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Minutes – meeting of the Full Governing Board Monday 13 November 2023 at 6pm held in the school

Governors Present:	Local Authority Governor	Mr K Moyes (Chair)
	Foundation Governors	Rev D Gingrich (DG) Mr S Craggs (SC)
	Staff Governors	Mrs S Marshall (Headteacher) Mrs L Thomas (LT)
	Co-opted Governor	Mr A Gray (AG) Mrs G Barnes (GB)
In attendance:	Clerk	Mrs R Morrison (RM)
Apologies:	Parent Governor	Ms A Pile (AP)
	Foundation Governor	Suzette Watson (SW)

Quorum: The meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair welcomed all to the meeting. Grace Hilson (Computing Lead) was welcomed.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received and were accepted as noted above.		
4	Urgent Additional Items	No additional urgent items had been received.		
5	Declarations of Interests	There were no new declarations of interest.		
6	Approval of FGB Minutes	The minutes of the FGB meeting held on 19-9-23 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.	6.1	Chair – mark as signed
7	Matters arising not covered on the agenda	<p>The action log was noted.</p> <p>The following documents had been uploaded to GovernorHub for the meeting on 17-10-23 which had been cancelled. Governors confirmed their approval of the documents.</p> <ul style="list-style-type: none"> • Proposal on capital spend of Chromebooks for approval. • Governor Monitoring Schedule 2023-24 • Accessibility policy and plan September 2023 (This was previously approved subject to the addition of info on second hand uniforms) • Parental Behaviour policy • Handwriting policy • Volunteer policy 	7.1	



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		<ul style="list-style-type: none"> • ECT policy • Teachers' Appraisal policy • Food and Healthy Eating Policy • Allegations against staff <p>Governors confirmed they had reviewed the following via GovernorHub:</p> <ul style="list-style-type: none"> • Attendance Report • LA Governor Finance Training Deck 		
10	School Improvement	<p>Presentation by Grace Hilson GH - Governors agreed to move this item forward on the agenda.</p> <p>GH tabled and gave a presentation on Computing November 2023. This included information on the 'Teach Computing' resource used to help deliver the National Curriculum objectives, the curriculum journey, where the school was in October 2022, where it is now, CPD, next steps, feedback from teachers and evidence from Year 1. The Headteacher advised that taking on computing is a huge task; with GH's work and support progress should be rapid.</p> <p>Comments and questions from governors: This is a good start. Staff need access to computers to increase their confidence. Q: How and why, was the Teach Computing resource chosen? A: This was through STEM learning; they recommend it. Q: It's good that E-Safety is woven into the Teach Computing curriculum. Is there anything for parents?</p>		



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		<p>A: The Headteacher advised that the OCC Designated Safeguarding officer had previously been asked if they could come into school. Governors commented that some parents are unaware of restrictions they can put on computers.</p> <p>Q: Is there anything on the school website for parents?</p> <p>A: The Headteacher advised that the school will have a new website, week beginning 20-11-23, which will be up to date.</p> <p>Q: What have you learned since taking on the role and is there anything you would have done differently?</p> <p>A: The training course on Leading Primary Computing was completed today. It was good, time is needed to reflect on the training. Ideally this would have been completed in the summer to hit the ground running in September.</p> <p>Q: Is it going well with the new Chrome Books?</p> <p>A: Yes, so far. All pupils have logins which are quick and accessible. There are 90 devices in total; 30 per pair of year groups. The Headteacher advised that the aim is for all pupils to have one.</p> <p>Governors thanked GH for the informative presentation and for answering their questions. GH withdrew from the meeting at 6.25pm.</p>		
8	Headteacher Report	<p>HEADTEACHER REPORT</p> <p>Education Endowment Foundation – Five a Day – In response to a query submitted prior to the meeting the Headteacher tabled and explained the 5 a day approach which supports high quality teaching to improve outcomes for pupils with SEND. The Clerk will upload the documents to GovernorHub.</p> <p>The Headteacher gave an overview of the key points included in the report.</p> <p>Attendance – The improved attendance data is to be celebrated; this reflects the hard work of staff.</p>	8.1	Clerk to upload 5 a day to GovernorHub



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		<p>Exclusions Q: Are these in-house or outside school exclusions? A: They are time limited full exclusions. Some are done in school if there are any safeguarding concerns.</p> <p>Data – Previously there didn't seem to be consistent data. Tracking is now in place for reading writing and maths. LT and Julie Oatridge (Deputy Headteacher JO) are monitoring discrepancies between teacher and formal assessment. Pupil Progress meetings take place with all staff, these include looking at the 30% target for Greater Depth across school. Moderation takes place with other schools. Q: Will the data be tracked across each Headteacher report for governors? A: There will be 6 data drops across the year, these will be included in the reports. Staff have been positive about the data tracking.</p> <p>Quality of Education – A recent monitoring identified that some aspects of staff capability required continued support. Subject leaders will give presentations at each Governing Body meeting. Amy Jennings (Phonics lead) will present at the next meeting.</p> <p>Health and Safety – The Deputy Headteacher has taken this role on from the Headteacher. This week is antibullying week. Fire training takes place week beginning 20-11-23.</p> <p>Website – The school website is out of date. Primary Site are providing the new website. A temporary appointment has been made for someone to update the website and social media. Events and activities included in the Cultural passport will be on the website. All CPD is logged; the plan is for it to be included on the website.</p>		



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		<p>Community Engagement – An article from the school was included in the October Bloxham Broadsheet. Governors commented that this was a good way to promote the school.</p> <p>The Headteacher answered questions from governors.</p> <p>Q: How is the sense of team spirit and culture now in school? A: This is positive in many ways. Some staff express irritation if they feel colleagues are not stepping up; this needs to be carefully managed. TAs report to Phase Leaders. JO will be reviewing HLTA's files. The Headteacher gave information on monitoring capability and specifications of roles.</p> <p>Q: How many HLTA's are there, and do they have objectives? A: Four or five, and they will have objectives.</p> <p>Q: How consistent is teacher assessment? A: It is not yet consistent but will be by the end of the year. Time is scheduled for teacher assessment and to give teachers time to visit other schools. External moderation is helpful.</p> <p>Q: Are teachers' expectations high enough? A: Not all; some were shocked at the target for 30% of pupils to be at Greater Depth.</p> <p>Q: Why are pupil numbers low in Reception? A: For reasons such as the Ofsted report, Pre-school not recommending the school and a low birth rate year. Other local schools are easy to access. There is now a good atmosphere in school, it's very positive to have parents coming in to the school.</p> <p>Q: How is staff absence being managed?</p>		



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		A: Return to work interviews take place and absence procedures are being followed consistently.		
9	Update from the Chair	There were no updates.		
10	School Improvement School Development Plan	<p>School Development Plan (SDP)</p> <p>The Headteacher reported that this is now being RAG rated. Yellow shows work that is in progress. The Senior Leadership Team (SLT) are working on a monitoring schedule to plan what is being looked at each week. The first milestone in the SDP is December.</p> <p>Q: Are we where you thought we would be at this point?</p> <p>A: We will be on course, but some things take longer. Items won't move to green until we are happy with them. There is a will to succeed amongst staff, they want the school to be a good school.</p>	10.1	
11	Self-Evaluation (SEF)	<p>The Headteacher advised that work is taking place to ensure correct terminology is used, for example Teaching Discovery RE is the not the subject, but is the package used to deliver the curriculum.</p> <p>Q: Offering 15 extra curricular clubs is excellent. Do these include music as requested by parents?</p> <p>A: Choir and orchestra have been offered since the start of term 1, plus peripatetic guitar and drumming.</p>	11.1	
12	Governor Updates Since last meeting	<p>TEACHING AND LEARNING AND INCLUSION</p> <p>Pupil Premium 3-year Strategy Report 2023/24 to 2025/26</p> <p>LT advised that this is the final version of the report sent to governors in June, it now includes the costings. The Headteacher will share the document at the strategy meeting.</p>	12.1	



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		<p>Monitoring – GB (pupil premium governor) gave a summary of the elements detailed in the report. Monitoring visits with GB and LT take place regularly, reports are uploaded to GovernorHub -document 12.2. LT is working on tracking data for SEND and Pupil Premium pupils, this will be shared with GB at the next monitoring visit.</p> <p>Sports premium strategy 2023-24 The Headteacher had spoken with Vicky Ducker (Sports Lead) who had advised that the school has published all the required information, this was in the 2022-23 review document previously shared. The sports lead has an action plan for this year, there will be a new reporting system next year. Details of the 3 'I's will be published on the new website – Intent, Implementation, and Impact. Q: When will the new website be ready? A: The aim is by Friday 17-11-23.</p> <p>Annual report on Children We Care for (CWCF) LT advised that the report cannot be specific as it refers only to 4 children. Q: Is this a typical number for CWCF? A: Yes.</p> <p>Local Authority (LA) programme of Support Q: Is the support appropriate and helpful? A: The Headteacher responded that the support from Owen Tromans (English), Kate Magill (maths) and Sarah Pugh (EYFS) is excellent. Frequent meetings with LA staff can sometimes feel like preparing for the LA rather than undertaking work that should be done. For example, the culture in the school needed to be fixed before other things. Comment: Governors agreed that the support should be tailored for this school and appropriate for the context and nuances of the school, and asked that the support is kept under review.</p>	<p>12.2</p> <p>12.4</p> <p>12.5</p>	



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		<p>Confirm approved documents have been published on the website – Governors agreed to defer this item until the January meeting in view of the new website.</p> <ul style="list-style-type: none"> • SEND annual information report 2023. • SEND Funding information 2023-24 • Service Premium funding review report 2022-23 • Service Premium Strategy 2023-24 • Sports Premium report 2022-23 • Equality documents from July meeting (3 documents) • Pupil Premium funding strategy review report 2021-23 • Pupil Premium 3-year strategy 23/24 to 25/26 <p>Filtering and Monitoring – The Clerk gave information on the new requirement to have a filtering and monitoring governor to ensure the school is meeting digital and technological standards. The Headteacher gave information on the new IT support provider, Turn IT On. They are keen to have an asset record and work with GH. They will help with providing reports on who has accessed what websites. LT confirmed that filters are in place. Governors discussed if it would be more appropriate to have a governor with IT or safeguarding skills, AG or GB.</p> <p>Action – The Headteacher will seek advice from Turn IT On.</p> <p>STAFFING</p> <p>Governing Monitoring Report - Governors noted the report of a confidential one-to-one meeting with the Chair and Headteacher on 12-10-23.</p> <p>Pay committee – The Chair confirmed that the pay committee had met and approved the pay recommendations from the Headteacher. The appraisal process for the Headteacher had also been completed and objectives for the current year set.</p>	12.6	HT – Seek advice from Turn IT On



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		<p>Staff Engagement survey results – The results of the survey in December 2022 and July 2023 were noted. Governors commented that the results had improved in the later survey. The Headteacher will use the results as a baseline for the next survey.</p> <p>FINANCE The Chair advised that the School Business Manager is awaiting dates from the LA for budget meetings, he will meet with the SBM after they respond. The Chair will seek clarity on the frequency of budget monitoring reports for the FGB or lead governor.</p> <p>CHERRY TREE CENTRE The Headteacher reported that the Parish Council had financially supported the centre in recent years. Following a request from the Parish Council the Deputy Headteacher had completed the funding application for them – document 12.9. Without the funding the staff member employed could be brought into the school staff. The Headteacher confirmed that 100% of parishioners benefit from the centre as it is a community resource benefiting the community as a whole. It is also used by people who are not local. Q: When will we find out if the application has been successful? A: SC advised that this would be by early December. Q: Does the school contribute financially? A: The school provides the room, electricity, and tea and coffee. It is free of charge for users who can give a voluntary contribution. The SBM will also approach other parish councils who use it.</p> <p>Ownership of the building – SC reported that Kieron Mallon (OCC Councillor for the area) had confirmed that the centre was part of the school. Ownership had never been transferred elsewhere.</p>	<p>12.7 and 12.8</p> <p>12.9</p>	<p>Chair – Set meeting dates with the SBM</p>



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		<p>COMMUNITY</p> <p>Website – Governors noted that the website audit (Document 12.11) was no longer relevant due to the new website.</p> <p>Parent survey – Document 12.10 September 2023 Q: When will the next parent survey take place. A: Next July.</p>	12.11 12.10	
13	Safeguarding	<p>Single Central Register (SCR)– GB reported that she had met with Sarah Rafill (School Office) to review the SCR on 24-7-23 – Monitoring Report 13.1</p> <p>S175 Annual Safeguarding report – GB had met with LT on 13-10-23 to work on the audit – Monitoring Report 13.2. LT advised that the report will be ready for approval at the December full Governing Body meeting. Action LT/GB</p> <p>Designated Safeguarding Lead training – GB reported that she is looking in to completing this training.</p> <p>Attendance and Behaviour – GB gave information on a monitoring visit with Kim Drysdale on 25-10-23 to discuss the school’s Attendance and Behaviour policies and how effectively they are used – Monitoring report 13.3</p> <p>Keeping Children Safe in Education – The Clerk reported that all but one governor had confirmed on GovernorHub that they have read the September 2023 version. The Clerk will follow this up with the governor.</p> <p>Perimeter gaps – The Headteacher asked if the LA provides funding to repair gaps in the perimeter of school sites like some other LAs. The Chair will ask the LA.</p>	13.1 13.2 13.3	<p>LT/GB – Annual report</p> <p>Clerk – KCSIE follow up</p> <p>Chair – email the LA</p>



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14	Health and Safety	<p>Health and Safety incidents – The Headteacher advised that there were no incidents to report.</p> <p>Health and Safety Inspection – The report and letter following the inspection on 5-10-23 were available on GovernorHub – Documents 14.1 and 14.2. The Headteacher advised that the action relating to the boiler house had been completed. The fire training will take place week beginning 20-11-23.</p> <p>School Accessibility Plan and Transport Plan – Governors noted that this does not need to be reviewed as the current plan runs up to 2024.</p>	14.1 14.2	
15	GDPR	The Headteacher confirmed that there had been no issues or breaches since the last meeting.		
16	Governor Business and Communications	<p>GOVERNOR VACANCIES</p> <p>Parent governors – The Headteacher gave an update on the ballot for the 2 vacant parent governor positions. Governors confirmed that where ballot papers had not followed the correct procedures and could not be confirmed as valid votes they must be treated as spoilt ballot papers and not be counted. The Headteacher will send the names of the successful parents to the Chair.</p> <p>Co-opted governor vacancy – As agreed previously governors reaffirmed that this vacancy will be held for now.</p> <p>Declarations of Interest - The Chair confirmed that this had been published on the website – Document 16.1</p> <p>Governor Diversity Information – The Chair advised that this will be published on the new website – Document 16.2</p>	16.1 16.2	



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		Skills Audit – The results were available on GovernorHub – Document 16.3. The score was 56% , this would be 100% if the highest scores had been given for each question. The score is a reflection of the evolution of the Governing Body. Experience with governance will come with time.	16.3	
17	Governor Training Update	<p>Governor training – The updated training tracker was available on GovernorHub – Document 17.1. The Chair confirmed that training booked via GovernorHub is automatically added to governors’ training record. Governors can add other training they have completed themselves or contact the Clerk to do this.</p> <p>Review of new governance structure – Governors agreed to review the new structure in January 2024.</p>	17.1	Clerk – Agenda item
18	Policies Review/for approval (as per policy)	<p>Policy and key documents Schedule – This had been updated – Document 18.1</p> <p>Governors approved the following policies which were available on GovernorHub – Documents 18.2 – 18.12</p> <p>18.2 Intimate Care Policy</p> <p>18.3 School Teachers’ Pay Policy (If DfE has issued 2023 version</p> <p>18.4 Combined Behaviour Policy</p> <p>18.5 Charging and remissions Policy</p> <p>18.6 Capability of staff</p> <p>18.7 First aid in schools Policy</p> <p>18.8 Special educational needs and disability Policy</p> <p>18.9 Staff disciplinary Procedure</p> <p>18.10 Grievance Policy</p>	18.1 18.2 to 18.12	



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		<p>18.11 Mental Health and Wellbeing Policy (This replaces the Stress at work and Wellbeing policy)</p> <p>18.12 Lettings Policy (Changes to Safeguarding Section)</p> <p>Q: The names of the first aiders are not in the policy, how do staff know who they are?</p> <p>A: The Headteacher advised that their names and photographs are posted around school.</p>		
19	Community Communication	<p>Communication to the community September 2023 – This was noted – Document 19.1</p> <p>Governors approved the following key messages from this meeting for the community. The Chair will write the message and send to the school office for distribution:</p> <ul style="list-style-type: none"> • The number of after school clubs • Appreciation of parents coming into the school • The presentation by GH (IT Lead) • A monitoring scheme across the board being in place • The improved attendance and punctuality, and how it benefits the children 	19.1	Chair - Write message
20	Non-Standing items for the next FGB meeting	<p>Governor noted that these will include:</p> <p>Headteacher</p> <ul style="list-style-type: none"> • Quality First Teaching report • Analyse School Performance Report/Discussion - pupil progress and attainment against national, any significant additional data/information • Complete Asset Management Plan • Working hours audit results 		Clerk – Agenda items



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		<ul style="list-style-type: none"> • Amy Jennings, Phonics lead presentation • Site safety and security Policy • Communication and Data Policy • Drugs Education Policy • Disposal and write off Policy. • Educational Visits Policy • Children with Health needs who cannot attend school (Previously called Access to Education for pupils with medical needs Policy) • Internal Financial Procedures • Nurture support Policy • Positive handling and use of reasonable force Policy <p>Kevin</p> <ul style="list-style-type: none"> • Review (ongoing) of new governance structure • Governor Monitoring Report on review of systems and procedures for monitoring Health & Safety including risk assessments. <p>Gill</p> <ul style="list-style-type: none"> • Termly Report on meeting with SENCO-SEND/PP and other vulnerable groups provision <p>Dale/Suzette</p> <ul style="list-style-type: none"> • Report on links with Pupil Parliament 		
21	Confidential staffing matter	See separate confidential minutes.		
22	Dates of next meetings	Governors agreed that meetings will alternate between face to face and online. The next meeting will be face to face. Face to face meetings will start at 6pm. Online meetings will start at 5pm.		



Item No	Topic	Minutes	Document Reference	Action
		The Clerk will make the changes on GovernorHub.		Clerk – Update GovernorHub calendar

The meeting closed at 7.45pm

Confidential minutes of the full Governing Body meeting on 13-11-23

Governors Present: Local Authority Governor Mr K Moyes (Chair)
Foundation Governors Rev D Gingrich (DG)
Mr S Craggs (SC)
Staff Governors Mrs S Marshall (Headteacher)
Co-opted Governor Mr A Gray (AG)
Mrs G Barnes (GB)

In attendance: Clerk Mrs R Morrison (RM)

21	Confidential staffing matter	This page is available separately to non staff governors.		
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