

MEETING MINUTES

School:	John Blow Primary School
Meeting title:	Summer 1st term meeting of the governing body
Date and time:	Wednesday 14 May 2025 at 6pm
Location:	At the School

In attendance:

- Adrienne Alcock (chair)
- Ben Carver
- Claire Fawcett
- Kerry Round
- Paul Nolan
- Mary Hartshorne (minutes)

1. Apologies for absence

Sue LaPlanche (holiday), Pete Smith (work), Cameron Lord (work), Emma Briggs-Price (maternity). These absences were approved.

2. Declaration of interest and reminder of confidentiality

None to declare.

3. Review of membership and terms of office ending in the next 12 months

One expression of interest, who does not address identified skills/experience gaps.

- Kerry will ask a contact at the Gusto business offices, and Newark business club.
- Susan to contact the interested party.
- Claire's term comes to an end soon, she is happy to continue for another term.

4. Approval of minutes of spring term meeting and any additional special governing body meetings

- [Budget Meeting](#)
- [Spring 2 Minutes](#)

Review of actions

- Skills matrix not completed. Kerry will circulate a matrix for us to complete.
- Review of behaviour tracking – to be covered in Ben's Headteacher report

5. Summary of headteacher's report and governors' questions and challenge

- [Headteacher Report](#)

Ben talked through his report on Gov Hub).

AA asked about the Year 6 pupil with SEND who is not in school, only accessing playtime since November. Now accessing alternative provision of 1 hour a week mentoring, arranged by JBS.

31 pupils confirmed potentially 32 for September 2025. 27 are leaving. No real concerns about attendance.

The SIP has been updated and progress being made across areas. **Governors asked which areas were of concern/not making progress.**

Priority 1 (protected characteristics) – good progress

Priority 2 (core subjects) – progress made but still reliance on worksheets. Some new members of staff have brought in skills in enquiry-based learning as models. Pre and post assessment now built in. **KR asked for clarification about the worksheet approach.**

Priority 3 (develop EY process, extend age range) – progress but some amber rated aspects on the pre-school working partnership. To be covered later in the agenda.

Governors approved the INSET days for 2025/26. Two days are being replaced by two twilight sessions due to timing and to take into consideration staff well-being. **Governors asked for clarification over twilights.**

Spring term attainment data

PN queried the continuing issue with GDS in some year groups.

The school has just had phonics review from the English Hub – they criticised the use of phonics shed. We have now moved away from this scheme towards more individualised approaches which can tackle some of the groups where fundamental skills have been missed. **KR asked how this year's results compared to last year.** BC confirmed that results were in some way due to a weaker cohort, but not all – and that we would see better results going forwards.

KR asked why we do KS1 SATs when we don't have to do them. BC explained this gives good practise for children and useful information for teachers, and a chance to moderate. The school ensures they do them in a stress-free supportive way.

- [CPOMs Report](#)

Fewer incidents, things are calmer in school. Interrogation of the data has meant that interventions are more targeted e.g. transition times.

6. Update on appraisal process and wellbeing for headteacher and staff

Headteacher spring term interim review has been completed. This is now being cascaded by Ben to all teachers, non-teaching staff in September.

7. Finance

- Income Generation

£5k from the lost village fund, £250 from British Sugar, BC has just applied for £8,500 for forest school from the A46 fund.

A minibus is on our wish list

- Governors are asked to think about potential funders.
- Governors asked the school to carry out some analysis on how much a large 3 wheel base minibus would be used, including what we are unable to do without one

8. Pre School

We have been successful in securing £150k from the DfE to develop pre-school provision.

We recognise that we need more space, extending into the KS1 playground (20square metres) which would mean 8 more children could be accommodated. This would future-

proof the provision. An architect is drawing up costed plans for us to consider, so that we can approach parish council for match funding.

We are still aiming for a September start, having tendered to four companies. Only one has responded to the school. DfE's first webinar was last week.

Governors thank the team who wrote the bid, brought people in and ensured we submitted this on time.

- Governors are asked whether they know of any potential building companies

9. Information from the Corporate Director for consideration and action

- [EIS - OFSTED](#)
- [Relational Schools](#)

Governors are directed to Governor Hub for these updates.

10. Receive report from the Designated CLA (Children who are Looked After) teacher. *Verbal Update*

JBS do not currently have any CLA.

11. Communication

- From chair - none
- From headteacher - none
- From clerk - [Newsletter](#) - this is on Governor Hub

12. Website Compliance

- KR offered to complete the website compliance checklist

13. Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding).

Take forward to the next meeting. SEND is the next focus on 18th June at 6.00pm, to include an overview of SEND in school. The meeting, chaired by Claire, will be shorter as it has no headteacher report.

NB change to meeting date from 11th to 18th.

14. Review of governor monitoring visit reports – key actions for governing body
MH carried out a SEND monitoring visit, reported back and will post a short report on Gov Hub. The SEND moderation did not result in as much funding as requested.

CF asked whether the reduced amount would impact the budget

- KR to carry out history monitoring visit, with AA doing one for reading.
- SATs Monitoring Feedback

PN and AA reported back. Process and admin aspects were monitored, and everything was in order.

- DPO report - [Report](#)

All the immediate actions have been carried out. We are waiting for the full report.

15. Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

AA asked about the Year 6 pupil with SEND

Governors asked which areas were of concern/not making progress

KR asked for clarification about the worksheet approach

Governors asked for clarification over twilights

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16. Confirmation of dates

- To be discussed in the meeting.
- To be confirmed next meeting

17. Determination of confidentiality of business

Pre-school developments discussion

Signed Chair 24th September 2025

↳ Laplanche