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### Minutes – meeting of the Full Governing Board Tuesday 19 March 2024 at 6pm in school

<b>Governors Present:</b>	Local Authority Governor Foundation Governors Staff Governors  Parent Governors Co-opted Governors	Kevin Moyes (Chair) Stephen Craggs (SC) (Vice Chair) Sarah Marshall (Headteacher) Louise Thomas (LT) Candice Hinds-George (CHG) Gillian Barnes (GB)
<b>In attendance:</b>	Clerk RE Lead	Ruth Morrison (RM) Claire Swan (CS) (For items 1-4)
<b>Apologies:</b>	Foundation Governor Parent Governors	Dale Gingrich (DG) Ashley Pile (AP) Elliot Manning (EM)
<b>No apologies received:</b>	Foundation Governors	Suzette Watson (SW)

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

Item No	Topic	Minutes	Document Reference	Action
1	<b>Welcome</b>	The Chair welcomed governors to the meeting. CS was welcomed.		
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>Subject Leader Presentation</b>	<p><b>CS gave a verbal update on RE in the school.</b> Key points included:</p> <ul style="list-style-type: none"><li>• CS thanked governors for inviting her to the meeting and for their work as governors.</li><li>• All RE lessons begin with a question to be explored, examples were given such as ‘what do you know about X,Y or Z?’. Lessons are guided by children and their questions.</li><li>• The drive is respect for all points on view and recognising that we all have our own views, using phrases such as ‘some people believe’.</li><li>• The RE syllabus has been agreed.</li><li>• CS has had training with the Diocese and has been given time to work on the plan.</li><li>• Pupils with Special Educational Needs (SEND) are given support through visual resources, one-to-ones and stories as appropriate.</li><li>• CS leads collective worship once a week based on the Christian Faith.</li></ul> <p><b>The next steps</b> are awaiting a Statutory Inspection of Anglican and Methodist Schools (SIAMS), ongoing work on the syllabus, training and monitoring of lessons and a book-look. It’s a challenging subject to deliver, consistency needs to be ensured. In the future, different forms of Christianity will be explored more deeply.</p>		



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		<p><b>Q:</b> Why has this approach to learning been adopted?  <b>A:</b> To create well informed, respectful, knowledgeable pupils, to inform their future beliefs.</p> <p><b>Q:</b> Do all pupils take part in collective worship?  <b>A:</b> Collective worship is for the whole school except Early Years. Parents have the right to withdraw their child.</p> <p><b>Q:</b> Is Islam taught?  <b>A:</b> Last year we undertook a comparison of Islam with Christianity to appreciate the differences. The Headteachers' Monday assemblies pick up on events from other religions. There are school visits to places of worship other than St Mary's.</p> <p><b>Q:</b> Have there been any pupils of no faith then developing a faith?  <b>A:</b> There's no evidence for this, but the way collective worship is pitched, this might come later as pupils develop a belief.</p> <p><b>Q:</b> How is a balance achieved between the curriculum requiring teaching about other faiths and this school being fundamentally a Christian school with multifaith stakeholders?  <b>A:</b> The school's faith is Christianity, but we teach about other religions. Parents may choose this school because it's in the village and is convenient, but do not have to be church goers.</p> <p>Governors thanked CS for the presentation and for answering their questions.</p>		
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.		

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7	Approval of FGB Minutes	The minutes of the FGB meeting held 20-2-24 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.	7.1	Chair – mark as signed
8	Matters arising not covered on the agenda	The action log was noted. Governors agreed to take the two items in red forward as non-governance operational matters. All other actions were to be covered by later agenda items.	8.2	
9	Headteacher Report	<p>The following documents were available on GovernorHub:</p> <ul style="list-style-type: none"> <li>• 9.1.0 Headteacher Report March 2024</li> <li>• 9.1.1 Early Years Foundation Stage (EYFS) Note of Contact 5-10-22</li> <li>• 9.1.2 Eileen Quigley School Improvement Partner (SIP) Report 26-2-24</li> <li>• 9.1.3 Sam Bartholomew Spring Term Visit 20-2-24</li> <li>• 9.1.4 Jane Elvidge SEND Report 29-1-24</li> <li>• 9.1.5 Lucy Walker Read Write Inc (RWI) Development Day 6-3-24</li> </ul> <p>The Headteacher highlighted key points and answered governors' questions.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Numbers</b> –One more pupil on role than when the report was written. Pupil numbers are back to the September 2023 level.</li> <li>• <b>Attendance</b> – This goes from strength to strength and was noted by the external visitors. Attendance is above national, 95.8% for this school, 94.3% for national for the year to date. Kim Drysdale (Pastoral Support) and Sarah Raffill (School Office) have worked hard to improve attendance. Some pupils are on a reduced timetable, KD and SR are extracting from the data what these pupils are offered and the take-up.</li> <li>• <b>Suspensions – Q:</b> What has caused the reduction in suspensions in the year-to-date figure as compared with last year? <b>A:</b> A range of things including team teach training in de-escalation techniques. It's not due to us being lenient, expectations are high.</li> </ul>	<p>9.1.0</p> <p>9.1.1</p> <p>9.1.2</p> <p>9.1.3</p> <p>9.1.4</p> <p>9.1.5</p>	



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		<ul style="list-style-type: none"> <li>• <b>Staffing</b> – One teacher is retiring. Staffing is an ever changing picture. Staff do not leave because they are unhappy, but for other reasons beyond our control.</li> <li>• <b>Assessment data</b> – Staff are working on the term 4 data. Data in the report is teacher judgements for term 3. If there is a discrepancy between the two terms parents will be advised.</li> <li>• <b>Quality of Education</b> – The Headteacher referred to the reports from external visitors. There is still heavy support from the local authority (LA). Their findings align with the school’s action plans.</li> <li>• <b>Behaviour</b> – Information in the report is anonymous.  <b>Q:</b> Are the incidents at break/lunchtimes?  <b>A:</b> The majority are. For pupils with SEND they could occur in the classroom. Incidents are dealt with in line with the Behaviour policy.  <b>Q:</b> Is there sufficient monitoring at break/lunchtime?  <b>A:</b> There are always enough adults outside with pupils. More would be helpful. It is hard to recruit lunchtime supervisors, a new one starts soon. Teaching Assistants (TAs) are sometimes used, but this impacts their availability in the afternoon if they then require a break.</li> <li>• <b>Racist incidents</b>  <b>Q:</b> How were the January incidents responded to?  <b>A:</b> LT met with the parents. The Senior Leadership Team (SLT) contacts parents to work with them. Behaviour Plans are put in place if needed.  <b>Q:</b> How are the incidents logged?  <b>A:</b> On a system called Arbor. Parents have access to high level information; the school can add more information. Kim Drysdale looks at the information and liaises with the SLT.</li> <li>• <b>Curriculum</b> – Governors noted Mat Singleton’s (Maths Lead) overview of his monitoring over the last month detailed in page 5 of the Headteacher’s Report.</li> </ul>		



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		<ul style="list-style-type: none"> <li>• <b>Kilvrough</b> – Year 6 go every year to Kilvrough, Swansea and Year 5 to PGL. All pupils are supported to go on the trip with or without Pupil Premium funding. A charity is used to fund some places. Next year some of the sports premium might be used. <b>Q:</b> How many of the pupils went to Kilvrough? <b>A:</b> 5 or 6 didn't. All Year 6 pupils have done at least one of the residential trips.</li> <li>• <b>CDP</b> – Governors noted the CPD listed in document 13.2 and further CPD in the Headteacher's Report. Tim Nelson will be leading a session on subject leadership at the Inset day after Easter.</li> <li>• <b>Events</b> – The Easter Service will take place at the church for the first time since it re-opened. Only parents of Year 5 and 6 pupils will be invited. The link with Godswell Care Home is working well as a mutual benefit.</li> <li>• <b>Budget</b> – The School Business Manager and Headteacher will meet with the finance accountant. The meeting has been pushed back in order to get the most out of it.</li> </ul> <p><b>Comments and further questions from governors included:</b></p> <ul style="list-style-type: none"> <li>• The visit reports are useful. It's good to see the openness of staff responding to their recommendations and actions, and to then see how they are refined and tweaked.</li> <li>• The recommendation from one of the visits to have a list of what has been done rather than just a 'to do' list is good advice. The Headteacher advised that the school also tried to do this for parents in the summer. The Chair's newsletter after each meeting is good to show what we have achieved.</li> </ul>		
10	<b>Update from the Chair</b>	There were no updates.		





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12	Self-Evaluation (SEF)	<b>12.1 Self- Evaluation</b> – This was available on GovernorHub The Headteacher advised that this had not changed since the last meeting.	12.1	
13	Governor Updates Since last meeting	<p><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>13.1 – SEND Governor planned monitoring visits (GB)</b> GB gave information on planned monitoring visits for 22-3-24 and 19-4-24. GB will attend Level 3 safeguarding training in June.</p> <p><b>STAFFING</b></p> <p><b>13.2 – INSET and CPD training 2023-24</b> – See minutes earlier in the CPD section of the Headteacher’s report. <b>Q:</b> What are the coaching sessions? <b>A:</b> The Headteacher has one-to-one coaching, and the SLT have coaching as a team. These have been really useful to learn to work together as a team, they were funded by the LA.</p> <p><b>13.3 Governor Monitoring Report Headteacher 121 21-2-24</b> – Governors noted the confidential report of the visit by the Chair and Vice Chair with the Headteacher.</p> <p><b>FINANCE</b></p> <p><b>Update on draft budget</b> – The Headteacher advised that work is underway for the new budget – See minute above in the Budget section of the Headteacher’s Report.</p> <p><b>13.4 PE &amp; Sport Funding Plan mid year review</b> – The Headteacher advised that the Sports Lead has been asked to provide more information for the June meeting on how much has been spent, on what and what the impact has been.</p>	<p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p>	<p><b>Headteacher:</b> Forward the report</p>





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		<p><b>Mid Year Reviews of Pupil Premium Funding, SEND funding and Service Premium –</b> The Headteacher will arrange for these reports to be available for the June meeting.</p> <p><b>COMMUNITY</b> <b>Cherry Tree Centre</b> SC reported that the Parish Council had approved the Cherry Tree Centre application for funding with a caveat that funding is also sought from Adderbury and other Parish Councils whose parishioners use the centre. Councillors were delighted with what they saw when visiting but noted that children attending were from Adderbury in the class they saw. They had also commented that the voluntary charge for using the service should be increased. <b>Q:</b> Can the Parish Council help with the conversations with Adderbury Parish Council? <b>A:</b> Yes, SC can take this forward.</p> <p><b>13.8 Monitoring schedule –</b> This was available on GovernorHub. There were no further updates from Lead Governors.</p>		<p><b>Headteacher:–</b> Forward the reports</p> <p><b>SC:</b> Communication with Adderbury</p>
14	Safeguarding	<p><b>Any Safeguarding, Bullying or Racist incidents to report since the last meeting.</b> This item had been covered in the behaviour, suspensions and racist incidents elements of the Headteacher’s Report recorded in minute 9 above.</p> <p><b>14.1 Safeguarding Action Plan December 2023 (following Section 175 Safeguarding Audit 2022-23) – Reviewed March 2024</b> LT gave an overview of the updated action plan. One item relates to training. Currently LT records a log of training completed. Next year it will be more proactive and used to plan training. LT confirmed that all staff safeguarding training is up to date. <b>Q:</b> What actions are outstanding?</p>	14.1	

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		<p><b>A:</b> An ESAT review was recommended. This has now been booked for June. The SBM is working on including information on online checks in recruitment material. LT has booked to attend Operation Encompass training.</p> <p><b>Q:</b> Do more governors need to complete Level 3 Safeguarding training?</p> <p><b>A:</b> GB has booked to attend. The Chair has completed this training. SC will arrange to undertake Safer Recruitment training.</p>		<b>SC:</b> - Book to attend Safer Recruitment training
15	<b>Health and Safety</b>	<p><b>Health and Safety incidents</b> – The Headteacher advised that there had been one health and safety incident; correct procedures had been followed.</p> <p>An incident involving Year 6 boys and another school had taken place at Kilvrough in a screened changing area. The response of the other school had been poor. Kilvrough were supportive and put procedures in place the following day. The incident has been reported to the LADO.</p>		
16	<b>GDPR</b>	<p>The Headteacher reported that there had been no subject access requests since the last meeting.</p> <p><b>GDPR training</b> – SC is liaising with the one governor who has not completed the training which is available on Modern Governor.</p>		<b>SC: Support for SW</b>
17	<b>Governor Business</b>	<p><b>GOVERNOR VACANCIES</b></p> <p><b>Co-opted governors</b> – The Chair reported that Alex Gray had resigned from being a co-opted governor and confirmed that his school email address had been closed and he had been taken off GovernorHub. This leaves two vacant co-opted positions. The Chair had spoken with the applicant as discussed at the last meeting regarding the time commitment of being a governor. The Governing Body approved the appointment of Sarah Choa starting after the Easter break. The Chair will inform Sarah Choa.</p>	17.1	<b>Chair</b> – Contact Sarah Choa



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		<p><b>Foundation Governor</b> – Governors noted that DG is currently on a leave of absence from governance work for medical reasons.</p> <p><b>Filtering and Monitoring Governor</b> – Following the departure of AG, GB will continue to monitor the safeguarding elements of this role and SC any IT element. This will be reviewed in June. The Headteacher reported that she is liaising with ICT123 to put the procedures in place, prior to the move back to Turn-IT-On.</p> <p><b>Ongoing review of the new governance structure</b> – There were no further comments on the circle model of governance discussed earlier in the meeting.</p>		<p><b>Clerk</b> - June agenda item</p>
18	<p><b>Governor Training Update</b></p>	<p><b>18.1 Governor training</b> – The updated training tracker was available on GovernorHub.</p> <p><b>Outstanding training</b> – All governors have completed or booked Safeguarding, Induction and Prevent training with the exception of SW for Induction training. SC will follow this up with SW.</p> <p><b>Q:</b> What are the rules regarding governor attendance at meetings?  <b>A:</b> The Clerk gave information on the regulations. Governors are removed if they do not attend meetings for a period of six months without sending apologies or their apologies not being accepted.</p> <p><b>OCC Governor Services training</b> – The program for the spring term was available on GovernorHub.</p> <p><b>18.2 Link to Department for Education Maintained Governance Guide March 2024 and NGA summary</b> – The Clerk gave information on this link which replaces the</p>	<p>18.1</p> <p>18.2</p>	<p><b>SC:</b> Support <b>SW</b> to complete training</p>

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		Governance Handbook and Competency Framework. There are no new governance requirements. Additional clarity is given on the matters listed in the NGA summary.		
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> Equality information and objectives (public sector equality duty statement for publication)</p> <p><b>19.3</b> Online learning</p> <p><b>19.4</b> Uniform</p> <p><b>19.5</b> Health and Safety</p> <p><b>Policies being consulted and worked on</b></p> <p><b>PSHE and SRE Policy</b> – The Headteacher read out the questions in the consultation survey with parents. Seven responses have been received, 87.5% support the policy. The closing date for the consultation is 22-3-24.</p> <p><b>Q:</b> How was the survey sent?</p> <p><b>A:</b> By email with a link to a Google Form. Responses have come from all year groups except Year 6.</p> <p><b>Travel Plan</b> – The Headteacher advised that as the previous version could not be located she had contacted the LA and subsequently registered with their recommendation. A working party with a selection from the community needs to be formed.</p> <p><b>Q:</b> What does the plan include?</p> <p><b>A:</b> Mainly information on how pupils get to school and parking.</p>	<p>19.1</p> <p>19.2</p> <p>19.3</p> <p>19.4</p> <p>19.5</p>	



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		The Headteacher will advertise for working group members in the Bloxham Broadsheet and contact the Parish Council, plus ask for a governor representative via GovernorHub.		<b>Headteacher –</b> Travel Plan working group
20	<b>Community Communication</b>	<p><b>20.1 Communication to the community February 2024</b> – This was noted.</p> <p>Governors approved the following key messages from this meeting for the community.</p> <ul style="list-style-type: none"> <li>• LA reviews and the positive progress made.</li> <li>• CS’s presentation and the balance between a Christian school but an awareness of other faiths.</li> <li>• The schools work with ‘SEND in my subject areas’ being used as a good example to other schools by the LA.</li> <li>• Kilvrough trip</li> </ul> <p>SC gave information about a study he had heard of which recommended using subtitles to help with reading.</p>	20.1	<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>April 2024 Meeting (Budget):</b></p> <p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>• Review final out-turn position and approve budget</li> </ul> <p><b>Headteacher:</b></p> <ul style="list-style-type: none"> <li>• Home School Agreement</li> </ul> <p><b>June 2024 Meeting:</b></p>		

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		<p><b>Headteacher</b></p> <ul style="list-style-type: none"> <li>• Data Pack and groups data: review pupil progress and attainment, including reporting on vulnerable groups</li> <li>• Agree SDP monitoring actions for the coming year.</li> </ul> <p><b>Chair</b></p> <ul style="list-style-type: none"> <li>• (If applicable) Review Appraisal &amp; Performance Management Policy and staff job descriptions: Review Staff attendance: report of effectiveness of Continuing Professional Development</li> <li>• Monitoring visit report - review insurance arrangements and premises costs.</li> <li>• Review of health and safety Audit - add actions to log; review and monitor Risk Assessments</li> </ul>		
22	<b>Meeting Impact</b>	This item was not covered.		
23	<b>Dates of next meetings</b>	<p>The dates as listed on the agenda were noted.</p> <p><b>Face to Face at 6pm and Remote at 5pm</b></p> <p><b>Tuesday 19 March</b> - Face to face 6pm - to include budget monitoring and Written HT report.</p> <p><b>Monday 29 April</b> - Remote 5pm budget approval only – <b>Note this has changed from Tuesday 23 April.</b></p> <p><b>Monday 10 June</b> - Face to face 6pm and Verbal HT report.</p> <p><b>Tuesday 16 July</b> - Remote 5pm budget monitoring and written HT report</p>		



The meeting closed at 6.35pm