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### Minutes – meeting of the Full Governing Board Tuesday 16 July 2024 at 5pm in school

**Governors Present:** Local Authority Governor Kevin Moyes (Chair)  
Foundation Governors Stephen Craggs (SC) (Vice Chair)  
Dale Gingrich (DG)  
Staff Governors Sarah Marshall (Headteacher)  
Louise Thomas (LT)  
Parent Governors Ashley Pile (AP)  
Elliot Manning (EM)  
Co-opted Governors Gillian Barnes (GB)  
Sarah Choa (SCh)

**In attendance:** Clerk Ruth Morrison (RM)

**Apologies:** Parent Governor Candice Hinds-George (CHG)

**No apologies received:** Foundation Governors Suzette Watson (SW)

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

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|---------|---|--|--------------------|-------------------------------|
| 1       | <b>Welcome</b>  | The Chair welcomed governors to the meeting.   |                    |                               |
| 2       | <b>Opening Prayer</b>   | The Chair opened the meeting in prayer.  |                    |                               |
| 3       | <b>Apologies for absence</b>  | Apologies that had been received were accepted as noted above.   |                    |                               |
| 4       | <b>Election of Chair and Vice Chair for the academic year 2024/25</b> | There was one nomination for each position. Governors elected KM as Chair and SM as Vice Chair and thanked them for their work in continuing in these roles. |                    |                               |
| 5       | <b>Urgent Additional Items</b>  | No additional urgent items had been received.  |                    |                               |
| 6       | <b>Declarations of Interests</b>                                      | There were no new declarations of interest.  |                    |                               |
| 7       | <b>Approval of FGB Minutes</b>  | The minutes of the FGB meeting held 29-4-24 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 |
| 8       | <b>Matters arising not covered on the agenda</b>                      | The action log was noted. All actions were to be covered by later agenda items.  | 8.1                |                               |



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| 9       | Headteacher Report | <p>The following documents were available on GovernorHub:</p> <ul style="list-style-type: none"> <li>• 9.1. Headteacher Report July 2024</li> <li>• 9.1b OCC Monitoring visits – 8 documents</li> <li>• 9.2 Data Update v1 July 2024</li> <li>• 9.3 Residential Visits</li> <li>• 9.4 Parents’ Questionnaire responses 2023 v 2024</li> </ul> <p><b>HEADTEACHER REPORT</b></p> <p>The Headteacher highlighted key points and answered governors’ questions.</p> <ul style="list-style-type: none"> <li>• <b>SATs</b> –Staff are delighted with the progress of individual pupils in Year 6. Target predictions were accurate. A couple of appeals have been submitted. The results flagged up some areas to focus on next year including writing and SPAG (Spelling, Punctuation and Grammar). Year 6 teachers are looking at the books and tracking of current Year 5 pupils. Baseline SATs tests will take place in September. Using tracking data to ensure pupils progress will be a focus next year. The Headteacher uploaded the Term 6 Data Summary 2023-24.</li> <li>• <b>Attendance</b> – The LA (Local Authority) is delighted with the attendance figures (95.7% to date this year, compared with 94.2% nationally). Sarah Raffill (Admin Assistant) and Kym Drysdale (Pastoral Support) have completed training on the new attendance requirements coming into effect in September.</li> <li>• <b>Staff Absence</b> - Managing sickness guidance from the LA is followed. Staff are supported in returning to work by meeting with the Headteacher and looking at phased returns, flexible working and using occupational health.</li> <li>• <b>Strategy Review</b> – The next review is later this week. Sam Bartholomew has confirmed that the school is Good from the LA’s point of view. Strategy support will continue until Ofsted agrees that the school is Good.</li> <li>• <b>Exclusions</b> – These are significantly less than last year. Assaults on staff are the cause of most exclusions. Specialist support is in place.</li> </ul> | <p>9.1</p> <p>9.1b</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> |        |

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|         |       | <ul style="list-style-type: none"> <li>• <b>Curriculum</b> – The curriculum is broad and balanced and fulfils the National Curriculum requirements. The curriculum will be ‘Bloxhamised’ for next year</li> <li>• <b>CPD</b> – The LA have said that the offer for staff is strong.</li> <li>• <b>School Development Plan (SDP)</b> – The current plan has been RAG rated. The plan for next year will include increasing communication as this was raised by the Parents and Staff Surveys, personalising the curriculum, British Values and for Early Years, the Home School Community link.</li> <li>• <b>Pupil Numbers</b> - Numbers are down for entry in Reception for 2024/25. Promoting the school and proving opportunities for future parents to be in school is key.</li> </ul> <p><b>Comments and questions from governors included:</b></p> <p><b>Q:</b> The KS2 SATs data is down for maths and writing, how does it compare with National?</p> <p><b>A:</b> It’s not where we want it to be but better than before. National data isn’t yet available.</p> <p><b>Q:</b> How did Power Maths impact on results?</p> <p><b>A:</b> The Headteacher will source the data and share it.</p> <p><b>Q:</b> Last year there was a survey with an action for the Senior leadership Team (SLT) to help with home learning to improve outcomes for Pupil Premium pupils. What was the impact? Is there a plan in place?</p> <p><b>A:</b> Home learning has been promoted. The Deputy Head has spoken with staff about how to support the children. Home learning and how to support these pupils will be looked at again and carried forward.</p> <p><b>Q:</b> Pupil numbers have dropped by 7 since September. Have any left because they are dissatisfied with the school?</p> <p><b>A:</b> One pupil, but not recently. Others have left to attend a school closer to home, or due to a house move or being offered a place at their original choice.</p> |                    | <p><b>HT:</b> Impact of Power Maths data</p> |

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|         |       | <p><b>Q:</b> Attendance is good. What has worked well to improve Persistent Absence?<br/> <b>A:</b> Sarah Raffill and Kym Drysdale are a strong team with a positive relationship with parents, plus the nurture team. Attendance is reported 3 times a year to parents and is stated in reports when it is not acceptable.</p> <p><b>Q:</b> What key things have helped reduce the number of suspensions?<br/> <b>A:</b> Consistency in the school's approach and the nurture team. Working with parents and links back to the values. Most teaching assistants (TAs) are Team Teach trained.</p> <p><b>Q:</b> What does ensuring skills for subjects are Bloxhamised mean?<br/> <b>A:</b> Linking the curriculum to the local area in subjects like History, Geography and Science. Visits are arranged to local museums and rivers. Local places that support the curriculum are flagged up to parents.</p> <p><b>Q:</b> What was the impact of the wellbeing INSET day?<br/> <b>A:</b> This was well received by teachers and supported their wellbeing. It might be extended to TAs next year, they are valued as much as teachers.</p> <p><b>Q:</b> Was the level of support from OCC at the right level and what was the impact?<br/> <b>A:</b> The school has been fortunate with the support which has been given in a constructive manner. Their suggestions have been passed on to staff who have taken it on board in a positive manner. Examples were given. The support has matched need.</p> <p><b>Q:</b> What are the reasons for changing the pattern of Residential Visits?<br/> <b>A:</b> The school has listened to feedback from parents. Previously there were trips in years 4, 5 and 6. Kilvrough provides good opportunities for pupils. Osmington Bay is difficult with increased costs and travel. Whitemoor Lakes which is closer will be trialled next year with a saving of £100 per family. Going forward there will be 2 trips; in Years 4 and 6.</p> <p><b>PARENTS' QUESTIONNAIRE RESPONSES – COMMENTS AND QUESTIONS</b></p> |                    |        |

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|         |   | <p><b>Comment</b> – 143 responses represents a good level on engagement and is an improvement on last year (82 responses).</p> <p><b>Q:</b> What are the key takes from the responses?</p> <p><b>A:</b> Communication to parents. Some things had to be done at pace. The school thinks about the impact of its decisions on parents. Curriculum maps have been drawn up and will be shared with parents by the end of term.</p> <p><b>Q:</b> Can dates for events be communicated early to parents?</p> <p><b>A:</b> Yes. Dates are included on the school website, sometimes parents miss them.</p> <p><b>Comment:</b> Positive responses related to bullying, safety and behaviour are slightly down.</p> <p><b>A:</b> The Headteacher will analyse the results by Year group. Responses may link to the behaviour of individual pupils. The balance between the number of suspensions going down and behaviour responses being less positive will be explored.</p> |                    |        |
| 10      | Update from the Chair                         | There were no updates.   |                    |        |
| 11      | School Improvement<br>School Development Plan | <p><b>11.1 School Development Plan (SDP)</b> - This was available on GovernorHub.</p> <p><b>Q:</b> Where is the school at with the actions in the SDP?</p> <p><b>A:</b> Some actions have not been done and won't be. Consistent high standards are in place; next year we need to ensure they continue. Staff teaching development meetings have been good for subject knowledge development. Next year we will focus on a limited number of subjects to push. Looking at Ofsted reports will move to next year; this will help the quality of education. Some items have progressed but not as much as we wanted. Most term 6 items are now rated green. Next year there will be fewer targets and they will be reviewed during the year.</p> <p><b>Q:</b> What has caused the delay in some actions?</p>  | 11.1               |        |



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| 12      | Self-Evaluation (SEF)               | <p><b>12.1 Self- Evaluation</b> – This was available on GovernorHub</p> <p><b>The Headteacher gave an overview.</b></p> <ul style="list-style-type: none"> <li>• The school has been graded Good in all areas. This grade has been confirmed by the LA.</li> <li>• Consistency and collaboration are in place. Staff want the school to be Good.</li> <li>• There has been positive feedback, such as with the clubs.</li> <li>• There is a sense of community and support.</li> <li>• A ‘no excuse’ culture is in place.</li> <li>• Children are not taught outside the classroom apart from for short-term support.</li> <li>• Behaviour is good. Staff support pupils if their behaviour is not as it should be.</li> <li>• Outside visitors have commented on the positive vibe.</li> </ul> <p><b>Comments and agreement</b></p> <ul style="list-style-type: none"> <li>• Governors confirmed that when visiting the school staff and pupils have been enthusiastic.</li> <li>• Positive and supportive atmosphere.</li> <li>• Governors agreed with the Good grading for all areas.</li> </ul> | 12.1               |        |
| 13      | Governor Updates Since last meeting | <p><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>Curriculum developments</b> – The Headteacher confirmed that the school meets the requirements of the National Curriculum and teaches for 32.5 hours each week.</p> <p><b>Reports were available on GovernorHub</b></p> <p><b>13.1 – SEND and Safeguarding and Pupil Premium review</b></p>   | 13.1               |        |



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|         |       | <p>GB (Lead governor) gave an overview of the report. Pupil Premium data, reasons and plans will be a focus of visits next year.</p> <p><b>13.1a – Case Studies 3-7-24 – SEND and Educational Health Care Plan (EHCP) Pupils –</b><br/>GB reported that it had been pleasing that there were few behaviour logs for the 3 case studies pupils, this helped their academic learning. LT gave information on the transition arrangements to new year groups for pupils with EHCPs. Where possible, TAs will move up with them for consistency.</p> <p><b>13.1b – Governor Monitoring Report – SEND/Safeguarding 20-5-24 -</b> GB gave an overview of the visit.</p> <p><b>13.2 – Governor Monitoring Report – Behaviour Management 24-5-24 –</b> SC reported that the visit had confirmed that policies are in place and are followed for behaviour management.</p> <p><b>13.3 and 13.4 – KS2 Assembly and Learning Walk 5-7-24 –</b> KM advised that there was a positive change in the culture across school since his last visit. There was a sense of inclusion, and the values were evident. The atmosphere was calm with pupils engaging and enjoying their learning. Staff were very positive though tired towards the end of term.</p> <p><b>STAFFING</b><br/><b>13.5 – Staff appraisal, Performance Management policy and staff job descriptions –</b><br/>These will be agenda items for the September meeting.</p> <p><b>13.6 – Staff Absence 2023-24 -</b><br/><b>Q:</b> 1075 working days have been lost this year. Will this reduce next year?</p> | <p>13.1a</p> <p>13.1b</p> <p>13.2</p> <p>13.3 &amp;<br/>13.4</p> <p>13.6</p> | <p>HT/RM: agenda item</p> |



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|         |       | <p><b>A:</b> The Headteacher advised that it should rapidly improve and does not foresee the same difficulties with teacher absence next year. Examples were given of support offered to staff including, phased returns, work with occupational health and HR.</p> <p><b>13.7 – INSET and CPD training 2023-24</b> – The Headteacher reported that a broad range of CPD is offered aligned to the SDP. The school is looking into training in groups for next year.</p> <p><b>13.8 – Governor Monitoring Report - SLT CPD 5-7-24</b> – KM reported that there were variances in the degree of individuals’ CPD but that it had all added value. Next year it will be more joined up and focussed on embedding the knowledge for consistency.</p> <p><b>13.9 – Governor Monitoring Report – Staff Voice 5-7-24</b> – KM advised that the main area from the staff survey was communications from the SLT, particularly relating to the reasons behind actions being taken. The Headteacher plans to set up a staff working group next year looking at communication.</p> <p><b>13.10 and 13.11 – Governor Monitoring Reports - Chair and headteacher 121s 15-5-24 and 5-7-24</b> – Governor noted the two reports.</p> <p><b>FINANCE</b></p> <p><b>13.12 Letter from Bruce Rennie (OCC Finance Advisor) 30-5-24, and 13.13 Finance Officer Budget Validation</b> - KM (Finance Lead Governor) reported that the LA is happy with the budget and had advised on the standard areas to monitor.</p> <p><b>13.14 PE &amp; Sport Funding Plan mid-year review</b> – Governors noted the mid-year review written by Vicky Ducker (PE Lead). The Headteacher gave further information</p> | <p>13.7</p> <p>13.8</p> <p>13.9</p> <p>13.10 &amp;<br/>13.11</p> <p>13.12 &amp;<br/>13.13</p> <p>13.14</p> | <p><b>HT:</b> Share and publish PE and</p> |



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|         |       | <p>on the sports offer for pupils. The school has been awarded a silver award for sport. The Clerk gave information on the requirement for the PE and Sports Premium Annual Report to be published online by 31-7-24; the Headteacher will follow this up and share with governors.</p> <p><b>13.15 Mid-Year Review of Pupil Premium (PP) Funding</b> - LT gave a summary of the information in the report.</p> <ul style="list-style-type: none"> <li>• Attendance has increased for PP pupils.</li> <li>• Persistent Absence has reduced from 14% to 7%.</li> <li>• Only 66% of PP pupils have accessed clubs, but almost half don't live in the village. Transportation and offering lunch clubs are being looked at to increase engagement.</li> <li>• Most PP pupils went on their Year groups' residential trip.</li> <li>• The number of behaviour incident has reduced from 851 last year to 752 this year. Staff are logging incidents correctly.</li> </ul> <p><b>13.16 Mid-Year Review SEND funding</b> – LT advised that because applications for additional funding take time, the school goes straight to applying for EHCPs. Only one application was declined, but was approved on appeal.</p> <p><b>13.17 Mid- Year review Service Premium funding</b> – LT reported that there are very few Service Premium Pupils and that most don't require more support than any other child.</p> <p><b>COMMUNITY</b><br/><b>Cherry Tree Centre</b></p> | <p>13.15</p> <p>13.16</p> <p>13.17</p> | <p>Sports Premium Annual Report</p> |



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|         |              | <p>SC reported that the Parish Council is awaiting information from the school on the numbers benefiting from using the centre from Bloxham. The Headteacher advised that Sarah Thompson (Cherry Tree baby and toddler centre) is looking into this.</p>  |   |        |
| 14      | Safeguarding | <p><b>Any Safeguarding, Bullying or Racist incidents to report since the last meeting.</b><br/> This item had been covered in the behaviour, suspensions and racist incidents elements of the Headteacher’s Report recorded in minute 9 above. LT advised that all incidents are discussed with parents. The school is working with the new provider for the after-school club; the new provider will investigate any after-school club safeguarding incidents.</p> <p>Documents were available on GovernorHub</p> <p><b>14.1 Safeguarding Action Plan December 2023 (following Section 175 Safeguarding Audit 2022-23) – Reviewed July 2024</b><br/> Governors noted the reviewed document. LT reported that the Education Safeguarding Advisory Team (ESAT) safeguarding review had taken place in June; the report is awaited. There were no red flags. Actions from the report will be included on the next Section 175 Audit and Action Plan.</p> <p><b>14.2 Staff Safeguarding Programme 2023-2024</b> – Governors noted the document.</p> <p><b>14.3 Governor Monitoring Report – SEND/Safeguarding/Pupil Premium 8-7-24</b> – GB (lead governor) gave a summary of information in the report.</p> <p><b>14.4 Site Walk 13-10-23 and 8-7-24</b> – GB (lead governor) advised that the recent site walk had been positive, there are no red flags. Some additional work is being paid for by the building contractor such as extra CCTV. Building work is due to finish in February 2025.</p> | <p>14.1</p> <p>14.2</p> <p>14.3</p> <p>14.4</p> |        |



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|         |                   | <p><b>Actions from the March meeting</b><br/> <b>Safer Recruitment</b> – SC confirmed completion of this training.<br/> <b>Filtering and Monitoring</b> – The Headteacher advised that Turn IT On have visited the school and are completing the IT work relating to Filtering and Monitoring.</p>  |                    |             |
| 15      | Health and Safety | <p><b>Health and Safety incidents</b> – Data on the number of behaviour incidents relating to assaults on staff had been included in the Headteacher’s report. Assaults have a big impact on staff. Generally it’s a couple of pupils.</p> <p><b>Q:</b> Are the assaults intentional or because the pupil is out of control?<br/> <b>A:</b> The Headteacher advised they are due to the pupil becoming dysregulated, they are not deliberate. LT reported that the staff usually involved are experienced in these situations and are resilient.</p> <p><b>Q:</b> Is there support in place for these staff?<br/> <b>A:</b> LT advised that there is support. A radio system is used for back-up. These are used discreetly using Team Teach language. There are always two staff supporting them. Debriefs are held to consider what does/does not work. Pupils’ Behaviour Plans are regularly reviewed.</p> <p><b>15.1 Governor Monitoring Report – Health and Safety 5-7-24</b> – KM advised that the purpose of the visit had been to review completion of the Health and Safety Audit actions and other areas of health and safety and premises. KM confirmed that the areas are being managed well.</p> | 15.1               |             |
| 16      | GDPR              | The Headteacher reported that there had been no GDPR incidents since the last meeting.  |                    | SC: Support |

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|         |                   | <p><b>GDPR training</b> – SC is liaising with the governors who have not completed the training which is available on Modern Governor.</p>  |                                     | <b>SW &amp; SCh:</b> Complete  |
| 17      | Governor Business | <p><b>GOVERNOR VACANCIES</b></p> <p><b>Co-opted governors</b> – The Chair reported that the one vacant position has been advertised on the school website and on a national site.</p> <p><b>Update on SCh’s induction</b> – SC reported that induction is progressing. Induction A has been completed. SC will complete Induction B in the new academic year.</p> <p><b>2023-24 GOVERNANCE REVIEW – LOOKING BACK</b></p> <p><b>17.1 GovernorHub health Check</b> – Governors shared their views on responses to each of the questions. Governors commented that some of the questions were overly complicated. All questions were answered with either Agree or Strongly Agree. The Chair completed the form to upload to GovernorHub.</p> <p><b>17.2 Governor Monitoring Summary 2023/24</b> – The Chair commented that there had been a good amount and range of visits. Some areas had not been monitored due to governor turnover, but the gaps had been filled by other reports such as LA visits.</p> <p><b>17.3 Governor Objectives 2023-24 – RAG Rated</b> – Most of the objectives were green. Objectives not completed will move to 2024-25. These include:</p> <ul style="list-style-type: none"> <li>• Filling all governor vacancies</li> <li>• Statutory Inspection of Anglican and Methodist Schools – Understanding and fulfilling the governor role.</li> <li>• Succession planning</li> <li>• Communication with the wider community linked to marketing to prospective parents.</li> </ul> | <p>17.1</p> <p>17.2</p> <p>17.3</p> | <p><b>KM:</b> Upload to GH</p> |



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|         |       | <p><b>17.4 Get Information About Schools (GIAS, formerly Edubase) check 1-7-24</b> – The list is up to date with current governors. The Clerk has contacted the School Business Manager regarding correcting the appointing body for the Foundation Governors.</p> <p><b>17.5 DBS Checks</b> – One new DBS is in process, and another is being renewed.</p> <p><b>17.6 Governor Skills Audit</b> – Governors were reminded to forward their completed form to the Chair who will analyse them for September and identify any training required.</p> <p><b>Discussion of overall impact / effectiveness of the Governing Body this year including feedback from school leadership.</b><br/>Key points from the discussion included:</p> <ul style="list-style-type: none"> <li>• The Headteacher reported that teachers who have attended Governing Body meetings felt welcomed and included. They were keen to share their work. Next year the SDP will have a focus subject each term, this will link to which teacher comes to meetings.</li> <li>• The Headteacher feels the Governing Body is supportive and that challenge has been appropriate.</li> <li>• LT has appreciated the support from GB.</li> <li>• Everything is accountable. There are updates from the school when governors have made suggestions.</li> <li>• <b>Q:</b> What to staff think?</li> <li>• <b>A:</b> As this meeting is online staff couldn't meet with governors like last year. A get-together would have been good. Staff response to governor visits are positive. There is an open atmosphere during visits. It's a collaborative partnership.</li> </ul> | <p>17.4</p> <p>17.5</p> <p>17.6</p> | <p><b>All Governors:</b><br/>complete and return skills audit</p> |



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|         |       | <p><b>2024-25 PLANNING – LOOKING AHEAD</b></p> <p><b>High level Objectives for next year</b> –The Chair will produce objectives for next year over the summer based on the items in minute 17.3 above.</p> <p><b>Monitoring</b> – Governors agreed that the Chair produces a monitoring schedule for next year. This will be more focussed and simpler, rather than looking at everything.</p> <p><b>Governor declarations of GovernorHub</b> - Governors were asked to confirm the following on GovernorHub before September:</p> <ul style="list-style-type: none"> <li>• Interests</li> <li>• Reading Keeping Children Safe in Education when the 2024 version has been uploaded</li> <li>• Not disqualified from being a governor.</li> </ul> <p><b>17.7 Code of Conduct maintained schools</b> – Governors approved the code of conduct.</p> <p><b>17.8 Instrument of Government</b> – Governors reviewed and approved the instrument of Government with no changes.</p> <p><b>17.9 Standing Orders September 2024</b> – Governors approved the Standing Orders subject to the date being updated.</p> <p><b>17.10 Delegation Planner September 2024</b> – Governors approved the Delegation Planner subject to the approval date being updated.</p> <p><b>17.11 Governor Behaviour Principles September 2024</b> – Governors approved the behaviour principles.</p> | <p>17.7</p> <p>17.8</p> <p>17.9</p> <p>17.10</p> <p>17.11</p> <p>17.12</p> | <p><b>KM:</b> Governor objectives</p> <p><b>KM:</b> Monitoring Schedule</p> <p><b>All Governors:</b> Confirmations on GH</p> <p><b>RM:</b> Update</p> <p><b>RM:</b> Update</p> |





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|         |                                 | <p><b>17.12 Governors Expenses Policy September 2024</b> – Governors approved the policy.</p> <p><b>17.13 Governors Monitoring Policy September 2024</b> – Governors approved the policy.</p> <p><b>17.14 Governors Induction Policy September 2024</b> – Governors approved the policy subject to adding that the Vice Chair will usually act as the Mentor for new governors.</p> <p><b>17.15 Governance Policy September 2024 (including Lead Governor Terms of Reference)</b> – Governors approved the policy subject to the roles being updated as follows.</p> <ul style="list-style-type: none"> <li>• Table of current governors on page 3</li> <li>• Add filtering and monitoring to the role of safeguarding and child protection link governor.</li> <li>• Pay Panel to comprise KM, SC and AP</li> <li>• Finance Deputy lead – SC</li> <li>• Staffing Lead Governor – SCh</li> <li>• Teaching and Learning Lead Governor – AP</li> <li>• Premises and health and Safety Deputy lead Governor – EM</li> <li>• GDPR – KM</li> </ul> | <p>17.13</p> <p>17.14</p> <p>17.15</p> | <p><b>RM:</b> Update</p> <p><b>RM:</b> Update</p> |
| 18      | <b>Governor Training Update</b> | <p><b>18.1 Governor training</b> – The updated training tracker was available on GovernorHub.</p> <p><b>Outstanding training</b></p> <ul style="list-style-type: none"> <li>• Induction A and B – SW (parts A and B), SCh (part B)</li> <li>• Safeguarding – SCh</li> <li>• Prevent – SCh</li> <li>• GDPR - SW and SCh</li> </ul>   | 18.1                                   | <b>SC:</b> Support SW & SCh to complete training  |



| Item No | Topic   | Minutes  | Document Reference  | Action                       |
|---------|---|--|---|------------------------------|
| 19      | <b>Policies Review/for approval (as per policy)</b> | <p><b>19.1 Policy and key documents Schedule</b> – Governors noted the updated document.</p> <p><b>Policies for approval</b> – Governor approved the following policies which were available on GovernorHub</p> <p><b>19.2</b> PSHE and RSE</p> <p><b>19.4</b> Home School Agreement 2024-25</p> <p><b>19.6</b> Children We Care For</p> <p><b>19.7</b> Serial and unreasonable Complaints</p> <p><b>19.8</b> Teaching and Learning</p> <p><b>Policies being consulted and worked on</b></p> <p><b>19.3 Travel Plan</b> – The Headteacher advised that there had been no parent volunteers following a request to join a working party to consider the travel plan. A Staff and Parent survey will run in the Autumn and the results used to inform the plan.</p> <p><b>19.5 Data Protection</b> – For September</p> | <p>19.1</p> <p>19.2</p> <p>19.4</p> <p>19.6</p> <p>19.7</p> <p>19.8</p> |                              |
| 20      | <b>Community Communication</b>                      | <p>Governors approved the following key messages for the end of the year to the community.</p> <ul style="list-style-type: none"> <li>• Staff following the SDP and the school being transformed.</li> <li>• The school is working to the plan and it is working.</li> <li>• Endorsement from the LA who have rated the school as Good in all areas.</li> <li>• An acknowledgement of the work of staff and the support of parents. It's a team effort. Link this to the school's values.</li> </ul>   |   | <b>Chair</b> - Write message |
| 21      | <b>Non-Standing items for the next FGB meeting</b>  | <p>Governors noted that these will include:</p> <p><b>Policies due September 2024</b></p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Safeguarding and Child Protection</li> <li>• School Visits by Governors</li> </ul>   |   |                              |

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|---------|-------------------------------|---|--------------------|--------|
|         |                               | <ul style="list-style-type: none"> <li>• LA Schedule of Governing Board Business – KM/RM</li> <li>• School Governance Schedule – KM/RM</li> <li>• Publish Governor details including attendance on school website - RM</li> <li>• SDP - HT</li> <li>• SEF - HT</li> <li>• Governor Monitoring Schedule -KM</li> </ul> <p>End of Year review of 2023-24 and 2024-25 Strategies for:</p> <ul style="list-style-type: none"> <li>• PE &amp; Sport Funding Report (Vicky Ducker) - HT</li> <li>• Pupil Premium Funding Report – HT/LT</li> <li>• SEND funding Report - HT/LT</li> <li>• Service Premium Report – HT/LT</li> </ul> |                    |        |
| 22      | <b>Meeting Impact</b>         | Governors agreed it would be preferable to hold the final meeting of the year in person in future.  |                    |        |
| 23      | <b>Dates of next meetings</b> | <p><b>23.1 Proposed Meeting Dates for 2024-25</b></p> <p>Governors were asked to let the Clerk know if any of the dates do not suit.</p> <p><b>Dates approved as follows, all at 5pm</b></p> <ul style="list-style-type: none"> <li>• Tuesday 17 September – In person</li> <li>• Monday 14 October- Online</li> <li>• Thursday 21 November – In person</li> <li>• Tuesday 28 January - Online</li> <li>• Tuesday 11 March – In person</li> <li>• Tuesday 29 April - Online – Budget only</li> <li>• Monday 19 May – In person</li> <li>• Monday 14 July – In person</li> </ul>   |                    |        |



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|---------|-------|---|--------------------|--------|
|         |       | On behalf of the Governing Body the Chair thanked the Headteacher, LT and all staff for the incredible year, their devotion, and the tremendous amount of work for the pupils. A new culture and learning environment had been created. The Headteacher will convey these words of appreciation to staff. |                    |        |

The meeting closed at 7.30pm

DRAFT