



MINUTES OF MEETING

School: John Blow Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 18th March 2026 at 6:00pm
Location: At the school (and/or virtual/hybrid platform)

Membership

'A' denotes absence

- Adrienne Allcock (vice chair)
- Emma Briggs-Price
- Ben Carver (Headteacher)
- Claire Fawcett (vice chair)
- Mary Hartshorne
- A** Sue Laplanche (chair)
- Cameron Lord (joined online)
- Paul Nolan
- Kerry Round
- A** Pete Smith
- Clare Stokes

ACTION

GB/18/26 Apologies for absence:

Apologies for absence were received from Mrs Laplanche and Mr Smith with reasons given. Governors **resolved** to accept the absences.

The chair thanked Mrs Round for attending the governor conference on behalf of the governing body. She said that it had been a good conference and she had found it very useful.

GB/19/26 Declaration of interest and reminder of confidentiality

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/20/26 Review of membership and terms of office ending in the next 12 months

As previously discussed, S Laplanche, A Allcock and P Smith's term of office were due to expire in the Autumn Term 2026. Consideration would need to be given in the Summer Term and parent election held in the autumn term 1.

- Staff election – The HT had asked for expressions of interest and there was only one person interested. This was Amiee Atkins, Assistant Teacher, and all the staff were in agreement to her being the staff representative. It was therefore **AGREED** that Amiee Atkins be appointed as staff governor for a 4-year period.

GB/21/26 Approval of minutes Spring Term 1 meeting

Minutes of the last meeting held, 21st January, 2026 were approved and signed electronically by the chair.

Amendment suggestion from Hub to consider/approve.

- Review of actions (in grey complete or on the agenda below)

GB/03/26 T Straw's term of office as staff governor would expire later this month, a staff election would be progressed. HT to arrange. As above, **complete**.

GB/03/26 It was also resolved that arrangements for hybrid meetings are clearly communicated in advance and reflected in diaries, so members can plan accordingly. A Teams invite for each meeting, would be placed in the school calendar, whether used or not, to ensure a more seamless operation. KR circulated Teams links and will manage hybrid arrangements. **Complete**.

GB/04/26 (GB/75/25) (GB/77/25) (GB/56/25) and (GB/78/75) The clerk had sent a reminder email ahead of the meeting. All govs were reminded to complete declarations via the Hub. Those governors yet to complete Prevent Training would progress the online training <https://www.gov.uk/guidance/prevent-duty-training>. C/forward action covering above, Confirm completion / compliance of governor declarations. Prevent declarations outstanding, all others are now up to date. The clerk was asked to send reminders to those who have not done the Prevent training, which was done.

GB/05/26 HTs report - Action: HT to include narrative explanation on actions and next steps against attendance data. E Briggs-Price would support this modelling work. The HT confirmed that this will be done in the next HT's report.

GB/05/26 Data - In relation to data analysis, Governors asked that the Headteacher include cohort-level data across subject within the next report to enable effective scrutiny for governors. **Action:** HT to provide further information on cohort data to enable further governor oversight and scrutiny. The HT confirmed that the March data will be available as requested in the next HT's report.

GB/10/26 safeguarding report - **Action:** (covering above points) HT to provide additional breakdown of CPOMs data, by child, category and cohort to support governors' scrutiny of safeguarding and behaviour data. The HT confirmed that this will be done in the summer term report.

GB/14/26 Link governor visits schedule for Spring Term. The headteacher would send possible dates for link governance visits, once the disruption from the flooding and building project had stabilised. HT. Governor monitoring had been disrupted because of the flood.

Confidential minutes

GB/08/26 Action : Headteacher to provide shadow set data as discussed (in relation to context of data with specific pupils removed). The HT confirmed that he will do this for the next data reporting.

GB/10/26 The Clerk highlighted that the use of reduced timetables can be an area of external scrutiny and advised that further detail would be helpful to support governor assurance, including reintegration planning, Local Authority notification, and safeguarding arrangements. It was agreed that the link governor will review this in more detail.

GB/22/26 Approval of policies

There were no policies to approve.

GB/23/26 Holding executive leaders to account:

Verbal summary

The HT informed governors that there had been three new starters and numbers are now up to 195 children, with two more starting next week. This means that FS2, Yr1, Y4 are now full and Yr 6 is over subscribed.

G: I thought that you didn't want to go over? The HT said that the school is legally obliged to take them.

G: Classroom sizes could be a problem. The HT thought that it was a good sign that parents were wanting their children to come to the school. Governors thought that this was positive news.

Part of this item is reported in the confidential section of the minutes.

GB/24/26 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff.

The interim appraisal meeting with the HT needs to take place in the summer term as this had been delayed because of the flood. The HT informed governors that the school was in an Ofsted window and a 2-day whole school review by the LA was planned. He thought his appraisal could be linked to this review. HT is to notify governors when this is to take place so that arrangements can be made.

HT

The same external adviser for the HT appraisal will come back in July for continuity.

Mrs Round said that the presentation on Ofsted for governors was really interesting at the conference and was something she was not aware of.

Staff appraisals have begun but there are staff shortages so these are not complete. Paper forms have been sent out to be returned before the end of term and these will be discussed next term.

Wellbeing - Governors try to check in with the HT. The HT reported that staff are generally happy and have pulled together during the disruption.

G: when is Mr Barnard back? It is expected to be after Easter but staffing will have to be looked at this if he doesn't come back. The current arrangements for cover were discussed.

G: Are there any other supply staff in. Yes, there have been two staff with medical appointments and two supply staff were brought in.

G: Is this covered by insurance? No, because they were below the number of qualifying days.

A new insurance contract has been signed and a claim has been put in for Mr Barnard's absence.

GB/25/26 Premises Update

- Health and Safety
- Buildings updates
- Risk Assessments

The HT said that there is nothing new to report since the last meeting. The unlicensed asbestos was removed at half term and the licenced asbestos was removed last weekend. The drying team are in for the year 6 classroom and once it is dry the renovation team will move in.

G: is the extra electricity for the drying costing the school? No, it is separately metered and part of the insurance claim, as is the extra water due to the leak.

The dispute with the LA regarding the contracts has been resolved.

G: Have year 5 adapted well to being over at the Football Club. The HT said that they had, and the Football club have been brilliant.

The risk assessment for the football club has been updated and has been approved by the Health & Safety team. Underwriters are not happy to put in temporary flooring but it is being done.

G: Are there any effects for the children who need consistency? The HT said that who went over to the Football Club has been managed very carefully. Everything else has been kept as normal but the coming together space is being missed.

A new caretaker is in place, who is brilliant and everywhere is noticeably cleaner.

GB/26/26 Review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

The annual audit was submitted last term and a date is to be made to do the confidential file audit.

G: were any records damaged in the flood. No, as they were in the HT's office.

GB/27/26 Correspondence

The chair had received one correspondence, which has been dealt with.

From the clerk, 2026 Spring 2 Newsletter – not discussed but added to the minutes for information.

Also available to view via the Hub. Key articles of note included,

Safeguarding – The Child Protection/Confidential Files Audit has been sent out. The last Governor Safeguarding Network slides are available on GovernorHub and Zain Iqbal is setting up a further meeting – date to be confirmed. Clarification that all schools have access to the Safeguarding Children in Education page on EM-ED regardless of whether they buy the training package. This will be the main location for all safeguarding resources and details of how to create an account is in the article.

HR Updates – governor responsibilities around headteacher absence and headteacher wellbeing, including information on NCC's headteacher wellbeing support package.

Curriculum and Assessment Review 2025 – information about recommendations for the national curriculum.

Changes to NCC Early Help services – information on Family Hub networks

Role of the Chair – how to build a strong team and articles on Objectivity in Governance and the importance of Expertise, Independence and Compliance.

National updates – information on:

- DfE individualised attendance targets for schools
- How governors can use Ofsted: Explore an Area to see what education looks like in their local authority and how it compares nationally
- School Uniform Policy
- Pay committees and pay recommendations
- The standards required in planning, commissioning and reviewing IT support services
- Carbon footprint calculator
- Restrictive Practices
- 2026 is the National year of reading

Heads, Chairs and governors – reminder to access the termly briefings for key actions

and information.

GB/28/26 General Data Protection Regulations

- Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)
- Report from the DPO and Information Governance Governor

It was agreed that Mrs Briggs-Price would be the DPO. The HT explained that the bought-in service (IGS) monitor systems on behalf of the school and do an annual audit. The name of the DPO will be changed on the policy and Mrs Briggs-Price agreed to look at the report before it is brought to the full governors meeting. The HT said that he had paid extra for a penetration test from the IT provider, which was part of the Essentials Plus certificate. This was done as quite a few Trusts and secondary schools have had a data breach.

GB/29/26 Review of all recent governor monitoring visit reports in line with the 2025 Ofsted inspection framework

- Safeguarding /LAC – audit done in December and confidential file audit planned
- SEND – Mrs Hartshorne had put a report on her visit on GovernorHub. She felt that the main thing for governors to be aware of is that whilst Ellie is in place as a trainee, Ben's workload is manageable but if she goes off it could cause problems. The HT said that there is a plan to cover this. A lot of work has been done and systems are in place. Mrs Hartshorne had picked up the suitability of Pupil Voice and the input has been adapted.

G: does the school fund the career development? No, it is fully funded.

G: will this put up the pay scale when qualified? This is budgeted for.

The HT informed governors that moderation has been done and all the applied for funding has been approved. One child was offered a place at a special school but he is staying for another year as he is doing well. An application needs to be put in for this child by this Friday.

G: I thought the plan was for funding to be allocated for 2 years. Yes, but one child is moving to a new key stage so it has only been approved for one year.

G: Are a number with significant needs moving on to secondary? Yes, in terms of impact on the school but this will not affect the funding.

Two children are coming in with bridge funding which will cover the need.

Mrs Hartshorne was thanked for her informative report.

- PP – Mrs Laplanche covered this in the last meeting
- School Improvement Priorities – linked to HT report
- Link governor visits schedule – to be done in the summer Term
- Whole school review and Health & Safety - Clare Stokes to do this every half term and to include some children. The HT gave assurance that everything is compliant.
- Sport and History – Mrs Round to speak to Mr Barnard after Easter
- Maths

A governor mentioned the Mini Marathon linked to the London Marathon where funds are given to the schools who participate. She agreed to get more information on this. Mrs Round said that she would sponsor the medals for the mini marathon done in school.

KR

GB/30/26 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account.

Governors have questioned and challenged on aspect of the HT's report, including Wellbeing, SEND, Admissions, staffing
 Governors continue to undertake training relevant to their roles.
 Monitoring visits have taken place and reports made to other governors
 Governors have worked with the school on budget setting and the SFVS.
 Governors have plans in place to undertake the HT's appraisal.
 Governors asked for assurance on the steps taken by the school to minimise social media issues and discussed social media at length and came up with suggestions to help parents which would hopefully decrease the number of incidents in school.

GB/31/26 Any other business

G: there have been a lot of e-mails for year 6 and does the HT think this will escalate?

A: Is it escalating. This happens every year when the pupils find out which secondary school they are going to. It is also a very difficult year 6 cohort and they are not emotionally mature enough to have mobile phones with social media. The HT dealt with an issue at the end of the previous week and was extremely disappointed that it happened again after the weekend. It took all Monday morning to sort it out, even though this incident happened over the weekend. The parents and child who caused the issue over the weekend have been spoken to and the attitude has totally changed.

'Ready for Secondary' project by Education Psychology will be done in full this year. In effect year 6 will be treated as year 7 after SATs in preparation for moving to Secondary School. The package will be modelling the expectations and is a 6–8-week programme.

G: is banning phones an option? It's difficult as the majority do come to school by themselves. Phones are turned off and handed in when they come to school and kept in the office. The issues are not happening during school time. Agreements need to be signed by parents on the use of phones, also including Smart Watches. The HT said that it has not been as bad as last year and that he is taking a zero-tolerance approach. The next step is to ban phones altogether.

There has been an issue in Year 4 over the inappropriate use of YouTube to which the parents are allowing access.

G: Pupils had them in Art Club. They shouldn't have had them and the HT will tighten up on this and remind Tom not to give them out before Art Club.

HT

The PHSE scheme is changing from September but it will be brought in early next term.

G: could the police be brought in? A TA has organised a talk with a Cyber Safety Officer from the police and there has been a Road Safety talk this week. They have already talked about social behaviour.

G: Governors need assurance that everything possible is being done and whether they can support. The HT has had a comment from a parent that nothing has been done about social media. The policy has been sent out in response.

G: Has any guidance been provided to parents about effective parameters and appropriate behaviour? Yes, this was done last year and it is in the policy as well.

G: could anything be put on the website to signpost parents to sources of support? The HT to look at this and ask Mr Newbury to put together a sheet for parents.

HT

GB/32/26 Confirmation of dates for 2026/2027

1st Summer term – Thursday 7th May 2026 at 6:00pm

2nd Summer term - Wednesday 1st July 2026 at 6:00pm

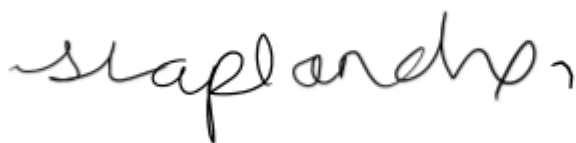
A governor asked that the meeting dates be set for next year as soon as possible.

GB/33/26 Determination of confidentiality of business

It was **resolved** that all papers and reports be made available as necessary with the exception of part of item **GB/23/26**, the budget report any supporting papers whereby children or staff can be identified.

The meeting ended at 7.40 pm

Signed



_____(chair)

Date 07/05/2026

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ACTION

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