



Headteacher: Sarah Marshall  
Telephone: 01295 720224

email: [office.3064@bloxham-pri.oxon.sch.uk](mailto:office.3064@bloxham-pri.oxon.sch.uk)

Bloxham C. of E. Primary School  
Tadmarton Road  
Bloxham  
Banbury  
Oxon. OX15 4HP

### Minutes – meeting of the Full Governing Board Tuesday 20 February 2024 at 5pm held on Teams

<b>Governors Present:</b>	Local Authority Governor	Kevin Moyes (Chair)
	Foundation Governors	Stephen Craggs (SC) (Vice Chair)
		Dale Gingrich (DG)
	Staff Governors	Sarah Marshall (Headteacher)
		Louise Thomas (LT)
	Parent Governors	Candice Hinds-George (CHG)
<b>In attendance:</b>	Clerk	Ruth Morrison (RM)
	Maths Lead	Mat Singleton (MS) (For items 1-4)
<b>Apologies:</b>	Foundation Governors	Suzette Watson (SW)
	Co-opted Governors	Alex Gray (AG)
		Gillian Barnes (GB)
	Parent Governor	Ashley Pile (AP)
		Elliot Manning (EM)

**Quorum:** The Clerk confirmed that the meeting was quorate.

Item No	Topic	Minutes	Document Reference	Action
1	Welcome	The Chair welcomed governors to the meeting. MS 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	Subject Leader Presentation	<p><b>MS gave a verbal update on maths in the school.</b> Key points included:</p> <ul style="list-style-type: none"> <li>• Power Maths was introduced a year ago. Initially three classes trialled the programme; now it is used in all classes. It ensures consistency of language used, upskills teachers in planning and the sequence of teaching, and aligns with Cornerstone. There are end of unit assessments to inform teachers of what has been learned.</li> <li>• Staff training has taken place in Key Stage (KS) 1 and the Foundation Stage (FS). Manipulative training was held last term for KS2.</li> <li>• Times Tables Rock Stars has raised the profile of times tables. KS2 have participated in national competitions.</li> <li>• Links with nearby schools and those in the maths hub have helped.</li> <li>• A numbers day was held on 2-2-24.</li> <li>• Worked has taken place with consultants including Kate Magill (OCC Maths Education Adviser) with a focus on year groups.</li> </ul> <p><b>The next steps</b> are to support Year 1 to ensure equity across the classes, and in another class to use adaptations and work on teacher judgements. Inclusive practice training has already taken place. Two further days of support have been arranged with Ms Magill. The Buckinghamshire, Berkshire and Oxfordshire Maths Hub (BBO) are</p>		



Item No	Topic	Minutes	Document Reference	Action
		<p>providing mastery training. MS and Mr Arzberger will visit another school to observe classes.</p> <p><b>Q:</b> What is the feedback from teachers on Power Maths?  <b>A:</b> Feedback has been good. Staff find it constructive and like that it breaks down things into steps. The lesson notes are good, giving information on what pupils should know and steps if they don't. The challenges for higher achievers is helpful. Parents enjoy the maths progress for home learning.</p> <p><b>Q:</b> When is the next set of data due?  <b>A:</b> There are formal tests three times a year; the next is in 3-4 weeks. Power Maths has tests at the end of each unit.</p> <p><b>Q:</b> Is there some flexibility or boundaries set between a scheme being rigid and teachers using their own professional judgement?  <b>A:</b> Yes, teachers are getting it right. They go from one lesson to the next, but they need to use the steps if pupils aren't understanding and do practical lessons and get evidence in pupils' books.</p> <p><b>Q:</b> What were the factors in deciding to use Power Maths?  <b>A:</b> It is promoted by the Department for Education. It was trialled in FS, Years 1 and 4, and feedback was positive. It considers the wellbeing side using characters throughout, with different ways of doing things which help younger pupils.</p> <p>MS offered to share comparison data between the autumn and spring term when available via the Clerk.</p> <p>Governors thanked MS for the presentation and for answering their questions.</p>		<p><b>Clerk/HT – data for April meeting</b></p>



Item No	Topic	Minutes	Document Reference	Action
5	<b>Urgent Additional Items</b>	No additional urgent items had been received.		
6	<b>Declarations of Interests</b>	There were no new declarations of interest.		
7	<b>Approval of FGB Minutes</b>	The minutes of the FGB meeting held on 22-1-24 were approved as an accurate record of the meeting for the Chair to mark as signed on GovernorHub.	7.1	<b>Chair</b> – mark as signed
8	<b>Matters arising not covered on the agenda</b>	The action log was noted. All actions were to be covered by later agenda items.	8.2	
9	<b>Headteacher Report</b>	<p>The Headteacher gave a verbal update report. Key points included</p> <ul style="list-style-type: none"> <li>• <b>OCC visits</b> –The next strategic meeting is on 29-2-24. Sam Bartholomew (OCC Adviser) visited earlier in the day. He carried out a walk-through in school and visited year groups. It was a positive visit with complements about the music facilities and breadth of the curriculum. There will probably be no OCC support next year.</li> <li>• <b>Numbers day</b> – This event on 2-2-24 was well received.</li> <li>• <b>Open Classrooms</b> – This was a strong positive day.</li> <li>• <b>Staffing</b> – A new teaching assistant (TA) was interviewed and appointed earlier in the day. Another TA applicant will be interviewed on 21-2-24.</li> </ul> <p><b>Effectiveness of Assessment Procedures</b></p> <p>The Headteacher presented slides on Effective Assessment. This included information on, the aims of assessment, formative and summative assessments, data drops, Blue</p>		



Item No	Topic	Minutes	Document Reference	Action
		<p>reviews in Science and Humanities, moderation, national tests and assessment, and interrogating data. The Clerk will upload the slides to GovernorHub.</p> <p><b>Q:</b> What assurance is there around the consistency of teacher judgements?</p> <p><b>A:</b> This is being worked on. It is not assumed that staff have the capacity to do this. Moderation makes it easier. Book looks and staff accessing other year groups' work helps. Less experienced teachers are paired with more experienced ones.</p>		<b>RM:</b> Upload slides
10	<b>Update from the Chair</b>	There were no updates.		
11	<b>School Improvement</b> <b>School Development Plan</b>	<p><b>11.1 School Development Plan (SDP)</b> - This was available on GovernorHub. The Headteacher advised that this had not changed since the last meeting. It had been reviewed with Sam Bartholomew; he is content with the progress.</p> <p><b>Q:</b> Were OCC involved with creating it?</p> <p><b>A:</b> They were last year. This year they looked at it and made no changes. Sam's support is based on the SDP.</p> <p><b>Q:</b> 'To ensure a culture of trust which enables staff to take risks to further performance' is yellow; can we do more?</p> <p><b>A:</b> Staff were initially reigned in to follow the curriculum, now they have flexibility for their class. This is ongoing.</p> <p><b>Q:</b> How consistent is the monitoring of subject leaders?</p> <p><b>A:</b> The focus was for the culture of the school to be good. Staff have the opportunity to lead a development session on their subject. Next year there will be a focus on a couple of subjects each half term; they will be a focus area for improvement.</p> <p><b>Q:</b> When will the Bloxham Handbook be ready?</p> <p><b>A:</b> Most of it is written. It should be ready by Easter. Governors suggested issuing an initial version.</p>	11.1	



Item No	Topic	Minutes	Document Reference	Action
12	Self-Evaluation (SEF)	<b>12.1 Self- Evaluation</b> – This was available on GovernorHub The Headteacher advised that this had not changed since the last meeting.	12.1	
13	Governor Updates Since last meeting	<p><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>13.1 - Governor Monitoring Report, Attendance, 25-1-24, AP.</b> The Chair commented that this highlighted the impact of the work by staff, attendance is better than average. Persistent absence data is robustly reviewed and approaches are used to meet individual family needs.</p> <p><b>Reading through dance and music</b> – Governors agreed that the Clerk contacts SW regarding this offer to help, and to take it forward as a non-governance operational matter.</p> <p><b>13.2 – Governor Monitoring Report, Effective use of Teaching Assistants (TAs) – LT and GB.</b> LT gave an overview of the report which included examples of good practice in KS1/Foundation Stage Unit, and KS2, plus ideas for further development. <b>Q:</b> What are the barriers and trajectories for encouraging independence? <b>A:</b> TAs were trained first. Some were nervous about stepping back so all staff have now been trained. Monitoring is ongoing. Double sided cards have been introduced; green is put up if the child does not need help. <b>Q:</b> Has independence improved? <b>A:</b> Yes, in some classes. It needs to be embedded. <b>Q:</b> Is training in place for the new TAs? <b>A:</b> Safeguarding training will be completed. LT is working with Jane Elvidge (Oxfordshire School Inclusion Team, OXSIT) to produce a condensed version of the training earlier this year for the new starters.</p>	<p>13.1</p> <p>13.2</p>	<p>RM – Contact SW</p>



Item No	Topic	Minutes	Document Reference	Action
		<p><b>STAFFING</b></p> <p><b>Invitation to school events</b> – Governors noted the <a href="#">Invitations to governors for class assemblies and other events</a> Governors were asked to contact the Headteacher if they plan to attend event.</p> <p><b>Staff structure</b> – This had been covered in the January meeting. The Headteacher advised that it had been updated to include the Clerk.</p> <p><b>Staff Continuing Professional Development</b></p> <p><b>Q:</b> Is CPD in place, are teachers able to access the training they want?</p> <p><b>A:</b> No training issues have been brought to the Headteachers’ attention. The school can provide/source training if requested. The Headteacher will share the list of CPD undertaken via the Clerk.</p> <p><b>FINANCE</b></p> <p><b>13.3 Schools Financial Value Standard (SFVS)</b> - This had been approved at the January meeting. Governors noted the email confirming submission of the SFVS to the local authority.</p> <p><b>Update on draft budget</b> – The Headteacher advised that prior to her planned absence the School Business Manager (SBM) had met with the OCC Finance Accountant, he was content with the budget position. The Headteacher will contact the Finance Accountant regarding further work towards the budget in the absence of the SBM.</p> <p><b>Q:</b> Has there been support from OCC during the SBM’s absence?</p> <p><b>A:</b> It was not what the school was expecting. The Headteacher informed Sam Bartholomew; this will feed into the forthcoming strategy review meeting.</p>	13.3	HT/Clerk – CPD information



Item No	Topic	Minutes	Document Reference	Action
		<p><b>Items from the Annual Schedule for February</b> – The Asset Maintenance Plan and Net Capacity had been considered at the January meeting. Governors noted the <a href="#">External Finance Benchmarking</a>. This had been discussed earlier in the year.</p> <p><b>COMMUNITY</b>  <b>Cherry Tree Centre</b>            SC reported that the Parish Council had approved a grant application from the Friends of Bloxham Primary (FOBPS). The decision regarding the Cherry Tree Centre application had been deferred pending a visit to the centre by councillors. The Headteacher advised that the visit had taken place; councillors were delighted with what they saw. The funding application will be considered at the Parish Council’s meeting on 1-3-24.</p> <p><b>Parish Church</b> – DG advised that as from 1-3-24 the Parish Church will be available again for hosting events.</p> <p><b>13.4 Monitoring schedule</b> – This was available on GovernorHub. Governors confirmed that monitoring visits were on track and were pleased with the range of monitoring that had taken place. The Chair advised that in some schools the governor monitoring is linked to the school monitoring to avoid duplication. The monitoring schedule for the next academic year will be considered in the summer.</p>	13.4	SC: update on funding application
14	Safeguarding	<p><b>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</b>            LT reported that there had been one bullying incident involving some Year 6 girls. There were no other incidents to report.</p> <p><b>14.1 Safeguarding Action Plan December 2023 (following Section 175 Safeguarding Audit 2022-23) – Reviewed February 2024</b></p>	14.1	





Item No	Topic	Minutes	Document Reference	Action
		<p>LT gave an overview of the updated action plan.</p> <p><b>Q:</b> Is there an update on filtering of ITC and reporting?</p> <p><b>A:</b> The Headteacher advised that Turn IT On (Previous provider of ITC support) are supporting the school in work with ICT123 (Current provider). The contract with ICT123 will not be renewed. The school is in the process of getting the filtering system up and running.</p> <p><b>Q:</b> What is the school's policy on mobile phones?</p> <p><b>A:</b> Only older pupils may bring internet enabled devices and they must be dropped off in the school office in a named bag. Devices for other pupils are considered with parents on an individual basis.</p>		
15	Health and Safety	<p><b>Health and Safety incidents</b> – The Headteacher advised that there had been an unannounced fire drill earlier in the day. The Caretaker had rectified issues with some fire doors not opening. An announced lockdown drill had also been carried out since the last meeting.</p> <p><b>15.1 Governor Monitoring Report</b> on review of the systems and procedures for monitoring Health and Safety including risk assessments, visit on 16-1-24 KM. KM advised that the visit had evidenced that robust policies and procedures are in place. The school is maintained to a high level of cleanliness and staff take pride in their school. The building has evolved over the years and sometimes the flow does not work such as cloakrooms being too small. There had been issues with items stored in the boiler room which have now been resolved and a communication sent to staff.</p>	15.1	
16	GDPR	The Headteacher reported that there had been a subject access request which the school had complied with. The documents are available for collection with no charge to the person submitting the request.		



Item No	Topic	Minutes	Document Reference	Action
		<b>GDPR training</b> – SC is liaising with the three governors who had not completed the training which is available on Modern Governor.		<b>SC: Support for CHG, SW and EM</b>
17	<b>Governor Business and Communications</b>	<p><b>GOVERNOR VACANCIES</b></p> <p><b>17.1 Co-opted governor vacancy</b> – A confidential application from a potential co-opted governor had been received and shared on GovernorHub. Governors had previously agreed to hold the co-opted governor vacancy but noted the useful skills of the applicant. The Chair confirmed that the applicant is local to the school. Governors asked that the Chair ensures they understand the level of commitment required and the importance of regularly attending meeting. A decision will be made at the next meeting.</p> <p><b>Review of the board’s succession planning</b> – The plan is that SC takes over as Chair when KM leaves; there is no timeframe for this. KM advised that he would remain in place until there is robust, sustainable governance.</p> <p><b>Review of the governance structure</b> – Discussion points raised included:</p> <ul style="list-style-type: none"> <li>• The lead governor roles are evolving and working.</li> <li>• The frequency of meetings may need to be adjusted for the next academic year to allow time to complete actions between meetings.</li> <li>• Each action could be given a deadline, not necessarily for the next meeting.</li> <li>• Ideally meetings will not take place the week following a break.</li> <li>• The regularity of frequent meetings was helpful earlier in the year. As we have evolved since then they might not need to be so frequent.</li> </ul>	17.1	<p><b>Chair</b> – Contact applicant</p> <p><b>Clerk</b> – Agenda item</p>
18	<b>Governor Training Update</b>	<p><b>18.1 Governor training</b> – The updated training tracker was available on GovernorHub.</p> <p><b>Outstanding training</b> - Governors noted the list on the agenda of governors who had not completed, Induction, Prevent, and Safeguarding training. Some of this training has been booked. SC will continue to support governors in accessing the training, and</p>	18.1	<b>SC: Support CHG, LT, SW and EM to complete training</b>



Item No	Topic	Minutes	Document Reference	Action
		forward dates of forthcoming safeguarding training provided by the Oxfordshire Safeguarding Children Board.  <b>OCC Governor Services training</b> – The program for the spring term was available on GovernorHub.		
19	<b>Policies Review/for approval (as per policy)</b>	<b>19.1 Policy and key documents Schedule</b> – Governors noted the updated document.  The Headteacher advised that a consultation is required for the <b>Sex and Relationships Education policy</b> . This should be ready for approval at the March meeting.	19.1	
20	<b>Community Communication</b>	<b>20.1 Communication to the community January 2024</b> – This was noted.  Governors approved the following key messages from this meeting for the community. <ul style="list-style-type: none"> <li>• The lockdown and fire drills going well.</li> <li>• Thanks to parents for their support with the numbers and open day, emphasising the Home-School partnership.</li> <li>• Power Maths presentation by Mat Singleton, how it was introduced and allows teachers to use their good judgement.</li> </ul>	20.1	<b>Chair</b> - Write message
21	<b>Non-Standing items for the next FGB meeting</b>	Governors noted that these will include:  <b>Headteacher</b> (The Chair requested that the Headteacher gives feasible meeting dates for items that will not be ready for the March meeting) <ul style="list-style-type: none"> <li>• Hours Audit</li> <li>• Receive and discuss report on any curriculum developments, especially in relation to teaching the national curriculum (Staff input)</li> </ul>		<b>HT</b> – Review list and inform Chair



Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> <li>• Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision.</li> <li>• Mid-Year Reviews on Effectiveness and budget impact of: <ul style="list-style-type: none"> <li>○ PE &amp; Sport Funding Plan (Vicky Ducker)</li> <li>○ Pupil Premium Funding</li> <li>○ SEND funding.</li> </ul> </li> <li>• Updated Equality Plan, Objectives, and statement on meeting obligations under the Equalities Act</li> <li>• Review insurance arrangements and premises costs.</li> <li>• Transport Plan runs up to February 2024</li> </ul> <p><b>Kevin</b></p> <ul style="list-style-type: none"> <li>• Confirm April Budget Only Meeting. Authorise expenditure under scheme of delegation; review and discuss Governors' expenditure.</li> <li>• Review of Health and Safety Audit – add actions to log; review and monitor Risk Assessments</li> </ul> <p><b>Policies due for review March 2024</b></p> <ul style="list-style-type: none"> <li>• Equality information and objectives (public sector equality duty statement for publication)</li> <li>• Online learning</li> <li>• Uniform</li> <li>• Pay Policy</li> </ul>		
22	<b>Meeting Impact</b>	<p>Governors were asked to consider the meeting and its impact. Points raised included:</p> <ul style="list-style-type: none"> <li>• Fewer governors attending this meeting have made it swifter, but we are missing their contribution to benefit the school.</li> </ul>		



Item No	Topic	Minutes	Document Reference	Action
		<ul style="list-style-type: none"> <li>Subject Leader presentations are effective, and it is good to connect with them. <b>Q:</b> Do staff feel it is a burden? <b>A:</b> They don't feel they are being scrutinised, it's a culture of trust. Some have asked why some meetings are online and others in person. Governors agreed that they could be given a Teams link for in person meetings if preferred.</li> </ul>		
23	<b>Dates of next meetings</b>	<p>The dates as listed on the agenda were noted.</p> <p><b>Face to Face at 6pm and Remote at 5pm</b></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 6.35pm

