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### Minutes – meeting of the Full Governing Board Monday 12 December 2023 at 6pm held in the school

<b>Governors Present:</b>	Local Authority Governor	Kevin Moyes (Chair)
	Foundation Governors	Dale Gingrich (DG) Stephen Craggs (SC)
	Staff Governors	Sarah Marshall (Headteacher) Louise Thomas (LT)
	Co-opted Governors	Alex Gray (AG) Gillian Barnes (GB)
	Parent Governors	Ashley Pile (AP) Candice Hinds-George (CHG) Elliot Manning (EM)
<b>In attendance:</b>	Clerk	Ruth Morrison (RM)
<b>Absent</b>	Foundation Governor	Suzette Watson (SW)
<b>Quorum:</b>	The meeting was quorate.	

Item No	Topic	Minutes	Document Reference	Action
1	<b>Welcome</b>	The Chair welcomed CHG and EM to their first meeting of the governing body; introductions were made. Beth Akers (English Lead) was welcomed.		
2	<b>Opening Prayer</b>	The Chair opened the meeting in prayer.		
3	<b>Apologies for absence</b>	No apologies had been received from SW. All other governors were present.		
4	<b>Urgent Additional Items</b>	No additional urgent items had been received.		
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 13-11-23 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 were to be covered by later agenda items.	7.2	
10	<b>School Improvement</b>	<p><b>Presentation by Beth Akers (BA)</b> - Governors agreed to move this item forward on the agenda.</p> <p><b>BA gave a presentation on English and answered governors' questions.</b></p> <p><b>Key points from the presentation included:</b></p> <ul style="list-style-type: none"> <li>• Writing was a focus from the summer term. A writing overview was established and is still being worked on.</li> </ul>		



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		<ul style="list-style-type: none"> <li>• This year a Reading framework is a focus. An overview was written and shared with AP (Learning and Teaching Deputy Lead Governor). This included the voice of the children and their views on reading.</li> <li>• Some more books have been purchased including some for advanced readers.</li> <li>• Reading schemes are not used as pupils can feel like they have finished reading when completed.</li> <li>• Learning walks have taken place in KS1 and KS2.</li> <li>• Class visits will take place next term to see what work has been put in place.</li> <li>• Recommendations from a networking event attended will be put in place.</li> <li>• Book looks will take place in weeks 1-6 next term.</li> <li>• Assessment bookmarks for reading have been re-introduced to give instant feedback.</li> <li>• The Jane Consadine scheme has stopped. This means the reading overview document will need to be revisited.</li> </ul> <p><b>Questions</b></p> <p><b>Q:</b> What is GD in reading?  <b>A:</b> This is greater depth, one of the levels that pupils work at which includes, emerging, working at and beyond.</p> <p><b>Q:</b> What are assessment bookmarks?  <b>A:</b> These were previously used for other subjects but were stopped before the current Headteacher started. They are useful for reading as they show progress and what objectives are being met at a glance, and give a good end of year picture.</p> <p><b>Q:</b> How was feedback from pupils given?  <b>A:</b> Kesha Staples (Teaching Team) wrote 6 questions which were put to a sample of children from each class. Overall, the responses were positive.</p> <p><b>Q:</b> KS1 reading is above national and KS2 below, why?</p>		



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		<p><b>A:</b> Nationally there is a dip in Year 6 due to the impact of covid, this is less so for Year 2. A survey by the Literacy Trust indicates a change in attitude to reading, this could be because more work was done online during covid.</p> <p><b>Q:</b> Has diversity been considered when purchasing new books?</p> <p><b>A:</b> Yes, they cover a range of topics. We've also invested in books for the library. They include books and authors from around the world.</p> <p>Governors thanked BA for the informative presentation and for answering their questions. BA withdrew from the meeting at 6.15pm.</p>		
8	Headteacher Report	<p>There was no formal report due for this meeting.</p> <p><b>Visit Report</b> - The Headteacher advised that a report had been received from Sam Bartholomew (LA School Improvement Adviser) following a monitoring visit on 20-11-23. Overall, the report is positive with some suggestions relating to the school's self-evaluation. The report will be shared with governors for the next meeting.</p> <p><b>Quality First teaching (QFT)</b></p> <p><b>Overview</b> – The Headteacher gave an overview of QFT as summarised in the report on GovernorHub(Document 8). It involves adapting teaching methods to meet the diverse learning needs of all pupils. Governors were encouraged to watch the video in the link on the report.</p> <p><b>Data</b> - LT will share QFT data from observations, at the meeting in February.</p> <p><b>Training</b> – Subject leaders will complete the local authority (LA) SEND training on 8-1-24. Tim Nelson will deliver training on monitoring for subject leaders the following week. In April there will be training in deep dives.</p> <p><b>Q:</b> Don't teachers teach this way already?</p>	8	<p><b>HT</b> upload report for the next meeting</p> <p><b>Clerk-</b> agenda item for February</p>



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		<p><b>A:</b> Yes, but it's something that has come back in. QFT gives them the licence to do it. It's about being flexible in what they do. Teachers are concerned because the curriculum is packed so want to keep going, but they need to stop if pupils don't understand. Pupils are taught in the classroom rather than having groups and individuals taught outside class.</p> <p><b>Q:</b> What has the reaction of teaching assistants been?</p> <p><b>A:</b> They are positive about it. Pupils with needs are still in the class to learn.</p>		
9	<b>Update from the Chair</b>	There were no updates.		
10	<b>School Improvement</b>  <b>School Development Plan</b>	<p><b>School Development Plan (SDP)</b> The updated RAG rated SDP was available on GovernorHub. The Headteacher talked through the ratings.</p> <p><b>Bloxham Handbook</b> – This is a guide for new staff with expectations of what to see in classrooms such as displays. Subject leaders have written about their subjects with information about assessment and what to do with their data. This is being led by phase leaders. It will ensure consistency across classes.</p> <p><b>Observations</b> – The Deputy Headteacher has undertaken lesson observations for Early Careers Teachers and new staff, and will now do this for other staff. LT has carried out SEND observations.</p> <p><b>Three 'I's</b> – These are now on the website, Intent, Implementation, and Impact.</p> <p><b>Cornerstones</b> – This shows progress on areas to be developed. There are some issues with the curriculum timetable, the Deputy Headteacher is looking at what can be taken out.</p> <p><b>Faith Lead</b> – This will be renamed to RE and Collective Worship Lead. The current lead is going on training and will be supported by another member of staff due to the size of the role.</p> <p><b>Teaching Assistants (TA)</b> – A resignation has been received. The staff member is moving to a special school which pays more. LT is reviewing the deployment of TAs. There are no one-to-ones, some one-to-twos.</p>	10.1	



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		<p><b>Five a day</b> (see Education Endowment Foundation document from the last meeting) – The staff meeting will take place in January.</p> <p><b>Monitoring proforma</b> – The Headteacher is working on a consistent proforma.</p> <p><b>Blue Reviews</b> – Assessment was identified by Ofsted as an area to develop. There will be 6 data drops each year. Tracking is being looked at. The Deputy Headteacher held pupil progress meetings with teachers. The expectation is that 30% of pupils will be working at greater depth. Knowledge organisers are sent home. Pupils are set an open task writing about what they have learnt in the last four lessons; this helps them review their learning.</p> <p><b>Q:</b> Do teachers mark them?  <b>A:</b> Verbal feedback is given.</p> <p><b>Behaviour and Attitudes</b> – This is positive in school and strong. It is supported by having routines to ensure it is good when teachers aren't there such as at breaktime.</p> <p><b>Spiritual, Moral, Social and Cultural (SMSC)</b> – Trips and experiences have been mapped to ensure all pupils have access to them across year groups, pupil premium children, boys/girls and bus children.</p> <p><b>Quality Assurance of performance management objectives</b> – This has not yet been done. Teachers have an objective related to their class and one to their subject.</p> <p><b>Q:</b> Do TAs have objectives?  <b>A:</b> No. The job descriptions for Higher Level TAs are not fit for purpose. The Deputy Headteacher will go through them with HLTAs and explain the elements in them.</p> <p><b>Q:</b> What does great learning look like, mentioned on page 2?  <b>A:</b> Information on this will be included in the handbook. Discussion have taken place.</p> <p><b>Q:</b> Are there trends in the standard of learning? Does it vary between KS1 and KS2?  <b>A:</b> It's not good enough yet. There are some strengths in some year groups. It is better than it was. Staff are being supported. There is no variation between the KSs.</p>	10.2	



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		<p><b>Analyse School Performance</b> – The data report from Gov.uk was available on GovernorHub.</p> <p>The Headteacher gave an overview. As teacher assessments could not be relied on, data was moderated and ASP data used for analysis. Girls are not performing as well as boys. This is surprising and will be monitored going forward. Subject leaders have been given time to monitor and support their area.</p> <p><b>Q:</b> Why are there some lower results in KS2, but KS1 is ok?  <b>A:</b> There was a higher level of need in KS2 Year 6.</p> <p><b>Q:</b> In secondary school maths there are end of unit tests used for monitoring. Is there something similar here?  <b>A:</b> There are 3 teacher judgements and 3 assessment periods each year.</p>		
11	<b>Self-Evaluation (SEF)</b>	The SEF had not been updated since the last meeting. It will be reviewed and updated in line with the recommendation of the LA report – see minute 8 earlier.	11.1	<b>Headteacher</b> – update SEF
12	<b>Governor Updates Since last meeting</b>	<p><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>Termly Report on meeting with SENCO – SEND/PP and other vulnerable groups provision</b></p> <p>GB gave an overview of the report which was available on GovernorHub, this included information on monitoring visits and figures for the number of pupils on the SEND register and those with Educational Health Care Plans.</p> <p><b>Antibullying monitoring visit</b>– GB visited Riosin Beale on 24-11-23 to discuss the school’s Antibullying Policy and use the pupil voice to find out if pupils feel safe. Report available on GovernorHub. GB had been impressed with the work in school on antibullying.</p>	12.1  12.1(2)	



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		<p>The Headteacher confirmed that the Behaviour and Attendance policy is on the school website.</p> <p><b>Maths monitoring visit</b> – AG visited Matthew Singleton (Maths lead) on 8-12-23 for an overview of the Maths curriculum and the implementation of the Power Maths resources. Report available on GovernorHub. The best way to use the new resource is being explored.</p> <p><b>Reading monitoring visit</b> – AP visited Beth Akers (English lead) on 23-11-23 to look at Reading. Report available on GovernorHub. Children were enthusiastic about Reading. Lots of thought had been put into pupils’ needs, how to address gaps and access to high quality texts.</p> <p><b>Q:</b> Did any pupils not enjoy reading?  <b>A:</b> There were no ‘nos’, some pupils said they didn’t know.  <b>Q:</b> Were there any variations in responses from boys compared with girls?  <b>A:</b> Nothing stood out. Girls were keen to talk.</p> <p><b>Filtering and Monitoring</b> – The Headteacher advised that Turniton will work with the school to ensure the standards are met. They will conduct an IT audit on 21-12-23 to produce a new Asset Register. Governors agreed that AG becomes the Filtering and Monitoring governor whilst the system is being set up, and then move to GB as a safeguarding matter.</p> <p><b>Community Engagement monitoring visit</b> – DG had visited Riosin Beale and members of the Pupil Parliament on 24-11-23 to learn about the Pupil Parliament and how it engages with the school and wider community. Report available on GovernorHub. Pupils take their role seriously and are keen to find out how decisions are made in the governing body, Houses of Parliament and meet with an MP.</p>	<p>12.2(2)</p> <p>12.2</p> <p>12.3</p>	





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		<p>The Headteacher advised that the local MP Victoria Prentice will be visiting the school next term, and will arrange for the Pupil Parliament to meet her.</p> <p>Governors noted that there had been a press release about the new hall although the project has not yet been confirmed.</p> <p><b>STAFFING</b></p> <p><b>Governing Monitoring Report</b> - Governors noted the report of a confidential one-to-one meeting with the Chair and Headteacher on 22-11-23.</p> <p><b>Working hours audit results</b> – The Headteacher gave an overview of the report which was available on GovernorHub. The audit was open to all staff but only teachers submitted their data. It does not include the Headteacher. There was some mixed understanding of some of the areas such as what timetabled teaching is. It would be good for admin staff to complete it at some point.</p> <p><b>Q:</b> Were staff given a guide on how to fill it in?  <b>A:</b> No, it came from The Key. Instructions will be given next time.</p> <p><b>Q:</b> With Cornerstone how much do staff need to plan, or is this given to them?  <b>A:</b> Cornerstone gives a lesson plan, but people work in different ways. Newer teachers spend less time on planning, possibly as more experienced teachers continue with older methods. Year groups have shared Planning, Preparation and Assessment (PPA) time; some pairs work better than others. The aim is for staff to work smarter, not harder.</p> <p><b>Q:</b> Has there been any feedback from staff on the survey?  <b>A:</b> None so far, maybe due to it being a busy time of year.</p> <p><b>Staff wellbeing</b> – LT reported that she had met with SC to look at the Path model for wellbeing. Staff want to meet governors more besides monitoring visits, such as coming to Open Classroom events.</p> <p><b>Q:</b> Are staff stressed by monitoring visits?</p>	<p>12.4</p> <p>12.5</p>	



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		<p><b>A:</b> The Headteacher reported that they are not. They are welcoming and happy to have visitors. The Headteacher will circulate dates for Open Classrooms.</p> <p><b>FINANCE</b> The following document were available on GovernorHub</p> <ul style="list-style-type: none"> <li>• 12.6 Budget Monitoring Report LA Response Period 6</li> <li>• 12.7 Governor Monitoring meeting with School Business Manager report 1-12-23</li> <li>• 12.8 Budget Forecast Report – Period 6</li> <li>• 12.9 Budget Profile Summary – Period 6</li> <li>• 12.10 Asset Management Plan Update</li> </ul> <p>KM (Finance lead governor) gave a summary. The two main issues are a fall in pupil numbers, 30 pupils represents £110K of funding each year, and a high staffing percentage, currently 95%, this should be 85%. KM is reviewing future budget years with the Headteacher and SBM. There are no problems with how the school’s finances are managed.</p> <p><b>Comments and questions</b> Governors expressed concern that the LA will want cuts in future years, but this could impact the speed of improvement and pupil numbers. Governors were keen to do what is best for the pupils. <b>Q:</b> What about insurance and cover issues? <b>A:</b> HLTAs are now used for cover rather than use insurance. This is more cost effective. <b>Q:</b> Is a good Ofsted inspection the key things to increase pupil numbers? <b>A:</b> It’s a mixture of things, Ofsted, publicity, the new school hall, raising the profile of the school and ideally a recommendation from the pre-school. <b>Q:</b> Is there a target for pupil numbers?</p>	<p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p>	<p><b>Headteacher –</b> circulate dates</p>



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		<p><b>A:</b> 30 pupils per class. Currently no classes are full.</p> <p><b>12.10 Asset Management Plan</b> – Governors noted the report from the Headteacher. See minute on filtering and monitoring above.</p> <p><b>COMMUNITY</b>  <b>Cherry Tree Centre</b>            SC reported that the outcome from the funding application to the Parish Council should be available for the next meeting.</p> <p><b>Website</b> – The Headteacher confirmed that the new website is up to date.</p> <p><b>Monitoring schedule</b> – This was available on GovernorHub. Lead governors were asked to check the document and to plan their monitoring visits.</p>	12.10	<p><b>HT/Clerk</b> – agenda item for the next meeting</p> <p><b>SC/Clerk</b> – agenda item for the next meeting</p> <p><b>Lead governors</b> – Arrange visits</p>
13	Safeguarding	<p><b>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</b>            The Headteacher reported that there had been no racist incidents, three bullying incidents since September, and one homophobic incident. Arbor is used to record negative incidents.            Incidents are used as a learning opportunity with parents.  <b>Q:</b> Were parents supportive?  <b>A:</b> Yes.            LT advised that the school buys into OXSIT support for groups rather than individual pupils. Individuals are given jobs to help promote their self-esteem.</p> <p><b>S175 Annual Safeguarding report</b> – The completed report was available on GovernorHub (13.1). LT advised that the school has met most requirements and have booked on to training where required.  <b>Q:</b> What training is required?</p>	13.1	



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		<p><b>A:</b> LT and Kim Drysdale attended training on neglect in the week beginning 4-12-23. Both have signed up for the Safeguarding 7-minute briefings.</p> <p><b>Q:</b> Are there any other actions from the audit.</p> <p><b>A:</b> A few, they will be put into an action plan for the January meeting.</p> <p><b>Approval</b> – The governing body approved the audit for LT to submit to the LA.</p> <p><b>Safeguarding Site Walk</b> – Governors noted the report from the Site Walk undertaken by LT and GB on 13-10-23. Available on GovernorHub (13.2)</p> <p><b>Perimeter gaps</b> – The Chair had written to the LA regarding any funding to repair gaps in the perimeter of the school site like some other LAs; a response is awaited.</p> <p><b>Keeping Children Safe in Education (KCSIE)</b> – The Clerk confirmed that all governors had signed to say they had read the September 2023 version on GovernorHub.</p>	13.2	<p><b>LT</b> - action plan</p> <p><b>Clerk</b> – agenda item</p> <p><b>LT</b> - submit audit</p> <p><b>KM</b> – Update on response</p>
14	<b>Health and Safety</b>	<p><b>Health and Safety incidents</b> – The Headteacher advised that there were no incidents to report.</p> <p><b>Actions from the Health and Safety Inspection</b> – The Headteacher confirmed that both actions identified in the inspection on 5-10-23 had been completed.</p> <p><b>Governor Monitoring Report</b> on review of the systems and procedures for monitoring Health and Safety including risk assessments. KM (Health and Safety lead governor) will arrange a date with the SBM</p> <p><b>School Accessibility Plan and Transport Plan</b> – Governors noted that this does not need to be reviewed as the current plan runs up to 2024. KM will check the date that this is due.</p>		<p><b>KM</b> – Set date for monitoring visit</p> <p><b>KM</b> – Check review date.</p>



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15	GDPR	The Headteacher confirmed that there had been no issues or breaches since the last meeting. <b>GDPR training</b> – Governors were reminded to complete this training if they haven't already done so.		<b>All governors</b> – complete GDPR training
16	Governor Business and Communications	<b>GOVERNOR VACANCIES</b> <b>Co-opted governor vacancy</b> – The Chair reported that he had received an application from a potential co-opted governor. Details will be shared via GovernorHub for consideration.		<b>KM</b> – share details
17	Governor Training Update	<b>Governor training</b> – The updated training tracker was available on GovernorHub – Document 17.1. SC (New governor mentor) will work with the new governors to ensure they complete Induction, Prevent, GDPR and Safeguarding training. All governors were reminded to complete this training if they haven't already done so.  <b>OCC Governor Services training</b> – The Clerk reminded governors that the Spring Schedule of training is available on GovernorHub to book training. <b>Q:</b> How are new governors assigned roles? <b>A:</b> The Chair advised that it is best that they have 6-12 months experience before taking on additional roles.  <b>Review of new governance structure</b> – Governors agreed to review the new structure in January 2024. <b>Review of meeting schedule</b> – Governors agreed the dates for future meeting as listed on the agenda for this meeting. <b>Governors gave their views on the schedule for meetings.</b> <ul style="list-style-type: none"> <li>• Monthly meetings are good as they keep us up to date.</li> <li>• Monthly meetings ensure there isn't too much to consider at each meeting.</li> <li>• As there are a lot of documents it's good to have more meetings.</li> </ul>	17.1	<b>SC and all governors</b> – Complete training  <b>Clerk</b> – Agenda item



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		<ul style="list-style-type: none"> <li>It would be best to avoid having a meeting in December next year as it is a busy time.</li> </ul>		
18	Policies Review/for approval (as per policy)	<p><b>Policy and key documents Schedule</b> – 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 Anti Bullying Policy  18.3 Attendance Policy  18.4 Communication and Data Policy  18.5 Drugs Education Policy  18.6 Educational Visits Policy  18.7 First Aid Policy  18.8 Nurture Support Policy  18.9 Positive Handling and the use of Physical Restraint Policy  18.10 Site Safety and Security Policy  18.11 Children with Health needs who cannot attend school (Previously called Access to Education for pupils with medical needs Policy)  18.12 Disposal and write off Policy</p> <p><b>Q:</b> Who is responsible for checking First Aid boxes and dates?  <b>A:</b> The Headteacher advised that this is done by HLTAs and there is a list.</p> <p><b>18.13 Internal Financial Procedures</b> – This was available on GovernorHub. The Headteacher advised that further details and clarity have been sought on the yellow highlighted section. This relates to authorisation for repeat and bulk purchases. SC offered to reword the highlighted green section regarding an annual maintenance plan. The policy will be an item for consideration/approval at the next meeting.</p>	<p>18.1</p> <p>18.2 to 18.12</p>	<p><b>HT and SC</b> – update the policy</p> <p><b>Clerk</b> – agenda item</p>



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19	Community Communication	<p><b>Communication to the community November 2023</b> – 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"> <li>• New hall</li> <li>• Antibullying progress</li> <li>• Lots of visits by governors and a sense of things progressing, it's a positive change</li> <li>• The connection governors have with school with monthly meetings</li> <li>• Presentation by Beth Akers</li> </ul>	19.1	<b>Chair</b> - Write message
20	Non-Standing items for the next FGB meeting	<p>Governor noted that these will include:</p> <p style="text-align: center;"><b>Confirm published on Website (Approved July 2023):</b></p> <ul style="list-style-type: none"> <li>• SEND annual information report 2023.</li> <li>• SEND Funding information 2023-24</li> <li>• Service Premium funding review report 2022-23</li> <li>• Service Premium Strategy 2023-24</li> <li>• Sports Premium report 2022-23</li> <li>• Equality documents from July meeting (3 documents)</li> <li>• Pupil Premium funding strategy review report 2021-23</li> </ul> <p><b>Confirm published on Website (Approved November 2023)</b></p> <ul style="list-style-type: none"> <li>• Pupil Premium 3-year strategy 23/24 to 25/26</li> <li>• Governor Declarations of Interest</li> <li>• Governor Diversity Information</li> </ul> <p><b>Headteacher</b></p>		<b>Clerk</b> – Agenda items



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		<ul style="list-style-type: none"> <li>• Termly report to include School Admin data; attendance, incident reports: review progress of SDP</li> <li>• Review net capacity of the school, Review staff structure.</li> <li>• Amy Jennings, Phonics lead presentation</li> <li>• SMSC – School calendar of events and proposed governor support / involvement</li> </ul> <p><b>Kevin</b></p> <ul style="list-style-type: none"> <li>• Budget Statement</li> <li>• Schools Financial Value Standard (SFVS)</li> </ul> <p>Review (ongoing) of new governance structure</p>		
21	<b>Meeting Impact</b>	Governors were pleased to have met the new governors and appreciated their contribution.		
22	<b>Dates of next meetings</b>	<p>The dates as listed on the agenda were noted. See item 17 above.</p> <p><b>Face to Face at 6pm and Remote at 5pm</b></p> <p><b>Tuesday 12 December</b> – Face to face 6pm and verbal HT report</p> <p><b>Monday 22 January</b> – Remote 5pm include budget monitoring – and Written HT report.</p> <p><b>Tuesday 20 February</b> – Remote 5pm and verbal HT report</p> <p><b>Tuesday 19 March</b> - Face to face 6pm - to include budget monitoring and Written HT report.</p> <p><b>Tuesday 23 April</b> - Remote 5pm budget approval only</p> <p><b>Monday 10 June</b> - Face to face 6pm and Verbal HT report.</p> <p><b>Tuesday 16 July</b> - Remote 5pm budget monitoring and written HT report</p>		

The meeting closed at 7.35pm

