

# MINUTES OF MEETING

**School:** John Blow Primary School  
**Meeting title:** First summer term meeting of the governing body  
**Date and time:** Thursday 7 May 2026 at 6pm  
**Location:** At the school

## Membership

'A' denotes absence

Mrs Adrienne Allcock (Co-opted governor) (Co-vice chair)  
Mrs Emma Briggs-Price (Co-opted governor)  
Ms Mary Hartshorne (Co-opted governor)  
Mrs Sue Laplanche (Co-opted governor) (Chair)  
Mr Cameron Lord (Co-opted governor) (Training co-ordinator)  
A Miss Kerry Round (Co-opted governor)  
Mrs Clare Stokes (Co-opted governor)  
Mr Ben Calver (Headteacher)  
Mr Paul Nolan (Local authority governor)  
Ms Claire Fawcett (Parent governor) (Co-vice chair)  
A Mr Pete Smith (Parent governor)  
Mrs Aimee Atkins (Staff governor)

**In attendance** Mr Colin Sawers (Clerk to the governors)

## GB/34/26 Apologies for absence Action

Apologies for absence were received from Mr Smith and Miss Round.

It was

**resolved**

that the governing body consent to these absences.

## GB/35/26 Declaration of interest

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

## GB/36/26 Governing board membership and terms of office ending in the next 12 months - (new governors - confirm eligibility, documents requested for required checks by school and induction arranged)

The clerk confirmed that there are no vacancies on the governing body.

The clerk brought to the attention of governors the following end of term of office:

- Mrs Adrienne Allcock – co-opted governor – 15 November 2026
- Mrs Sue Laplanche – co-opted governor – 31 December 2026
- Mr Pete Smith – parent governor – 18 December 2026

A governor **noted** that it was important that future adverts are aimed at a range of audiences to try and increase the diversity of the governing body.

**GB/36/26 Approval of minutes of second spring term meeting and any additional special governing body meetings**

The minutes of the second spring term meeting held on Wednesday 18 March 2026 having been previously circulated were confirmed and signed by the chair.

*Review of actions*

Actions in the minutes were reviewed. It was **noted** that they had been undertaken or were to be discussed in the meeting, except for:

- GB/24/26 – Head to notify governors when whole school review takes place to also include interim appraisal meeting.
- GB/29/26 – Mrs Briggs-Price to book phonics visit and Ms Fawcett to book multiplication check visit.

**Head**

**Mrs  
Briggs-  
Price / Mrs  
Fawcett**

The headteacher gave a verbal update on progress with the building works. Asbestos is present throughout the building and is being removed at weekends so that construction work can begin without delay. Flooring is going down but the kitchen installation has been delayed due to asbestos. The project is expected to be completed in June/July.

The headteacher confirmed that a complaint about the project has been made to the local authority health and safety team as the contractor has been chasing the school for payment.

*Ms Hartshorne arrived at 6.16pm*

Governors thanked the headteacher and school staff for their work on the project.

**GB/37/26 Receipt of minutes and approval of policies from committees and working parties** (including JCC if part of a formal collaboration)

Governors **received, noted** and **approved** the following policies:

- Data protection policy
- Security measures
- Finance policy
- Statutory requests for information policy

**GB/38/26 Overseeing financial performance and ensuring money is well spent across a school**

*Confirm Schools Financial Value Standard (SFVS) 2025-2026 submitted (deadline 31.03.26)*

Governors **noted** this had been approved at the spring term meeting.

*Approval of school budget (if not already agreed in actions from committees) - 3-year school budget approved and must be submitted to Finance by 31st May*

Governors **noted** this had been approved at the spring term meeting.

*Confirm governors consistent financial reporting out-turn statement completed - including the intended use of balances (BO2) return*

The headteacher **confirmed** this had been approved at the finance committee.

*Approval of services for schools/review of contracts (if not already approved in spring term)*

The headteacher **confirmed** that these had been approved at the finance committee.

#### GB/39/26 EYFS

See confidential minutes.

#### GB/40/26 **Evidence holding the senior leadership to account** - Summary of headteacher's report and governors' robust questions and challenge

##### *Summary of Headteacher's report*

The headteacher had shared a report in advance of the meeting with the following highlights:

##### **Context and Inclusion**

- The school roll stands at **197 pupils**, with **21% eligible for Pupil Premium, 11% SEN support, 3% EHCPs, and 13% on SEN monitoring**, broadly below national averages for disadvantage and SEN.
- Inclusion is a key inspection focus; governors were reminded of their responsibility to understand the needs of vulnerable groups, including SEND, disadvantaged pupils and those known to social care.
- Key support includes **nurture provision**, the **RESET alternative provision**, and the use of **PIVATS/B Squared** to remove barriers to learning. Case studies evidencing impact are available on Governor Hub.
- Pupil mobility during the Spring Term was low. There were **no recorded bullying incidents; one racist incident** was reported and appropriately dealt with, including a referral to Prevent, with no further action required.

##### **Quality of Education**

- Strengths identified include **Maths** (White Rose), **Phonics** (Little Wandle with English Hub support), **Geography, History, and PE**.
- Weaker areas include **PSHE, English, Science, Design & Technology, Art and Music (KS1)**, with actions in place, including the purchase of a new PSHE scheme (Jigsaw) for statutory implementation from September 2026.
- Spring Term attainment and progress data has informed planning, including intended **staffing structure changes for 2026–27**.

##### **Teaching, Behaviour and Attendance**

- Teaching priorities focus on **adaptive teaching, feedback, CPD and coaching**, supported by robust monitoring.
- Governors are directed to detailed **attendance and CPOMS reports** on Governor Hub. Behaviour systems continue to be monitored closely, with an emphasis on attendance, persistent absence and vulnerable groups.

##### **Personal Development**

- The school offers a broad enrichment curriculum, including **music hub partnerships, sports provision funded through the Sports Premium, Forest School, and residential visits in KS2**.
- Enrichment activities are **subsidised for Pupil Premium pupils** to ensure equality of access.

### Leadership and Governance

- Leaders are focusing on impact, evaluation, and knowing pupil groups deeply, aligned with the updated Ofsted framework.
- A **Local Authority whole-school review** is scheduled for **Summer Term 2, 2026**.
- Staff wellbeing remains an area for development; a future **governor-led staff survey** was suggested.

### Data Protection and Finance

- A GDPR update reported strong progress, with assurance moving from **Limited to Adequate**, and close to **Good**. Website updates and governance approvals are pending.
- A percentage finance report was unavailable due to timing of reconciliation and will be presented at the **Summer Term 2 meeting**.

### School Improvement Priorities

- **Priority 1 – English:** Strong progress in phonics, reading fluency and writing consistency; further focus needed on increasing **Greater Depth** outcomes.
- **Priority 2 – Wider Curriculum:** Improvements in curriculum sequencing and subject leadership, though consistency and reporting to governors require strengthening due to disruption from flooding.
- **Priority 3 – Early Years:** Successful relocation of the preschool, improved EYFS alignment (2–5 years), and positive early impact on provision and transitions; staff training remains a next step.

The headteacher agreed to send historical data to Mrs Briggs-Price to allow the creation of a data dashboard.

Mrs  
Briggs-  
Price

### *Governors' questions and challenge*

**A governor questioned if most children are hitting their targets?** The headteacher confirmed yes generally most children meet their targets. PIVATS and B Squared are used to monitor progress.

**A governor felt the school should be rightly please with the data but felt unable to agree with the headteachers report stating that children are making rapid progress and improvement in reading and writing.** The headteacher noted that the starting point of children arriving at the school is low but does show improvement from a low starting point. The headteacher noted this is internal data and so will not be considered by Ofsted.

**A governor noted that years 1, 2 and 3 seem to be lower for reading, writing and maths, should we be concerned?** The headteacher reported that year 2 had 3 teachers last year and so this had had some impact. COVID still impacts year 1. The school is now looking at improvement across the key stage rather than year by year. This enables priorities to be identified and acted on.

**A governor questioned what happens if the phonics programme is not right for some children?** The headteacher confirmed that the English Hub have a range of different programmes to suit different children.

**A governor questioned why we must conform with the English Hub if we are not happy with them?** The headteacher confirmed that the government dictates that you must stick to a scheme once you start it.

**A governor questioned if the staff are seeing results from the phonics programme?** The staff governor confirmed that staff have seen a significant improvement in phonics.

**A governor questioned if the school has a balanced curriculum?** The headteacher noted that there are lots of sessions for topics such as phonics, but they are short and sharp to allow other subjects to be studied.

**A governor noted that art still is a weakness.** The headteacher confirmed that work is now starting to develop a working model for art and over the next 2 years this should improve how this subject is delivered.

**A governor questioned if staff undertake GDPR training?** The headteacher confirmed yes, at the start of the school year each September.

**A governor questioned if Ofsted still hear children read?** The headteacher confirmed yes.

**A governor questioned if the issues around pupils' use of mobile phones had resolved?** The headteacher confirmed yes, the issue stemmed from year 6 children being uncertain after finding out their secondary school placements.

**A governor questioned if a particular year group generate issues?** The headteacher noted that one pupil on a reset plan generates a number of issues along with 2 particular year groups.

**A governor questioned if the introduction of CPOMs has made safeguarding more transparent for staff?** The headteacher felt it had put the ownership back on classroom staff.

**A governor questioned if staff still receive positive handling training?** The headteacher confirmed no, the training has all now expired. All staff however can use proportionate force, so for example on a recent trip a child sat down in the road and so a member of staff picked them up and moved them to safety.

**A governor questioned if we provide safeguarding guidance to volunteers?** The headteacher confirmed we do not, and children who are challenging are not placed with volunteers. The headteacher agreed to produce a safeguarding guide for parent helpers.

Head

**GB/41/26 Update on appraisal process for headteacher** (2nd review of targets - set in autumn term)

Governors **agreed** to defer this item to the next meeting.

Clerk

**GB/42/26 Receive and scrutinise headteacher's annual report on whole school appraisal process**

Governors **agreed** to defer this item to the next meeting.

Clerk

**GB/43/26 Update on headteacher's and staff's wellbeing**

*Confirm arrangement for monitoring and reporting to governors of headteacher and staff wellbeing and any actions required*

The chair **noted** that staff are facing huge pressures around parental complaints and communication from parents. Often parents will email outside of the school day and expect an immediate response.

The headteacher **noted** that there have been instances of staff being approached in the local community with queries from parents.

Governors **agreed** that the headteacher should conduct a staff survey email communication to allow him to decide on how best to use email.

The chair reminded governors that they need to remain strategic and not get involved in operational issues. If parents contact governors directly they should redirect them to the school to follow the relevant process.

The chair plans to promote positive stories for parents about the school and agreed to produce a document.

*Ms Fawcett left the meeting at 7.35pm*

GB/44/26

### **SEND presentation**

The headteacher had shared anonymised case studies of SEND support for children in advance of the meeting. These case studies demonstrate significant work to support children and families despite some parents not feeling this.

**A governor questioned that one case study shows a significant amount of work with a child with no funding.** The headteacher confirmed that this child has not been through the 6 cycles required to evidence funding need and will leave the school this year. The parents have also not engaged proactively with the SEND process.

**A governor questioned if we could flag the lack of parental engagement for this child?** The headteacher confirmed this was not an option.

GB/45/26

### **Information from the NCC Corporate Directors**

The clerk provided a summary of the content of the reports and drew governors' attention to the following:

#### **Corporate Director's Report (1) Summer Term 2026**

#### **Reducing the need for Restraint in schools through Inclusive Practice and Reasonable Adjustments**

The DfE's updated guidance on restrictive interventions, effective from 1 April 2026, clarifies when reasonable force may be used in schools while emphasising that restraint poses significant physical and psychological risks and should be avoided wherever possible.

The guidance prioritises prevention, early support and de-escalation. Nottinghamshire County Council continues to promote trauma-informed, respectful approaches through its revised *Understanding Behaviour* training, which no longer teaches restraint techniques but focuses on neuroscience, sensory regulation and relationship-based practice.

The statutory guidance sets clear expectations for lawful use, recording and reporting and outlines responsibilities for leaders and governing bodies.

#### **Action for governors:**

- **Familiarise themselves with the updated DfE guidance, particularly if the school is within the Ofsted inspection window**
- **Ensure that school leaders have reviewed and implemented all requirements of the updated guidance, including policy updates and**

recording/reporting systems

- **Support decisions around staff training**, based on school context ensuring alignment with DfE principles that prioritise reducing the need for restraint.

## Corporate Director's Report (2) Summer Term 2026

### The Revised Statutory Guidance for Relationships Education, Relationships and Sex Education (RSE), and Health Education

The DfE released updated statutory guidance on 15 July 2025 for Relationships Education, Relationships and Sex Education (RSE), and Health Education, which schools must implement by 1 September 2026.

The guidance outlines legal duties and emphasises high-quality, evidence-based teaching to support pupils' wellbeing, development and safeguarding. It sets key principles, including engaging pupils and parents, ensuring age-appropriate and sequenced learning and delivering curriculum content through skilled, well-trained staff within a whole-school approach. Schools retain flexibility to tailor content to local context.

Ofsted will consider RSHE provision as part of broader personal development and safeguarding responsibilities.

#### Action for governors

- **Familiarise themselves with the updated DfE guidance**
- **Ensure that curriculum content and teaching materials are aligned with the updated statutory guidance**
- **Ensure that clear information for parents/carers is proactively shared** on the subject content, teaching materials and external providers, and on the right to request that their child is withdrawn from sex education, as well as the development of the policy
- **Ensure that teaching is accessible to all pupils with SEND**

#### Governor actions for maintained schools

The headteacher reported that the school has invested in JIGSAW which enables the content of planned RSHE teaching to be shared with parents electronically.

#### GB/46/26 Safeguarding updates and information for consideration and action

Governors **noted** this had already been covered through the headteachers report.

Mrs Allcock will arrange a visit with the headteacher to conduct the safeguarding audit.

**Mrs Allcock**

#### GB/47/26 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

Governors **noted** this had been undertaken in the autumn term meeting.

#### GB/48/26 General Data Protection Regulations (GDPR) – report from the DPO to governors

Governors **noted** this had already been covered through the headteachers report.

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| GB/49/26 | <p><b>Termly report from governors' training co-ordinator</b> on governors' training undertaken, skills gaps and training opportunities, identified and actions</p> <p>In the absence of the training co-ordinator there was no report.<br/>The clerk agreed to provide the chair with details of monitoring visit training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
| GB/50/26 | <p><b>Receive the required governor monitoring visit reports - from all link governors</b>, including data protection governor, SEND link governor and safeguarding governor – review actions identified</p> <p>Governors confirmed that all the required visits had been completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Clerk  |
| GB/51/26 | <p><b>Communication relating to governance</b></p> <p><i>From chair</i></p> <p>The chair reported a complaint she had received from a grandparent of a pupil, whilst she met with the grandparent the complain could have been resolved directly by the school.</p> <p>The chair noted that the complaints policy on the school website is not the current version. The headteacher will ensure the complaints policy is updated to the latest version.</p> <p><i>From headteacher</i></p> <p>The headteacher had no communications to share.</p> <p><i>From clerk - Governor Newsletter and actions for governing board</i></p> <p>The clerk drew attention to the content of the first 2026 summer term edition of the Nottinghamshire Governor e-newsletter and highlighted the following items:</p> <p><b>Summer term 1 newsletter</b></p> <p><b>Welcome &amp; Overview from Governor Services</b> - Highlights key governance priorities for the summer term and recognises the vital role of clerks.</p> <ul style="list-style-type: none"> <li>• Ensure policy reviews, year-end preparations, and statutory duties are completed.</li> <li>• Complete annual planning documents.</li> </ul> <p><b>Safeguarding in Education</b> – Governor Network - Announces the rescheduled Governor Safeguarding Network event with agenda themes on training and audit reflections.</p> <p><b>HR Updates</b> - Outlines updates to safer recruitment, safeguarding training, TLR reviews, policy changes under Employment Rights Act 2025 and staffing items.</p> <ul style="list-style-type: none"> <li>• Ensure governors understand digital recruitment duties.</li> <li>• Promote staff/governor safeguarding training.</li> <li>• Complete TLR1/2 statutory reviews before 31 Aug 2026.</li> <li>• Monitor upcoming HR policy changes.</li> <li>• Review redeployment guidance if staff reductions apply.</li> </ul> | Head   |

**Governor Strategic HR Responsibilities** - Sets out governors' high-level responsibilities for workforce strategy, culture, pay, equality, compliance and staffing risks.

- Check responsibilities align with your Scheme of Delegation.
- Monitor workforce indicators and ensure policies are up to date.

**Private Fostering Arrangements** - Defines private fostering and outlines when governors should be aware of potential cases.

**Service Personnel – Exceptional Leave of Absence** - Summary: Explains guidance for schools considering exceptional term-time absence for service families.

**Governor Wellbeing** - Provides strategies for sustaining governor wellbeing through strategic focus, support networks and strong engagement.

**Clerking & Minutes** – Expectations - Emphasises the statutory and procedural importance of professional, independent clerking and accurate minutes.

- Ensure no staff member or HT clerks meetings unless conditions are met.
- Confirm minute retention processes are correct.

**Summer Term Actions for Governing Boards** - Details required completion of Scheme of Delegation, annual planner, and policy checklist.

- Approve the Scheme of Delegation at summer FGB.
- Finalise annual planner.
- Review statutory/policy checklist.
- Upload documents to GovernorHub.

**New Model Agendas for Committees / Circle Model** - Governor Services will now provide pre-populated agendas for committees/second FGB meetings.

- Adopt and adapt the new model agendas.
- Ensure all statutory items from planners are captured.

**Academisation** – Important Information for Schools Approaching Conversion  
Maintained school responsibilities remain fully in force until the exact conversion date.

**National Updates** - Covers online safety consultation, new screen-time guidance, reading concerns, RSHE changes, teacher recruitment plan, and rise in Ofsted complaints.

**Holiday Activities & Food (HAF) Programme** -: Encourages governors to champion HAF to support vulnerable pupils during holidays.

GB/52/26

**Approval of in-service training days** (5 days maximum) 2026-2027

Governors **agreed** to defer this item to the next meeting.

**Clerk**

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action                                                                                                                  |
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| GB/53/26 | <p><b>Review of annual planning document: delegation and organisation of committees:</b></p> <p><i>Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation</i></p> <p>Governors <b>agreed</b> to defer this item to the next meeting.</p> <p><i>Agree and approve of scheme of delegation 2026-2027</i></p> <p>Governors <b>agreed</b> to defer this item to the next meeting.</p> <p><i>Action annual planner 2026-2027 to support agenda setting</i></p> <p>Governors <b>agreed</b> to defer this item to the next meeting.</p> <p><i>Review Policy Checklist 2026-2027 - statutory policies for schools</i></p> <p>Governors <b>agreed</b> to defer this item to the next meeting.</p> <p><i>Review and agree appointment to link governor roles</i></p> <p>Governors <b>agreed</b> to defer this item to the next meeting.</p> | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> |
| GB/54/26 | <p><b>Pupil Attendance:</b></p> <p>Governors should be aware of the attendance rates for each group - as per View Your Education Data (VYED).</p> <p>Governors <b>noted</b> this had been covered in the headteachers report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                         |
| GB/55/26 | <p><b>Admissions</b></p> <p><i>Community and Voluntary Controlled schools: Review Published Admission Number (PAN)</i></p> <p>The headteacher reported that year 1 is now full with 2 children on the waiting list. Year 4 will increase to 32 pupils after half term.</p> <p>Governors <b>agreed</b> to request no change to the PAN.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                         |
| GB/56/26 | <p><b>Confirmation that the school website is compliant with the statutory requirements</b></p> <p>(DFE statutory requirement - free website compliance checklist is available on Nottinghamshire Governors Services resources page)</p> <p>The headteacher confirmed that the local authority has completed this for the school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                         |
| GB/57/26 | <p><b>Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account</b></p> <ul style="list-style-type: none"> <li>Governors provided <b>robust challenge</b> on pupil progress and attainment, particularly in English, reading, writing and mathematics, questioning</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                         |

variations between year groups, starting points, and the impact of teaching and assessment approaches.

- Governors **held leaders to account for delivery of school improvement priorities**, scrutinising strengths and weaker curriculum areas and seeking assurance on actions to improve consistency, subject leadership and outcomes.
- Governors demonstrated **strong oversight of safeguarding, inclusion and SEND**, challenging leaders on case studies, attendance, behaviour, staff training and safeguarding arrangements, resulting in agreed follow-up actions.
- Governors exercised **effective financial and compliance oversight**, confirming statutory returns, policy approvals, GDPR assurance progress and website compliance, and requiring further reporting where information was outstanding.
- Governors showed **strategic leadership and readiness for inspection**, aligning challenge with the Ofsted framework and monitoring progress in advance of the planned local authority whole-school review.

**GB/58/26**      **Confirmation of dates for 2026-2027 to be agreed** at the meeting in conjunction with the clerk

The governing body

**agreed**

that the headteacher would send a list of dates for next academic year to the clerk.      **Head**

**GB/59/26**      **Determination of confidentiality of business – for confidential minutes**

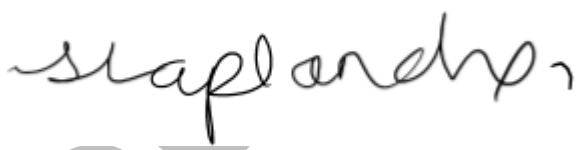
It was

**resolved**

that all papers and reports be made available as necessary, except for item GB/39/26 – EYFS.

**The meeting closed at 7.54pm.**

Signed



(chair)

Date 01/07/2026