



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

Governor Work and Meeting Schedule

2025-26

Approved by the Full Governing Board: 15th July 2025

Bloxham CE Primary School

Meetings - Key Agenda Items

Lead Governors please note:

- The agenda items are based on Standing Orders, Terms of Reference, and Lead Governors guidance documents.
- Lead Governors should be prepared to lead on their items and have done the necessary pre-work, this may include for example, monitoring visit reports or 'desk-top' activities.
- NB BLANKS against LEADS are intentional, to keep the agenda focused.
- *Italic items for this year only*

Month	Lead	Task
	Clerk	To receive and, if agreed, accept apologies Declaration of pecuniary Interests for meeting Discuss and approve the minutes and actions list from the previous FGB meeting
	Chair	Report from the Chair on any actions taken since the last meeting
	HT	Headteacher's actions taken since the last meeting
	Chair	Receive any external record of visits
	Governors	Governor visit reports – not covered under agenda
	Governors	Reports from governors who have attended training
	HT /Safeguarding CP Link Governor	Raise any Safeguarding & Child Protection, Attendance issues
	HT/ Premises Lead Governor	Raise any Health & Safety Issues
	Clerk	Summary of Action Items agreed

Bloxham CE Primary School

FGB Meeting Wednesday 17th September – Face to Face – Written Headteacher Report		
	Head Teacher	Termly report to include School & County admin data (numbers on roll /SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. SDP approval
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. Subject Lead Presentation – Wendy Baldwin (Science lead)
	Inclusion & Safeguarding	Present the 'SEND Report to Parents' for approval: Review Behaviour / Bullying/ Exclusion Policies; including Governors' Principles. Review Safeguarding Policy Ensure all governors have confirmed reading the latest version of Keeping Children Safe in Education on GovernorHub (this was last updated on 24-5-24 and the final version is effective from 1-9-24. Ensure all governors have completed Level 2 Safeguarding training, this is a statutory requirement. This should be updated every 3 years. Ensure all governors have completed Prevent Duty course 1 (Awareness) Check that the school is compliant with attendance statutory guidance. Appoint Attendance lead Governor
	Staffing/Finance	
	Premises	
	Community	Consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings
	Other:	Governor Skills audit analysis SMSC -School calendar of events and proposed governor support / involvement
	Chair/Clerk	Publish list of governing body members, associate members, and responsibilities on the school website for 2024-2025
		Update and Publish Governing Board Diversity data
		Agree Statutory Policy Schedule for the Year (these are in the schedule)
		Update and publish register of pecuniary interests
		Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months
		Agree code of Conduct

Bloxham CE Primary School

FGB Meeting: Monday 20th October - budget monitoring - Remote		
	Head Teacher	Tour the school; Up-dated SEF; Report on Looked After Children if applicable.
	Learning & Teaching	If not done in July - report on use of PE and Sport Premium / present this year's strategic plan. Present EO Plan Agree SDP monitoring actions for the coming term Subject Lead Presentation – replaced by SIAMS presentation
	Inclusion & Safeguarding	SEND and Pupil Premium Strategic Reports (last year's review and this year's plan & actions)
	Staffing/Finance	Budget statement Review and monitor compliance with cost of school uniform statutory guidance
	Premises	Review systems and procedures for monitoring Health & Safety including risk assessments
	Community	If applicable: review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement
	Other:	

Bloxham CE Primary School

FGB Meeting Monday 24 th November - Face to Face		
	Head Teacher	Report on Staff Appraisals; working hours audit and stress and wellbeing surveys (if applicable) Quality First Teaching report
	Learning & Teaching	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 Subject Lead Presentation – Peter Charlton (Music Lead)
	Inclusion & Safeguarding	Annual Safeguarding & Child Protection Report including the anti-bullying appendix (deadline to submit to LA is 29-11-24); receive annual safeguarding audit form Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision
	Staffing/Finance	Review and determine head teacher's salary (backdated to 1st September) ensure that pay panel has made/confirmed pay decisions on all teachers and issued salary letters Budget Monitoring: HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, confirm pay panel has agreed teacher increases and HT pay has been considered
	Premises	Complete asset management plan; review of School Accessibility Plan & Transport Plan Health & Safety Walk & Inspection readiness
	Community	Report on Website review to include statutory compliance Report on links with Pupil Parliament
	Other:	

Bloxham CE Primary School

FGB Meeting Thursday 22nd January - budget monitoring - Remote – Written Headteacher Report

	Head Teacher	Termly report to include School Admin data; attendance; incident reports; review progress of SDP Report on the effectiveness of Assessment Procedures
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. Mid-year review of PE & Sport Funding Plan; Equality Plan updated information on meeting objective under the Equalities Act Subject Lead Presentation – Holly Kidman (Art Lead)
	Inclusion & Safeguarding	Mid-year reviews of: Effectiveness of Pupil Premium Funding and SEND funding (Strategic Plans); report on any budget implications
	Staffing/Finance	Review net capacity of the school; Review staff structure; Budget Statement Complete and agree the Schools Financial Value Standard. Submission deadline has not yet been confirmed by Finance, but is usually around the end of January.
	Premises	
	Community	
	SIAMS	
	Other:	

Bloxham CE Primary School

FGB Meeting Monday 16th March - budget monitoring - Face to Face		
	Head Teacher	Quality First Teaching report; Hours Audit
	Learning & Teaching	Receive and discuss report on any curriculum developments, especially in relation to teaching the national curriculum (Staff input) Subject Lead Presentation – Zoe Williams (Geography Lead)
	Inclusion & Safeguarding	Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision
	Staffing/Finance	School's Financial Value Standard (SFVS Assessment Form) Confirm April Budget Only Meeting. Authorise expenditure under scheme of delegation; review and discuss Governors' expenditure Start work on drafting budget for the coming year; Review Staff Pay Policy (Annual requirement); Agree purchase of external service
	Premises	Review of Health and Safety Audit – add actions to log; review and monitor Risk Assessments Health & Safety Inspection feedback; Review insurance arrangements and premises costs
	Community	(If applicable) Revise prospectus type information on the school's website (If applicable) Review Hall bookings/usage and discuss promotion of community hall and community engagement (If applicable) Review Charging and Letting Policy Ensure GIAS is up to date
	Other:	

Bloxham CE Primary School

FGB Meeting Tuesday 28th April - budget approval - Remote		
	Head Teacher	
	Learning & Teaching	
	Inclusion & Safeguarding	
	Staffing/Finance	Review final out-turn position and approve budget
	Premises	
	Community	
	Other:	
FGB Meeting Tuesday 19th May - Face to Face – Written Headteacher Report		
	Head Teacher	Termly report to include School Admin data; attendance; incident reports; mid-year appraisal (pt 2) report; SDP progress update (If applicable) Review Long Term Vision Map (3 & 7years) Provisional outline of SDP targets for next year
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. Agree SDP monitoring actions for the coming term (If applicable) Review Computing Code of Conduct Review and discuss Residential visits and approve planned Residential Visits for the year after next Subject Lead Presentation – Roisin Beale (PSHE lead)
	Inclusion & Safeguarding	Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision effectiveness / includes HT report
	Staffing/Finance	(If applicable) Review Appraisal & Performance Management Policy and staff job descriptions; Review staff attendance; report of effectiveness of Continuing Professional Development
	Premises	Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability
	Community	Present draft end of year Community Report – for Governor discussion
	Other: Chair	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

Bloxham CE Primary School

FGB Meeting Wednesday 8th July - Face to Face – Written Headteacher Report

	Head Teacher	End of year report – include a verbal report on KS2, KS1 SATs attainment Review Admissions Policy – Link to Oxon (annual requirement) Approve the annual school public sector equality duty statement
	Learning & Teaching	Subject Lead Presentation – Vicky Ducker (PE lead)
	Inclusion & Safeguarding	Review exclusions for the year.
	Staffing/Finance	Budget monitoring / Review Publish detail of how the PE and Sport Premium funding has been spent by 31-7-25 End of year funding reports for Pupil Premium, SEND and Service Premium.
	Premises	
	Community	Approve Governors' Community Report
	SIAMS	n/a
	Other: Chair	Governor SDP objectives for coming year –draft approval
	Clerk/Chair	Appoint all Lead Governors, including Safeguarding, Class link governors and review guidance /TORs
		Confirm Whistle-blowing procedures are in place and appoint a Whistle blowing Governor
		Appoint governors to conduct Head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser.
		Ensure all governors have completed a DBS check
		Ensure GIAS is up to date
		Agree Standing Orders for next year
		Agree Delegation Planner for next year.
		Confirm Governance Schedule for next year
		Agree a programme of meeting dates for the next academic year