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Minutes – meeting of the Full Governing Board Monday 16-3-26 at 5.00pm in school

Governors Present:	Foundation Governors	Stephen Craggs (SC) (Vice Chair) (Chair for this meeting) Dale Gingrich (DG) Nick Westbury (NW)
	Staff Governor	Sarah Marshall (Headteacher(HT))
	Parent Governors	Elliot Manning (EM) Melanie Christianson (MC)
	Staff Governor	Louise Thomas (LT)
	Co-opted Governor	Gillian Barnes (GB)
In attendance:	Clerk	Ruth Morrison (RM)
	Pupil Parliament Lead	Wendy Baldwin
Apologies:	Local Authority Governor	Kevin Moyes (Chair KM)
	Co-opted Governor	Fran Peirson (FP)
Quorum:	The Clerk confirmed that the meeting was quorate.	

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair (SC) welcomed all to the meeting.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted from KM and FP.		
6	Pupil Parliament Q&A	<p>Twelve representatives from the Pupil Parliament were present. Mrs Baldwin invited questions from governors for pupils to answer followed by questions from the Pupil Parliament.</p> <p>Questions from governors</p> <p>Q: Do adults listen to your views and ideas? A: Yes, a lot. They don't listen sometimes because the ideas are silly.</p> <p>Q: Do adults listen when it's something important? A: Yes. Worries are always listened to.</p> <p>Q: What changes have happened because of something you've raised? A: The field system, it was in quarters but has opened up.</p> <p>Q: How do you see Pupil Parliament giving people who are different a chance to have an equal say in decision making? A: We are all treated equally.</p> <p>Q: How do you gather the views of other pupils to take to the Pupil Parliament meetings, and how do you explain what has happened in these meetings to your class? A: We get everyone in class together and tell them what's going on and they share their ideas. We tell the teacher we need to say something to the whole class. Mrs Baldwin sends out a PowerPoint to present.</p> <p>Q: What is your fundraising target? What events would you hold to try and reach your target and what equipment would you like to fund for? A: More sensory equipment and play time equipment because it gets lost. A teddy picnic with money depending on its size. Football events and mini cross country. The</p>		

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		<p>Headteacher commented that this aligns with the School Development Plan (SDP) for the Pupil Parliament to pick a fundraiser 6 times a year.</p> <p>Q: Do people listen to you?</p> <p>A: Not all the time, sometimes the class is chatty.</p> <p>Q: What's it like to be a pupil at Bloxham Primary?</p> <p>A: Exciting because we do nice things like art. Fun because we get to lead events and make decisions for the school. Lots of friends.</p> <p>Q: If you were Headteacher for a day, what changes would you make?</p> <p>A: Try and make lessons more engaging with quizzes. Have lots of sports equipment out like bikes and scooters. More playtime. Make Maths lessons longer. More lunchtime and better meals. More Art.</p> <p>Questions from the Pupil Parliament for governors</p> <p>Q: What's your favourite part of being a governor?</p> <p>A: Trying to help. Hearing how pupils progress in their learning. Coming into school and talking to staff and children. Seeing the hard work behind the scenes to make the school work.</p> <p>Q: Do you have to make hard choices?</p> <p>A: Yes, but with the Headteacher.</p> <p>Q: What do you do for the school?</p> <p>A: Check that things are done the ways they should be and are legal. Monitor what the Headteacher does. We represent different interests such as business and schools and bring our skills to the school.</p> <p>Q: What do you do?</p> <p>A: We think about protecting the environment and have written a climate action plan.</p> <p>Q: Do you like being a governor?</p> <p>A: Yes, especially when we meet pupils.</p> <p>Q: What happens if you have an idea and others don't agree?</p> <p>A: Some things we can't talk about such as operational things, we talk about strategic things.</p>		

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		<p>Q: What do you have to decide about? A: Setting the budget and agreeing on how to spend the money. We approve policies. Q: What ideas do you have for fundraising? A: We like your ideas such as the teddy bear idea.</p> <p>Governors thanked the Pupil Parliament for their questions and answers. Badges and reward tokens were given out for their contribution. Pupils withdrew at 5.20pm</p>		
4	Urgent Additional Items	<p>Governor resignation – The Chair advised that Ashley Pile had resigned as a parent governor; an election is being arranged. Governors were asked to consider taking on the role of curriculum lead governor. Chair/Vice Chair – SC proposed that for the summer term he takes on the responsibilities of the Chair due to demands on KM’s time and to aid succession planning. Governors agreed and noted that elections for these two positions will be held in July.</p>		Chair/HT: Parent governor election
5	Declarations of Interests	There were no new declarations of interest.		
7	Approval of FGB Minutes	The minutes of the FGB meeting held on 22-1-26 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. All actions had been completed or were on the agenda for this meeting.	8.1	
9	Headteacher Report	<p>The Headteacher Report was available on GovernorHub. This included a summary of the Self-Evaluation and updates on the milestones in the SDP. The Headteacher advised that the SDP is on track. Some items will roll over to next year so that they continue.</p> <p>Governors challenged the Headteacher on some of the information in the report with questions.</p>	9.1	

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		<p>Comment: The Blue Review method that Mr Singleton had talked to us about was clearly evident during today's open books event.</p> <p>Q: What difference does it make having the Deputy HT now and how is it different from having an acting Deputy?</p> <p>A: It's made a phenomenal difference to the Senior Leadership Team (SLT). If the Headteacher is not in school the Deputy acts exactly as the Headteacher would. Staff respect him. OCC and the Diocese approved not advertising the position externally; this avoided redundancies, was in line with the school's culture and helped with succession planning. His teaching commitment has changed, but not the role.</p> <p>Q: How is the Headteacher using the additional time now?</p> <p>A: The Headteacher works with the Deputy on things. He is working on the curriculum and the Headteacher on strategic matters. There is more time to do operational things and for training. The Deputy is working towards the National Professional Qualification for Headship (NPHQ).</p> <p>Q: Does the Headteacher spend more time in class now?</p> <p>A: Not yet. Depending on the reason for visiting a class it's sometimes more appropriate for the Inclusion Lead or a Phase Lead to visit, with the Headteacher in a coordinating role.</p> <p>Q: What will be the impact of the admissions numbers and the projections?</p> <p>A: A low intake into Reception is expected for September, probably less than a full class. This is a county and national issue. More building in the village is expected. In September there will be 1 Foundation Stage class, 1 Y1 and 2 Y2(due to restrictions on class sizes). Ideally there would be 1 Y2. The situation will continue to be reviewed.</p> <p>Q: Are there any local schools at risk of closing?</p> <p>A: This information is not available.</p> <p>Comment: The Chair gave information on the progress of building projects being requested. The timeframe is uncertain after planning permission has been approved.</p>		

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		<p>Q: How has the 20% increase in Y6 pupils at expected for SPAG and maths been achieved? A: The work of the teachers, holding SATs clubs and looking at the areas to work on.</p> <p>Q: Pupils feel safe and behaviour is good; how is this observed and is it being monitored? A: This is through observations on walkarounds, comments from external visitors and behaviour reports. The impact of behaviour incidents is kept to a minimum with support from the nurture and behaviour team; teachers can radio for support. Teachers have had de-escalation training.</p> <p>Q: What is the plan to close the gap for attendance for pupil premium pupils? A: Absence and persistent absence for pupil premium pupils has reduced between the autumn term and now. Data will be compared for the same group of pupils as last year. The nurture lead and the school attendance lead in the school office work with the families. Some pupils have school avoidance at the start of the day, if they are not in school at the start of the day they are marked as absent; this impacts the attendance data. Pupils with persistent absence in July will be tracked in term 1 next year. GB (Attendance lead governor) gave information on work with the inclusion lead focussing on pupil premium pupils and looking at case studies.</p> <p>Q: Can you distinguish for governors between whole-school behaviour culture and the impact of a small number of pupils with complex needs? A: Staff are vigilant and clear Behaviour Plans are in place for tricky pupils. One pupil with a number of behaviour incidents and suspensions will not be here next year. There is an increasing trend of pupils not being school ready, which is likely to continue. The Headteacher gave examples such as pupils not understanding 'no' and the uses of iPads at home and not knowing how to concentrate on other things.</p> <p>Q: Can we do more to protect staff when there are behaviour incidents?</p>		

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		<p>11.3 PE and Sports Premium midyear strategy review Q: Is the PE Lead still doing his training? A: Yes, and is ahead of schedule. Q: At the last website review the swimming data was missing, has it been published now? A: The Headteacher confirmed that 2024/25 data is on the website. Swimming will be assessed in the summer term. The Headteacher confirmed that the PE Lead is running some lunchtime clubs.</p> <p>11.4 Rise Email from Kate Parietti (Regional Improvement for Standards and Excellence (RISE) Adviser) Comment: Governors praised the school for the positive report. The Headteacher gave an overview of the visit and advised that there were no surprises or controversial issues in the outcome letter. The Adviser will visit three times next year.</p> <p>11.5 Bloxham Governor Challenge Log 22-1-26 – Governors noted the log which they had requested at the last meeting. The Clerk will continue to update it after each meeting.</p>	<p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Clerk: update challenge log after each meeting</p>
12	Governor Updates Since last meeting	<p>Reports were available on GovernorHub.</p> <p>Governor Reports/updates, other governor Monitoring Reports/updates, and external notes of Visit (not covered elsewhere on the agenda)</p> <p style="text-align: center;">TEACHING AND LEARNING AND INCLUSION</p> <p>12.1 Inclusion & Safeguarding Termly Report on meeting with the Inclusion Lead – GB visit 13-2-26. GB gave an overview of the visit which had focussed on Pupil Premium students and their progress, attendance, plus pupil voice for knowledge recall. The chronology</p>	<p>12.1</p>	

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		<p>concept for History is hard for some pupils. LT has produced a History timeline with topics taught for teachers to refer to.</p> <p>Q: What are Pupil Premium Passports?</p> <p>A: These are used in some secondary schools and contain information on each pupil such as hobbies. LT advised that they are currently used for some pupils with SEND, for staff information but not shared with pupils.</p> <p>Q: Attendance at clubs for Pupil Premium pupils remains low, what is being done to increase it?</p> <p>A: LT advised that there can be transport issues with after school clubs so increasing lunchtime clubs is being explored. LT will check that the PE Lead is targeting Pupil Premium boys. Work continues with external music providers with no charge for the venue and possibly asking for free places in return.</p> <p style="text-align: center;">STAFFING</p> <p>The Headteacher advised that a member of staff is returning part time from maternity leave. Any teachers or teaching assistants leaving will not be replaced.</p> <p style="text-align: center;">FINANCE</p> <p>Schools Financial Value Standard (SFVS) This had been submitted on time and receipt confirmed by OCC.</p> <p>Update on work towards the 3-year budget to be approved at the next meeting. The Headteacher advised that the School Business Manager is working on this and the submission of Period 11 data.</p> <p>Job Faulkner Fund - The Chair confirmed that the Diocese had closed the Job Faulkner Fund and returned the money to the school. The next actions will be to close the Charity Commission Account and the Barclays Account.</p>		<p>Clerk: Charity commission and bank account closures</p>

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		<p style="text-align: center;">COMMUNITY</p> <p>School calendar of events Bloxham Church of England Primary School - Calendar (bloxhamprimary.com) Governors noted the dates. The Headteacher advised that all governors are welcome to attend any of the events and do not need to inform her in advance.</p> <p>Website 6-monthly audit – The Chair advised that work on the audit is ongoing; the report will be available for the May meeting</p> <p style="text-align: center;">STAKEHOLDER VOICE</p> <p>The Headteacher advised that the school has links with the Parish Council and that she, the Deputy and SBM have met some of the Councillors, but not regularly.</p>		<p>SC: Website audit</p>
13	Safeguarding	<p>Safeguarding incidents had been reported in the Headteacher Report.</p> <p>13.1 Action Plan following the Section 175/157 Annual Safeguarding Report: March 2026 update</p> <p>Q: Numbers seem high in the incident analysis; what are they and what is being done? A: LT advised that the figures are not as high as they seem as the school tends to over log. Issues are linked into the 175 Action Plan. A number of incidents relate to friendships which the pastoral and behaviour teams are working on. Support is in place for the families. LT and GB (Safeguarding Lead Governor) will review the data at their next meeting and report back to the Governing Body in May. Q: Has the postponed domestic abuse training been rescheduled? A: LT will complete this on 17-3-26. There will be a follow-up and a network of domestic abuse champions created. Q: How do you ensure that more serious cases are identified? A: There are clear, tight guidelines for the threshold of need. Incidents are reviewed by LT and the Nurture Lead. For lower-level incidents we offer support to the family. We can also contact the locality team for support and the school police officer.</p>	13.1	<p>LT/GB: Review data in the incident analysis</p>

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18	Policies Review/for approval (as per policy)	<p>18.1 Policy and key documents Schedule – Governors noted the updated document. A summary of the changes to the policies below had been included in the Headteacher Report.</p> <p>Governors approved the following policies which were available on GovernorHub:</p> <ul style="list-style-type: none"> • 18.2 Bloxham Financial Management Policy 2026 – The Headteacher advised that this is a shorter policy which includes a link to a handbook which replaces the Internal Financial Procedures Policy. • 18.3 Handwriting Policy • 18.4 Bloxham Medical Conditions Policy 2026 – LT advised that this may need to be updated in September due to potential requirements relating to EpiPens. <p>Q: How is inclusion balanced with safety so pupils with medical conditions can participate fully?</p> <p>A: LT advised that pupils have never not been included due to their medical conditions, but that they have risk assessments in place. The Headteacher gave information on administering medications on trips; this is done by a First Aider with another staff member to countersign.</p> <ul style="list-style-type: none"> • 18.5 Bloxham Parental Behaviour Policy <p>A: What prompted the update to the policy and how will it be communicated to parents without escalating relationships unnecessarily?</p> <p>Q: The policy is due for review now. Changes will not be highlighted to parents as they are minor. New parents will be given a copy. Reminders are given to parents if there are any issues.</p>	<p>18.1</p> <p>18.2 to 18.5</p>	
19	Community Communication	<p>Points raised at the last meeting (ECT success, Promote use of the new Hall, Environmental sustainability update, and RISE visit and outcome) will be incorporated into the communication from this meeting.</p> <p>Governors considered what the communication from this meeting should include.</p> <p>Points raised included:</p>		

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		<ul style="list-style-type: none"> • Thanks to Ashley Pile for her contribution as a governor. Information about the vacant parent governor position. • Pupil Parliament visit and how well they spoke with confidence. Thank you to parents for bringing their children to the meeting and to Wendy Baldwin. • Congratulations to the Deputy on the permanent appointment. • Positive external verification of the school by RISE. 		<p>SC/KM - Write message</p>
20	<p>Non-Standing items for the next FGB meeting</p>	<p>Kevin</p> <ul style="list-style-type: none"> • Review final out-turn position and approve budget (The SBM will present the budget) 		
21	<p>Meeting Impact</p>	<p>Governors commented:</p> <ul style="list-style-type: none"> • It was a good meeting with the right balance between discussion and work to be completed. • Alternating online and in person meetings works well. • The Headteacher’s new office is ideal. 		
22	<p>Meeting dates for the rest of the academic year</p>	<p>Governors noted the meeting dates. Meetings will start at 5.00pm unless noted below.</p> <ol style="list-style-type: none"> 1. Tuesday 28 April - online, budget only 2. Thursday 21 May – online 3. Wednesday 8 July – in school – meet with teachers 3.30pm. FGB at 4.30pm 		

The chair thanked all for their contribution to the meeting.
The meeting closed at 7.00pm.