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Minutes – meeting of the Full Governing Board Tuesday 29 April 2025 at 5pm online.

Governors Present:	Local Authority Governor	Kevin Moyes (Chair)
	Foundation Governors	Stephen Craggs (SC) (Vice Chair) (Acted as Chair for items 1 and 2)
		Dale Gingrich (DG)
		Nick Westbury (NW)
	Staff Governor	Sarah Marshall (Headteacher)
	Parent Governors	Elliot Manning (EM)
		Melanie Christianson (MC)
	Co-opted Governor	Gillian Barnes (GB)
		Hannah Duckett (HD)
In attendance:	Clerk	Ruth Morrison (RM)
	School Business Manager	Lucy McKenna (SBM)
Apologies:	Parent Governor	Ashley Pile (AP)
	Co-opted Governors	Sarah Choa (SCh)
	Staff Governor	Louise Thomas (LT)
Quorum:	The Clerk confirmed that the meeting was quorate.	

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair welcomed all to the meeting.		
2	Opening Prayer	The Headteacher opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted from AP and SCh. SC summarised the reasons for SCh's long-term absence; governors agreed to accept SCh's apologies on an ongoing basis.		
4	Urgent Additional Items	No additional urgent items had been received.		
5	Declarations of Interests	There were no new declarations of interest.		
6	Approval of FGB Minutes	The minutes of the FGB meeting held on 11-3-25 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.	6.1	Chair: mark as signed
7	Matters arising not covered on the agenda	The action log was noted. Updates on actions were to be reported at the next meeting.	7.1	
8	Budget	<p>The following documents were available on GovernorHub:</p> <ul style="list-style-type: none"> • 8.1 Budget Forecast by CFR level • 8.2 Budget Summary • 8.3 Income Expenditure Breakdown April 25 <p>Overview – The SBM highlighted key points from the documents, gave information on how the budget had been produced and answered questions</p> <ul style="list-style-type: none"> • Income – This is reduced due to low pupil numbers starting in September 2025; 22 pupils confirmed, possibly 24. This represents a loss of £141K. 	8.1 8.2 8.3	

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		<ul style="list-style-type: none"> • Deficit –A meeting was held with OCC Finance regarding recouping the predicted deficit of £30K this year. Some staffing restructure has been incorporated into this budget. • Other income – The Breakfast club continues and an Easter Club was run to raise income. • Capital budget – This budget is strong. Ideas for spending this budget will be brought to the governing body for approval. • Monitoring – The school will now be on monthly budget monitoring due to the deficit. • New build – Some savings were made as some work was included in the build; these included, wiring and remedial work, an internal door, cctv and gates on the fire-track. • 3-Year out-turn – This budget is balanced over 3-Years as required by OCC. • Pupil numbers – Future years include some additional pupils as the expectation is that numbers will increase following a successful Ofsted visit. Some class sizes have been increased. <p>Comment: The Chair (Finance link governor) confirmed that there is nothing the school could have done better in terms of the budget, and that the situation is outside the control of the school. Care must be taken not to make savings that would impact the quality of the education as this could impact future pupil numbers.</p> <p>The Headteacher advised that each child represents around £4K each year, the structural changes are over a number of years. The SBM has benchmarked pupil numbers with other schools; falling numbers is an issue with them.</p> <p>Comment: Governors discussed the balance of building development against falling pupil numbers, promoting the school on social media and challenges versus the benefits of village schools.</p> <p>Q: Has the school approached Bloxham Feoffees for funding?</p> <p>A: The SBM advised that they had previously given money towards Chrome books, and that they could be approached again for a specific project.</p>		

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		<p>Q: Could social media be used to promote the school focussing on its village niche and sharing information on the out-of-school achievements of pupils?</p> <p>A: The Headteacher advised that in theory the school's social media accounts are linked. The Headteacher will link HD with Sally Avons (School social media link).</p> <p>Approval: The governing body approved the budget as presented; the SBM will arrange for the Chair to approve it on line.</p> <p>Further changes - The SBM explained that OCC Education Financial Services had not seen this final version of the budget; if there are further changes the SBM will let governors know. There is the opportunity to reset the budget in the autumn term if there are changes.</p> <p>Governors thanked the SBM for the information and for work on the budget.</p>		Chair: Submit budget
9	Community Communication	<p>9.1 Governor communication 11-3-25 – Governors noted the communication which had been sent to staff and parents.</p> <p>Governors agreed not to send a message to the community for this meeting; information will be included in the following communication.</p>	9.1	
10	Non-Standing items for the next FGB meeting	<p>May meeting</p> <p>Headteacher</p> <ul style="list-style-type: none"> • Subject Lead Presentation – Roisin Beale (PSHE lead) • Update on work to develop Long Term School Vision (3 and 7 years) • Termly report to include School Admin data; attendance; incident reports; mid-year appraisal (pt 2) report; SDP progress update (If applicable) and provisional outline of SDP targets for next year 		

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		<ul style="list-style-type: none"> DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. Agree SDP monitoring actions for the coming term Review Computing Code of Conduct Review Discuss Residential visits and approve planned Residential Visits for the year after next Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision effectiveness / includes HT report (If applicable) Review Appraisal & Performance Management Policy and staff job descriptions; Review staff attendance; report of effectiveness of Continuing Professional Development <p>Chair</p> <ul style="list-style-type: none"> Finance Governor Monitoring Report Health & Safety Walk Review systems and procedures for monitoring Health & Safety including risk assessments Review insurance arrangements and premises cost Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability Review Hall bookings/usage and discuss promotion of community hall Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year – SDP targets 		

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11	Dates of next meetings	Date	Start	End	Location		
		Mon 19 May 2025	17:00	19:00	School		
		Mon 14 Jul 2025	17:00	19:00	School		

The Chair thanked all for their contribution. The meeting closed at 5.30pm