

MINUTES OF MEETING

School: John Blow Primary School
Meeting title: Summer term 2 meeting of the governing body
Date and time: Wednesday 1 July 2026 at 6pm
Location: At the school

Membership

'A' denotes absence

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

In attendance Mr Colin Sawers (Clerk to the governors)

GB/60/26 Apologies for absence Action

Apologies for absence were received from Ms Hartshorne.

No apologies for absence were received from Mr Lord.

It was

resolved

that the governing body consent to these absences.

GB/61/26 Declaration of interest

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

GB/62/26 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

GB/63/26 Approval of minutes of summer term 1 meeting and any additional special governing body meetings

The minutes of the summer term 1 meeting held on Thursday 7 May 2026 having been previously circulated and subject to the following corrections being made were confirmed and signed by the chair.

It was **agreed** that in item GB/40/26 the challenge question around the governor unable to agree with the headteachers report would be reworded to:

A governor felt the school should be rightly pleased 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.

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/41/26 – Update on appraisal process for headteacher – Deferred to autumn meeting.
- GB/46/26 – Safeguarding audit – Deferred to September.

Clerk

Mrs Allcock

GB/64/26 Receipt of minutes and approval of policies from committees and working parties (including JCC if part of a formal collaboration)

Mrs Round joined the meeting at 6.30pm.

The headteacher gave a verbal update on behalf of the pre-school working party. The consultation has now closed, and the finance and HR elements have been completed. The current pre-school committee are prepared to continue until the handover completes and will have an emergency meeting to confirm this.

The headteacher reported that none of the existing pre-school staff had responded to the consultation, with very low rates of response.

A governor questioned if people realised the consultation was happening?

The headteacher confirmed that the consultation was promoted through a range of channels.

Governors **received, noted** and **approved** the PSHE policy subject to the agreed changes.

A governor questioned what will happen next with the PSHE policy? The headteacher confirmed that it will be shared with parents so that if they wish they can withdraw their child from the sex education elements. Any such requests by parents will be recorded.

A governor questioned how the content will be communicated to parents?

The headteacher confirmed that every term a link will be included in the class newsletter to the content. This has been trialled with year 6 and worked well.

Review of actions

Headteacher to make required changes to PSHE policy.

Head

GB/65/26 Overseeing financial performance and ensuring money is well spent across a school

Feedback from financial audit

The headteacher reported that although the audit has taken place the formal response is still awaited. It is expected that the final report will be positive with the main improvement needed to be staff to ensure purchase orders are raised before ordering goods.

Year-end summary

The headteacher had shared a report on GovernorHub in advance of the meeting. Governors requested that future reports show the date they cover to.

Head

The headteacher noted that there had been a lot of expenditure relating to the flood, however the insurers would then be reimbursing the school for this expenditure.

A governor questioned when the insurers will refund the school? The headteacher confirmed that the money is already slowly coming back.

See confidential minutes.

Benchmarking

The headteacher noted that the school is in line with similar schools.

GB/66/26 Evidence holding the senior leadership to account - Summary of headteacher's report and governors' robust questions and challenge

Verbal update from Headteacher – Ofsted criteria

The headteacher had shared a safeguarding report to governors in advance of the meeting.

A governor noted that the report does not show safer recruitment training or governor training. The headteacher agreed to update the report to reflect this.

Head

The headteacher confirmed that one looked after child would be joining the school in September.

See confidential minutes.

The headteacher noted that the school is currently oversubscribed in year 1 with 3 appeals ongoing.

A governor questioned why there are 18 children on the SEND/additional needs register but only 17 children on the SEND monitoring list. The headteacher confirmed that these are two separate groups of children.

The headteacher had shared an assessment report in advance of the meeting.

A governor questioned if the headteacher had expected greater impact for year 1 phonics with the new programme? The headteacher confirmed no, the main impact will be on current reception children. The year 2 retake data is poor as a sizeable number of children are on the SEND register.

A governor questioned if year 2 children have been impacted by the change of phonics scheme? The headteacher confirmed no.

The headteacher noted that in the autumn term a fuller picture will be available when all data has been compiled. The headteacher will update governors on internal data next term.

Head

The agreement with the English Hub continues and this brings half termly visits, monitoring reports and staff CPD. The link governor had joined the recent monitoring visit.

The link governor gave an overview of her observations following the recent monitoring visit. Highlights were:

- Work continues to reduce the gap in reading, especially at early years
- Reduced reliance on home reading
- Stronger data informed approach
- Next year will be a push on whole school reading capacity
- Felt assured that the scheme is being championed with good outcomes already in closing the attainment gap
- Fidelity to the scheme is ensuring consistency and helping to consolidate learning
- Gaps are being address
- Only noted weakness if that as the scheme has only just been introduced the full benefits have not yet been realised.

Approval of INSET days 2026-2027

Governors **approved** the following INSET days for the 26/27 academic year:

- 1 & 2 September 2026
- 23 November 2026
- 22 February 2027
- 28 July 2027

Governors **noted** that this was a change to the pattern used in previous years but would support improved implementation of learning for teachers from the INSET days.

A governor questioned if we could explain the reason for the change to parents? The headteacher agreed to consider the best way to communicate this.

Head

GB/67/26

Review of annual planning document: delegation and organisation of committees

Agree and approve of scheme of delegation 2026-2027

Governors **received, noted** and **approved** the updated scheme of delegation which had been shared on GovernorHub in advance of the meeting.

Action annual planner 2026-2027 to support agenda setting

Governors **noted** the content of the annual planner.

	<i>Review Policy Checklist 2026-2027 - statutory policies for schools</i>	Action
	The headteacher agreed to update to include local school policies.	Head
	<i>Review and agree appointment to link governor roles</i>	
	Governors agreed to confirm to the chair the current link roles they undertake so any gaps can be identified.	All gobs
GB/68/26	Premises update	
	<i>Health and safety</i>	
	The link governors agreed to undertake a monitoring visit.	H&S link
	The headteacher agreed to provide the health and safety link governors with access to the school's portal.	Head
	<i>Buildings updates</i>	
	The headteacher reported that all works following the flood will be completed for the start of the autumn term.	
GB/69/26	Review of curriculum approach for PP & SEND – update from link governor visit	
	The headteacher reported that the Education Improvement Service of the local authority had visited today as part of their support in the lead up to an Ofsted inspection. The headteacher felt the reviewer had given a fair overview of the school and will return on the 21 July to review the SIP and SEF for next academic year.	
	The headteacher agreed to share the SIP and SEF for next academic year when they are complete.	Head
	The link governor for history gave an overview of her visit having already shared the report on GovernorHub. The visit focussed on the history curriculum and the governor was reassured following her visit. An area for development was the use of artefacts and resources.	
	A discussion took place around the ending of sports premium. A positive for the school is that lots of sports teaching already takes place in house, and it was hoped to encourage more female staff to become engaged in sport as positive role models.	
	Governors discussed the possibility of the school purchasing or leasing a minibus rather than hiring one as at present. It was agreed that the income generation committee would meet to discuss this further.	Income gen cttee
	Mrs Briggs-Price and Mr Smith left the meeting at 8.07pm.	
GB/70/26	Confirmation of compliance with minimum school week (32.5 hours)	
	The headteacher confirmed that the school is complaint with the minimum school week.	

GB/71/26 Review draft and purpose for final version of a staff and parent survey**Staff survey**

9 staff members had responded to the survey, which was noted as low, however the opportunity was made to staff,

Governors discussed work following the staff survey to reduce the burden of parental emails. The headteacher confirmed that the situation is improved with the use of out of office notices about responses to emails. One governor felt that the school should be mindful that for some busy parents late evenings may be the only opportunity they get to email a teacher.

GB/72/26 Communication relating to governance*From chair*

There were no communications from the chair.

From headteacher

There were no communications from the headteacher.

From clerk - Governor Newsletter and actions for governing board

The clerk drew attention to the content of the second 2026 summer term edition of the Nottinghamshire Governor e-newsletter and highlighted the following items:

Summer term 2 newsletter

- **General Update and Strategic Focus**

- Governing boards are reminded to finalise annual planning documents by the end of the academic year to ensure a smooth transition into September and maintain strategic oversight.
- New DfE guidance and support materials on the use of artificial intelligence (AI) in education have been published for consideration by governing boards.

- **Safeguarding**

- Updated *Working Together to Safeguard Children 2026* strengthens expectations for schools as active partners in multi-agency safeguarding, with increased emphasis on collaboration, early help, information sharing, and inclusion.
- A new digital safeguarding audit system ("PHEW") will be introduced, with schools required to complete annual audits as a statutory requirement.
- The *Children's Wellbeing and Schools Act 2026* introduces changes including stronger information sharing duties, a formal safeguarding role for schools, monitoring of children not in school, and a proposed unique child identifier.

- **HR and Staffing**
 - A new **Employee Resolution Procedure** has replaced previous grievance and harassment procedures to simplify processes and improve early resolution.
 - A **Universal Policy Statement** is being introduced to streamline HR policies.
- **Finance**
 - Governing boards must review the 2025/26 Governor Statement, challenge variances, and ensure discussions and decisions are recorded in minutes.
 - Completion and submission of the **Committed Balances Return (CBR)** is required where applicable, with governing board oversight and ratification.
- **Suspensions and Exclusions**
 - Updated guidance reinforces that exclusion should be a last resort, with a strong focus on early intervention and reintegration.
 - Governors must ensure decisions are lawful, proportionate, and evidence that all alternatives have been explored.
- **Governor Training and Development**
 - The 2026–27 training programme will be available from 1 July 2026, with both subscription and pay-as-you-go options.
 - Induction training and ongoing safeguarding training for all governors is mandatory and should be monitored.
 - Governing boards are reminded of their statutory responsibility to conduct annual headteacher appraisal with support from an external adviser.
- **Ofsted and School Improvement**
 - Updated Ofsted framework information and FAQs are available to support governor understanding of inspections and expectations.
 - Small Schools' Conference feedback highlighted the importance of collaboration, evidence-informed leadership, and sustainability planning.
- **Annual Governance Documents**
 - Boards must review and approve key documents (Scheme of Delegation, termly planner, and policy checklist) by 1 September 2026.
- **National Policy Updates**
 - Proposed changes to school food standards.
 - Introduction of the Inclusive Mainstream Fund to support early intervention and inclusion.
 - New requirements on school uniform affordability and medical/allergy policies under the Children's Wellbeing and Schools Act 2026.

- **Compliance and Data Protection**

- From June 2026, schools must implement updated data protection complaint processes, including timely responses and clear record-keeping.

- **Other Updates**

- Recognition of long-serving governors (10+ years).
- Ongoing support and networking opportunities through the Nottinghamshire Association of Governors (NAGs).
- Termly governor briefings and updated RSHE resources (including vaping and nicotine education) are available, with associated actions for governors to review curriculum and policies.

Review of communication pathway

Governors discussed a recent discussion that had taken place on a WhatsApp group used by governors about an operational school issue that had the potential to cross into a strategic issue. The chair opened the discussion by apologising if her intervention to stop the discussion had come across in the wrong way.

In general the chair reminded governors that if they have any concerns they should discuss these directly with the headteacher or if they prefer with her as chair. As in this instance sometimes operational issues can have a strategic element to them.

Discussions should take place when all governors are present and if necessary an exceptional meeting of the governing body can be called, or an item added to the agenda of the next meeting.

Governors **agreed** it would be useful to have a document folder on GovernorHub that can be easily accessed to contain the code of conduct, scheme of delegation and annual planner.

Clerk

Mrs Fawcett left the meeting at 7.36pm

GB/73/26

Confirmation of dates for 2026-2027 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 1 2026 – Wednesday 23 September 2026 at 6pm

Autumn term 2 2026 – Wednesday 11 November 2026 at 6pm

Spring term 1 2027 – Wednesday 20 January 2027 at 6pm

Spring term 2 2027 – Wednesday 17 March 2027 at 6pm

Summer term 1 2027 – Wednesday 5 May 2027 at 6pm

Summer term 2 2027 – Wednesday 30 June 2027 at 6pm

GB/74/26 Determination of confidentiality of business – for confidential minutes

It was

resolved

that all papers and reports be made available as necessary except for elements of GB/65/26 and GB/66/26.

The meeting closed at 8.17pm.

Signed Claire Fawcett (chair) Date 23 September 2026