

 OXFORDSHIRE COUNTY COUNCIL www.oxfordshire.gov.uk 	
Marsh Baldon C.E. Primary School The Green, Marsh Baldon Oxford, OX44 9LJ Telephone (01865) 343249 Email: office@marshbaldonschool.co.uk www.marshbaldonschool.co.uk	

**MINUTES of Meeting of the FULL GOVERNING BODY (FGB)
Held on Thursday 1st May 2025 at 5pm at the school**

Present:

Tristan Booth (TB)	Co-opted
Debra Clayphan (DC) (Vice Chair)	Co-opted
Liz Gray (LG)	Co-opted
Carolyn Hanwell (CH)	Headteacher
Tom James (TJ) Chair	Local Authority (LA)
Tess Stackley (TS)	Parent
Bella Wakefield (BW)	Staff

In Attendance: Janet Bufford (JB) Associate Member, Kathy Smith (KS) Governance Professional

1.	Welcome/Apologies/Quorum TJ welcomed everyone to the meeting. Apologies received and accepted: Stephen Dance (SD) Foundation Alan Gregory (AG) Parent Sue Lucas (SL) Foundation Nick Marshall (NM) Co-opted Quorum: The meeting was quorate	Action
2.	Urgent Business/Correspondence There was no urgent business or correspondence raised for further discussion.	
3.	Declarations of Interest There were no declarations of interest raised in any item on the agenda.	
4.	Approval of minutes of meeting held on 27th March 2025/Matters Arising The minutes of the meeting held on 27 th March 2025 had been previously circulated via Governor Hub, were agreed as an accurate record of the meeting, signed by the Chair and will be held on file in the school.	

	There were no matters arising, all actions had been completed or were included within the agenda for further discussion.	
5.	Budget approval for submission to the Local Authority The following documents had been previously circulated via Governor Hub and discussed in depth at the meeting of the Resources Committee held on 25th April 2025: - Revenue Financial Forecast 2025/26 – 2027/28 - Budget Forecast by Ledger Level 2025/26 – 2027/28 Governors noted that Oxfordshire County Council (OCC) had reduced income to schools by 2% and that there is an expectation that SEND funding will decrease from 2026/27. TJ explained that the Resources Committee had reviewed 4 budget scenarios during their meeting, filtering them to 2 for a detailed discussion, including the class restructure effective September 2025. One of the scenarios had reduced Teaching Assistant (TA) hours to maintain a larger surplus, whilst the alternative scenario increased TA hours using the surplus. Governors acknowledged that all classes require TA support, noting that a decrease in SEND funding will drive the loss of TA hours in Years 2 and 3. CH advised that more children are going through the Education Health Care Plan (EHCP) process, demonstrating that SEND need is not reducing. CH advised that there are currently 5 children with an EHCP and two pending, the school is obliged to fund 15 hours per week per child, equivalent to around £6K per child. An EHCP often specifies 1 to 1 support, though some schools are moving to 1 to 2 or small group support. Governors recognised that the school would not function effectively with less TA's, recognising that there are a number of children on the SEN register with a high level of need who have no EHCP in place, and thus, no additional funding. CH pointed out that TA's are also deployed to ensure the smooth running of Breakfast, After School Clubs and covering breaks and lunch time. CH had attended the SEND conference on 30th April 2025 where discussions with other schools noted similar issues. Many in year admissions are filled with children with high level needs. TJ advised that governors had always tried to maintain a £25K surplus but this is looking less likely over the coming years. The surplus was always required to cover large	

	costs such as the boiler breakdown or any unexpected equipment failure. Governors asked how much a TA costs including oncosts CH advised that funding for a TA does not cover actual costs. To obtain an EHCP, which brings in additional funding, the school has to demonstrate the child's needs and to pay for those needs prior to the successful allocation of an EHCP. Governors questioned teacher's pay rise, the DfE are recommending 2.8% whilst trade unions are asking for 4% TJ confirmed that 2.8% had been built into the budget, a pay rise above that figure would be financed by schools. The school had been awarded £50K in previous years given it was categorised as a 'sparsity' school and hard to reach by public transport. CH confirmed that this school is one of the schools piloting the DfE Breakfast Club pilot scheme and has been awarded a £4K start-up grant along with £1.1K per term to provide free breakfast for all children from 8.15 to 8.45 am. The school will be able to claim 60p per child per day. The current scheme runs from 7.30 to 8.45 am at a cost of £4.00 per child per day. This scheme will continue throughout the year at the same cost, with parents receiving a 60p rebate. National Insurance Contributions (NIC) are likely to be funded, though not fully. Providers having to find funding for their own NIC are beginning to pass on some of their costs. Governors discussed wraparound costs noting that the School Business Manager (SBM) is currently exploring costs at other schools to see if there is any scope to increase our charges, noting the possibility of losing those children if prices increase too much. TJ advised of the risks involved in budgeting, confirming that Resources Committee will monitor those risk factors carefully. Governors suggested more fundraising, acknowledging that part of the playground project had been funded through funding applications. Part of the capital funding had been used to fund some work toward the playground, leaving a balance of £5.9K. Governors asked about the possibility of increasing pupil numbers and thus increasing income CH and TJ assured governors that they are doing all they can to increase pupil numbers.	
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	Governors thanked the SBM for her diligence and hard work in reducing budget costs including energy, and for providing a balanced budget for governors to approve. TJ advised that the Resources Committee are recommending the budget scenario presented at this meeting for approval. Governors approved the budget, which includes funding for one additional TA; TJ will submit the budget. Action: TJ	TJ
6.	Governance matters <u>Resources Committee</u> The draft minutes of the meeting held on 25th April 2025 had been previously circulated via Governor Hub. Governors had referred to the draft minutes during their deliberations and approval of the budget.	
7.	School Improvement Headteacher's Report April 2025 - verbal CH confirmed that the outdoor playground project is progressing, the drainage is now complete. Children attending Forest School are enjoying the experience. SATS is approaching, Year 6 are demonstrating a positive attitude and are well prepared for the tests. Governors asked CH if the school had been moderated recently CH confirmed that moderation had been completed last year. TJ is coming in to school to monitor the management of the SATS process and advised of the possibility of SATS moderation during this time. CH advised that wraparound care had its first monitoring visit just before the Easter break, verbal feedback was good, a written report will follow. Children attending Breakfast Club are enthusiastic and enjoy the social aspect of eating breakfast with their friends. The staggered start of breakfast has eased traffic issues outside of the school. Governors asked how many children are attending the Breakfast Club CH confirmed that there are 20 participating under the pilot scheme and a few extra who were attending previously. CH advised that she supports breakfast club each morning, with the SBM also supporting when required. Governors questioned the sustainability of CH covering in Breakfast Club each morning CH explained that it is not sustainable long term but does require 3 people. There had always been 2 in attendance, however, whilst you are cooking, serving and watching the children, 2 staff is not enough from 8.10am onwards. The DfE appear not to have considered the cost of staffing Breakfast Clubs.	

	Governors asked if numbers could be limited CH explained that free breakfast is universal and the offer open to all children; staff ratios need to be observed. The pilot runs for a year and will end next Easter, the overall plan is to extend Breakfast to all schools.	
8.	Attendance Whole School Whole school attendance – 96%, national and LA is 94.5% 0.6% is unauthorised absence CH advised that good attendance is celebrated and certificates awarded. Children always ask about class attendance and like to compare their class with the others.	
9.	Safeguarding update CH alerted governors to an email that the SBM had received through quarantine; a child had been using his/her school email at home. The school policy is clear that children must only use their school email at school. The child had inadvertently subscribed to inappropriate marketing. The parent will unsubscribe the child's email and the school had since changed the child's password. CH advised that the software in place has no control over school emails used outside of school and not on school IT equipment. A communication has since been sent to parents to remind them of the school policy and random inbox checks will now be made. Governors asked if there are any events held for parents about internet safety CH confirmed that sessions about internet safety have been held and will continue.	
10.	Health and Safety and Premises update The Health and Safety audit had taken place, there are no actions with regard to the folder. CH reported that there is a new online form. The audit asked to see risk assessments and policies. Staff were asked to remove the Jigsaw characters stored above the board; that has been actioned. Access through the emergency gate was questioned but it is never used. Fencing needs replacing but that was a known factor. CH advised that an Environmental Health inspection is expected at any time.	
11.	Policy Review/Approval/policy tracker update There were no policies for review or approval at this time.	

12.	Any other business CH confirmed that the curriculum is being updated to reflect changes in class and to link into sustainability and the environment. Additional After School Clubs include cricket and cooking, run by TA's. There was no further business raised for discussion.							
13.	Dates of next meeting – see table below <table border="1" data-bbox="320 555 1083 728"> <tr> <td data-bbox="320 555 590 622">Governing Body - 4pm</td><td data-bbox="590 555 842 622">Performance – 4pm</td><td data-bbox="842 555 1083 622">Resources- 9am</td></tr> <tr> <td data-bbox="320 622 590 728">17th July 2025</td><td data-bbox="590 622 842 728">10th July 2025</td><td data-bbox="842 622 1083 728">11th July 2025</td></tr> </table> The meeting ended at 6.15pm	Governing Body - 4pm	Performance – 4pm	Resources- 9am	17 th July 2025	10 th July 2025	11 th July 2025	
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KS 5th May 2025