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Minutes – meeting of the Full Governing Board Monday 14 October 2024 at 5pm on Teams

Governors Present:	Foundation Governor	Stephen Craggs (SC) (Vice Chair) (Chair for this meeting)
		Dale Gingrich (DG)
	Staff Governors	Sarah Marshall (Headteacher)
		Louise Thomas (LT)
	Parent Governor	Ashley Pile (AP)
		Elliot Manning (EM)
	Co-opted Governor	Gillian Barnes (GB)
		Sarah Choa (SCh)
In attendance:	Clerk	Ruth Morrison (RM)
	Diocesan Adviser	Christian McGuinness (CMG) for item 6
Apologies:	Local Authority Governor	Kevin Moyes (Chair)

Quorum: The Clerk confirmed that the meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair (SC) welcomed governors to the meeting. Governors and CMG agreed that the meeting be recorded providing that the recording is deleted after governors have been able to review the contents.		HT: Delete recording
2	Opening Prayer	The Chair opened the meeting in prayer.		
3	Apologies for absence	Apologies that 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	SIAMS (Statutory Inspection of Anglican and Methodist Schools) Presentation	<p>CMG gave a presentation on SIAMS; the presentation, weblinks and further documentation were uploaded to GovernorHub after the meeting. Key information included</p> <ul style="list-style-type: none"> • This school is likely to be inspected between now and the summer. • SIAMS looks at the Vision; this is key to the Framework. • For Voluntary Controlled Schools (this school) the inspection seeks to answer 6 questions <p>Q1 How does the school's theologically rooted Christian vision enable pupils and adults to flourish?</p> <p>Q2 How does the curriculum reflect the school's theologically rooted Christian vision?</p> <p>Q3 How is daily collective worship enabling pupils and adults to flourish spiritually?</p>	6.1	



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		<p>Q4 How does the school's theologically rooted Christian vision create a culture in which pupils and adults are treated well?</p> <p>Q5 How does the school's theologically rooted Christian vision create an active culture of justice and responsibility?</p> <p>Q6 Is the religious education curriculum effective?</p> <ul style="list-style-type: none"> • CMG gave further questions and points for consideration within each of the above six questions. <p>Q1 Does it meet the needs of the community. The impact and evidence are needed. How was the vision formed? What difference does it make to pupils? How does it guide the work of the Governing Body? How is the impact of the vision measured at subject level? How do governors see the vision in the curriculum during visits?</p> <p>Q2 How is the curriculum shaped to reflect our vision and meet the needs of the school? How is spiritual development intrinsic to the curriculum? What language is used? How do we know if it is working? What does monitoring look like?</p> <p>Q3 Collective Worship must be daily.</p> <p>Q4 This looks at behaviour, relationships, mental health and wellbeing. How does the school respond to challenges in difficult times? Do governors know the difference it makes?</p> <p>Q5 How do we think to engage with national and global initiatives, not just local ones? What is governors' understanding and what difference does the work of the school make?</p> <p>Q6 How is the budget for RE allocated? Is it treated as a core subject? What does it look like in pupils' books? Do governors look at books and talk with pupils? What do pupils say? Do books show progression?</p> <ul style="list-style-type: none"> • Outcome - There are two possible outcomes from the inspection: meeting the statutory requirements, or not. The report will identify 5 strengths and up to 3 areas for development. 		



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		<ul style="list-style-type: none"> • SIAMS Self-evaluation – To what extent are governors involved with this? It’s important that they are included. • Evidence – The key thing is to know your school and speak about it confidently and forensically. Know the self-evaluation and all the documentation shared. Six months of governing body agendas and minutes will be looked at. Inspectors will look for evidence that governors reflect on the work of the school and its impact. Is it clear that being a church school is important? • Inspection timing – These are usually every 5 years; this school is on the list. A call notifying the school can happen on any day. There’s a week between the call and the visit. They will look at the website and think about lines of enquiry which will be sent to the school 48 hours before the visit. • Training – ODBE offer training and support for governors and staff. <p>CMG answered governors’ questions.</p> <p>Q: What does flourish, and spirituality mean?</p> <p>A: These come into questions 2 and 3. Flourishing is about making progress and living well together. It’s about how this is mapped and planned into the curriculum. Where are opportunities for spiritual development included in the curriculum? The SIAMS Annual Report shows that many schools had work around spirituality and a shared understanding. ODBE do training on this. What common language is there to enable pupils to develop?</p> <p>Q: Should governors comment on spirituality and the vision when undertaking monitoring visits to the school?</p> <p>A: It’s advisable to have something on the monitoring from about looking through the lens of the Christian Vision. Examples were given such as behaviour and how pupils respond to each other. Visits can be used as an opportunity to build up evidence of the impact of the Christian Vision. CMG will look at the monitoring forms when he looks at the SEF (Document 6.1)with the Headteacher.</p>		



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		<p>Key takeaways – CMG advised that all governors should be familiar with the following so that they can talk confidently about the provision and impact:</p> <ul style="list-style-type: none"> • The Vision and its impact • The Framework • The questions • The RE Statement of Entitlement • The Collective Worship guidance • The Church of England Vision for Education 2016 • The school’s SEF in terms of SIAMS <p>Is there an agreement by the governing body about how they will answer questions such as how the vision has made a difference, with examples? The Vision is key, what would pupils say about the Vision and its impact?</p> <p>Q: Do parents have a say in the inspection? A: In preparation for the inspection the Headteacher will be asked for various documents including any parental surveys. The inspectors will use them to inform any lines of enquiry which will be sent to the school 48 hours before the inspection. The school can choose the stakeholders the inspector will talk with to triangulate the evidence.</p> <p>CMG will forward the documents referenced to the Clerk to share on GovernorHub. Governors thanked CMG for the useful presentation. CMG withdrew from the meeting.</p>		<p>Clerk: Upload documents to GovernorHub</p>
7	Approval of FGB Minutes	<p>In view of the amount of time remaining governors agreed to move any items in red on the agenda, plus others to the next meeting.</p> <p>The minutes of the FGB meeting held 17-9-24 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.</p>	7.1	Chair: mark as signed



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8	Matters arising not covered on the agenda	<p>The action log was noted.</p> <p>Governors agreed that the Clerk updates the log with items not covered in this meeting.</p> <p>The Chair confirmed that he had spoken with the local Councillor regarding the hall building work.</p>	8.1	Clerk: Update the log
9	Headteacher Report	<p>The Headteacher gave an update on key matters:</p> <p>SIAMS – The Headteacher will work on the SIAMS Self-Evaluation (SEF) with CMG when they meet next week and will ensure that the SDP refers to SIAMS.</p> <p>Parental feedback on the new start of day procedures – Initially parents were happy with the arrangements. Letters and comments received more recently from a few parents complaining about the procedures have been time consuming and demoralising for staff, and distracting from what staff should be doing. The pupil voice indicates that they think the procedures are better and gives them a better start to the day. Some of the earlier feedback from parents was helpful regarding how and where pupils line up and this was acted on.</p> <p>Q: What format did the feedback from pupils come in by?</p> <p>A: Teachers asked their classes on Friday and responses were logged.</p> <p>Comment: Governors agreed that this should be referred to in the Chair’s communication following on from this meeting and say that the general view is positive, especially from pupils, and that the new procedures work better. Governors expressed concern that some parents are still raising issues with the new system considering that the school has responded to feedback, and it has been developed with children at the heart of it.</p> <p>Q: Is it the same parents raising issues, has the Headteacher had the opportunity to talk with them?</p> <p>A: They are being received in letter form. Sometimes more than one from a family.</p> <p>Comment – Governors recognise the adaptations to procedures the Headteacher has put in place following parental feedback.</p>		HT: SIAMS SEF



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		<p>Communication – The Headteacher has drafted a letter to parents thanking them for their feedback which has been taken on board and asking that they work with the school for what is best for the pupils. The Headteacher will review the letter to ensure the message is clear. Governors gave their support for this letter. Information about playing before the whistle which indicates the time to line up will be emphasised with pupils.</p> <p>Governors asked that the Headteacher lets them know if there is anything further they can do to support the school.</p> <p>Senior Leadership Team’s workload – This will be covered at the next meeting.</p>		<p>HT: SLT workload information in HT report</p>
10	Update from the Chair	There were no updates.		
11	School Improvement Self Evaluation and School Development Plan	<p>11.1 School Development Plan – The Headteacher will update this in light of the information from CMG. See minute 9 above. Governors agreed that this be considered at the next meeting.</p> <p>11.2 Local Authority Programme of support – This will be considered at the next meeting.</p>	<p>11.1</p> <p>11.2</p>	<p>HT and Clerk: Agenda item</p>
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>TEACHING AND LEARNING AND INCLUSION</p>	<p>12.1</p>	



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		<p>12.1 Report on Children We Care for 2024 – Governors agreed that the document be marked as confidential due to the low number of pupils and agreed that it is not published on the website.</p> <p>12.2 Present Equal opportunities Plan – This document was not available. Governors agreed to defer it to the next meeting.</p> <p>12.3 – Governor Monitoring Report – Governors noted the report from the Chair (KM) from a learning walk visit on 10-9-24.</p> <p>12.4 – Governor Monitoring Report – Governors noted the report from AP from a teaching and learning visit on 26-9-24.</p> <p style="text-align: center;">STAFFING</p> <p>Action from the September meeting – Headteacher to forward report from the External Adviser for the Headteachers Performance Review to the Chair – This will be confirmed at the next meeting.</p> <p>Action from the September meeting – Headteacher to consider basic appraisal and objectives for non-teaching staff – This will be considered at the next meeting.</p> <p style="text-align: center;">FINANCE</p> <p>Action from the September meeting – SC to contact the local councillor regarding delays to the building work – SC confirmed that this had happened.</p> <p>COMMUNITY</p> <p>12.5 School website audit - SC had undertaken a website audit which confirmed that it is compliant. Governors thanked Mrs Avens for her work on the school’s social media.</p>	<p>12.3 12.4</p> <p>12.5</p>	<p>Clerk: Mark as confidential</p> <p>HT: Equal Opportunities plan</p> <p>HT: Forward the report.</p> <p>HT: Consider appraisals for nonteaching staff.</p>



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		<p>Cherry Tree Centre – The Headteacher reported that she had met with David Bunn (Chair of the Parish Council) to discuss the Parish Council’s commitment to the centre. Staff will not be replaced if they leave. The school is happy to open its building for the centre but not to have staff on the school’s books.</p>		
13	Safeguarding	<p>Any Safeguarding, Bullying or Racist incidents to report since the last meeting. LT advised that a letter had been sent to parents following an incident of a young child being left in a car. Police advice had been sought and the letter written with wording from the NSPCC. Q: Whose responsibility is it for incidents occurring outside the school? A: The Headteacher advised that safeguarding is everybody’s responsibility. Q: Who is responsible for the car park across the road. A: The Headteacher advised that this is the overflow car park for the school and comes under the building’s Residents’ Association Management committee. The car park is managed and maintained by them. The Headteacher will circulate information confirming this via the Clerk, and may write to parents regarding how to contact the committee if they have concerns regarding the car park.</p> <p>Update on Progress of S175 Annual Safeguarding report due 29-11-24 – LT advised that she has met with GB (Safeguarding lead governor) and completed the first half of the report. It is on track to submit to the LA by the deadline of 29-11-24.</p> <p>Actions from ESAT (Education Safeguarding Advisory Team) Safeguarding Review 2024 – LT advised that the plan has been updated ready for review at the next meeting.</p>		<p>HT: Forward information to the Clerk</p> <p>Clerk/LT/GB: Agenda item</p> <p>Clerk/LT/GB: Agenda item</p>



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		Action from the September meeting - Off rolling review – GB will carry out this with LT.		GB LT – Off rolling review
14	Health and Safety	<p>Health and Safety incidents – The Headteacher gave information on the procedures in place when staff are assaulted and gave an overview of the type of incidents. These tend to be with staff dealing with high profile pupils.</p> <p>Q: What is being done to support these staff?</p> <p>A: All incidents are logged and staff given First Aid where needed. A wellbeing programme is in place for all staff. LT advised that ‘Change of Face’ procedures are used where adults are swapped, radios are used. Miss Drysdale (pastoral support) is always on call.</p> <p>Q: Do any incidents result in disciplinary action for pupils?</p> <p>A: Yes, if they reach the threshold. Sometimes this involves internal or external exclusions. Most of the pupils involved have behaviour plans in place. Some have reduced timetables and regular breaks to reduce the level of risk for staff and children, plus to ensure the child has a positive day.</p> <p>Q: Do OCC provide any counselling for staff?</p> <p>A: Yes, staff have access to a 24/7 helpline. LT advised that the school knows where the issues are and have staffed accordingly.</p> <p>Comment: These are useful examples of how the school is making our values work.</p>		
15	GDPR	The Headteacher reported that there had been a GDPR incident where a staff member had included a non-staff member in an email. Correct procedures had then been followed. The Information Commissioner Office had been advised; a risk assessment had been carried out regarding who to inform. The Chair had been advised and the incident logged. It had been a minor breach.		



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16	Governor Business	<p>GOVERNOR VACANCIES</p> <p>Parent governor – The Headteacher advised that there had been two nominations for the one available position; an election is being arranged.</p> <p>Co-opted governor – The Chair (KM) will give an update at the next meeting.</p> <p>Foundation governor – Governors considered if the second nomination for parent governor would be eligible to be a foundation governor. The Clerk advised that the Governing Body considers the balance of parents on the board to ensure there are sufficient non-parents when panels are required. Rev Gingrich advised that anyone in the parish is a parishioner and can be considered to become a foundation governor, and will continue to seek a new governor.</p> <p>Governors approved the following documents which were available on GovernorHub</p> <p>16.1 Governor meeting schedule 2024-25 – The Headteacher will forward information on Subject Lead presenters to the Clerk</p> <p>16.2 Governing Board Objectives for 2024-25</p> <p>16.3 National Governance Association Skills Audit – noted</p> <p>16.4 Governor monitoring schedule .</p>		<p>DG: Foundation Governor</p> <p>HT: presenters</p>
17	Governor Training Update	<p>17.1 Governor training – The updated training tracker was available on GovernorHub.</p> <p>New governor training – SC confirmed that SCh had completed the required training and booked other training.</p> <p>Cyber Security training – SC confirmed that he had completed this training, which GB will also undertake.</p>	17.1	<p>GB: Cyber Security training</p>
18	Policies Review/for approval (as per policy)	<p>18.1 Policy and key documents Schedule – Governors noted the updated document.</p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> 18.2 Attendance policy – HT 	18.1 18.2	



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		<ul style="list-style-type: none"> • 18.3 Admissions Policy 2024 – 2025 • 18.4 Allegations (of abuse) against staff policy 2024-2025 • 18.5 Behaviour policy – September 2024 • 18.6 Collective Worship 2024-2027 • 18.7 School Policy for the Inclusive Education of Children We Care For and previously cared for children 2024 • 18.8 Teaching and Learning policy September 2024 <p>Policies for the next meeting</p> <ul style="list-style-type: none"> • Data Protection – HT • Equality Statement, Objectives and Plan – HT • Accessibility Plan – HT • Parent, staff and governor data Privacy Notices - HT <p>Update on work towards:</p> <ul style="list-style-type: none"> • Communication Policy – The Headteacher and SC are working on this and will give an update at the next meeting. • Long term Vision (3 and 7 years) – The Chair has sent information on this to the Headteacher. An update will be given at the next meeting. • Transport Plan – The Headteacher will give an update at the next meeting. 	<p>18.3</p> <p>18.4</p> <p>18.5</p> <p>18.6</p> <p>18.7</p> <p>18.8</p>	
19	Community Communication	<p>19.1 Governor communication 24-9-24 – Governors noted the communication which had been sent to staff and parents.</p> <p>Governors considered what the communication from this meeting should include. Points raised included:</p> <ul style="list-style-type: none"> • Reiterating to parents the importance of working together, to trust the school as professionals and that everything they do is for the best for the children. • SIAMS 	19.1	<p>Chair - Write message</p>



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		<ul style="list-style-type: none"> Parents are part of the solution to issues which the school welcomes, such as the travel group including getting pupils to school safely and the need for a crossing on the road. 		
20	Non-Standing items for the next FGB meeting	<p>Governors noted that some of the items listed on the agenda for the next meeting had been assigned to the wrong people, the Clerk will correct this for the next meeting. Correct version below:</p> <p>Headteacher</p> <ul style="list-style-type: none"> Report on Staff Appraisals; working hours audit and stress and wellbeing surveys (if applicable) Quality First Teaching report SDP report on a specific target or other curricular aspect (staff member) ASP Report/ discussion (Analyse School Performance) - pupil progress and attainment against national) – any significant additional data/ information Annual Safeguarding & Child Protection Report including the anti-bullying appendix (deadline to submit to LA is 29-11-24); receive annual safeguarding audit form HT appraisal report confirming staff appraisals complete Report on links with Pupil Parliament Data on the impact of Power Maths (action from 16-7-24) <p>Chair</p> <ul style="list-style-type: none"> Agree SDP monitoring actions for the coming term 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 Review systems and procedures for monitoring Health & Safety including risk assessments 		



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		<ul style="list-style-type: none"> • Complete asset management plan; review of School Accessibility Plan & Transport Plan • Health & Safety Walk & Inspection readiness • Budget Statement • Compliance with cost of school uniform statutory guidance • October Finance monitoring report <p>Gill</p> <ul style="list-style-type: none"> • Review off-roll pupil cases <p>Policies - HT</p> <ul style="list-style-type: none"> • Data Protection • Equality Statement, Objectives and Plan • Accessibility Plan • Parent, staff and governor data Privacy notices 																																		
21	Meeting Impact	<p>Governors considered the impact of the meeting. Key points included:</p> <ul style="list-style-type: none"> • The SIAMs presentation was helpful and will be used by the Headteacher to refine the SEF with support from CMG. Governors are welcome to send any feedback to the Headteacher 																																		
22	Dates of next meetings	<table border="1"> <thead> <tr> <th data-bbox="459 1011 719 1038">Date</th> <th data-bbox="730 1011 831 1038">Start</th> <th data-bbox="853 1011 920 1038">End</th> <th data-bbox="954 1011 1066 1038">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1054 719 1082">Mon 14 Oct 2024</td> <td data-bbox="730 1054 831 1082">17:00</td> <td data-bbox="853 1054 920 1082">19:00</td> <td data-bbox="954 1054 1066 1082">Online</td> </tr> <tr> <td data-bbox="459 1090 719 1117">Thu 21 Nov 2024</td> <td data-bbox="730 1090 831 1117">17:00</td> <td data-bbox="853 1090 920 1117">19:00</td> <td data-bbox="954 1090 1066 1117">School</td> </tr> <tr> <td data-bbox="459 1125 719 1152">Tue 28 Jan 2025</td> <td data-bbox="730 1125 831 1152">17:00</td> <td data-bbox="853 1125 920 1152">19:00</td> <td data-bbox="954 1125 1066 1152">Online</td> </tr> <tr> <td data-bbox="459 1160 719 1187">Tue 11 Mar 2025</td> <td data-bbox="730 1160 831 1187">17:00</td> <td data-bbox="853 1160 920 1187">19:00</td> <td data-bbox="954 1160 1066 1187">School</td> </tr> <tr> <td data-bbox="459 1195 719 1222">Tue 29 Apr 2025</td> <td data-bbox="730 1195 831 1222">17:00</td> <td data-bbox="853 1195 920 1222">18:00</td> <td data-bbox="954 1195 1066 1222">Online</td> </tr> <tr> <td data-bbox="459 1230 719 1257">Mon 19 May 2025</td> <td data-bbox="730 1230 831 1257">17:00</td> <td data-bbox="853 1230 920 1257">19:00</td> <td data-bbox="954 1230 1066 1257">School</td> </tr> <tr> <td data-bbox="459 1265 719 1292">Mon 14 Jul 2025</td> <td data-bbox="730 1265 831 1292">17:00</td> <td data-bbox="853 1265 920 1292">19:00</td> <td data-bbox="954 1265 1066 1292">School</td> </tr> </tbody> </table>	Date	Start	End	Location	Mon 14 Oct 2024	17:00	19:00	Online	Thu 21 Nov 2024	17:00	19:00	School	Tue 28 Jan 2025	17:00	19:00	Online	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 6.58pm

