The committee approved the minutes of the meeting on 3rd of July 2025 as a true and accurate reflection of proceedings. The Chair confirmed that she would sign both the main and confidential minutes as approved on GovernorHub. – Action Chair</p> <p>The Chair then ran through the actions arising from the previous meeting, extending thanks to committee members for discharging their actions promptly.</p> <p>The Chair noted that she had yet to complete her action to arrange a one-to-one meeting with Vice-Chair of Trustees, confirming she would do this ahead of the next meeting. – Action Chair</p> <p>It was noted that the action for the finance link Governor and SE to meet ahead of LGC meetings for budget updates had not yet been completed, as SE had yet to receive any budget updates this year. She noted that this was due to the central finance team being unable to issue anything until the previous financial year had been closed off and the audit completed. This action would therefore be carried over for the finance link Governor and SE to meet ahead of the next LGC meeting. – Action SE and CH</p> <p>The Chair noted that she was yet to send her SATs monitoring report to the Clerk to upload to GovernorHub and would do so following the meeting. – Action Chair</p>	<p>Chair</p> <p>Chair</p> <p>SE & CH</p> <p>Chair</p>
5	<p>Governing Body:</p> <ul style="list-style-type: none"> a) Updates to the Governing Body, including recruitment and resignations b) Governors to confirm completion of all mandatory training shared with them at the start of the year. Governors to confirm that they have updated their GovernorHub training record accordingly. c) Governors to confirm that they have completed all mandatory start of year tasks and read all statutory policies d) Clerk / Head to confirm that attendance for academic year 2024-25 and conflicts of interest for academic year 2025-26 have been added to school website 	



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- e) Review Governor link roles and make any changes if necessary. LGC must have a link Governor for SEND, Safeguarding, attendance, Governor training and CPD, Filtering and Monitoring (compliance) and pupil premium.
- f) Look at Governor training and development including Hot Topic Briefing Sessions. Update on any training attended / any upcoming to attend.

The Chair shared that a previous parent Governor, Nina Davis (ND) had resigned from the position ahead of the summer. The Chair and Head extended their thanks to ND on behalf of the committee for the work she had done on whilst serving as a Governor and for her commitment to supporting the school.

The Chair shared that ND had extended her compliments to the committee for the work that was done and shared that she had enjoyed the opportunity to be a member of the LGC and the time she had spent volunteering.

The Chair reiterated that the parent Governor election to replace ND had been successful and they had a new parent Governor, as noted at the start of the meeting.

The Governors confirmed that they had completed their training. Regarding the compliance tasks, it was noted that Governors had read the most up to date version of documents such as the Child Protection Policy, but that out-of-date versions remained on the links on the GovernorHub compliance page.

The Clerk confirmed that she would investigate how to update these. – **Action Clerk**

Clerk

A discussion ensued regarding Governor link roles.

GS joined the meeting at 19:25.

The link roles for academic year 2025-26 were assigned as follows:

- Finance - CH
- Pupil Premium (PP) Link – CH
- Attendance Link – TE
- Safeguarding Link – TE
- SEND - GS
- Filtering & Monitoring Link – TE



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	<ul style="list-style-type: none"> • Compliance (Health & Safety and GDPR) – BG, supported by HB is required • Curriculum Links – LB, RS & CH • Mental Health & Wellbeing link - LB <p>It was noted that the Trust had requested a Governor training and development link Governor. SE and the Chair made the decision they would come back to this.</p> <p>[Out of committee update: The Clerk has shared that the Trust have stated setting a Governor training and development link is statutory and therefore must be decided. The Clerk has asked for nominations for the role and this can be shared at the second LGC in November. In the interim HB has agreed to cover the role if required – Action Clerk]</p>	
6	<p>Chair's Report (standing item)</p> <p>a) Chair to share update, including any feedback received from the Board</p> <p>The Chair noted there was little update to share since the last meeting, however informed the committee that there was a Chairs' forum scheduled for the coming week that she would update on at the next LGC.</p> <p>She shared that there had been some contact with local residents regarding parking around the school, and that it seemed to be in hand. She recognised that the roads were still parked up, though noted they seemed to be much the same on days when school was shut too. She commented that the work they had done with stakeholders was resulting in changes, and that they had worked with both the parish council and Oxfordshire County Council (OCC)</p> <p>The Chair informed the committee that she had joined a Leadership and Management review at the school and commented that it had been nice to witness that CEO Richard Evans (RE) and Director of Education Louise Warren (LW) seemed to know the school well, and had a collaborative and supportive relationship with SE. She noted that their assessment matched with that the school had included in their SEF and SDP, which was reassuring.</p> <p>SE added that RE and LW had provided some positive and productive action points following the review, and that LW would be providing CPD on coaching teachers and had offered practical support and resources.</p> <p>The committee extended thanks to the Chair for her update.</p>	



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7	<p>Headteacher's Report (standing item) (Documents: GovernorHub)</p> <p>a) HT to share updated report with the LGC</p> <p><i>Committee members complimented SE on the rolling-count approach to attendance, where last year's attendance remained part of the consideration of the data for this year.</i></p> <p>SE commented that it was important to take this approach as, when making attendance phone calls to families, it was good that she could reference the previous year too.</p> <p><i>It is great news about the improvement works to the school field. How restricted are the children for play space without access to the field? Is the field a risk to the children, or are the children a risk to the field?</i></p> <p>SE confirmed that the portion of the field would be off-limits until the roots had been given a chance to grow, and reassured the committee this was because the children could damage the field, not because the field was dangerous for the children.</p> <p><i>In the Worknest audit outstanding actions, what do the three short descriptions mean? Do the actions indicate a requirement for further or a specialist audit, or an identified need for work to mitigate an established hazard?</i></p> <p>SE noted that some of the outstanding actions were at Trust level for completion, which the Trust were aware of. She added that their caretaker did not think one of the actions was necessary, therefore she would raise that at their next audit.</p> <p><i>On the Compliance RAG rating, Risk Assessments are rated Amber – would you expand on this for us please?</i></p> <p>SE clarified that the risk assessments needed to be reviewed and signed which was why it was rated amber, however this was now in hand and staff were working their way through them all and she was maintaining a record. SE shared she was aware of the importance of the Risk Assessments, whilst acknowledging there were a lot of them and it was important to remain mindful of staff workload.</p> <p><i>The July 'Expected, Standard, Plus' data falls short of the start of year targets, quite significantly in some areas; what do you believe are the reasons for this?</i></p>	
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SE expressed that there was a challenge for teachers when setting targets that they were expected to be both aspirational and realistic, noting that at times teachers could be overly aspirational. She noted she had told staff that, when reviewing targets for FFT (Fisher Family Trust), they should be looking at 75% as average across the year. Despite the recognition that some of the discrepancies were likely due to the targets being overly aspirational, SE noted she was still concerned with some of the internal data which as why writing remained a key focus of this year's SDP.

What changes in terms of curriculum or interventions are being put in place for this year in response to this?

SE shared that the writing framework, which was released before the summer, was being used to support with this. She shared that the framework highlighted the importance of handwriting and spelling, and that a focus on handwriting in the EYFS and Year 1 was key to allow children to compose sentences, therefore they were conducting daily handwriting practice.

Is there a standard process that is followed for the induction of new staff? Is there a form or record, for example, that we could have a look at?

SE confirmed that there was, and shared the new staff induction policy and procedure document with the committee, noting that once a staff member had completed it, they were expected to sign it to confirm they had understood it.

Governors asked SE to comment on the pupil survey results, in particular the results of the questions, 'the behaviour of other pupils around the school is good' and 'the behaviour of other pupils in my lessons is good.'

SE commented that it was difficult to compare the results from one survey to the next, as the Trust had changed the questions for this year, however results had changed since the last survey. She noted that general behaviour around the school was good but there were key pockets where behaviour could be improved. She commented that sometimes it could also be a case that the pupils needed further support in answering the questions on the survey, citing an example where a pupil said they did not feel safe at school because they fell over.

What is your opinion on the behaviour of pupils at the school?

SE shared that there were key classes where the behaviour was not where she would like it to be, but that the teachers in those classes were working very hard and reminding children of the expectations around behaviour and



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<p>there had been significant improvements. She noted that this was evidenced by recent pupil voice. She reassured the committee that for most of the classes' behaviour was very good.</p> <p><i>What is the rationale for using electronic devices for the Baseline Assessment in Reception? Were staff consulted ahead of this? Is there a solution in place for the difficulties being experienced?</i></p> <p>SE noted that her understanding was the issue affected many schools, due to a system downfall caused by overuse.</p> <p><i>Has this been raised at Trust level?</i></p> <p>SE noted she would raise it with the IT Director. – Action SE</p> <p><i>What is the impact of banning phrases from TikTok, and is it manageable to police this? How are staff able to keep ahead of this?</i></p> <p>SE stressed the importance of this objective, as the children, if using TikTok, were exposed to language they did not understand but were repeating nonetheless and, though sometimes that was harmless, it could equally be racist or misogynistic, for example. She recognised that it was difficult for staff to manage as social media and language was ever-evolving but reiterated the importance of trying to keep ahead of it. She reminded the committee that no child at primary school should be accessing TikTok as it was age 13+.</p> <p><i>How will you measure the impact of the new NCETM programme, on students' progress and also on staff workload?</i></p> <p>RW explained that it would likely be a few years before they were able to witness the impact, clarifying that their School Improvement Partner (SIP) had informed them that at his school, where they had been using the programme since reception, the impact was now evident for year 4 pupils. RW commented that it would be beneficial to track the progress of their current year 3 class to understand the impact, commenting that there was a big focus on oracy. She continued by noting that they were hoping the programme would reduce staff workload when it came to marking, however staff were feeling an increase in workload as they adapted to teaching the new programme.</p> <p>SE concurred, though added that a benefit of having the year groups spread across three classes meant they could share the workload, and had one teacher plan maths for all three classes, another plan English and so forth. She added that they were witnessing new vocabulary from the pupils, and</p>	<p>SE</p>
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	<p>that their year 2 pupils were demonstrating excellent oracy and the ability to clearly explain their thought processes.</p> <p><i>Year 3 data is notably lower than other year groups, particularly in writing. Is there a known reason for this? What actions are planned because of this?</i></p> <p>SE noted that there were several potential reasons, including the additional needs of some pupils, the experience of the teachers when moderating and the jump in expectation between year 2 and 3.</p> <p><i>Are there opportunities to moderate across the Trust with other schools?</i></p> <p>RW shared that there had been, however noted that often only JBL and one other school attended so the opportunity for challenge was limited.</p> <p>SE shared that in EYFS there had been a change to moderation standards where they were expected to look for 'best fit', however this was not the same for KS2, which made it difficult to know whether they were being overly harsh in their moderation.</p>	
8	<p>Review SEF & SDP (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Review and agree the school's Self-Evaluation Summary b) Review and approve the School Development Plan for this academic year <p>The Chair invited committee to agree the SEF. The Governors agreed.</p> <p>The Chair invited committee to approve the SDP for academic year 2025-26. The Governors approved the SDP.</p> <p>SE extended thanks to the committee.</p>	
9	<p>Inclusion and Equality (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) EDI policy to be approved by the committee b) Headteacher to share equalities objectives with the committee c) Review and monitor compliance with the cost of school uniform guidance 	



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	<p>SE noted that the updated EDI Policy was a key policy, issued by the Trust and then edited by the school to include their own details and personal equality objectives.</p> <p>JBL school's current equality objectives are as follows:</p> <ul style="list-style-type: none"> • Teaching and learning promotes respect and tolerance by celebrating diversity, promoting community cohesion. • Equality of opportunity for all pupils to succeed and achieve well. • For all staff to have a widespread awareness and understanding of SEND and disabilities within our school community. <p>The committee were invited to approve the EDI policy. Governors agreed to approve it.</p> <p>SE extended thanks to the committee.</p> <p>Regarding compliance with the cost of school uniform guidance, SE noted that the guidance had not changed since the previous year and the school had not changed their expectations around uniform either, noting that they did not insist on school logos to keep the cost of uniform down.</p> <p>It was confirmed that they were compliant with the guidance.</p>	
10	<p>Safeguarding (standing item) (Documents: GovernorHub)</p> <ol style="list-style-type: none"> a) Head to confirm safeguarding policy was approved out of committee. b) Update on school ESAT audit c) Receive the annual safeguarding report (section 175) for the previous year including the anti-bullying appendix. Review and agree the report and submit online to the Local Authority before the deadline of 29th November 2025. d) Update on safeguarding monitoring within school / safeguarding link governor visit e) Confirm all staff safeguarding training is in place for staff and Governors <p>SE confirmed that the safeguarding policy was approved out of committee.</p> <p>Regarding the ESAT audit, SE noted it was incredibly positive, however she had asked for a couple of small mistakes to be corrected before it could be</p>	



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shared; for example, the audit report stated that the Relational Policy was out of date, however she had shared the new one with auditors and had informed them that it was complete, however needed ratifying by the LGC before adding to the website.

The safeguarding Governor shared that the audit had stated that the school and staff demonstrated a strong understanding of safeguarding and that safeguarding at the school was robust. She noted that the main areas that were highlighted as needing improvement were Trust level issues, such as site security. She shared with the committee that additional support in using CPOMS had been highlighted for some staff, and that SE had since implemented that support, ensuring all staff only recorded facts and not opinions and ensuring continuity of reporting.

SE added that they had also stressed to staff the importance of adding a note when closing a report to explain why the report was now closed.

Governors commended SE and all the staff at JBL on such a positive ESAT audit.

The committee were invited to approve the 175-audit report for submission, which they did.

SE extended thanks to the committee.

The safeguarding link Governor shared with the committee that she had attended during the Trust audit and had been granted anonymous oversight of CPOMS and had looked at the SCR, as well as having discussed emerging areas of concern.

The safeguarding link Governor noted that attendance at this point in the academic year was slightly lower than SE had expected or hoped for. SE agreed, though shared that she had logged on to the VYED (View Your Education Data) system which showed that attendance was slightly higher than the same time last year, so she was hopeful for an improvement in overall data as the year progressed. She noted a lot of the absences were for high levels of genuine illness at the start of term. She added that she would need to work with some new families about the school's expectations on daily attendance and punctuality, to see if they could support them with any barriers to achieving this.

Have you seen an impact of the new log in system where parents need to electronically sign in their children if they are late?

SE noted it was too soon to be sure, and that some days attendance seemed worse than others – Wednesday and Friday in particular. She added that it had been a long term, and many children were very tired, which could be a



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	<p>possible reason for later attendance.</p> <p>The Chair extended thanks to SE and the safeguarding link Governor for the update.</p>	
11	<p>SEND (Documents: Govhub)</p> <ul style="list-style-type: none"> a) Confirm SEND information report was approved out of committee and published on school website at 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 confirmed that the SEND information report was approved out of committee and published on the website at the start of September.</p> <p>SE highlighted that the new report asked for all complaints to be listed which, she had done but had been unsure of as it was unclear whether this was only stage 3 complaints, or all stages and levels when a parent had shared unhappiness about something. She noted she wished to follow up with the Trust SEND lead to ensure she had completed this as expected. – Action SE</p> <p>The SEND link Governor shared that he had come to the school on the 25th of September to have an introductory meeting with the new SENDCO and that he would arrange a formal meeting with her in due course.</p>	SE
12	<p>Health & Safety (standing item) (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Update on any H & S audits conducted since last meeting b) Update on any items not included in HT report including update on audit actions from Worknest c) Update on use of Every system across school including logging of near misses and incidents d) H&S link Governor to update on any visits conducted <p>It was confirmed that there had not been any Health and Safety audits conducted since the last LGC meeting.</p> <p>The Chair confirmed that they had discussed the audit actions from Worknest during the Headteacher's Report item. There were no further questions or comments on this from the LGC.</p>	



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	<p>Regarding the Every system, SE commented that there had previously been a backlog of accidents that required logging, however extended thanks to the office staff for their continued hard work, noting they were now up to date.</p> <p><i>Would there be an opportunity to highlight incidents related with our building, for example uneven ground that caused a trip, versus accidents caused by playing, such as children knocking one another over?</i></p> <p>SE expressed concern about the impact this would have on the workload of the office staff, reassuring the committee that most of their accidents and near misses were from play, with children accidentally hitting into one another.</p> <p>The Chair extended thanks to SE for her response, though commented further insight into this data might be beneficial.</p>	
13	<p>Finance & Budget Update (standing item) (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Review and discuss latest management accounts b) Update on budget monitoring c) Head to confirm that Sports Premium review was submitted by 31st July <p>SE informed the committee that there was no financial update to share yet, due to the finance team closing down last year's accounts still, reiterating that she was expecting to be able to share a P1 and P2 update at the next LGC meeting.</p> <p>She shared with Governors that the Finance Business Partners were working with all Trust schools to look at budgets and deficits and that she was due to meet with John Blandy's Finance Business Partner to look at the long-term deficit. She was pleased to share that theirs looked to be manageable.</p> <p>SE confirmed that the Sports Premium Review was submitted by 31st July.</p>	
14	<p>PP and SEND funding (Documents: GovernorHub)</p> <ul style="list-style-type: none"> a) Review effectiveness of PP and SEND funding 	



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	<p>b) Governors to review and approve evaluation of spend on pupil premium and service pupil premium for previous year, to be published on website.</p> <p>c) Approve strategy statement on use of Pupil premium – to be published on website</p> <p>Due to time constraints and a long agenda, the Chair and Head decided that this item could be carried over for discussion at the next LGC.</p> <p>The Clerk to add this item to the next agenda. – Action Clerk</p>	Clerk
15	<p>Policies (Documents: GovernorHub)</p> <ul style="list-style-type: none"> • Confirm whistleblowing procedure has been communicated to all staff and Governors • Uniform policy • Positive relationships policy • E-safety policy • Anti-Bullying Policy (Trust wide) • British Values (Trust led) • Child Protection Policy (OCC and Trust recorded) <p><i>A Governor questioned why the British Values Policy was not entitled Fundamental British Values, which was the usual and recognised terminology?</i> SE commented that she was unsure, as this was a Trust Policy, and that she would raise it with the Trust to find out. – Action SE</p> <p>SE shared that the E-safety policy was one that she had created as she had thought the Trust were going to issue one to all schools, but that had yet to happen.</p> <p>It was confirmed that the whistleblowing procedure had been communicated to all staff and Governors.</p> <p>The Chair invited the committee to ratify the policies shared with them. Governors confirmed that they were happy to ratify all policies.</p> <p>SE extended thanks to the committee.</p>	SE
16	<p>Surveys & Responses (Documents: GovernorHub)</p>	



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	<p>a) Head to share update on any survey responses – pupil survey b) Headteacher to share plan to collect pupil voice this academic year</p> <p>SE informed the committee that they would be conducting a parent survey during the autumn term, a staff survey in the spring and another pupil survey in the summer term.</p> <p>There were no further comments on the pupil survey responses beyond those shared under the Headteacher’s report item.</p> <p>SE shared that she would like to focus on challenge when collecting pupil voice, noting that in recent observations she spoke with pupils who cited that they did not feel challenged, therefore they had since looked at ways the teacher could add further challenge. She commented that it would be interesting to observe the impact and collect more pupil voice to demonstrate whether their changes had been effective.</p>	
17	<p>Governor Reports & Visits to School (standing item) (Documents: GovernorHub)</p> <p>a) Schedule Governor monitoring and visits for the upcoming year b) Update on any Governor reports / visits to the school since the last meeting</p> <p>RW noted that it would be good for the Vice-Chair to conduct a Maths learning walk early in the spring term, in her role as curriculum link Governor. The Vice-Chair confirmed she would book this in with RW. – Action CH / RW</p> <p>SE added that it would be useful to have LB conduct a writing learning walk, and include a focus on stronger foundations too. LB confirmed that she would arrange a date to do this with Reception class teacher, Claire Pugh. – Action LB</p> <p>The Chair confirmed that she would arrange a Health and Safety orientated visit with new Governor BG, to support her in her role as Health and Safety link Governor. She added it could also be useful to attend the Worknest audit. – Action Chair / BG</p> <p>The Vice-Chair noted she would come for a finance meeting with SE following SE’s first Finance Business Partner meeting of the year. – Action CH / SE</p>	<p>CH / RW</p> <p>LB</p> <p>Chair / BG</p> <p>CH/SE</p>
18	Correspondence	



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	<p>a) Chair to share any correspondence with the LGC</p> <p>The Chair confirmed that she had 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>The Chair confirmed that there were no updates to share with the committee.</p>	
20	<p>Any Other Business</p> <p>No other business was notified for discussion.</p> <p>The Chair and SE extended thanks to the LGC for their support, before she closed the meeting at 21:10.</p>	
	<p>Next Meeting Dates 2025/26</p> <p>Term 2 – Wednesday 26th November 2025 in person at 7pm Term 3 – Thursday 15th January 2026 in person at 7pm Term 4 – Thursday 12th March 2026 in person at 7pm Term 5 – Thursday 7th May 2026 in person at 7pm Term 6 – Thursday 25th June 2026 in person at 7pm</p>	