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Minutes – meeting of the Full Governing Board Tuesday 28 January 2025 at 5pm on Teams

Governors Present:	Local Authority Governor	Kevin Moyes (Chair)
	Foundation Governor	Stephen Craggs (SC) (Vice Chair)
		Dale Gingrich (DG)
	Staff Governors	Sarah Marshall (Headteacher)
		Louise Thomas (LT)
	Parent Governor	Elliot Manning (EM) (Withdrew 6.40pm)
		Ashley Pile (AP)
	Co-opted Governor	Gillian Barnes (GB)
		Hannah Duckett (HD)
In attendance:	Clerk	Ruth Morrison (RM)
	Art Lead	Holly Kidman (HK) (For agenda item 6)
Apologies:	Parent Governor	Melanie Christianson (MC)
	Co-opted Governor	Sarah Choa (SCh)

Quorum: The Clerk confirmed that the meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair gave a warm welcome to HD as a new co-opted governor to the governing body.		
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies had been received 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	Subject Leader Presentation	<p>HK gave a presentation on Art and Design in school. HK joined the school in September 2024.</p> <p>Key Points:</p> <ul style="list-style-type: none">• Art is taught weekly using Cornerstones. Ideally there would be longer Art sessions depending on the content and medium used.• There is no right or wrong way.• The curriculum is on the website by year group and term.• How Art helps support pupils with SEND creatively and expressing themselves has been investigated.• Elements of Cornerstones are repetitive, so pulled out. The curriculum meets the National Curriculum requirements.• A calendar was created last year and sold to parents, hopefully this can be repeated.		



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		<ul style="list-style-type: none"> • Sketchbooks will go up through the school to demonstrate progress. • Next steps include monitoring and feedback, pupil voice, evidence with photos. Sample photos were shared. <p>Questions and comments from governors</p> <p>Comment: It's impressive how Art has been put to the fore in school and how it has improved.</p> <p>Q: How do pupils who can't draw get on?</p> <p>A: There is no wrong way. Pupils are encouraged in the process and are willing to have a go.</p> <p>Q: How do pupils with SEND react to Art?</p> <p>A: These pupils often have more of a passion for Art as a way of expressing themselves. They engage.</p> <p>Q: Are there any plans for an exhibition for the wider community to show case Art in the school?</p> <p>A: That would be great. The new hall will provide an ideal space. DG offered the church as a venue.</p> <p>The Chair thanked HK for the useful presentation demonstrating the passion and enthusiasm for Art in school and the positive impact it has on pupils. HK withdrew from the meeting.</p>		
7	Approval of FGB Minutes	The minutes of the FGB meeting held 21-11-24 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.	8.1	



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9	Headteacher Report	<p>The following document was available on GovernorHub:</p> <ul style="list-style-type: none"> • 9.1 Headteacher Report January 2025 <p>Overview – The Headteacher highlighted key points.</p> <ul style="list-style-type: none"> • Staffing is a big challenge, especially in Year 2. The school has done its best to mitigate the impact. Cover has been consistent since January. The Teaching Assistants (TAs) in the year have remained constant. Both teachers are now back in Year 1. • The Local Authority School Improvement Officer visited yesterday and recognised the challenges in Key Stage (KS) 1. The visit was positive for KS2 and Early Years (EY). • Staffing has affected pupil places. Some parents have decided to move schools as detailed in the report. • Pupil data is being monitored and tracked carefully. Interventions are in place where needed. • There are behaviour incidents, particularly relating to some specific pupils. External advice has been sought. Staff and parents are concerned regarding assaults. The Headteacher has spoken to parents regarding procedures being followed, no specific information on individual pupils was shared. • The budget has been impacted by the use of supply teachers for cover. • Release time for phase leaders has been maintained. • The safeguarding team has worked well in spite of the challenges. <p>Governors' comments and questions for the Headteacher:</p> <p>Q: Do the pupils mentioned have a diagnosis.</p> <p>A: Yes, they have Educational Health Care Plans (EHCP) in place.</p> <p>Q: Is there anything we need to be aware of going forward to ensure there is no more long-term staff issues? Are absence school related?</p>	9.1	



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		<p>A: The teachers' hours audit shows that there are concerns regarding workload, especially with planning. The Senior Leadership Team (SLT) understand work-life balance. Staff are reminded about wellbeing support which is available 24/7. The staff absences are not work related.</p> <p>Comment: The workload came across as positive in the hours audit.</p> <p>A: The SLT do the planning for staff that are off. Work has been shared.</p> <p>Q: Will the support from the SLT in planning be in place after half term?</p> <p>A: It will move to some but not all the supply teachers.</p> <p>Q: Has the limit for exclusions to be considered by governors been checked?</p> <p>A: Advice from county has been sought on reducing exclusions. The OCC Exclusions and Integration Team have a list of 15 items to do to reduce the risk of exclusions, the school has carried out most of them.</p> <p>Q: Is it better financially to have additional staff to provide cover rather than use supply?</p> <p>A: This is a temporary thing to operate without a Deputy Headteacher for three terms.</p> <p>Comments: Receiving a good Ofsted report will improve the budget, the school needs to invest to get to that position and should ask if they need anything. Governors recognised that this is a difficult time and thanked staff for their support.</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:</p> <ul style="list-style-type: none"> • 11.1 SDP Targets and Term 3 6-week plan • 11.2 School Self-Evaluation updated January 2025 <p>The Headteacher gave a summary</p> <ul style="list-style-type: none"> • The SDP is a 6-week plan as advised by the local authority (LA). It includes milestones for each week and has helped focus the SLT. 	11.1 11.2	



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		<ul style="list-style-type: none"> • A training session on spirituality for SIAMS was postponed by the external trainer last week. The time was used to focus on British Values for subjects; this was a positive exercise. • Term 2 tasks have been completed. The Headteacher is confident that term 3 and 4 tasks will be completed. • SLT meetings have been dominated by safeguarding and provision matters. • A summary version of the long Self-evaluation will be produced. <p>Comment: When Ofsted visit they will look at the history and be able to see the journey of the school. The Headteacher advised that the LA has been in contact with HMI regarding current staffing and they have noted this against their schedule of visits.</p> <p>Update on work to develop a Long Term School Vision – There was no update to report. The Headteacher will take this forward.</p>		HT: Long term vision
12	Governor Updates Since last meeting	<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>12.1 Governor monitoring schedule - Noted</p> <p style="text-align: center;">TEACHING AND LEARNING AND INCLUSION</p> <p>12.2 – Data Pack and Groups Data: review of pupil progress and attainment, including reporting on vulnerable groups</p> <p>Q: Were there any surprises in the data?</p>	<p>12.1</p> <p>12.2</p>	



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		<p>A: We need to ensure moderation is in place both in school and across schools. There was a dip in Year 1; this is not concerning as interventions are in place.</p> <p>Q: What are the end of year targets based on?</p> <p>A: September baseline data and where pupils were the previous year. For all pupils the aim is for 80% to be at Expected and 30% at Greater Depth.</p> <p>Q: Is this where we would expect to be at this point of the year?</p> <p>A: In Year 6 there is a sound view of what to achieve and how; this could be tightened up in other year groups.</p> <p>Q: Have pupil progress meetings taken place?</p> <p>A: These have been maintained by phase leads. The next data will be informed by test data.</p> <p>12.3 and 12.4 – Governor Monitoring – Bloxham Basics 15-1-25 GB and 12.5 Governor Monitoring - Attendance 22-1-25 GB – GB summarised the visits as detailed in the reports. Bloxham Basics is displayed and is followed in the classes and incorporated in lessons. Systems are in place and being used for attendance.</p> <p>12.6 – Mid-Year review of the impact of PE and Sports Premium Funding Strategy – This had been written by the Sports Lead and includes pupil voice to demonstrate the impact.</p> <p>Comment: It is clear that the funding is supporting increasing engagement with sport and that the CPD will ensure it is sustainable.</p> <p>Q: The impact measures in the report are qualitative; could quantitative data be used such as fitness or swimming data?</p> <p>A: The Headteacher will discuss this with the Sports Lead. Swimming attainment data will be available in July.</p>	<p>12.3, 12.4 and 12.5</p> <p>12.6</p>	<p>HT: Discuss quantitative data with the Sports Lead</p>



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		<p>12.7 – Mid-Year review of the Pupil Premium Funding Strategy – LT gave a verbal update. There are a good number of pupils attending clubs but not as many as last year. Some pupils are being targeted for clubs and trips. The figures for phonics look good, it's too early to form a judgement for Early Years Goals. There will be more of an emphasis on persistent absence, 13 pupil premium pupils have persistent absence.</p> <p>12.8 – Mid-Year review of the SEND funding – LT gave an overview. Funding is generally used for TA support. 14 pupils have EHCPs, 2 pupils started in the Foundation Stage this year with EHCPs in place, further applications are in process. Q: Are there problems recruiting TAs? A: This can be an issue. There were two applicants in the latest recruitment round. The school is National Insurance exempt so there may now be more applicants. Comment: Governors noted that using the 20% recruitment and retention premium included in the pay policy could create internal equality issues.</p> <p>12.9 Governor Monitoring – Open the Book – 4-12-25 – SC (SIAMS Lead Governor) SC gave an overview of the report. Governors were pleased to hear that children are being introduced to the Bible and its stories in an engaging and thoughtful fashion, and that the school is providing the environment and tools to help children flourish spiritually. GD is part of the Open the Book team.</p> <p>12.10 Rolling 12-month Attendance and Exclusions Summary including racist and homophobic bullying – LT and the Headteacher gave a summary. Attendance is above both national and LA. Q: How many pupils do the behaviour incidents relate to? A: It's individual pupils but there are some pockets of incidents based on levels of needs. Most of the pupils involved have EHCPs in place; they have a high level of support.</p>	<p>12.8</p> <p>12.9</p> <p>12.10</p>	



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		<p>Finance Accountant to ensure the accuracy of the accounts; there were no budget surprises. The new hall build has helped with some of the premises items.</p> <p>Q: When will the hall be completed, and will there be an opening ceremony? A: This should be on target to finish between February and Easter. An opening ceremony will be planned. The Headteacher would welcome suggestions from governors regarding any local people to open the hall.</p> <p>12.14 Report on review of the net capacity of the school and the staff structure – Q: Is the staff structure right based on net capacity and pupil numbers? A: The Headteacher reiterated the current staffing situation. Options for September are being considered as there may only be sufficient pupils for one class in the Foundation Stage. Comment: Governors confirmed that not appointing a Deputy Headteacher should be reviewed and a decision made as to when it will be filled. Q: Will the pressure on TAs covering continue? A: One HLTA left this term. When TAs cover a HLTA position their pay will increase for that time. The school is mindful of the impact on staff with some pupils; they are supported and moved appropriately. Approval: The Governing Body gave their approval to the current staffing structure.</p> <p>12.15 Schools Financial Value Standard (SFVS) checklist – The Chair gave an overview of the document which he had worked on with the SBM. Approval: Governors confirmed that they agreed with the responses.</p> <p style="text-align: center;">Premises (Excluding Health & Safety)</p> <p>12.16 Bloxham Asset Register, 12.17 Externally Assessed Premises Condition Report and 12.18 Premises Long-Term Plan 2024 – Governors noted that these documents are in place. The Chair confirmed that they will be updated and managed proactively.</p>	<p>12.14</p> <p>12.15</p> <p>12.16, 12.17 & 12.18</p> <p>12.19</p>	<p>HT/Chair: Review DHT position</p> <p>Chair: Submit SFVS</p>



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		COMMUNITY		
		12.19 Governor Monitoring Report Assemblies and Nativities, 10-1-25 AP. Governor noted the monitoring report.		
13	Safeguarding	<p>Any Safeguarding, Bullying or Racist incidents to report since the last meeting. LT advised that there had been some racist and bullying incidents, as reported in the earlier documents considered.</p> <p>Section 175/157 Annual Safeguarding Report for the academic year 2023-2024 – LT confirmed that this had been submitted to the LA on time.</p> <p>13.1 Section 175 Safeguarding Action Plan, and 13.2 Action Plan from the ESAT Safeguarding review 2024 – LT reported that most of the actions have been completed or are underway; there are no major items. Comment: It’s good to see that the actions are progressing well.</p> <p>13.3 Prevent Risk Assessment for schools 2025 – LT advised that this is a new required government document which has been personalised for this school and gave an overview of the items being worked on.</p> <p>13.4 Governor Monitoring report – Antbullying through pupil voice 15-11-24 GB, and 13.5 Antbullying pupil survey January 2025 – LT reported that the survey was for years 5 and 6. The Nurture Team will talk with pupils who had requested to speak further regarding any issues. Overall the positives in the survey outweigh the negatives. Questions had been designed to drill down on aspects of bullying. EM withdrew from the meeting – 6.40pm</p>	<p>13.1 & 13.2</p> <p>13.3</p> <p>13.4 & 13.5</p>	



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14	Health and Safety	<p>Health and Safety incidents – The Headteacher advised that yellow cards for verbal or physical assaults are received daily.</p> <p>Health and Safety audit – This has been booked for after completion of the hall, governors gave their approval to this timeframe. The Headteacher confirmed that there are no key actions outstanding from last year’s audit. The SBM is completing training on new health and safety requirements.</p>		
15	GDPR	The Headteacher reported that there had been one subject access request since the last meeting, from Thames Vally Police. There have been no GDPR breaches since the last meeting.		
16	Governor Business	<p>Confirm recording from previous FGB meeting has been deleted – The Headteacher will delete the recording in consultation with the Clerk.</p> <p>GOVERNOR VACANCIES 11 out of 12 positions are filled.</p> <p>Foundation governor – Rev Gingrich will complete the paperwork for a potential governor.</p>		<p>HT/Clerk: Delete recording</p> <p>DG: Foundation Governor</p>
17	Governor Training Update	<p>17.1 Governor training – The updated training tracker was available on GovernorHub. There were no updates from governors on recently attended training.</p> <p>Cyber Security training – The Chair reminded governors that this training must be completed, plus the other required training.</p>	17.1	Governors: Complete training
18	Policies Review/for approval (as per policy)	<p>18.1 Policy and key documents Schedule – Governors noted the updated document.</p> <p>Governors ratified approved of the following policies which had been provisionally approved on GovernorHub:</p> <ul style="list-style-type: none"> • 18.2 Lost or Missing Child Policy • 18.3 Special educational needs and disability 	18.1 18.2 18.3 18.4	



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		<ul style="list-style-type: none"> • Policy • 18.4 Early years foundation stage (EYFS) • 18.5 Intimate Care Policy <p>Governors approved the following policies available on GovernorHub:</p> <ul style="list-style-type: none"> • 18.6 Capability Procedure • 18.7 Charging and Remissions Policy • 18.8 Communication and Data Policy – Governors noted that the tracked changes had all been accepted • 18.9 Complaints Policy • 18.10 Data Protection Policy • 18.11 Disciplinary Policy • 18.12 Drug Education Policy • 18.13 Grievance Policy • 18.14 Internal Financial Procedures • 18.15 Teachers Pay Policy • 18.16 ECT Induction Policy • 18.17 Supporting Pupils with Medical Needs Policy • 18.18 Travel to and from School Policy • 18.19 Privacy Policy Pupils • 18.21 Privacy Policy Staff • 18.22 Managing Allegations Against Staff and Volunteers Policy <p>Approval deferred until the next meeting</p> <p>18.20 Privacy Policy Governors – The Headteacher has contacted Turn It On to amend the policy regarding the mechanism for collecting governors’ details.</p>	<p>18.5</p> <p>18.6</p> <p>18.7</p> <p>18.8</p> <p>18.9</p> <p>18.10</p> <p>18.11</p> <p>18.12</p> <p>18.13</p> <p>18.14</p> <p>18.15</p> <p>18.16</p> <p>18.17</p> <p>18.18</p> <p>18.19</p> <p>18.21</p> <p>18.22</p> <p>18.20</p>	<p></p> <p>HT: update from TIO for Privacy Notice for Governors</p>



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19	Community Communication	<p>19.1 Governor communication 21-11-24 – Governors noted the communication which had been sent to staff and parents.</p> <p>Governors considered what the communication from this meeting should include.</p> <p>Points raised included:</p> <ul style="list-style-type: none"> • Focus on Art and the calendar. Governors agreed that if calendars are produced in future years, the money should be collected in advance to ensure costs are covered. • A message to staff recognising the challenges and how they are supporting each other. • External visit reports. • Behaviour and attitudes • The use of Bloxham Basics • Community Links with other schools including Frank Wise and Bloxham Grove 	19.1	Chair - Write message
20	Non-Standing items for the next FGB meeting	<p>Headteacher</p> <ul style="list-style-type: none"> • Health, safety and wellbeing Policy • Quality First Teaching report • 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) <p>Chair</p> <ul style="list-style-type: none"> • Finance monitoring report • Review systems and procedures for monitoring Health & Safety including risk assessments • Review insurance arrangements and premises costs • Health & Safety Walk 		



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		<ul style="list-style-type: none"> • 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 services • (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 <p>Gill/Louise</p> <ul style="list-style-type: none"> • Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision 																						
21	Meeting Impact	<p>Governors reflected on the impact of the meeting. Key points included:</p> <ul style="list-style-type: none"> • Subject Leader presentations are excellent and help with monitoring visits. The Headteacher confirmed that staff enjoy them. Governors suggested looking at examples of work in future meetings. • The Governing Body's view of the school aligns with that of the school. • Meetings include a good balance of challenge and support. It's good to have the questions from different governors. • Governors are looking forward to meeting with staff in the July meeting. 																						
22	Dates of next meetings	<table border="1"> <thead> <tr> <th>Date</th> <th>Start</th> <th>End</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Tue 11 Mar 2025</td> <td>17:00</td> <td>19:00</td> <td>School</td> </tr> <tr> <td>Tue 29 Apr 2025</td> <td>17:00</td> <td>18:00</td> <td>Online</td> </tr> <tr> <td>Mon 19 May 2025</td> <td>17:00</td> <td>19:00</td> <td>School</td> </tr> <tr> <td>Mon 14 Jul 2025</td> <td>17:00</td> <td>19:00</td> <td>School</td> </tr> </tbody> </table>	Date	Start	End	Location	Tue 11 Mar 2025	17:00	19:00	School	Tue 29 Apr 2025	17:00	18:00	Online	Mon 19 May 2025	17:00	19:00	School	Mon 14 Jul 2025	17:00	19:00	School		
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The Chair thanked all for their contribution. The meeting closed at 6.57pm

A handwritten signature in black ink, appearing to read 'K. Hayes', with a horizontal line drawn underneath it.