



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 Wednesday 17 September 2025 at 4.30pm 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

Melanie Christianson (MC)

Ashley Pile (AP) (withdrew 5.30pm)

Elliot Manning (EM)

Staff Governor

Louise Thomas (LT) (attended online) (withdrew 6.00pm)

In attendance: Clerk Ruth Morrison (RM)
Deputy Headteacher Mat Singleton (MS)

Apologies: Local Authority Governor Kevin Moyes (Chair KM)

Co-opted Governor Gillian Barnes (GB)

Absence Co-opted Governor Hannah Duckett (HD)

Quorum: The Clerk confirmed that the meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair (SC) welcomed all.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted from GB and KM. No apologies had been received from HD.		
4	Urgent Additional Items	No additional urgent items had been received.		
5	Declarations of Interests	There were no new declarations of interest.		
6	Subject leader Presentation	<p>MS gave a presentation on the work undertaken on assessment in the wider curriculum and the deepening of the curriculum. Information was shared on courses completed by MS, the Headteacher and staff including the Tim Nelson Subject leader training.</p> <p>MS and the Headteacher answered governors' questions.</p> <p>Q: When will/did the new system start? A: Lots of work took place prior to Ofsted and over the summer break. Cornerstones had already been scaled back.</p> <p>Q: Will the approach shared be for each subject and year group? A: Yes, MS will lead History and Geography.</p> <p>Q: Does the approach allow for differentiation? A: Yes, a wide variety of resources can be used and activities from the assessment.</p> <p>Q: In the Blue Review can pupils copy each other or are they separated?</p>		

Item No	Topic	Minutes	Document Reference	Action
		<p>A: They are not separated as it is not a test. Reviews can be done as a class or individually and includes teacher observations.</p> <p>Q: Can pupils do the learning at home?</p> <p>A: There is scope for this. It can be shared with parents.</p> <p>Governors thanked MS for the useful presentation. MS withdrew from the meeting.</p>		
7	Approval of FGB Minutes	The minutes of the FGB meeting held on 15-7-25 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's Report September 2025 was available on GovernorHub:</p> <p>The Headteacher invited questions from governors</p> <p>Q: What changes have been made to lunchtime procedures following the incidents logged?</p> <p>A: Staff visited another school to see Outdoor Play and Learning (OPAL) in place. This will keep children busy at lunchtime. The equipment will be purchased from this year's PE funding. The Forest School lead is in at lunchtime. The Behaviour strategy is in place.</p> <p>Q: Are there any staff vacancies?</p> <p>A: There are no vacancies or agency staff. Information was shared on staff deployment.</p> <p>Q: How are the mixed year groups in the Foundation Stage (FS) and Year 1 going?</p> <p>A: It's going well. No complaints have been received. Teachers have not reported any concerns.</p> <p>Comment: Pupils being taught in their year groups for core subjects is a positive. Classroom changes are a good thing.</p>	9.1	

Item No	Topic	Minutes	Document Reference	Action
		<p>Q: Could classroom changes for different subjects be used in the upper phase?</p> <p>A: This is already in place for PE and French.</p> <p>Q: What was the outcome of the meeting of the Headteacher with the School Business manager?</p> <p>A: Staff grades were reviewed to ensure they are correct and that costs aligned with the budget.</p>		
10	Update from the Chair	There were no updates.		
11	School Improvement Self Evaluation and School Development Plan	<p>Ofsted Inspection 1/2 July – The Headteacher tabled a draft letter for parents which will be sent on 18-9-25 along with the Ofsted report which will be published that day.</p> <p>Approval: Governors discussed and gave their approval to the letter subject to the sentence about the school being removed as a strategy school being highlighted.</p> <p>Complaint: The Headteacher summarised the reasons for the complaint to Ofsted about the report and procedures during the inspection. Following the unsatisfactory response to the Stage 1 complaint this can now be pursued to Stage 2. This will not affect the grade for this school but can affect other schools in future inspections.</p> <p>Governors expressed concern regarding the impact on the Headteacher's wellbeing of raising a Stage 2 complaint.</p> <p>Approval: Following discussion governors approved continuing with the complaint.</p> <p>The following documents were available on GovernorHub:</p> <ul style="list-style-type: none"> • 11.1 School Self Evaluation (SEF) last updated September 2025 • 11.2 School Development Plan (SDP) 2025-2026 -final • 11.3 Draft Strategic plan Roadmap <p>SEF – The Headteacher advised that this had been tweaked in preparation for the SIAMS inspection on 23-9-25. RE is a big focus this year. The subject leader has changed this year and there has been investment in CPD. Links with the Pre-school have been strengthened with meetings every half term.</p>	11.1 11.2 11.3	HT/Chair: Stage 2 complaint

Item No	Topic	Minutes	Document Reference	Action
		<p>Q: How will the SIAMS inspector see what is happening in RE when it is a focus this year?</p> <p>A: The action plan is for 2023 to 2027 so some of it is in place for inspectors to see in practice.</p> <p>SDP 2025/26 – LT advised that this is in line with the new Ofsted framework.</p> <p>Q: Does the school look to other schools to see what works?</p> <p>A: Yes, for example a visit had taken place earlier in the day to view OPAL by two members of staff and MS and the SBM will be visiting St John's to look at communication and an App available through Arbor.</p> <p>Q: Are there milestones to chart progress?</p> <p>A: The milestones are set for the end of each full term and are RAG rated.</p> <p>Approval: Governors approved documents 11.1, 11.2 and 11.3 whilst noting that they are live documents and will be updated.</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>AP withdrew from the meeting.</p> <p style="text-align: center;">TEACHING AND LEARNING AND INCLUSION</p> <ul style="list-style-type: none"> • 12.1 SEND funding Report End of Year review of 2024-25 • 12.2 SEND Funding 2025-26 Strategy • 12.3 SEND Annual Information Report September 2025 • 12.6 Pupil Premium Funding Report End of Year review of 2024-25 • 12.7 Pupil Premium Funding - 2025-26 Strategy - • 12.8 Service Premium Report End of Year review of 2024-25 • 12.9 Service Premium -2025-26 Strategy 	12.1 12.2 12.3 12.6 12.7 12.8 12.9	

Item No	Topic	Minutes	Document Reference	Action
		<p>LT gave an overview of the reports and work with Jane Elvidge (OXSIT Lead) and Gill Barnes. Attendance at clubs has doubled for Pupil Premium pupils. Persistent Absence for Pupil Premium pupils is high; this will be a focus this year. Numbers for Service premium are low, 2 to 3 pupils.</p> <p>Q: Could we have further information on persistent absence for Pupil Premium pupils for a future meeting?</p> <p>A: Yes, anonymised case studies can be shared with information on the strategies used.</p> <p>Q: How are the needs of pupils with SEND balanced against those without?</p> <p>A: Quality first teaching is used for all children. All pupils are taught by their teacher with a teaching assistant of another teacher in class to help support SEND. The approach is flexible. The Headteacher reported that Ofsted had said that staff were well deployed and knew the children well, plus good strategies were in place to support SEND and other children.</p> <p>Q: Is the expectation for Phonics to be 82% for Pupil Premium pupils realistic given that it is currently around 50%?</p> <p>A: The Pupil Premium cohort can be small and there is some overlap with SEND.</p> <p>12.4 PE & Sports Funding Annual Report End of Year review of 2024-25 (4 documents) - The Headteacher advised that the report for 2024-25 had been signed by the Chair (KM) and submitted before the 31 July deadline. Governors gave their approval to the report.</p> <p>12.5 PE & Sports Funding 2025-26 Strategy – This year's funding will be spent mainly on OPAL equipment and CPD for the sports lead.</p> <p>Swimming – Q: Are the percentages achieved for swimming and rescuing themselves good?</p> <p>A: Ideally it would be 100%. Booster sessions are in place. Bench line data has been recorded for this year and the money is ring-fenced.</p>	12.4 12.5	LT: Persistent Absence case studies

Item No	Topic	Minutes	Document Reference	Action
		<p>12.10 LA Strategy Review – 14th July 2025 – The Headteacher reported that this had been a really positive meeting. The LA recognised the strengths of the school and are still available for support.</p> <p>Action: SC will follow up on the personnel matter with the Headteacher and LA.</p> <p>12.11 Governor Monitoring Report – Learning Walk (Last Term) – Governors noted the report from the Learning Walk undertaken on 22-5-25 by KM.</p> <p style="text-align: center;">STAFFING</p> <p>Headteacher Appraisal and Objective Setting Progress including Headteacher – The Headteacher gave an update. The 2024/25 review for the Headteacher has taken place with Tim Nelson (External Adviser) and the Headteacher Appraisal governors (KM, SC and AP). End of years summaries for all teachers have happened and targets for this year are being set.</p> <p style="text-align: center;">FINANCE</p> <p>12.12 External Financial Benchmarking - Governors requested a summary of the large volume of data. The Headteacher will follow this up with KM and the SBM.</p> <p style="text-align: center;">COMMUNITY</p> <p>School calendar of events Bloxham Church of England Primary School - Calendar (bloxhamprimary.com) The Headteacher confirmed that parents have been given the calendar with a cover letter and that the information is on the school website.</p> <p>Q: Which events would it be helpful for governors to be available at?</p> <p>A: Open classrooms and year group assemblies. The Headteacher will highlight these events and circulate to governors.</p> <p>Q: What are parent forums?</p> <p>A: LT shared information on the SEND forum which meets twice a term and works well.</p> <p>Q: Can information about church events be included?</p>	12.10 12.11 12.12 12.8	<p>SC: Personnel matter follow up</p> <p>HT: Benchmarking summary data</p> <p>HT: Highlight events for governors to attend</p>

Item No	Topic	Minutes	Document Reference	Action
		<p>A: The Headteacher advised that there is an area on the website for community groups. Information about events should be sent to the school office.</p> <p>12.13 Governor Monitoring Report – Website Audit (2 documents, Audit and Monitoring report) – SC confirmed that the website is compliant.</p> <p style="text-align: center;">STAKEHOLDER VOICE</p> <p>Agree timetable for Parent / Staff / Pupil Voice surveys and update Governor Monitoring Schedule to reflect. The Headteacher gave information on the timetable for surveys:</p> <ul style="list-style-type: none"> • Parents: July • Staff: Work-life survey in the Spring, plus an end of year survey in July. • Pupils: A survey will be linked to Collective Worship and RE. Subject surveys will take place individually. The Pupil Parliament will also be used. Suggestion boxes are used in classrooms. <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>12.14 Environmental Sustainability Working Group – Terms of Reference</p> <p>12.15 Bloxham Primary School One Pager on Climate Action Plan</p> <p>12.16 Carbon Reduction Recommendations Report for Bloxham Primary School</p> <p>12.17 1st Draft Climate Action Plan Bloxham Primary July 2025</p> <p>Governors agreed to defer approval of the documents until the next meeting. In the meantime, MC will review them with KM. A representative from in school is required to lead on the implementation of the action plan. Governors agreed that the action plan is published as a working document.</p> <p>LT withdrew from the meeting which continued to be quorate.</p>	<p>12.13</p> <p>12.14</p> <p>12.15</p> <p>12.16</p> <p>12.17</p>	<p>MC/KM: Review environmental sustainability documentation</p>

Item No	Topic	Minutes	Document Reference	Action
13	Safeguarding	<p>Any Safeguarding, Bullying or Racist incidents to report since the last meeting. There were no incidents to report other than those included in the Headteacher's report.</p> <p>Update from LT on Progress of S175 Annual Safeguarding report – The Headteacher reported that LT had completed the first section and that the whole report will be available for approval at the November meeting.</p> <p>KCSiE Update – All governors had confirmed on GovernorHub that they had read the 2025 version with the exception of HD. SC will follow this up with HD</p>		SC: Contact HD regarding reading KCSIE
14	Health and Safety	<p>Health and Safety incidents – The Headteacher reported that there had been one suspension for assault; support from the nurture team is ongoing with the family.</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	The Headteacher reported that there had been no GDPR breaches since the last meeting.		
16	Governor Business	<p>Governor Vacancies</p> <p>Update on Co-opted governor position and appointment of new Co-opted governor – SC advised that Sarah Choa has taken the decision to resign as a governor. SC is meeting with a potential replacement on 19-9-25.</p> <p>Q: Is there a gap in the governing body's skills that this person meets?</p> <p>A: SC will ask when they meet. The skills audit was carried out after this person had applied.</p> <p>Governors agreed that this person is invited to attend the October meeting as a guest and is asked to leave prior to their appointment being discussed.</p>		SC: Invite potential governor as a guest to the next meeting

Item No	Topic	Minutes	Document Reference	Action
		<p>Collate governance information for publication on the school website including:</p> <p>16.1 Governor attendance 2024-25 – Governors noted the report which KM has published on the website.</p> <p>16.2 Constitution, Roles, and Terms of Office (2 documents) - Governors noted the reports which KM has published on the website.</p> <p>16.3 Register of Declarations of Interests – Governors noted the report which KM has published on the website. SC will follow up with HD regarding updating the register on GovernorHub.</p> <p>Governing Body Annual Documentation:</p> <p>16.4 LA Schedule of Governing Board Business – Governors noted the information.</p> <p>16.5 Governor meeting schedule 2025-26 (including 2025-26 updates from LA Schedule) – The Headteacher will forward information regarding subject leader presentations to the Clerk.</p> <p>16.6 DRAFT Governor Monitoring Schedule 2025-26 – Governors approved the Schedule.</p> <p>16.7 Skills Audit Analysis – Summary of responses – Governor agreed to defer this item until the next meeting.</p> <p>16.8 The Key – Governing Board Self-Evaluation Tool – Consolidated responses - Governors noted the two items highlighted as red. These were Q5 Do we make use of good practice from across the county? and Q8 Does the Chair carry out an annual review of each governor's contribution to the board's performance? The Headteacher advised that up to three governors may attend training offered by the Diocese (ODBE). SC will talk with KM about visiting other schools and annual reviews.</p> <p>GIAS – update from Chair from the last meeting – Governors agreed to defer this item until the next meeting.</p> <p>DBS checks – update from Clerk from the last meeting – The Clerk confirmed that all DBS checks are up to date and that ones nearing the review date are in process.</p>	16.1 16.2 16.3 16.4 16.5 16.6 16.7 16.8	<p>SC: Contact HD regarding register of interests</p> <p>HT: Send subject leader presentation information to the clerk</p> <p>Clerk: Skills Audit agenda item</p> <p>SC: Talk with KM about visiting other schools and annual reviews</p> <p>Clerk: GIAS agenda item</p>

Item No	Topic	Minutes	Document Reference	Action
		<p>16.9 Governor Induction Policy – Governors approved the policy.</p> <p>16.10 Governance Policy (Including Lead Governor Terms of Reference) – Governors approved the policy but noted that the Chair (KM) will update it 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> <p>16.11 Summary of Governor Declarations on GovernorHub as at 10-9-25 All declarations (Interests, reading KCSIE, and not being disqualified from being a governor) are up to date with the exception of HD which SC will follow up on.</p>	16.9 16.10 16.11	<p>KM: Update Ofsted references in the policy</p> <p>SC: Confirmations follow up with HD</p>
17	Governor Training Update	17.1 Governor training – The updated training tracker was available on GovernorHub. The Chair will follow up where there are gaps in required training. MC competed finance training since the report was issued.	17.1	KM: Contact governors who have not completed 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 Feedback and Marking Policy • 18.3 Safeguarding Policy 2025-2026 (based on ESAT model) • 18.4 SEND Policy 2025 • 18.5 Dealing with Allegations Policy 2025-2026 (based on ESAT model) • 18.6 Safer Recruitment Policy 2025-2026 (based on ESAT model) 	18.1 18.2 18.3 18.4 18.5 18.6	

Item No	Topic	Minutes	Document Reference	Action
19	Community Communication	<p>19.1 Governor communication 18-7-25 – 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"> • The Governing body has full confidence in the Headteacher following the Ofsted inspection. Staff are positive about the Headteacher. • Staff get together prior to the meeting. There was lots of energy. • Praise for the extent of the transformation of the school since 2022. • The Governing Body agree with the letter written by the Headteacher for parents regarding the Ofsted inspection. • Disappointing that Ofsted did not agree with the LA's judgements of the school, but it is pleasing that the LA has removed the school from being a strategy school. • Governors welcomed the presentation from MS on the new curriculum. <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"> • Updated SEF • Report on Children Cared For (Prev looked after). • Equality Statement, Objectives and Plan • Subject Lead Presentation – Headteacher to confirm. • Data Pack and Groups Data: review pupil progress and attainment, including reporting on vulnerable groups <p>Chair:</p> <ul style="list-style-type: none"> • Staffing/Finance Budget statement • Review and monitor compliance with cost of school uniform statutory guidance 		

Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> • Review systems and procedures for monitoring Health & Safety including risk assessments • Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement <p>Governors</p> <ul style="list-style-type: none"> • Teaching and Learning Lead Governor – Data pack analysis monitoring report. 		
21	Meeting Impact			
22	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 		

The meeting closed at 6.30pm.