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### Minutes – meeting of the Full Governing Board Monday 22 January 2024 at 5pm held on Teams

<b>Governors Present:</b>	Foundation Governors	Stephen Craggs (SC) (Chair for this meeting) Suzette Watson (SW)
	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)
	Phonics & Early Reading Lead	Amy Jennings (AJ) (For items 1-4)
<b>Apologies:</b>	Foundation Governors	Dale Gingrich (DG)
	Local Authority Governor	Kevin Moyes (Chair)
<b>Quorum:</b>	The meeting was quorate.	

Item No	Topic	Minutes	Document Reference	Action
1	<b>Welcome</b>	SC, the Vice Chair, acted as Chair for this meeting. The Chair welcomed governors to the meeting. AJ was welcomed.		
2	<b>Opening Prayer</b>	The Chair opened the meeting in prayer.		
3	<b>Apologies for absence</b>	Apologies had been received and were accepted as noted above.		
4	<b>Subject Leader Presentation</b>	<p>The following documents were available on GovernorHub:</p> <ul style="list-style-type: none"> <li>• <b>4.1 RWInc Action Plan 2023-24</b></li> <li>• <b>4.2 Phonics and Early Reading Policy</b></li> </ul> <p>AJ shared a PowerPoint presentation giving an update on Phonics Development, and answered governors questions.</p> <p><b>Q:</b> Has there been any feedback from parents on the Phonics portal?  <b>A:</b> They have found it helpful, especially the videos. Videos of a teacher are effective.</p> <p>The data shows the impact of the teaching on progress, this and tracking have resulted in rapid progression. There are some gaps. Five minutes of daily fluency in Phonics is being used to close these gaps.</p> <p><b>Q:</b> What has changed to make the difference? Is it one thing or several?  <b>A:</b> Phonics training last September has helped, as has following RWInc closely, with robust assessment to avoid gaps in knowledge later up the school. Previously, teaching sometimes moved on too quickly.</p> <p><b>Q:</b> How are SEND pupils not making progress managed?  <b>A:</b> They are spotlight children. Staff know who they are. AJ meets with these pupils termly and can see progress. One-to-one tutoring led by a teaching assistant in the afternoon focusses on the gaps, it's an individual approach.</p> <p><b>Q:</b> Are teaching assistants trained in teaching phonics?</p>	<p>4.1</p> <p>4.2</p>	

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		<p><b>A:</b> Yes, and AJ works with the teaching assistants to ensure consistency. AJ sometimes covers the teaching of groups if there are staffing issues.</p> <p><b>Q:</b> What is the one thing to focus on this term?</p> <p><b>A:</b> SEND children and finding other techniques to close the gaps.</p> <p><b>Q:</b> Would more volunteer readers be helpful?</p> <p><b>A:</b> Yes, they help. The approach for reading needs to be changed for some pupils.</p> <p><b>Support:</b> SW offered support for reading through dance, and music. AJ will talk with SW to arrange this.</p> <p><b>Policy</b> – Governors approved the Phonics and Early Reading policy and agreed that the review and approval of future versions is delegated to the Headteacher.</p> <p>Governors thanked AJ for the presentation and for answering their questions.</p>		<b>SW:</b> Talk with AJ regarding reading through dance and music
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 12-12-23 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>	The following documents were available on GovernorHub: <ul style="list-style-type: none"> <li>• <b>9.1 Headteacher Report January 2024</b></li> <li>• <b>9.2 School Review Report Bloxham November 2023</b></li> </ul>	9.1 9.2	

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		<p>The Headteacher highlight key points and answered governors' questions.</p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> – Attendance for this school is 95.5%, nationally this is 94.45%. This is a reflection of the work of staff, especially Kim Drysdale and Sarah Raffill (School Office staff) who follow up when pupils are late, on holiday or not in school for other reasons.</li> <li>• <b>Suspensions</b> – These have reduced from last year, 18 suspensions to date this year, 42 last year. The report shows the spread of suspensions across the school. Pupils are being supported, have interventions and some are on part-time timetables.</li> <li>• <b>Staffing</b> – Since writing the report one further resignation has been received for a teaching assistant. EPS (Education Personnel Services) are supporting the school with the resignations.</li> <li>• <b>Data</b> – Document 13.1 Summary of pupil and group progress September 2023 to January 2024, on GovernorHub. There are three assessments periods each year and three teacher assessments. Cornerstone is being used to track pupils and identify gaps to target. This will enable the school to move forward with little extra work. The Senior Leadership Team review their monitoring schedule at each meeting, undertake learning walks and book-looks.</li> <li>• <b>Clubs</b> – Pupils' behaviour in the Drama Club on the trip to Tudor Hall was exemplary. The new Aerospace Club is being run by an external provider. Data on who attends clubs has been analysed. Some clubs run at lunchtime to enable pupils to attend who cannot at the end of the day.</li> <li>• <b>MP visit</b> – Victoria Prentis visited on 19-1-24 and attended an assembly, presented certificates, met the pupil parliament, and answered questions. She offered to support the school with finding governors and arranging for pupils to visit Parliament.</li> <li>• <b>Open Classrooms</b> – This will also be NSPCC Number Day, 2-2-24.</li> </ul>	13.1	

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		<ul style="list-style-type: none"> <li>• <b>Budget</b> – The end of year budget position is relatively positive with a predicted balance outturn of £103,628. This will be spent to benefit pupils here, with some contingency funding.</li> </ul> <p><b>School Review</b> – The Headteacher advised that the visit and report had been positive. Another visit will take place on 24-1-24. The report recommended that the self-evaluation aligns to the Ofsted Handbook. This has been actioned.</p> <p><b>Q:</b> The report states that pupils’ books show that there is a consistent approach to the teaching of Reading and maths in Years 2, 4 and 6. Is this not the case for Years 1, 3 and 5?</p> <p><b>A:</b> They undertook book trawls and lesson observations in some, but not all year groups. The reports recommends work sampling in Years 1, 3 and 5.</p> <p><b>Q:</b> When will the staff handbook be completed?</p> <p><b>A:</b> By the next meeting, it’s very nearly ready.</p> <p><b>Q:</b> Who will give the support in Year 1 regarding consistency and clear expectations?</p> <p><b>A:</b> This will be Mat Singleton (Teaching Team) and consultants. The comment relates to ensuring new staff are on the same wavelength.</p>		
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> updated January 2024 – this was available on GovernorHub</p> <p><b>Directed time</b> – The Headteacher advised that the directed time item on page 10 has moved to green.</p> <p><b>Comment:</b> Some of the progress is fantastic.</p> <p><b>Comment:</b> A parent had approached the Chair (KM) and commented that they now feel better able to raise minor concerns with the school, previously they had recognised the big challenges the school faced. This represents a change in the culture in school. The Headteacher advised that it is preferable for parents to raise concerns at the time.</p>	11.1	

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		<p><b>Milestones</b> – The Headteacher reported that some tasks for April are already green and that some for December are yellow. This is because they are in progress but more evidence must be collected.</p> <p><b>Q:</b> Is evidence the only hurdle for them to move to green?</p> <p><b>A:</b> The evidence is required to show consistency. Some objectives such as Cornerstones timetabling might not move to green as there are other systems in place. In addition to aiming for a Good grading, staff are focussing on what needs to be done to get us to Good.</p> <p><b>Q:</b> Some of the safeguarding and SEND objectives are yellow. Are there any issues we need to be aware of?</p> <p><b>A:</b> LT advised that this is close to green, meetings with teachers to discuss SEND provision within classrooms have started this year. Mapping the safeguarding programme across the year is nearly completed.</p>		
12	<b>Self-Evaluation (SEF)</b>	<p><b>12.1 Self- Evaluation</b> updated January 2024 – this was available on GovernorHub</p> <p><b>Q:</b> Is there any information on when Ofsted will revisit?</p> <p><b>A:</b> Anecdotally comments have been heard that Ofsted are 18 months behind with visits. A later date would be preferable, so the school is in a stronger position with evidence.</p> <p><b>Q:</b> Has there been any parental feedback?</p> <p><b>A:</b> The next survey will be in July. Positive feedback from parents has been received at family assemblies and other events.</p> <p><b>Approval:</b> The Governing Body approved the self -evaluation and noted that it is a live document.</p>	12.1	
13	<b>Governor Updates Since last meeting</b>	<p><b>TEACHING AND LEARNING AND INCLUSION</b></p> <p><b>13.1a – Quality First teaching Report January 2024</b></p>	13.1a	

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		<p>LT gave an overview of the observations in Maths, English and Music as detailed in the report.</p> <p><b>Q:</b> There were comments in the report about more able pupils being fractious. How is this being addressed?</p> <p><b>A:</b> The Mastery approach is now used. Pupils are given additional work linked to the lesson content, previously they were given different things. This will be used more.</p> <p><b>13.1 – Summary of pupil and group progress September 2023 to January 2024</b> – This was available on GovernorHub. See minute 9 above regarding data covered in the Headteacher report item. The Headteacher gave an overview of the report from the Deputy Headteacher and answered questions.</p> <p><b>Q:</b> Was the data moderated to check it was accurate?</p> <p><b>A:</b> Moderation with partner schools has taken place. The Deputy Headteacher looked at books at pupil progress meetings.</p> <p><b>Q:</b> What is being done to support the high level of need in Year 4?</p> <p><b>A:</b> There are additional staff with teaching assistants. The teachers are excellent. Behaviour expectations have been reinforced with pupils.</p> <p><b>Q:</b> What is being done about the teaching assistant resignations?</p> <p><b>A:</b> LT is handling the recruitment and putting procedures in place.</p> <p><b>13.2: Governor Monitoring Report, SEND/safeguarding/Pupil Premium 12-1-24 GB</b> GB advised that she had looked at a document prepared by LT giving information on strategies for development. LT will upload the document to GovernorHub. GB gave a summary of the visit. Two areas being developed are the use of a flexible chair so that there is no empty chair next to pupils being supported making them feel included, and encouraging pupils to reflect on how they help themselves in their learning.</p> <p><b>13.3 Governor Monitoring Report, Learning Walk 16-1-24 KM</b> Governors noted the report.</p>	<p>13.1</p> <p>13.2</p> <p>13.3</p>	<p>LT: upload document</p>

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		<p><b>STAFFING</b></p> <p><b>13.4 Governor Monitoring Report, Staffing 5-12-23 SC</b> SC advised that it would be beneficial if staff knew governors more, and suggested attending inset days and events. The Headteacher advised that staff welcome governors visiting school and recognise their support. The Headteacher will investigate inviting governors to events such as class assemblies.</p> <p><b>13.5 Governing Monitoring Report</b> - Governors noted the report of a confidential one-to-one meeting with the Chair and Headteacher on 16-1-24.</p> <p><b>FINANCE</b></p> <p><b>13.6 Governor Monitoring Report, Schools Financial Value Standard, 16-1-24, KM; and 13.7 Schools Financial Value Standard Checklist</b> The Headteacher advised that the Chair (KM) had reviewed the SFVS checklist with the School Business Manager (SBM) prior to her planned absence and recommended it for approval. There were no questions from governors. <b>Approval:</b> The Governing Body approved the SFVS. The Chair will arrange with KM for it to be submitted to the Local Authority.</p> <p><b>13.7a Afterschool club costs</b> The Headteacher gave information on a proposal to use an external agency to run the After School Club. This would cost £5K but take away the worries of staffing the club and admin time. Existing staff would be TUPE'd across. <b>Approval:</b> Governors approved the proposal. <b>Telephone number for After School Club</b> – Governors gave information on difficulties contacting the club on the phone number given. The Headteacher will investigate and resolve the matter.</p>	<p>13.4</p> <p>13.5</p> <p>13.6 and 13.7</p> <p>13.7a</p>	<p><b>HT:</b> invitations for governors to events</p> <p><b>SC and KM:</b> submit SFVS</p> <p><b>HT:</b> After School Club telephone</p>



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		<p><b>13.8 Bloxham Primary Asset Register</b> The Headteacher advised that the SBM had drawn this together with the Caretaker and TurnITon (IT provider). Items had been disposed of securely. The SBM will update the document when purchases are made. <b>Asset Maintenance Plan</b> – The Chair (SC) will discuss this with the SBM.</p> <p><b>13.9 Bloxham staffing structure summary</b> Governors reviewed the structure and noted the new format of the document. The Headteacher will add the Clerk to the document.</p> <p><b>Net capacity of the school</b> – The Headteacher advised that the pupil number per class in the Foundation Stage and Key Stage 1 is 30. There is flexibility for more pupils per class in Key Stage 2. The school is a two- form entry school. The Chair will check with KM if there were any further requirement for this agenda item.</p> <p><b>COMMUNITY</b> <b>Cherry Tree Centre</b> SC reported that approval of funding applications to the Parish Council had been deferred until February. An update will be given at the next meeting.</p> <p><b>Open Classrooms</b> – Governors noted the date of the next event, 2 February, session 1 at 2.25-2.45 and session 2 at 2.45 to 3.15. The Headteacher advised that there is a numbers day event that morning. Governors wishing to attend should contact Mat Singleton.</p> <p><b>Monitoring schedule</b> – This was available on GovernorHub. There were no updates or changes to be made by Lead Governors.</p>	<p>13.8</p> <p>13.9</p>	<p><b>SC:</b> Asset Maintenance Plan</p> <p><b>HT:</b> Add Clerk to staffing structure</p> <p><b>SC:</b> Check net capacity item with KM</p> <p><b>SC:</b> update on funding application</p>

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14	Safeguarding	<p><b>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</b></p> <p><b>14. Safeguarding Report, Update January 2024</b>            LT gave a summary of the report. Four boys involved in bullying incidents are being supported by OXSIT which the school buys into. There is more adult supervision in the playground. Access to the Hub and Robin Room is encouraged. The number of bullying incidents has fallen. Parent view is generally positive. As the timeframe for external support has lengthened, the school has put support in place based on resources it already has. There have been fewer MASH (Multi Agency Safeguarding Hub) referrals than mid-autumn term.</p> <p><b>14.1 Safeguarding Action Plan December 2023 (following Section 175 Safeguarding Audit 2022-23)</b>            LT confirmed that the approved Section 175 audit had been submitted to the Local Authority on time. Opportunities to teach safeguarding elements across the school are being mapped. Advice has been sought from the LADO regarding online recruitment checks, LT is working on this with the SBM.</p> <p><b>Perimeter gaps</b> – Governors noted that KM had previously written to the LA regarding any funding to repair gaps in the perimeter of the school site like some other LAs. An update will be given at the next meeting.</p>	<p>14</p> <p>14.1</p>	<p><b>KM</b> – Update on response</p>
15	Health and Safety	<p><b>Health and Safety incidents</b> – The Headteacher advised that there were no incidents to report, and that procedures are in place to record them.</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. Governors noted the report and asked that it be an agenda items with updates at the next meeting.</p> <p><b>School Accessibility Plan</b> – See minute 19 below</p>	<p>15.1</p>	<p><b>Clerk</b> – agenda item <b>KM/HT</b> - update</p>

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		<p><b>Transport Plan</b> – Governors noted that the review date is February 2024 and agreed that this be an agenda item at the next meeting.</p>		<p><b>Clerk</b> – agenda item <b>KM/HT</b> – Transport Plan</p>
16	<b>GDPR</b>	<p>The Headteacher confirmed that there had been one minor breach involving a letter being sent to a member of staff with another member of staff’s name on it; no other details were included. The incident had been logged and reported in line with procedures.</p> <p><b>GDPR training</b> – Four governors had not completed the training. SC will send them the link to complete it.</p>		<p><b>SC: Send link to CHG, LT, SW and EM</b></p>
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 agreed to defer consideration of the application and the review of the current governance structure until the next meeting.</p>	17.1	<p><b>Clerk</b> – Agenda item, GB structure and application</p>
18	<b>Governor Training Update</b>	<p><b>18.1 Governor training</b> – Governors noted the list on the agenda of governors who had not completed, Induction, Prevent, and Safeguarding training. These governors were asked to book places and complete this training, and ask SC if there are any queries regarding booking and access.</p> <p><b>Training records</b> – The Clerk advised that training booked through GovernorHub is automatically recorded on governors’ training records. SC demonstrated how to add other training to a governors’ record.</p> <p><b>OCC Governor Services training</b> – The program for the spring term was available on GovernorHub.</p>	18.1	<p><b>CHG, LT, SW and EM</b> – Complete training</p>

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19	<b>Policies Review/for approval (as per policy)</b>	<p><b>19.1 Policy and key documents Schedule</b> – Governors noted the updated document.</p> <p>Governors approved the following policies which were available on GovernorHub – Documents 19.2 – 18.10</p> <ul style="list-style-type: none"> <li>• 19.2 Internal Financial Procedures – SC gave information on the spending limits and reoccurring expenses. These have been put over a 3-year period and if exceeded the spending will be reconsidered to ensure proper checks are in place.</li> <li>• 19.3 Accessibility policy and plan 2024</li> <li>• 19.4 Adaptive Teaching 2024 - The Headteacher advised that this replaces the Closing the Gap policy.</li> <li>• 19.5 Admissions policy 2024</li> <li>• 19.6 CCTV Policy 2024</li> <li>• 19.7 Late parent procedure 2024</li> <li>• 19.8 Parental code of conduct 2024</li> <li>• 19.9 Recruitment policy 2024</li> <li>• 19.10 Supporting children with medical conditions</li> </ul>	<p>19.1</p> <p>19.2 to 19.10</p>	
20	<b>Community Communication</b>	<p><b>20.1 Communication to the community December 2023</b> – This was noted.</p> <p>Governors approved the following key messages from this meeting for the community. The Chair will write the message in consultation with KM and send to the school office for distribution:</p> <ul style="list-style-type: none"> <li>• The Local Authority review report judging progress, and it representing external validation of the work in school</li> <li>• The presentation by Amy Jennings and progress in Phonics</li> </ul>	19.1	<b>SC/Chair</b> - Write message

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21	<b>Non-Standing items for the next FGB meeting</b>	<p>Governor noted that these will include:</p> <p><b>Headteacher</b> (The Headteacher will liaise with LT for some of these items)</p> <ul style="list-style-type: none"> <li>• Report on the effectiveness of Assessment Procedures</li> <li>• Mid-year review of PE &amp; Sport Funding Plan</li> <li>• Equality Plan updated information on meeting objectives under the Equalities Act</li> <li>• Mid -year review of Effectiveness of Pupil Premium Funding and SEND funding (Strategic Plans)</li> <li>• Report on any budget implications</li> </ul> <p><b>Kevin</b></p> <ul style="list-style-type: none"> <li>• Staffing / Finance – Start work on drafting budget for the coming year, Review Staff Pay Policy (Annual requirement), Agree purchase of external services, Review benchmarking information.</li> <li>• Premises – Health and Safety Inspection feedback, Review insurance arrangements and premises costs</li> <li>• Governance – Review the board’s succession plan and book training.</li> </ul> <p><b>Policies due for review February 2024</b></p> <ul style="list-style-type: none"> <li>• Sex and relationships education</li> </ul>		<b>Clerk</b> – Agenda items
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>• Teams can be tricky but it helps the load for teachers. It can be difficult accessing it on an iPad.</li> <li>• Teams is good in the winter with the weather</li> <li>• This meeting worked really well.</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>		

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		<p><b>Tuesday 20 February</b> – Remote 5pm and verbal HT report. Apologies received from G Barnes.</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 6.50pm