



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 24 November 2025 at 5.00pm in school

Governors Present:	Local Authority Governor	Kevin Moyes (Chair KM)
	Foundation Governors	Stephen Craggs (SC) (Vice Chair) Dale Gingrich (DG) Nick Westbury (NW)
	Staff Governor	Sarah Marshall (Headteacher(HT))
	Parent Governor	Ashley Pile (AP) Melanie Christianson (MC)
	Staff Governor	Louise Thomas (LT)
	Co-opted Governor	Gillian Barnes (GB)
In attendance:	Clerk	Ruth Morrison (RM)
	Lower School Phase Leader	Adam Arzberger (AA)
	PE and Sports Lead	Olly Sorrell (OS)
Apologies:	Parent Governor	Elliot Manning (EM)
	Co-opted Governor	Fran Connell (FC)
Quorum:	The Clerk confirmed that the meeting was quorate.	

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair welcomed all and thanked everyone for their support in preparing documents for the meeting.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted from EM and FC.		
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 OS. Information on PE and Sports in school was tabled. OS presented information on</p> <ul style="list-style-type: none"> • PE Curriculum and Assessments – The curriculum has started well this year. Assessment includes the pupil voice and teacher assessment. • Sport Events – More events will be added depending on if the school qualifies. • Participation data – This includes participation rates from groups such as SEND and Pupil Premium. • Extra-curricular clubs – This includes basketball, tennis and football. American football and golf may be offered in the summer. • Level 3 Diploma in Developing Physical Activity and Sport within the school environment – OS aims to complete this 16-week CPD course by July. <p>OS and the Headteacher answered governors’ questions.</p> <p>Q: Does the school have sufficient equipment for PE and Sport?</p> <p>A: The school is in a fortunate position. If further equipment is required OS raises this with the School Business Manager (SBM) and the PE and Sports Premium funding can be used</p>		

Item No	Topic	Minutes	Document Reference	Action
		<p>Q: How do you support pupils reluctant to engage in sport?</p> <p>A: Different approaches are used to support pupils with their different needs. Guidance is given. Some pupils have some one-to-one support before joining other pupils. Other teachers and teaching assistants (TAs) are used. Staff talk with parents if needed.</p> <p>Comment: The passion of OS for the subject and commitment to pupils is clearly evident.</p> <p>Governors thanked OS for the useful presentation. OS withdrew from the meeting.</p>		
7	Approval of FGB Minutes	The minutes of the FGB meeting held on 20-10-25 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 following documents were available on GovernorHub to support this item:</p> <ul style="list-style-type: none"> • 9.1a Working hours audit 2025 • 9.1b Schools Week Wellbeing • 9.2 Quality First teaching report for governors November 2025 • 9.3 Ofsted Inspection Data Summary Report (IDSR) • 9.4 Pupil Parliament Governor Summary <p>Working hours audit 2025 – Governor noted that this is a combined working hours and wellbeing audit that had been sent to all staff. The Headteacher summarised the key findings.</p> <p>Hours - Hours worked beyond contracted hours is significant. Some of this is attributed to being part of the role, especially for newer teachers, some is finding ways of working smarter. The marking policy has been updated with feedback being</p>	<p>9.1a</p> <p>9.1b</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	

Item No	Topic	Minutes	Document Reference	Action
		<p>given in lessons for the pupil, not for parents or Ofsted. Staff like parents' evenings taking place online.</p> <p>Staffing - There are 2 Higher Level TAs used for specific tasks. TAs provide cover for time off in lieu.</p> <p>First Aid – TAs log incidents on Arbor.</p> <p>Communication – Briefings are repeated twice to support communication. All letters to parents are also sent to staff.</p> <p>Senior Leadership Team (SLT) – Staff felt that the SLA prioritises wellbeing. Closing early at the end of term helps staff prepare the classroom. Wellbeing events are held for staff. Staff are tired but recognise things being done to support them. Governors noted the article from Schools Week.</p> <p>Governors challenged the Headteacher for further information.</p> <p>Q: Are there any differences in expectations of work hours between different groups of staff?</p> <p>A: With new staff the expectation is for them to do their role well and if they feel better about it they can do it at home. Younger staff see the survey as needing a better work/life balance. Staff have different approaches to emails with some having them on their phone, the school encourages them to turn them off and aim for no emails after 6pm.</p> <p>Q: Online parents evening help staff. Should the school also let parents know how the system helps them too?</p> <p>A: This has already been done but could be repeated. Online meetings mean no travel time and the appointments run to time with no waiting around.</p> <p>Q: Could you give more information on the Quality First report?</p> <p>A: This was carried out for Key Stage (KS)1 attainment and pupil progress. The Headteacher gave information on the pupil progress meetings which focus mainly on pupil premium pupils. Writing has the highest below expectation proportion.</p> <p>Q: Is this a nation problem, is there any national data?</p>		

Item No	Topic	Minutes	Document Reference	Action
		<p>A: Writing tends to be below reading. Writing is teacher assessed and is moderated so the data can be less reliable.</p> <p>ISDR – The Headteacher explained that this is in a new format. OCC is providing training on it. The ISDR aligns with the school’s data. Although the school has made strides with persistent absence there are some pupils on reduced timetables which has impacted the data.</p> <p>Pupil Parliament – The Headteacher summarised the report and advised that the pupil parliament had requested coming to a governing body meeting.</p> <p>Approval – Governors discussed and agreed that it would be good if the pupil parliament came to one of the in-person meetings in place of a teacher presentation. The Headteacher will make the arrangements.</p>		<p>HT: Arrange for pupil parliament to come to a FGB meeting</p>
10	Update from the Chair	There were no updates.		
11	School Improvement Self Evaluation and School Development Plan	<p>The following documents were available on GovernorHub for this item:</p> <p>11.1 Self Evaluation Form 2025/26</p> <p>11.2 School Development Plan 2025/26</p> <p>11.3 Milestone 1-Midpoint Summary Nov 25</p> <p>11.1 Self Evaluation Form (SEF) 2025-26</p> <p>The Headteacher explained that the SEF is an evaluation against the new Ofsted Framework. Some of the items are orange as the evidence is not yet documented.</p> <p>Q: What does ‘strengthen monitoring cycles and evidence’ mean?</p> <p>A: This means having the documentation and mapping things out such as the Deputy Headteacher (DHT) and LT mapping it out for pupil premium pupils and this then being monitored by the phase leaders. The new curriculum is in place for History and Geography. The Science lead will work with the DHT and roll it out. The Headteacher has worked on KS1 and will then work on KS2.</p>	11.1 11.2 11.3	

Item No	Topic	Minutes	Document Reference	Action
		<p>11.2 SDP 2025/26 and Milestones – The Headteacher explained that this is taken from areas identified in the SEF.</p> <p>Governors challenged the Headteacher on some of the milestones.</p> <p>Q: Why are some of the items white?</p> <p>A: These have not been completed as time is needed to release subject leaders.</p> <p>Q: Is the school meeting the need for targeted interventions in Phonics and Maths?</p> <p>A: This will be tight due to reduced TAs to support them. TAs are not doing interventions in the same way, for example it could be just rephrasing questions and not taking pupils out of class.</p> <p>Q: What is the format of pupil progress meetings and are staff proactive with them?</p> <p>A: LT explained that the DHT has the data and then they look at what is in place, what is needed and what the focus will be. When the data is taken is being reviewed, as this term assessment was too early when there is a post-summer break dip.</p> <p>Q: Could parents be given questions to ask their children to help with recall?</p> <p>A: The knowledge organisers have the key knowledge and can be sent out.</p>		<p>HT: New SEF</p>
12	<p>Governor Updates Since last meeting</p>	<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>12.1a Governor Monitoring – Attainment data Term 1 – AP gave a summary of the visit on 15-11-25 as detailed in the report.</p> <p>12.1b Governor monitoring – Outdoor Play and Learning (OPAL) – AP gave a summary of the visit on 13-11-25 as detailed in the report.</p>	<p>12.1a</p> <p>12.1b</p>	

Item No	Topic	Minutes	Document Reference	Action
		<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>12.5 Review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement -KM/HT – This had been covered by item 12.3 above</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>12.6 Environmental Sustainability Working Group – Terms of Reference</p> <p>12.7 Bloxham Primary School One Pager on Climate Action Plan</p> <p>12.8 Carbon Reduction Recommendations Report for Bloxham Primary School</p> <p>12.9 1st Draft Climate Action Plan Bloxham Primary July 2025</p> <p>These had been reviewed by the chair as previously agreed and no changes were required. Governors approved the documents.</p> <p>MC (Sustainability lead) advised that some of the items just need budget approval such as lighting, and that items such as second-hand uniforms could be taken forward by parents. There are some items already in place for sustainability but these need to be captured and recorded that they have been done. The Headteacher advised that the SBM will submit applications for grants for solar panels when they are offered. The Headteacher will ask staff again for a volunteer to join the sustainability group.</p> <p>As agreed at the last meeting the Headteacher had put the Pre-school lead in contact with MC to ensure that their policies align with those of the school.</p>	<p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p>	<p>HT: Staff rep</p>

Item No	Topic	Minutes	Document Reference	Action
		<p>16.3 and 16.3.1 Skills Audit Analysis – Summary of responses – Governors agreed with the summary of the skills analysis. <i>‘The board is experienced and strategically capable with strong community knowledge, good curriculum and equality awareness, and a clear willingness to challenge. Key development areas are chairing experience, participation in headteacher appraisal panels, and deeper confidence in some advanced financial and risk responsibilities’</i></p> <p>16.4 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. KM will give an update on these actions at the next meeting.</p> <p>GIAS – The Chair will review this again before the next meeting.</p> <p>GovernorHub replacement - The Clerk gave an update on the pilot group who are trialling the new system and asked that governors book onto the training when the dates are published. Documents stored on GovernorHub will either need to be moved to the school’s storage system for archiving or to the new system. The Clerk will work with the Headteacher and SBM on this.</p> <p>16.5 Governance Policy (Including Lead Governor Terms of Reference) – The Chair confirmed that this had been updated shortly before the meeting with new Ofsted references and terms of reference for the Environmental Sustainability Group. Governors were asked to send him any comments prior to approval at the next meeting.</p>	<p>16.3 & 16.3.1</p> <p>16.4</p> <p>16.5</p>	<p>KM/SC: Self evaluation actions</p> <p>KM: GIAS check</p> <p>Clerk/HT: Archive documents</p> <p>All governors: Send comments to KM</p>
17	Governor Training Update	17.1 Governor training – The updated training tracker was available on GovernorHub. SC advised that FP is undertaking the mandatory induction training courses. MC will complete the GDPR training.	17.1	FP: Complete mandatory training MC: GDPR training
18	Policies Review/for	18.1 Policy and key documents Schedule – Governors noted the updated document. Q: Governors asked for information on any significant changes to the policies.	18.1	

Item No	Topic	Minutes	Document Reference	Action
	approval (as per policy)	<p>A: The Headteacher advised that the Behaviour policy now includes that if pupils do not meet the behaviour standard they will not be taken on trips, this is to ensure the safety of all pupils and staff.</p> <p>Governors approved the following policies available on GovernorHub:</p> <ul style="list-style-type: none"> • 18.2 Behaviour Policy – Including Governor Behaviour Principles – Pupils – HT • 18.3 Code of Conduct – Staff • 18.4 Lettings Policy • 18.5 Mental Health and Wellbeing Policy • 18.6 Performance Management Policy - Teachers and headteachers • 18.7 Anti-Bullying Policy • 18.8 Children with Health needs who cannot attend school Policy • 18.9 Disposal and write off Policy • 18.10 Educational Visits Policy • 18.11 Intimate Care Policy • 18.12 Nurture support Policy • 18.13 Positive Handling and Physical Restraint Policy • 18.14 Site safety and security Policy • 18.15 Whistleblowing Policy <p>Note: Handwriting Policy – to be reviewed in spring 2026</p>	18.2 to 18.15	
19	Community Communication	<p>19.1 Governor communication 23-10-25 – Governors noted that this had not been circulated to the community, it 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> <ul style="list-style-type: none"> • Staff wellbeing and hours survey overview 	19.1	

Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> • Sport presentation from OS • Changes in the Behaviour policy linked to wellbeing, health and safety, and the safeguarding of all pupils. • Looking forward to meeting the pupil parliament. 		SC/KM - Write message
20	Non-Standing items for the next FGB meeting	<p>Headteacher:</p> <ul style="list-style-type: none"> • Termly report to include School Admin data: attendance, incident reports, review progress of SDP • Report on the effectiveness of Assessment Procedures • Data Pack and Groups Data: review pupil progress and attainment, including reporting on vulnerable groups • Mid-year review of PE and Sport Funding Plan <p>Policies:</p> <ul style="list-style-type: none"> • Capability Policy • Charging and remissions Policy • Complaints Policy • Data protection Policy • Disciplinary Policy • Drugs Education Policy • Early Career Teachers (ECT) Policy • Early years foundation stage (EYFS) • Grievance Policy • Internal Financial Procedures • Pay Policy – Teachers • Complaints - Serial and Unreasonable Complaints • Travel to and from School Policy (Aka Travel Plan) <p>LT:</p> <ul style="list-style-type: none"> • Midyear reviews of Effectiveness of Pupil Premium Funding and SEND funding, 		

Item No	Topic	Minutes	Document Reference	Action
		<p>report on any budget implications</p> <p>Chair:</p> <ul style="list-style-type: none"> • Review net capacity of the school • Review staff structure • Budget Statement • Complete and agree the Schools Financial Value Standard 		
21	Meeting Impact	<p>Governors commented:</p> <p>Face to face meetings are preferable but governors understand that online meetings are helpful.</p> <p>The number of documents is significant. The Headteacher is reviewing the Headteacher Report template and is working with the Chair and Vice Chair on the number of documents scheduled for each meeting.</p>		
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. Thursday 22 January - online 2. Monday 16 March - in school 3. Tuesday 28 April - online, budget only 4. Thursday 21 May – online 5. Wednesday 8 July – in school – meet with teachers 3.30pm. FGB at 4.30pm 		

The chair thanked all for their work and contribution to the meeting. The meeting closed at 6.45pm.