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### Minutes – meeting of the Full Governing Board Tuesday 11 March 2025 at 5pm in school

<b>Governors Present:</b>	Local Authority Governor	Kevin Moyes (Chair)
	Foundation Governor	Stephen Craggs (SC) (Vice Chair)
		Dale Gingrich (DG)
		Nick Westbury (NW)
	Staff Governors	Sarah Marshall (Headteacher)
		Louise Thomas (LT)
	Parent Governor	Elliot Manning (EM)
		Melanie Christianson (MC)
	Co-opted Governor	Gillian Barnes (GB)
<b>In attendance:</b>	Clerk	Ruth Morrison (RM)
	English Lead	Kesha Staples (KS) (For agenda item 6)
<b>Apologies:</b>	Parent Governor	Ashley Pile (AP)
	Co-opted Governors	Sarah Choa (SCh)
		Hannah Duckett (HD)

**Quorum:** The Clerk confirmed that the meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
6	Subject Leader Presentation	<p>The meeting started in KS's classroom with a presentation on English in school. Copies of the Reading Long-term Plan and Curriculum Plan were tabled; these are available on the school website.</p> <p><b>Points covered included:</b></p> <ul style="list-style-type: none"> <li>• Where the school is now in response to Ofsted October 2022.</li> <li>• The Long-term Plan. Leaving the Jane Considine approach and now using The Writing Journey Approach as recommended by Owen Tromans (External English Adviser).</li> </ul> <p><b>Q:</b> What was the process for assessing which approach to move to?</p> <p><b>A:</b> Jane Considine was quite prescriptive and involved regurgitating writing. Owen gave advice and staff were consulted. The change was step by step with some units from each package to help staff and children. The new package relates to the ethos, everything is connected.</p> <ul style="list-style-type: none"> <li>• Adaptations to ensure pupils with SEND engage. This incorporates Bloxham Basics and meets the criteria for the National Curriculum.</li> </ul> <p><b>Q:</b> How is it adapted for pupils with SEND?</p> <p><b>A:</b> It's a whole class approach, the content is the same for all pupils. The language used is adapted. There is reciprocal working with pupils paired with better readers.</p> <ul style="list-style-type: none"> <li>• A flow of reading culture is evident in school.</li> <li>• Reading corners are in each classroom which are maintained by pupils.</li> <li>• Reading fluency is embedded daily to bridge the gap between decoding and understanding what has been read.</li> <li>• Bible passages are included each term now.</li> <li>• EdShed is used for spelling. Pupils have logins so they can access at home.</li> <li>• SPAG is a stand-alone lesson each week as part of the writing journey.</li> <li>• Staff delivering Phonics receive fortnightly sessions to ensure good practice.</li> <li>• Next Steps were included in the PowerPoint.</li> </ul>		

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		<p><b>Questions and comments from governors</b></p> <p><b>Comment:</b> At the Open Day today a pupil wanted to save English until the end as they were so proud of it.</p> <p><b>Q:</b> How do you ensure consistency of teaching?</p> <p><b>A:</b> Learning Walks, observations, plus always giving written and verbal feedback.</p> <p><b>Q:</b> Do pupils enter any competitions?</p> <p><b>A:</b> Year 4 are entering the 500 Words competition.</p> <p>Books were available for governors to look at and see the rich language being used.</p> <p>The Chair thanked KS for the useful presentation demonstrating the passion and dedication to English in school. KS withdrew from the meeting.</p> <p>The meeting moved to the staffroom.</p>		
1	Welcome	The Chair welcomed NW as a Foundation governor to the governing body.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted from AP and SCh. SC advised that he had tried to contact SCh but had had no response. No apologies had been received from HD.		
4	Urgent Additional Items	No additional urgent items had been received.		
5	Declarations of Interests	There were no new declarations of interest.		
7	Approval of FGB Minutes	The minutes of the FGB meeting held on 28-1-25 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.	7.1	<b>Chair:</b> mark as signed

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8	Matters arising not covered on the agenda	The action log was noted.	8.1	
9	Headteacher Report	<p><b>The following documents were available on GovernorHub:</b></p> <ul style="list-style-type: none"> <li>9.1 Quality First Report for Governors March 2025</li> <li>9.2 Summary of Curriculum Developments in Teaching and Learning</li> </ul> <p><b>Overview</b> – The Headteacher highlighted key points from the documents and answered questions</p> <ul style="list-style-type: none"> <li>Apologies for late papers due to it being a busy half-term. Preparation for the Strategy meeting took time but was useful preparation for Ofsted.</li> <li>Bloxham Basics was developed from Quality First Teaching research and discussions with staff. Ten elements of effective learning were identified. Staff have received training. AI has been used to refine the planning. Examples of how Chat GPT has been used in school were shared with governors.</li> <li>The LA now says that EYFS is an exemplar of good practice.</li> </ul> <p><b>Q:</b> Are there many pupils with English as a second language?</p> <p><b>A:</b> A small percentage compared with other schools in the area.</p> <ul style="list-style-type: none"> <li>All advisory visitors have commented on how good behaviour is.</li> </ul> <p><b>Comment:</b> Governors noted how the community has changed. The Traveller site has closed, and the number of Show families has reduced.</p> <p><b>Q:</b> The report mentions that the majority of lessons are Good; what is being done to make them all Good?</p> <p><b>A:</b> Working alongside staff, Phase Leaders work with them. The Headteacher has monthly meetings with some staff. A Supply teacher has been given a temporary contract and is fitting in well. The school is doing all it can to mitigate staff changes. External visitors for Early Years and Key Stage 1, plus for English and Maths have</p>	9.1 9.2	

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		<p>helped. Support is targeted at Year 1 as the staff are new, Year 5 as they were in the Foundation Stage during Covid and Year 6 because of SATs.</p> <p><b>LA Monitoring reports</b> – These were available on GovernorHub. The last visit from the School Improvement Partner had been good.</p>	Folder of reports	
10	<b>Update from the Chair</b>	There were no updates.		
11	<b>School Improvement</b> Self Evaluation and School Development Plan	<p>The following documents were available on GovernorHub:</p> <ul style="list-style-type: none"> <li>• 11.1 Position Statement – March 2025</li> <li>• 11.2 School Self-Evaluation Summary 25</li> <li>• 11.3 School Self Evaluation undated 2025</li> <li>• 11.4 SDP including Christian Distinctiveness 2025 Feb</li> <li>• 11.5 T4 6-week plan</li> </ul> <p><b>The Headteacher gave a summary and answered questions</b></p> <ul style="list-style-type: none"> <li>• The first 3 documents overlap. Document 11.1 is a summary produced by AI to reduce the shortened evaluation (document 11.2). Ensuring cornerstones links back to the curriculum is being worked on.</li> </ul> <p><b>A:</b> Are there grades for each section?  <b>Q:</b> We've been advised that this is not required. The documents are based on us being Good but with many elements of Outstanding.  <b>Comment:</b> We can demonstrate the journey of how we have got to Good. There is evidence and we can show what is being done.  <b>Q:</b> Do staff have the documents?  <b>A:</b> Yes, these were shared last week.</p>	11.1 11.2 11.3 11.4 11.5	

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		<p><b>Approval:</b> Governors confirmed that they were content with the documents showing where the school is now and what is being done.</p> <p><b>Q:</b> Has the LA Strategy process been helpful?</p> <p><b>A:</b> There have been three different leads, each with their own way of doing things. The 6-week plans have been useful and show the flow across the weeks. They have advised that the headteacher's commentary on suspensions to show that they were reasonable and appropriate was too detailed; this has now been reduced to a summary. See item 13 below.</p> <p><b>Comment:</b> Their approach should be tailored to the context of the school. It shouldn't be assumed that there is bad governance. The Chair has given this feedback to OCC.</p>		
12	Governor Updates Since last meeting	<p><b>Reports were available on GovernorHub</b></p> <p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of Visit (not covered elsewhere on the agenda)</p> <p><b>12.1 Governor monitoring schedule</b> - Noted</p> <p><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>12.2 SEND Pupil Premium Termly report 5-3-25</b></p> <p><b>GB</b> gave an overview of the meeting with LT (Inclusion Manager) which had focussed on SEND figures and reasons for Pupil Premium pupils not attending clubs and sessions for parents.</p> <p><b>Comment:</b> SC offered to forward a press report suggesting initiatives have been successful for pupils with SEND but not so for Pupil Premium.</p> <p><b>12.3 and 12.4 Governor Monitoring Reports – Term 2 data, 30-1-25 by AP –</b> Governors noted these reports.</p> <p><b>Q:</b> What strategies are being used to close the gaps following the pupil progress meetings?</p>	<p>12.1</p> <p>12.2</p> <p>12.3 &amp; 12.4</p>	

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		<p><b>A:</b> LT and the Phase Leaders met with teachers and reviewed class lists to identify pupils who had dipped. Trends and patterns have been looked at in pupils' previous attainment.</p> <p><b>Q:</b> Who does the interventions?</p> <p><b>A:</b> A teaching assistant (TA) or teacher as appropriate. The reduction in TAs has impacted on interventions. Recruitment of TAs is challenging. All TAs are also lunchtime supervisors and vice versa.</p> <p><b>12.5 LA Strategy Meeting Minutes 3-3-25</b> – Governors noted the minutes.</p> <p><b>PE and Sports Funding mid-year review</b> – The Headteacher will talk with the sports lead about including quantitative data in the report presented at the last meeting.</p> <p><b>12.6 – Mid-Year Review – Pupil Premium Funding Update</b> – LT reported that some of the data is lower such as Phonics where there are more pupils with SEND. The data for Year 6 Pupils Premium looks good.</p> <p><b>Q:</b> Are you confident that where the funding is focussed is closing the gap in the right areas?</p> <p><b>A:</b> Yes, the nurture team is a real asset to the school. The Headteacher shared examples of how they work with pupils in school. The nurture lead teaches Team Teach de-escalation techniques to all staff.</p> <p><b>Comment:</b> KM reported that he had received emails from parents with concerns regarding using supply staff but that they had been positive about the nurture team.</p> <p><b>Q:</b> What happen with Pupil Premium funding if there are new families?</p> <p><b>A:</b> There is a funding lag if the cut-off date is missed. Families choose to come here because of the strength of provision.</p>	<p>12.5</p> <p>12.6</p>	<p><b>HT:</b> Discuss quantitative data with the Sports Lead</p>

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		<p style="text-align: center;"><b>STAFFING</b></p> <p><b>Update on light-touch appraisal system for teaching assistants</b> - LT advised that a questionnaire/ skills audit linked to the TA standard was sent to TAs. Completion might take place as an activity.</p> <p><b>Headteacher Mid-Year Appraisal Review</b> – KM confirmed that this had taken place.</p> <p><b>Review Deputy Headteacher (DHT) vacant position</b> – The Headteacher is looking at options to recruit for an acting DHT before the end of the year.</p> <p><b>Q:</b> Would this be a teaching role?</p> <p><b>A:</b> Yes, it would need to be.</p> <p style="text-align: center;"><b>FINANCE</b></p> <p><b>Schools Financial Value Standard</b> – The Headteacher confirmed that the report approved at the last meeting had been submitted to OCC on time.</p> <p><b>Summary of Communication with OCC Finance Team on Budget Monitoring</b> – The Headteacher reported that she and the School Business Manager (SBM) had requested finance support from OCC when they were appointed but had not received it. The SBM had completed Period 9 figures with the OCC Finance Accountant, but at the recent Strategy meeting Andy Flowers (OCC Bursar Support Team Leader) flagged up that our data did not match what was expected as it was old, and the coding was wrong. The SBM has another finance session planned with the Finance Accountant. OCC will now provide training for the SBM and Headteacher.</p> <p>The Headteacher has requested access to the procurement card from OCC.</p> <p>The Chair reported that he had written to Andy Flowers to say that the governing body has full confidence in the school's management of its finances and have done all they could. Cuts have been made to the staffing and further cuts would impact on the quality of education and be detrimental to pupils' education. Money needs to be invested to get the school to Good and this would then increase pupil numbers.</p>		



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		<p><b>Approval:</b> Governors were concerned about the above information and agreed with the course of action.</p> <p><b>Update on 3-Year budget preparation</b> – The Headteacher advised that work on the budget will be undertaken when the above issues have been resolved.</p> <p style="text-align: center;"><b>Premises (Excluding Health &amp; Safety)</b></p> <p><b>School Hall</b> – The Headteacher reported that the new hall will be handed over on 17-3-25. Classes will visit it one at a time to familiarise themselves. Some pupils visited with the architect.</p> <p><b>Forest School</b> – <b>Q:</b> Does the school offer Forest School?  <b>A:</b> A lunchtime supervisor who is Forest School trained is offering this as a club. Outdoor Play and Learning (OPAL) provision will be investigated as a way to encourage pupils in a productive way.</p> <p style="text-align: center;"><b>COMMUNITY</b></p> <p><b>12.7 Governor Monitoring Report – Carol Service 20-12-24 SC.</b> Governors noted the monitoring report. SC reported that the children had been wonderful.</p> <p><b>Confirm prospectus information on the school website is up to date</b> – The Headteacher confirmed that this is up to date. Some areas of the website are password protected as they contain documents from schemes used.</p> <p><b>Environmental Sustainability</b>  12.8 National Governance Association (NGA) Governor Guide on Sustainability and  12.9 NGA Governor Sustainability Case Study, plus weblink <a href="#">Sustainability and climate change strategy - GOV.UK</a></p>	<p>12.7</p> <p>12.8</p> <p>12.9</p>	

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		<p>The Chair gave information regarding the governing body having responsibility for environmental sustainability and encouraged governors to book on the OCC Governor Services training on 12-6-25; MC agreed to attend.</p> <p><b>Agreement</b> – Governors agreed that Environmental sustainability be a standing agenda item at meetings. The Headteacher will forward a template plan with funding information to MC.</p> <p>The Chair will encourage parents to join in with work on this via the message to the community.</p>		<p><b>Clerk:</b> agenda item  <b>HT:</b> forward information  <b>Chair:</b> include in message</p>
13	Safeguarding	<p><b>Any Safeguarding, Bullying or Racist incidents to report since the last meeting.</b>  LT advised that there had been no incidents to report.</p> <p><b>13.1 Section 175 Safeguarding Action Plan Review, 13.2 Action Plan from the ESAT Safeguarding review 2024 Review and 13.3 OSCB neglect Standards for Education September 2024</b> – LT reported that most of the actions from the audits have been completed or are in process. Staff have been asked to log neglect when reporting a concern so that LT can collate the data.</p> <p><b>Suspensions Summary</b> – The Headteacher uploaded the summary during the meeting and gave an overview of the numbers to governors.</p> <p><b>Comment:</b> Governors gave their approval to the approach to suspensions which is a balance between keeping children in school and safeguarding staff and other pupils.</p> <p><b>Monitoring:</b> SC and GB agreed to undertake a monitoring visit to review anonymous data on suspensions.</p>	<p>13.1  13.2  13.3</p>	<p><b>SC and GB:</b>  monitoring visit</p>
14	Health and Safety	<p><b>Health and Safety incidents</b> – There were no health and safety incidents to report.</p>		

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15	GDPR	The Headteacher gave an update on the previously reported subject access request from Thames Vally Police: LT had been asked to confirm that the information was correct. There have been no GDPR breaches since the last meeting.		
16	Governor Business	<p><b>Confirm recording from previous FGB meeting has been deleted</b> – This had been deleted.</p> <p><b>GOVERNOR VACANCIES</b> All positions filled.</p> <p><b>16.1 Governance Changes and Impact at Bloxham CofE Primary School 4-3-25</b> – The Chair gave an overview of the document which gives a summary of changes to governance and where we see the school is, and where it is going. If Ofsted call, the Chair will contact governors.</p>		
17	Governor Training Update	<p><b>17.1 Governor training</b> – The updated training tracker was available on GovernorHub. There were no updates from governors on recently attended training.</p> <p><b>Training gaps</b> – The Clerk gave information on required Induction, Prevent, Safeguarding and GDPR training, which all new governors must now complete.</p> <p><b>17.2 Governor Services Sustainability January 2025</b> – Governors noted the slides from this training session.</p>	<p>17.1</p> <p>17.2</p>	<b>Governors:</b> Complete training
18	Policies Review/for approval (as per policy)	<p><b>18.1 Policy and key documents Schedule</b> – Governors noted the updated document.</p> <p><b>Governors approved the following policies available on GovernorHub:</b></p> <ul style="list-style-type: none"> <li>• 18.2 Health, safety and wellbeing Policy</li> <li>• 18.3 Privacy Policy Governors</li> <li>• 18.6 Lone Working Policy</li> <li>• 18.8 Home Learning Policy</li> <li>• 18.9 Policy for administering temporary/short term/non-prescription medicines</li> </ul>	<p>18.1</p> <p>18.2</p> <p>18.3</p> <p>18.6</p> <p>18.8</p> <p>18.9</p>	

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		<b>Approval deferred until the next meeting</b> <ul style="list-style-type: none"> <li>18.4 Support Staff performance Management Guidance- HT</li> <li>18.5 Support Staff Pay Policy- HT</li> <li>18.7 Phonics and Early Reading Policy- HT (the Chair will upload this to GovernorHub for governors' approval)</li> </ul>	18.4 18.5 18.6	<b>Chair:</b> Upload policy for approval
19	Community Communication	<b>19.1 Governor communication 28-1-25</b> – Governors noted the communication which had been sent to staff and parents.  Governors considered what the communication from this meeting should include. <b>Points raised included:</b> <ul style="list-style-type: none"> <li>Welcome to Nick Westbury new Foundation governor</li> <li>Asking for parent volunteers to help with environmental sustainability</li> <li>New hall opening, to be handed over 17-3-25</li> <li>Nurture team being a real asset to the school</li> <li>English presentation from Kesha Staples - flag the weblink to English on website, encourage parents to familiarise themselves with it</li> <li>Open classroom on 11-3-25, well attended and good atmosphere</li> </ul>	19.1	<b>Chair</b> - Write message
20	Non-Standing items for the next FGB meeting	<b>Headteacher / Chair for April meeting</b> <ul style="list-style-type: none"> <li>Review final out-turn position and approve budget including Governors' expenditure and purchase of external services.</li> </ul> <b>May meeting</b>  <b>Headteacher</b> <ul style="list-style-type: none"> <li>Subject Lead Presentation – Roisin Beale (PSHE lead)</li> <li>Update on work to develop Long Term School Vision (3 and 7 years)</li> </ul>		

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

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21	Meeting Impact	Governors reflected on the impact of the meeting. <b>Key points included:</b> <ul style="list-style-type: none"><li>• There was a lot of reading for the meeting.</li><li>• The Clerk gave information about how to download documents from GovernorHub in case there is no internet access.</li><li>• Future meetings could be held in the Cherry Tree Centre.</li><li>• Introductions at the start would be helpful for all.</li></ul>																		
22	Dates of next meetings	<table><thead><tr><th>Date</th><th>Start</th><th>End</th><th>Location</th></tr></thead><tbody><tr><td>Tue 29 Apr 2025</td><td>17:00</td><td>18:00</td><td>Online, probably on Google</td></tr><tr><td>Mon 19 May 2025</td><td>17:00</td><td>19:00</td><td>School</td></tr><tr><td>Mon 14 Jul 2025</td><td>17:00</td><td>19:00</td><td>School</td></tr></tbody></table>	Date	Start	End	Location	Tue 29 Apr 2025	17:00	18:00	Online, probably on Google	Mon 19 May 2025	17:00	19:00	School	Mon 14 Jul 2025	17:00	19:00	School		
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The Chair thanked all for their contribution. The meeting closed at 7.07pm