



Headteacher: Sarah Marshall
Telephone: 01295 720224

email: office.3064@bloxham-pri.oxon.sch.uk

Bloxham C. of E. Primary School
Tadmarton Road
Bloxham
Banbury
Oxon. OX15 4HP

Minutes – meeting of the Full Governing Board Monday 20 October 2025 at 5.00pm online

Governors Present:	Local Authority Governor	Kevin Moyes (Chair KM) (Withdrew 6.00pm)
	Foundation Governors	Stephen Craggs (SC) (Vice Chair) (Meeting Chair from 6.00pm)
		Dale Gingrich (DG)
		Nick Westbury (NW)
	Staff Governor	Sarah Marshall (Headteacher(HT))
	Parent Governor	Elliot Manning (EM) (Withdrew 6.50pm)
	Staff Governor	Louise Thomas (LT)
	Co-opted Governor	Gillian Barnes (GB)
In attendance:	Clerk	Ruth Morrison (RM)
	Lower School Phase Leader	Adam Arzberger (AA)
	Observer	Fran Connell (FC)
Apologies:	Parent Governors	Melanie Christianson (MC)
		Ashley Pile (AP)

Quorum: The Clerk confirmed that the meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair welcomed all to the meeting and FC as an observer. The Clerk gave procedural information for non-governors attending meetings.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted from MC and AP.		
4	Urgent Additional Items	No additional urgent items had been received.		
5	Declarations of Interests	There were no new declarations of interest.		
6	Subject leader Presentation	<p>The Chair gave a warm welcome to AA who gave a presentation on changes and updates to the KS1 organisational structure. Information was shared on:</p> <ul style="list-style-type: none"> • The rationale behind the change and implementation • The reduction in pupil numbers which is financially unsustainable • How the curriculum is taught across the 3 mixed Year 1 and 2 pupils • The beneficial impact of the new system on routines, resilience and broader friendship groups • The positive feedback from parents and staff • The challenges and next steps. Co-ordination across the 4 rooms is complex and continues to be refined. Adapting and monitoring the curriculum is ongoing. • In summary the new system has made a strong start and has a clear structure. The school is confident that this model protects the quality of education and the welfare of pupils. 		

Item No	Topic	Minutes	Document Reference	Action
		<p>AA and the Headteacher answered governors' questions.</p> <p>Q: If parents have any matters to raise, who do they go to? A: The class teacher. Pupils line up with their class teacher in the morning.</p> <p>Q: What has been the impact on staff and their welfare? A: The workload was hard initially. As pupils were with a teacher all the time it made communication difficult for staff. It's better now. Teaching Assistants now need less direction as they know what they are doing and where they should be. A pink book to record sticky-issues has helped communication.</p> <p>Comment: The care and passion of the team is evident and learning walks show that they are child centred.</p> <p>Governors thanked AA for the useful presentation. AA withdrew from the meeting.</p>		
7	Approval of FGB Minutes	The minutes of the FGB meeting held on 17-9-25 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 gave an update on current issues.</p> <ul style="list-style-type: none"> • Currently there is a staff member and a pupil in hospital. • There is an ongoing issue with social media comments. • Staff have been tremendous this term; they bounced back from the Ofsted report and the Statutory Inspection of Anglican and Methodist Schools (SIAMS) report was wonderful. • Data on attendance and suspensions has been reviewed and shows that the suspensions were reasonable and proportionate. The school continues to work with county and families to support these pupils. 		

Item No	Topic	Minutes	Document Reference	Action
		<p>9.2 New Style Data Pack and groups -This was available on GovernorHub. The Headteacher gave an overview.</p> <p>A new data package has been purchased, Insite, which does the data analysis. Reading is strongest. Writing is an area for development, particularly for boys and lower attainers. Plans are in place to improve it. Maths has been a struggle historically, an award system is in place to help. Pupil progress meetings are focussing on disadvantaged pupils. This group is a focus this term, interventions are in place. The Senior Leadership Team (SLT) has conducted book looks and blue reviews. Photos have been taken of good practise and shared with staff. Instant feedback is given to pupils; this has been incorporated into the Feedback and Learning policy.</p> <p>The Headteacher answered governors' questions.</p> <p>Q: Are the percentages for Emerging, Expected and Exceeding for now or for the end of the year?</p> <p>A: Where they are at this point which we expect them to maintain throughout the year. Where possible we try to push them from Emerging to Expected.</p> <p>Q: Were there any surprises for the SLT in the data?</p> <p>A: We're happy with what the package shows. Year 5 data is being re-checked. The system is good at showing combined results which is what is needed for Year 6. It's a much quicker system.</p> <p>Q: Where has the data inputted come from?</p> <p>A: Teacher initial assessment from this year. It's baseline data.</p> <p>Q: Could you explain the circles under the data?</p> <p>A: These show the percentage of pupils on track for Reading, Writing and Maths and for each combination. The centre is the combined for all 3 subjects.</p> <p>Comment: Governors commented that the data is a lot clearer and were pleased that it was saving staff's time.</p>	9.2	

Item No	Topic	Minutes	Document Reference	Action
10	Update from the Chair	There were no updates.		
11	School Improvement Self Evaluation and School Development Plan	<p>Ofsted Inspection 1/2 July Complaint: The Headteacher summarised the reasons for the complaint to Ofsted about the report and procedures during the inspection and gave an overview of the complaint made by the school. The independent arbitrator had agreed with Ofsted.</p> <p>Q: Has the last stage of the complaints procedures been reached?</p> <p>A: No. Staff are focussing on the school now. The school does what it does for the children and not for Ofsted. Parents have praised the positives in the Ofsted. Governors recognised that pursuing the complaint won't change the outcome whilst noting the frustrations.</p> <p>Q: Are staff in agreement to leave the complaint and move forward?</p> <p>A: Staff aren't dwelling on the report but taking it as a learning point and noted the successes. They continue to provide the best we can. They recognise the huge improvements in the school since the last inspection.</p> <p>Agreement: Governors agreed not to pursue the complaint further.</p> <p>11.1 Self Evaluation From 2025-26 Governors noted the evaluation which had not changed since the last meeting. The Headteacher will share a revised SEF for the next meeting which has been aligned with the new Ofsted framework and RAG rated.</p> <p>11.2 SDP 2025/26 – Governors noted the evaluation which had not changed since the last meeting.</p> <p>11.3 SIAMS Report – The school is delighted with the report. The development points in the report were agreed in consultation with the Headteacher and Deputy. The new RE scheme was noted.</p>	<p>11.1</p> <p>11.2</p> <p>11.3</p>	HT: New SEF

Item No	Topic	Minutes	Document Reference	Action
		Governors expressed their appreciation for all the staff do for the school and praised what they have achieved.		
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>TEACHING AND LEARNING AND INCLUSION</p> <p>12.1 Equality Statement, Objectives and plan – Governors noted that this is a two-year plan running from November 2024 to November 2026, and gave their approval to continue with it.</p> <p>12.2 Report on Children We Care For (Previously called Looked After Children) – LT advised that there were more pupils in this group than the previous year. One child had impacted the attendance percentage as they are on a part time timetable as agreed with the local authority.</p> <p>Teaching and Learning Lead Governor – Data pack analysis monitoring report – This will be considered at the next meeting when the report is available.</p> <p>Persistent Absence case studies and strategy used for Pupil Premium Pupils</p> <p>12.4a Monitoring visit (GB 6-10-24)</p> <p>12.4b Evaluate my School PP October 2025</p> <p>12.4c Pupil Premium Persistent Absence – case studies</p> <p>LT and GB gave an overview of the above documents. Pupil Premium has been a focus this term and anonymised case studies reviewed for attendance. The percentage for attendance looks worse at the start of the year.</p> <p>Comment: The evaluate My School document shows that staff need to fully understand the school's pupil premium strategy and their role in it.</p>	<p>12.1</p> <p>12.2</p> <p>12.4a</p> <p>12.4b</p> <p>12.4c</p>	T&L Lead governor: Report

Item No	Topic	Minutes	Document Reference	Action
		<p>A: This is being developed and will be monitored by GB.</p> <p>LA Strategy Review 14-7-25 – Confirmation of following up on the personnel matter raised. The Headteacher has followed this up but had no response.</p> <p>Action: Governors agreed that KM follows this up with OCC Governor Services and that this matter will continue to be an agenda item until it is resolved.</p> <p style="text-align: center;">STAFFING</p> <p>Confirmation of the Pay Panel meeting to review / confirm teachers’ pay including the headteacher’s following completion of the appraisal cycle and issued salary letters. The Pay Panel will meet this week to discuss and approve these.</p> <p style="text-align: center;">FINANCE</p> <p>12.5 External Financial Benchmarking - As requested at the last meeting this was a summary of the benchmarking report. Governors commented that the report confirms that the school provides good value for money. Governors noted the items in the report which KM will continue to monitor – Staff workload for non-teaching positions, CPD budget, utilities and energy costs, plus maintaining the balance between efficiency and sustainability. The Headteacher advised that the School Business Manager will be applying for an energy grant, and that the hall building had allowed the school to carry out some other things at no cost to the school, eg fencing and CCTV.</p> <p>Staffing / Finance Budget Statement – Governors agreed to move this to the next meeting when the report will be available.</p> <p>12.7 Review and monitor compliance with the cost of school uniform statutory guidance. KM advised that the review of school uniform costs he had carried out demonstrated that the school is legally compliant and offers good value for money options to parents.</p>	<p>12.5</p> <p>12.7</p>	<p>KM: Contact OCC GS</p> <p>Pay Panel – Meet to review / confirm pay decisions</p> <p>KM: Staffing / Finance Budget Statement</p>

Item No	Topic	Minutes	Document Reference	Action
		<p>Review systems and procedures for monitoring Health and Safety including risk assessments. Governors agreed to move this to the next meeting.</p> <p>Job Faulkner Fund 12.9 Closing the Job Faulkner Fund 12.10 Guidance on charities that close voluntarily 12.11 Job Faulkner History from Clerk at around 2000</p> <p>ST gave an overview of the fund and income as detailed in the above 3 documents and explained the reasons for proposing to close both the permanent endowment fund and the Barclays account where the income is held. Governors were made aware that this would mean they would be agreeing:</p> <ul style="list-style-type: none"> • to spend a permanent endowment fund (all 30 shares) and close the fund • that we can achieve the purpose of the fund more effectively by spending all the capital rather than continuing to spend the income • that the income will be used for the benefit of Premium pupils (the intent of the fund was to serve the 'poor boys') <p>KM withdrew from the meeting; SC chaired the remainder of the meeting. Governors discussed the proposal and questioned if the Barclays account could be transferred to the school to use for charitable donations, current trustees with the Chairity Commission as currently only the Clerk is a trustee.</p> <p>Approval: Governors agreed:</p> <ul style="list-style-type: none"> • To close the permanent endowment fund and transfer the money to the school to support Pupil Premium pupils. • ST be added as a trustee to the Charity Commission account if required whilst it is being closed. • ST investigates if the Barclays account could be transferred to the school or if it should be closed. 	<p>12.9 12.10 12.11</p>	<p>KM – Health and safety procedures review</p> <p>SC & Clerk: Take forward agreed actions re JF accounts</p>

Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> The money in the Barclays account be transferred to the school and used to support Pupil Premium pupils. <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.</p> <p>Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement -KM/HT – Governors agreed to defer this item to the next meeting.</p> <p style="text-align: center;">STAKEHOLDER VOICE</p> <p>There were no updates to be given.</p> <p style="text-align: center;">ENVIRONMENTAL SUSTAINABILITY</p> <p>Update on the review by the Chair on the following documents from the last meeting</p> <p>12.13 Environmental Sustainability Working Group – Terms of Reference</p> <p>12.14 Bloxham Primary School One Pager on Climate Action Plan</p> <p>12.15 Carbon Reduction Recommendations Report for Bloxham Primary School</p> <p>12.16 1st Draft Climate Action Plan Bloxham Primary July 2025</p> <p>Governors agreed that in the absence of MC and KM this item be deferred to the next meeting.</p> <p>The Headteacher advised that the Pre-school lead is keen that their plans align with that of the school. The Headteacher will put the lead in contact with MC.</p> <p>Governors commented that the solar panels in the plan look expensive. The Headteacher advised that the SBM will be applying for grants.</p>	<p>12.13</p> <p>12.14</p> <p>12.15</p> <p>12.16</p>	<p>KM: Hall bookings and community engagement</p> <p>MC/KM: Review environmental sustainability documentation</p> <p>HT: Link Pre-school lead with MC</p>

Item No	Topic	Minutes	Document Reference	Action
13	Safeguarding	<p>Any Safeguarding, Bullying or Racist incidents to report since the last meeting. LT and the Headteacher shared information on incorrect comments made on social media regarding safeguarding in the school, plus unacceptable comments about the Headteacher and staff. Advice has been sought from the community police officer. The comments had overshadowed the release of the positive SIAMS report.</p> <p>Comments: Governors expressed shock at the comments that had been made, but were also pleased about some positive comments made by parents.</p> <p>The Headteacher advised that a family has been banned from the school site and that an intercom system to enter the school will be purchased for security. Governors noted that there are some parent WhatsApp groups which the school cannot regulate as they are not run by the school.</p> <p>Following discussion, governors agreed:</p> <ul style="list-style-type: none"> • SC will explore if anything can be done regarding the social media comments with the Chair. • Governors suggested that the school sends out positive posts about what the school does and has achieved. • The Headteacher will let staff know that the governing body support them and have been horrified by the inaccurate posts. <p>Update from LT on Progress of S175 Annual Safeguarding report –LT reported that this is partially completed and will be finished in consultation with GB prior to the submission date of 28-11-25. This will be an agenda item for the next meeting.</p> <p>KCSiE Update – Governors were pleased to note that all had confirmed on GovernorHub that they had read the 2025 version.</p>		<p>SC: Discuss social media with Chair</p> <p>LT: S175 Report</p>
14	Health and Safety	<p>Health and Safety incidents – The Headteacher gave a verbal report on recent incidents.</p> <ul style="list-style-type: none"> • A member of staff currently in hospital has received messages of support from pupils. Governors sent their best wishes to them. 		

Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> A pupil is in hospital due to an issue which was not health and safety related. There have been assaults on staff such as kicking and biting; these incidents are no different from normal. <p>Q: Are staff Team Teach trained?</p> <p>A: Two staff are Level 3 trained, and a number are Level 2 trained. All staff have had de-escalation training.</p> <p>Confirm Swimming Checklist and documents reviewed and signed – Governors agreed to defer this item until the next meeting.</p>		Clerk: Agenda item
15	GDPR	<p>The Headteacher reported that there had been no GDPR breaches since the last meeting.</p> <p>EM withdrew from the meeting. The Clerk confirmed that the meeting remained quorate.</p>		
16	Governor Business	<p>Governor Vacancies – 16.1 Constitution – SC advised that that there are now 2 Co-opted governor vacancies following the resignation of Hannah Duckett. See item 22 below.</p> <p>16.2 Register of Declarations of Interests as at 12-10-25 – All governors have completed all declarations and confirmations on GovernorHub.</p> <p>16.3 Governor Monitoring Schedule 2025-26 – This was noted for information.</p> <p>16.4 Governor Objectives 2025-26 including suggestions from the July meeting. This was deferred until the next meeting for KM to confirm the updates had been made ready for approval</p> <p>16.5 Skills Audit Analysis – Summary of responses – Governors agreed to defer this until the next meeting for KM to present.</p>	<p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p> <p>16.5</p>	<p>KM: Confirm updates made for approval</p> <p>KM: Skills Audit agenda item</p>

Item No	Topic	Minutes	Document Reference	Action
		<p>16.6 The Key – Governing Board Self-Evaluation Tool – Consolidated responses Update on suggestions at the last meeting to visit other schools and annual reviews for governors. SC will talk with KM regarding the two items highlighted as red.</p> <p>GIAS – Governors agreed to defer this item until the next meeting.</p> <p>Governance Policy (Including Lead Governor Terms of Reference) – Governors agreed to defer this item until the next meeting. Chair to update the policy with new Ofsted references once the report is published and include the terms of reference for the Environmental Sustainability Group after approval at the next meeting.</p>	16.6	<p>SC: Talk with KM about visiting other schools and annual reviews</p> <p>Clerk: GIAS agenda item</p> <p>KM: Update Ofsted references in the policy</p>
17	Governor Training Update	<p>17.1 Governor training – The updated training tracker was available on GovernorHub. SC reminded governors that they must all complete the required training: Induction, Prevent, GDPR, Cyber Security and Safeguarding</p>	17.1	All governors: Complete mandatory training
18	Policies Review/for approval (as per policy)	<p>18.1 Policy and key documents Schedule – Governors noted the updated document.</p> <p>Governors approved the following policies available on GovernorHub:</p> <ul style="list-style-type: none"> • 18.2 Admissions Policy • 18.4 Volunteer Policy • 18.6 Teaching and learning Policy • 18.7 Attendance Policy 24-25v4 <p>Q: Does the school have any responsibilities when parents take their child out of school?</p> <p>A: Parents can either elect to home educate for which there is a process to follow, or, elect to send them to a new school, they would then be taken off this school's register and their records sent to the new school. If neither of these happen the child is then missing from education and there is a process to follow.</p> <p>Policies for approval at the next meeting</p>	18.1 18.2 18.4 18.6 18.7	

Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> • Handwriting Policy • Behaviour Policy – Including Governor Behaviour Principles – Pupils 		
19	Community Communication	<p>19.1 Governor communication 23-9-25 – Governors noted the communication which had been sent to staff and parents.</p> <p>Governors considered what the communication from this meeting should include.</p> <p>Points raised included:</p> <ul style="list-style-type: none"> • SIAMS • AA’s presentation and the curriculum deepening. • New Insite data tracking which is more accurate and timely. • SIAMS saying that the points raised by Ofsted have been addressed. • Positive news about looking forward to events in the next half term in the run up to Christmas. • Values being inclusivity this half term and Caring next half term. <p>SC will write the letter in consultation with KM</p>	19.1	SC/KM - Write message
20	Non-Standing items for the next FGB meeting	<p>Headteacher:</p> <ul style="list-style-type: none"> • Report on Staff Appraisals; working hours audit and stress and wellbeing surveys (if applicable) • Quality First Teaching report • SDP report on a specific target or other curricular aspect (staff member) • Agree SDP monitoring actions for the coming term • ASP Report/ discussion (Analyse School Performance - pupil progress and attainment against national) – any significant additional data/ information • Report on links with Pupil Parliament 		

Item No	Topic	Minutes	Document Reference	Action
		<p>Policies</p> <ul style="list-style-type: none"> • Code of Conduct – Staff • Lettings Policy • Mental Health and Wellbeing Policy • Performance Management Policy - Teachers and headteachers • Anti-Bullying Policy • Children with Health needs who cannot attend school Policy • Disposal and write off Policy • Educational Visits Policy • Intimate Care Policy • Nurture support Policy • Positive Handling and Physical Restraint Policy • Site safety and security Policy • Whistleblowing Policy <p>Chair:</p> <ul style="list-style-type: none"> • Complete asset management plan; review of School Accessibility Plan & Transport Plan • Health & Safety Walk & Inspection readiness <p>Governors</p> <ul style="list-style-type: none"> • Annual Safeguarding & Child Protection Report (deadline to submit to LA is TBC, usually the end of November); receive annual safeguarding audit form LT/GB • Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision LT/GB 		

Item No	Topic	Minutes	Document Reference	Action
21	Meeting Impact			
22	Co-opted Governor appointment	<p>FC withdrew from the meeting.</p> <p>SC shared information regarding his earlier meeting with FC and her skills.</p> <p>Governors discussed and agreed to appoint FC as a Co-opted governor subject to SC confirming her continued interest in the role and a start date.</p>		SC: contact FC
	Meeting dates for the rest of the academic year	<p>Governors noted the meeting dates. Meetings will start at 5.00pm unless noted below.</p> <ol style="list-style-type: none"> 1. Wednesday 17 Sept - in school – meet with teachers 3.30pm. FGB at 4.30pm 2. Monday 20 October - online 3. Monday 24 November - in school 4. Thursday 22 January - online 5. Monday 16 March - in school 6. Tuesday 28 April - online, budget only 7. Thursday 21 May – online 8. Wednesday 8 July – in school – meet with teachers 3.30pm. FGB at 4.30pm 		

Governors thanked SC for chairing the second half of the meeting. The meeting closed at 7.08pm.