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### Minutes – meeting of the Full Governing Board Thursday 21-5-26 at 5.00pm online

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

Item No	Topic	Minutes	Document Reference	Action
1	<b>Welcome</b>	The Chair (SC) welcomed all to the meeting.		
2	<b>Opening Prayer</b>	The Chair opened the meeting in prayer.		
3	<b>Apologies for absence</b>	Apologies had been received and were accepted from KM, GB and EM.		
4	<b>Urgent Additional Items</b>	There was no urgent business since issuing the agenda to discuss.		
5	<b>Declarations of Interests</b>	There were no new declarations of interest.		
6	<b>Approval of FGB Minutes</b>	The minutes of the FGB meeting held on 28-4-26 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.	6.1	<b>Chair:</b> mark as signed
7	<b>Matters arising not covered on the agenda</b>	The action log was noted. All actions had been completed or were on the agenda for this meeting.	7.1	
8	<b>Headteacher Report</b>	<p>The following documents were available on GovernorHub to support this item:</p> <p><b>8.1 Headteacher Report May 2026 - This included a summary of the Self-Evaluation and updates on the milestones in the School Development Plan (SDP).</b></p> <p><b>8.1b Summary DRAFT School Development Plan 2026-27</b></p> <p><b>8.1b Combined SEF 2025-26 v2 Updated Term 5</b></p> <p><b>8.2 Residential Visits</b></p> <p><b>Governors challenged the Headteacher on some of the information in the reports with questions.</b></p> <p><b>Q:</b> The headlines in the Self Evaluation are positive. What are the threats?</p>	<p>8.1</p> <p>8.1b(x2)</p> <p>8.2</p>	

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		<p><b>A:</b> Until a week ago a challenge was the possibility of key staff leaving and recruitment challenges. Advising staff that we wanted to publish class staff for September triggered a resignation. An experienced teacher has been recruited plus an Early Careers Teacher (ECT) on a 1-Year contract. The Department for Education visited this week; the visit was positive. They agreed with the school's analysis of where we are now. Some things need time to be embedded. The visit report is awaited.</p> <p><b>Comment:</b> Governors were pleased to hear that the visit went well and were reassured that it gave external verification of where the school is now.</p> <p><b>Q:</b> Was there a risk that the 1-Year contract would put people off from applying?</p> <p><b>A:</b> Yes, however the field was good. Contracts can be extended if needed.</p> <p><b>Q:</b> Was the resignation a result of the class allocations?</p> <p><b>A:</b> No, allocations were given later. The resignation was due to personal circumstances.</p> <p><b>Q:</b> At the start of the year the Deputy Headteacher gave a presentation to the Governing Body on streamlining the curriculum for History and Geography. Is this now in place for all subjects?</p> <p><b>A:</b> Things are being changed in line with feedback from the Department for Education visit. It is in hand and will be rolled out in September. Recommendations following feedback from the advisor's first visit regarding continuous provision in Year 1 have been put in place.</p> <p><b>Q:</b> What feedback has been received from parents regarding the mixed Year groups in Years 1 and 2?</p> <p><b>A:</b> No concerns have been received. Year groups are mixed in the afternoon. In the morning pupils are taught in their year groups in smaller classes. For the next academic year, the plan is to have two classes in each of the year groups from Year 2 upwards, and one class in both Foundation and Year 1. As a rolling curriculum is in place this can be changed if numbers increase.</p>		

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		<p><b>Q:</b> The new SDP is framed around moving from ‘expected’ to ‘Strong’. What indicators should governors use to judge if this is happening?</p> <p><b>A:</b> Regional Improvement for Standards and Excellence (RISE) visits. Feedback regarding attainment; the school is focussing on the barriers to learning and what can be put in place. Meeting with staff and not just the Headteacher.</p> <p><b>Q:</b> How confident are leaders that embedding Bloxham Basics is now consistent across all classes, what is the evidence for this and where are the remaining weaker or less embedded areas.</p> <p><b>A:</b> Leaders are confident. Bloxham Basics are in place in all classes. Scaffolding is used in books and there are lesson templates. Some staff are more confident than others. The RISE adviser checked it was in place. Governors can talk with staff to triangulate this.</p> <p><b>Q:</b> The data shows improvement, but outcomes for some disadvantaged pupils, particularly in Year 6 remain a concern. What are the key barriers for these pupils, and what are the plans between now and the end of term?</p> <p><b>A:</b> It’s never too late. We look at pupil progress and if they are not meeting expected, staff look at the barriers and what is being done to support the pupils. Year 6 has a lot of need, we are more focussed on their specific needs now. We push them and are ambitious.</p> <p><b>Q:</b> Is it unusual to have pupils that have moved to Elective Home Education?</p> <p><b>A:</b> Some are pupils where we have challenged their attendance. There are additional safeguarding requirements now. LT gave information on the report that the school must submit to the LA when a child moves to Elected Home Education.</p> <p><b>Q:</b> What are the school’s responsibilities for their education if they move to home education?</p> <p><b>A:</b> After a two-week cooling off period they are no longer on the school’s roll, and the LA undertakes all the necessary checks.</p>		

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		<p><b>Q:</b> With Educational Health Care Plans the school receives money but some pupils need a lot of support. Is the funding enough?  <b>A:</b> It doesn't cover the cost. The LA covers the first 15 hours and then there is top-up funding. The top-up rate does not cover the cost of a teaching assistant's salary. Some pupils need two staff with them. Other schools have the same issues. LT advised that additional funding has been applied for, for 3 or 4 pupils.</p> <p><b>Q:</b> A number of pupil premium boys are not accessing clubs. Why, and what is being done?  <b>A:</b> This is a new pattern. We will look to offer another targeted club for them. NW advised that the Boys' Brigade offers discretionary places, and will send information to LT. The Headteacher reported that some of these pupils may be accessing other things out of school. Barriers to access will be looked at.</p> <p><b>Residential Visits</b>  <b>Q:</b> Year 5 used to go on a residential. Why the change?  <b>A:</b> This is due to financial pressures for parents of having back-to-back trips in Years 5 and 6. A trial trip for Year 4 was successful. There will now be residential trips in years 4 and 6.  <b>Comment:</b> On a visit to school the pupils met were full of enthusiasm for the residential they had been on and had had a great time.  <b>Q:</b> How are leaders checking that cost, SEND needs or family circumstances do not prevent pupils from taking part in residential visits, particularly disadvantaged pupils?  <b>A:</b> Letters are sent to parents about the trips and they can request funding. Pupil Premium funding is used, and a local charity provides subsidies. If a Pupil Premium child does not go on a trip we check the reasons with parents. We make adaptations to trips for pupils such as sleeping, bathroom and food arrangements.  <b>Comment:</b> Governors acknowledged the difficulties of meeting every need, and the potential impact on other pupils.</p>		<p><b>HT/LT:</b> Barriers to PP boys accessing clubs</p>



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		<p style="text-align: center;"><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>11.2 Inclusion &amp; Safeguarding Termly Report, meeting on 15-5-26 with SENCO - SEND/PP and other vulnerable groups</b> – There were no questions regarding the report.</p> <p style="text-align: center;"><b>STAFFING</b></p> <p>This had been covered in the Headteacher’s report.</p> <p style="text-align: center;"><b>FINANCE</b></p> <p>The Chair confirmed that the approved 3-Year budget had been submitted on time and advised that it had needed to be resubmitted with additional information as it was in deficit. This had been completed by the School Business Manager (SBM).</p> <p><b>11.3 Finance Governor Monitoring Report</b> – SC gave an overview of the meeting with the SBM on 15-5-26 as detailed in the report. Governors agreed that the budget position be reviewed again at the July meeting. SC agreed to amend the monitoring report which references an academy. NW had met with the SBM prior to the last meeting to look at the budget process and challenge the basis of every decision. This had confirmed that the budget had been constructed on a sound basis. NW will forward the report to the Clerk to upload to GovernorHub.</p> <p><b>11.4 Governor Monitoring Report – Insurance/Premises costs</b> – SC gave an overview of the monitoring visit on 15-5-26 with the SBM. The SBM is checking why the school has been charged insurance for engines and will claim back payments as needed.</p> <p style="text-align: center;"><b>PREMISES (EXCLUDING H&amp;S)</b></p> <p><b>Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utilities bills to support sustainability</b> – A report</p>	<p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>SC: Budget review</p> <p>SC: Amend report</p> <p>NW/Clerk: Monitoring report</p> <p>SC: Annual inspection of</p>

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		<p>will be available for the next meeting. Energy costs are monitored; SC recommended that consumption is also monitored.</p> <p><b>Update on closing the Job Faulkner account.</b> The Clerk advised that the account with the Charity Commission had been closed but confirmation from them had not been received; this had been followed up. Once confirmed the next step is to close the Barclays account.</p> <p><b>11.6 Review Hall bookings/usage and discuss promotion of community hall</b> – SC gave an overview of the monitoring visit on 15-5-26 with the SBM as detailed in the report. The SBM will be putting together a proposal for access cards to protect the rest of the school premises during rentals; this will be available for discussion/approval at the next meeting.</p> <p><b>Q:</b> Does the school have a PPL license for music to be played during rentals?  <b>A:</b> The Headteacher will follow this up with the SBM</p> <p style="text-align: center;"><b>COMMUNITY</b></p> <p>School calendar of events <a href="http://bloxhamprimary.com">Bloxham Church of England Primary School - Calendar (bloxhamprimary.com)</a> Governors noted the dates.  The Headteacher advised that all governors are welcome to attend any of the events</p> <p><b>11.7 Website audit 11-3-26</b> – Governors noted the report from the audit carried out by SC which showed that the website is compliant.</p> <p style="text-align: center;"><b>STAKEHOLDER VOICE</b></p> <p><b>Environmental Sustainability</b> – MC advised that the Forest Lead had successfully applied for a landscape grant which will provide CPD for 15 staff on outdoor education. Nicholsons have confirmed that the school is on their list for Forest School support. Some planting has taken place.</p>	<p>11.6</p> <p>11.7</p>	<p>premises and grounds</p> <p><b>Clerk:</b> Chase Charity Commission and bank account closures</p> <p><b>SC:</b> Access cards proposal with the SBM</p> <p><b>HT:</b> PPL license</p>

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12	Safeguarding	<p><b>12.1 Section 175/157 Safeguarding Action Plan May 2026</b> – This included a review of safeguarding incidents</p> <p><b>Q:</b> The number of self-harm incidents is concerning. How do you ensure pupils don't harm themselves?</p> <p><b>A:</b> LT gave an overview of the types of self-harm and how they differ at different ages. The school works with the pupils and their families to support them. Cushions and bean bags are used to protect pupils from their surroundings. Incidents are tracked and recorded.</p> <p><b>Q:</b> What are the reasons for the increase in domestic and parental issues and what is being done?</p> <p><b>A:</b> Incidents are not related to a lot of families, but more in a few families. Team Around the Family (TAF) support is in place for some families. We support the families and outside agencies are used.</p> <p><b>Q:</b> Could the school offer workshops to help with issues related to television and the internet?</p> <p><b>A:</b> Workshops are offered to the children by our computing team. We educate without giving opinions.</p> <p><b>Q:</b> Does the school's duty of care cover when pupils are at home?</p> <p><b>A:</b> It does not extend beyond school unless it is a safeguarding matter. LT is the domestic abuse champion as a point of contact and signposts to agencies without giving advice.</p>	12.1	
13	Health and Safety	<p><b>13.1 OCC Health and Safety Monitoring Visit Report 10-2-26</b></p> <p><b>13.2 OCC Health and Safety Visit accompanying letter from Nicky Jones (Schools Health and Safety Officer)</b></p> <p><b>Governors challenged the Headteacher with questions on assaults.</b></p> <p><b>Q:</b> What sort of assaults have taken place and what action is taken?</p> <p><b>A:</b> Assaults include, hitting, kicking and punching. Yellow cards are filled in. Pupils can be suspended</p> <p><b>Q:</b> How are pupils re-integrated after a suspension?</p>	13.1 13.2	

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		<p><b>A:</b> Pupils can be re-integrated with a reduced timetable which is reviewed after three weeks with the intention of increasing it to full time. We work with educational psychologists and the OCC Exclusion and Re-integration Team.</p> <p><b>Q:</b> What support do you give staff?</p> <p><b>A:</b> Staff are rotated for respite and given breaks in the school day where appropriate.</p> <p><b>Question on the audit actions</b></p> <p><b>Q:</b> Have the two identified tanks been cleaned as required?</p> <p><b>A:</b> The Headteacher will confirm with the SBM that this action has been carried out.</p>		<b>HT:</b> Tanks cleaning
14	<b>GDPR</b>	The Headteacher reported that there had been no GDPR breaches since the last meeting.		
15	<b>Governor Business</b>	<p><b>Governor Vacancies – 15.1 Constitution</b> – This was available for information.</p> <p><b>Vacancies</b> - Currently there are two governor vacancies:</p> <ul style="list-style-type: none"> <li>• <b>Parent governor</b> – The Headteacher advised that there had been one application for the vacant post, so there is no need for a ballot. The Headteacher will forward their contact details to the Clerk.</li> <li>• <b>Co-opted governor</b> – There had been no response to the recent advert on Governors for Schools; the position will be re-advertised. Governors agreed that the Chair speaks with the Headteacher regarding potentially reducing the size of the Governing Body as this is a longer-term vacancy. DG offered to talk with Tony Baldry regarding the High Sheriff’s list of volunteers.</li> </ul> <p><b>Terms of Office Expiring</b></p> <ul style="list-style-type: none"> <li>• <b>Staff governor</b> – LT’s term of office as a staff governor ends on 22-5-26. Staff have been asked for nominations, but none received.</li> <li>• <b>Co-opted governor</b> – GB’s term of office as a co-opted governor ends on 14-7-26. The Chair will speak with GB regarding her intentions.</li> </ul>	15.1	<p><b>HT:</b> Parent governor details</p> <p><b>DG:</b> Contact Tony Baldry</p> <p><b>SC:</b> Contact GB</p>

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		<p><b>Governors' roles:</b> Governors agreed that MC takes on the vacant lead governor role for Learning and Teaching. MC's sustainability role will be assigned to another governor once some of the vacant governor positions are filled.</p> <p><b>Update following the Governing Board Self Evaluation Tool on suggestions at the September meeting to visit other schools and annual reviews for governors –</b> Governors noted that this had been outstanding since September and agreed that it was still important. SC will take this forward with KM.</p> <p><b>15.2 Delegation Planner –</b> The Governing body approved the change to the planner regarding reviewing exclusions.</p>	15.2	SC: Self evaluation actions
16	<b>Governor Training Update</b>	<p><b>16.1 Governor training –</b> The updated training tracker was available on GovernorHub. The Clerk advised that the required training had been completed by all governors. Governors were asked to check when their safeguarding training is next due.</p> <p><b>Self-review of Governing Body effectiveness –</b> SC will take this forward with KM.</p> <p><b>Succession planning for Chair and Vice Chair -</b> The Chair advised that elections for Chair and Vice Chair will be held at the next meeting, and asked that governors let him know if they are interested in taking on either role.</p> <p><b>Governance objectives for the next academic year –</b> Governor objectives, policies and annual documents will be reviewed at the next meeting</p>	16.1	<p>SC: Self-review of Governing Body effectiveness</p> <p>SC/Clerk: Annual documentation</p>
17	<b>Policies Review/for approval (as per policy)</b>	<p><b>17.1 Policy and key documents Schedule –</b> Governors noted the updated document.</p> <p>A summary of the changes to the policies below had been included in the Headteacher Report. Governors approved the following policies which were available on GovernorHub:</p>	17.1	

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		<ul style="list-style-type: none"> <li>• <b>17.2 Pay Policy for Support Staff</b> – Governors noted that this is a model OCC policy approved by the unions and that it would need reviewing again for the next academic year.</li> <li>• <b>17.3 Handwriting Policy</b> - The Headteacher advised that this had been updated in line with advice from the Early year adviser.</li> </ul>	17.2  17.3	
18	<b>Community Communication</b>	<p>Governors considered what the communication from this meeting should include.</p> <p><b>Points raised included:</b></p> <ul style="list-style-type: none"> <li>• Thanks to staff for their work and time in making the residential trip such a memorable and successful event.</li> <li>• The positive visit from the Department for Education giving an overview of the visit if the report is not received in time.</li> <li>• Let parents know that there are vacancies for co-opted governors and that any suggestions would be welcomed.</li> <li>• Thanks to LT for her time and contribution as the staff governor.</li> <li>• The positives about the use of the new school hall</li> </ul>		<b>SC:</b> Write message
19	<b>Non-Standing items for the next FGB meeting</b>	<p>July FGB Meeting</p> <p><b>Headteacher</b></p> <ul style="list-style-type: none"> <li>• End of year report – include a verbal report on KS2, KS1 SATs attainment</li> <li>• Review Admissions Policy – Link to Oxon (annual requirement)</li> <li>• Approve the annual school public sector equality duty statement</li> <li>• Publish detail of how the PE and Sport Premium funding has been spent by 31-7-25</li> </ul> <p><b>Kevin/Steve</b></p> <ul style="list-style-type: none"> <li>• Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year - SDP Target</li> <li>• Budget monitoring / Review</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Approve Governors' Community Report</li> <li>• Governor SDP objectives for coming year –draft approval</li> <li>• Appoint all Lead Governors, including Safeguarding, Class link governors and review guidance /TORs</li> <li>• Confirm Whistle-blowing procedures are in place and appoint a Whistle blowing Governor</li> <li>• Appoint governors to conduct Head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser.</li> <li>• Ensure all governors have completed a DBS check</li> <li>• Ensure GIAS is up to date</li> <li>• Agree Standing Orders for next year</li> <li>• Agree Delegation Planner for next year.</li> <li>• Confirm Governance Schedule for next year</li> </ul> <p><b>Gill</b></p> <ul style="list-style-type: none"> <li>• Review exclusions for the year.(if not completed for May meeting)</li> <li>• End of year funding reports for Pupil Premium, SEND and Service Premium.</li> </ul> <p><b>Policies/Documents</b></p> <ul style="list-style-type: none"> <li>• ICT Staff Acceptable use policy</li> <li>• Mobile phone code of conduct</li> <li>• Governors Code of Conduct</li> <li>• Governor Monitoring Visits Policy</li> <li>• Governors Expenses Policy</li> <li>• Instrument of government</li> <li>• Register of Governor business interests</li> <li>• Lettings Policy Addendum Preschool Shared Use</li> <li>• PSHE and RSE Policy</li> </ul>		

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20	Meeting Impact			
21	Meeting dates for the rest of the academic year	<p>Next meeting - Wednesday 8 July – in school – meet with teachers 3.30pm. FGB at 4.30pm</p> <p><b>21.1 DRAFT proposed dates for 2026-27</b></p> <p>The Headteacher proposed that two of the meetings are moved to Wednesdays at 5pm with a meeting with all staff before from 4pm to 5pm and include presentations, book looks and visits to the classrooms. This would be in place of staff presenting at Governing Body meetings which results in trapped time after staff have finished work. This would help communication between the Governing Body and staff. The Chair would write a short report after each of the meetings.</p> <p><b>Approval</b> – Governors approved the proposal and the following dates for meetings next year all starting at 5pm</p> <ul style="list-style-type: none"> <li>• Thursday 17 September – in school</li> <li>• Monday 19 October – online</li> <li>• Wednesday 25 November – in school (4pm to 5pm meeting with staff)</li> <li>• Thursday 21 January – online</li> <li>• Wednesday 10 March – in school (4pm to 5pm meeting with staff)</li> <li>• Thursday 29 April – online</li> <li>• Monday 17 May – online</li> <li>• Wednesday 7 July – in school</li> </ul>	21.1	

The chair thanked all for their contribution to the meeting.

The meeting closed at 6.50 pm.