

# MINUTES OF MEETING

**School:** John Blow Primary School  
**Meeting title:** Autumn Term 2 Full Governing Body Meeting  
**Date and time:** Tuesday 11<sup>th</sup> November 2025 at 6pm  
**Location:** At the school / Hybrid meeting.

## Membership

'A' denotes absence

Adrienne Allcock (vice chair)  
Emma Briggs -Price (via Teams)  
Ben Carver (Headteacher)  
A Marion Collins – (Associate)  
Claire Fawcett (vice chair)  
Mary Hartsholme  
Sue Laplanche (chair)  
A Cameron Lord  
Paul Nolan  
Peter Smith  
Kerry Round (via Teams)  
Thomas Straw (via Teams)

## In attendance

Mrs Alex Raynor (Clerk to the Governors)  
C Stokes – co opted within the meeting (via Teams from item GB/76/25)

**GB/74/25**

### Apologies for absence

**Action**

C Lord had sent apologies with reasons given governors *resolved* to accept the absence.

Introductions were made for C Stokes who joined the meeting via Teams.

**GB/75/25**

### Declaration of interest & a reminder of confidentiality

- **Confirmation of completion of governor annual declarations (updates to school website and GIAS)**

The school would update once all declarations and information had been received.

- **Declaration of interest regarding agenda items.**

There were no declarations for items of business on the agenda.

### Confirm: Declarations:

- Register of Business Interest
- Declaration of Eligibility

- Governor Code of Conduct

Noted there were still some gaps in completion, the clerk would send an email to those governors still to complete.

Clerk

#### GB/76/25 Review of membership

- **Consider Co-opted Vacancy**

As previously discussed, the HT and Chair had met with C Stokes, who had expressed an interest in joining the governing body. Following discussions at the last meeting, governors *agreed* to co-opt Mrs Stokes to the governing body, for a 4 year term of office.

Mrs Stokes was welcomed to the meeting, and introductions were made.

- **Parent Governor Appointment governing body appointment.**

Following a parent election, whereby only one candidate had stood for election. Governors agreed to appoint Mrs Fawcett to the governing body as a parent governor for another term of office.

It was noted that staff election would need to be held in the Spring Term.

#### GB/77/25 Approval of minutes of Autumn term 1 FGB meeting

This minutes of the autumn term 1 FGB were **approved** and electronically signed.

- **Review of actions**

**GB/56/25** *Governors to ensure all declarations are completed via the Hub. Hard copies of Business Interest forms will continue to be retained in school for audit purpose. HT/All govts. Covered by agenda action above c/forward to confirm.*

Agenda

**GB/56/25** *Co-opted governor application. HT/Chair to arrange visit and invite to the next meeting. HT/Chair. Covered by agenda action above. Complete.*

**GB/61/25** *Consideration to moving policies to longer review cycles. Dates of approval would be added in footnotes alongside the model policy and policies (where applicable) moved onto a longer review cycle. HT in progress, action complete.*

**GB/61/25** *Noted that the new Complaints Policy was highlighted in red and still in draft. This would be finalised, confirmed and approved at the next meeting. On the Agenda below. Complete.*

**GB/62/25** *CPOMs incidents – breakdown of total numbers of incidents and a breakdown by category for context. To be included in the HT report each term. HT Next spring meeting. HTs report agenda item. Complete.*

**GB/65/25** **Governors agreed the following actions.**

1. Pre School Communications plan, to ensure consistency and manage any negativity. HT – completed and consistent message. Sent to the parents and HT to send to governors. **Complete.**
2. Celebrating success, sharing clear, positive messages and achievements. HT/ govts. **In progress.**
3. Upskilling for Ofsted – preparing governors and staff for inspection questions. HT / governor meeting. The HT would also forward a link to an overview

YouTube video. **Complete.** Mrs Adcock had also sent a link highlighting the major differences and focus on SEND and Inclusion.

**GB/67/25** *Safeguarding Children in Education: self-audit tool 2025/2026*  
*Deferred to autumn 2. The self-audit had not yet been released by the LA.*  
*Deferred. All governors to update their declaration and training record via the Hub.*  
*On agenda below. **Action covered.***

**GB/67/25** *The HT would also send an overview of key changes, from slides presented at the beginning of the year and a quiz for governors to take and pass via the Hub. Complete. Circulated and training accessed via the Hub by safeguarding. Link provided **Action Complete.***

**GB/70/25** Considered in the Autumn Term (admin meeting) with the addition of an Early Years Link governance role. School to provide clerk with the list to enable population to Governor Hub. HT/Clerk. **Action complete** and on agenda below.

**GB/60/25** *It was agreed that the preschool development would remain a termly agenda item for transparency and updates. **On the agenda below.***

#### **GB/78/25 Approval of policies and Risk assessments**

- Complaints policy (to Ratify c/forward action) **Approved.**
- Appropriate Use of AI Policy (To Approve).

The HT had prepared the policy, following DFE training and tailored this to school specific practices and operation.

**(G) Pupil responsibility, do children know and recognise confusing or inappropriate AI references and content?** Yes, this would be taught, and we would expect children to understand this, particularly in year 6.

Governors agreed that introducing a policy at this stage was appropriate. It was acknowledged that whatever is entered into AI systems can never be fully removed, which reinforces the need for strong parameters and responsible use from the outset. A policy would act as a supportive tool rather than a replacement for professional practice. Guidance is expected to evolve overtime.

**(G) Do staff have paid subscriptions?** No, we have copilot as part of Microsoft package and ChatGPT is free to school accounts. We also use Chalky which is a paid school subscription aligned to the curriculum but we have shared accounts.  
**Policy Approved.**

- Prevent Risk Assessment – **Noted.**

All gobs needed to have completed refresher training.

The national link to governmental training was Home Office – “Prevent duty training” <https://www.gov.uk/guidance/prevent-duty-training>. GOV.UK

This is the official source for the standard Prevent-awareness e-learning courses suitable for education settings (staff, governors, etc.).

**All gobs.**

#### **GB/79/25 Overseeing Financial Performance - Financial reporting**

Presented alongside supporting papers, previously circulated via the Hub.

- **Schools Financial Value Standard (SFVS) 2025/2026 (arrangement for completion)-** This would be completed by C Fawcett ahead of the Spring Term deadline.
- **Year-end re-forecast**

*Confidential discussion and supporting papers, minuted separately.*

- **Income generation**

Wraparound care is bringing in income and offsets some of the staff cost centres, governors agreed the importance of continuing to explore income generation and potential grants to support the school where possible.

CS and CF and PN would form a working group alongside the HT regarding future Income generation.

Working  
Party.

**GB/80/25 Pre School Development**

*Confidential item, minuted separately.*

**GB/81/25 Safeguarding information for consideration and action:**

- **Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers** – Noted.

- **Safeguarding Children in Education: self-audit tool 2025/2026** - The new Safeguarding Children in Education self-audit tool for 2025/26 had now been released. Due for completion the following week with the link governor and ahead of the January deadline for submission.

Overview of actions arising deferred Spring Term 1.

Agenda

- **Confirmation that all governors have read all of KCSiE 2025**

Confirmations, as discussed above. Clerk to send note to governors yet to complete.

- **Confirm new governors have undertaken safeguarding training as part of their induction, as required by KCSiE**

In progress.

- **Confirm all governors have refreshed their safeguarding knowledge each year, as required by KCSiE**

Governors had completed declarations via the Hub. A reminder would be sent to any outstanding.

- **Headteacher's Safeguarding Report To Governors**

Previously circulated via the Hub. This will form part of an update for governors covering safeguarding specifically each term. The report gave an overview of the following areas,

- Safeguarding training, specialist training and induction training across staff and governors and volunteers.
- Recruitment per term
- Single central record checks and any actions
- Existing Safeguarding policies and procedures and updates.
- A breakdown of vulnerable children
- Incidents and referrals over the year and
- Exclusions and attendance year to date.

**(G) How do you update staff on safeguarding information /changes?** Staff bulletins and three staff meetings per week which regularly cover on going issues and updates. Training attendance is captured using Microsoft forms.

GB/82/25

**General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:**

- **FOI requests and data protection breaches – actions and recommendations.**
- **Audit/risk register updates: (Data protection and Cyber Security arrangements etc.)**

The current external provider was still a cost effective and robust provider for managing GDPR policies, compliance and filling the DPO role. An annual audit is also provided which highlights updates and further actions. This was due to be received this term and would be shared with governors when available.

**Agenda  
Spring 2.**

GB/83/25

**Communication received and updates:**

Governors noted the links to the following documents, which had previously been circulated.

- **EYFS Framework**  
Staff attend the EYFS network and governors felt that an update from staff members attending would be useful for a future meeting.
- **Writing Framework**  
Writing framework – linked to English hub and writing and reading fluency. This is a focus for the school so a useful document for governors to read and note.
- **Education Inspection Framework**
- **SEF 25-26**

Grading of the SEF is now linked to new Ofsted framework and had been updated to reflect the changes in descriptors. Also discussed below.

**(G) Is there impact recorded in the SEF?** This is where we need to record impact as cross referenced to SIPs and to ensure the SEF is a true reflection of the school against the new descriptors.

GB/84/25

**SEF 25-26**

Governors praised the document for providing a realistic and honest overview.

Leadership and governance are considered strong, particularly in terms of the impact of the SLT. Discussion linked this to the role of link governors, the ongoing journey of school improvement, and the alignment of consistent action plans with subject leaders. Maths was noted as good, with clear signs of effective leadership in place.

**(G) Has this had an impact yet?**

Not fully, the work is still in its infancy. However, the leadership model is sound, and it is expected to lead to impact as implementation becomes more consistent.

**(G) Are governors aware of the impact?**

Governors discussed the importance of tracking and evidencing impact clearly, so they are aware and understand how SIP is tracked and impact measured. This is the forward looking document that shows the expected Impact, whereas the SEF is reflective and shows where the school is at a specific point. Both are working documents that can be adapted as actions are completed (SIP) and the schools strengthens evidence against descriptors (SEF).

**(G) Can we suggesting an impact column?**

This was agreed as a helpful idea. An impact column could be added to strengthen clarity. **HT**

GB/85/25

**Required monitoring reports from all link governors – and key actions for governors.**

- **Safeguarding.**

Complete and report available to view via the Hub.

- **Anti Bullying.**

The link governor reported a positive monitoring visit focusing on how bullying is managed within the school. Discussions were held with a group of Year 6 pupils who were able to speak confidently about bullying, safeguarding and how to identify trusted adults, mentors and parents they could approach if they had concerns. Children demonstrated increased understanding of the impact of cyber-bullying and online safety. The visit showed clear progress over time, with pupils able to articulate how the school supports them and how mentoring arrangements contribute to their wellbeing. A range of children were spoken to, providing a broad and balanced view.

- **SEND** – In progress, MH to arrange a visit with the staff lead. Report deferred Spring Term.

**Agenda**

- **PP** – In progress. Link governor to arrange to meet the DHT to review and complete the PP strategy document ahead of publication Dec 2025. Report Deferred Spring Term.

**Agenda**

- **School Improvement Priorities** - carry forward.

Progress towards baseline assessment for reception and Year 1 had taken place. This year's cohort appear strong at baselines so targets will be realistically planned for these year groups from baselines, teaching knowledge and aspirational expectation.

**(G) Who does the baseline assessments?** The relevant staff team for these year groups complete the baselines and this is moderated for consistency so as a

staff team we decide together based on professional judgement of observation and available data.

**(G) Can we be updated specifically on this year group, giving the pre school development and how this may potentially impact.** The HT would continue to update termly on this and other cohort data and progress.

**In relation to the Year 3 teacher secondment requested by the LA.** Governors sought assurance on how the secondment was impacting the school. The arrangement has been positively received and provides a strong development opportunity for the staff member involved. Leaders confirmed that the backfill is working well and that no issues have arisen to date.

Governors noted the importance of maintaining a balance between ensuring consistency for pupils and enabling professional development across the staff team. At this stage, the backfill arrangements are effective and continue to provide stability

**(G) How long is this for?** Until April 26.

- CPD monitoring also carried out – Report available to view on the Hub.

**GB/86/25**

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

Governors scrutinised safeguarding consistency, ensuring policies, practice and record-keeping were robust and applied across the school.

Oversight of strategic planning, challenging leaders on priorities, capacity and the sequencing of improvement actions.

Governors requested greater financial oversight, strengthening their understanding of budget pressures, forecasting and value-for-money decisions.

Reviewed of staff well-being, seeking assurance on workload, wellbeing and the impact of leadership decisions on operations.

Strong oversight of EYFS, monitoring provision, readiness for transition and the impact of improvement work on early outcomes. The also undertook a 'walk around' the new provision to review progress.

Governors engaged with new Ofsted legislation and descriptors, ensuring they understood emerging expectations and how these impact changes to the SEF and school improvement priorities.

**GB/87/25**

**Confirmation of dates for 2025/2026**

1st Spring term – 21 January 2026 at 6pm

2nd Spring term – 4 March 2026 at 6pm

1st Summer term - 7th May 2026 at 6pm

2nd Summer term - 1st July 2026 at 6pm

**GB/88/25**

**Determination of confidentiality of business**

Governors resolved that discussions and supporting papers at items GB/79/25 and GB/80/25 plus related supporting papers remain confidential.

All other papers be made public as needed.

**The meeting closed at 19.39pm.**

Signed ..... *M Laplanche* ..... (Chair) Date 21<sup>st</sup> January 2026

School Display