

 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 17th July 2025 at 4pm at the school

Present:

Stephen Dance (SD)	Foundation
Carolyn Hanwell (CH)	Headteacher
Tom James (TJ) Chair	Local Authority (LA)
Sue Lucas (SL)	Foundation
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, reflecting on the current year and the year ahead. TJ thanked CH and her staff for their hard work and commitment through the last year. TJ explained that the election of Chair and Vice Chair had been brought forward to this meeting as KS will be away for the first meeting in September. Apologies received and accepted: Tristan Booth (TB) Co-opted Debra Clayphan (DC) (Vice Chair) Co-opted Liz Gray (LG) Co-opted Alan Gregory (AG) Parent Nick Marshall (NM) Co-opted Quorum: The meeting was quorate	Action
2.	Election of Chair – nominee TJ KS confirmed that she had received no further nominations for the position of Chair of Governors. TJ was duly re-elected Chair. Election of Vice Chair – nominee DC KS confirmed that she had received no further nominations for the position of Vice Chair of Governors. DC was duly re-elected Vice Chair.	

	Governors thanked DC and TJ for their work over the last year and their continued work into the new academic year.	
3.	Urgent Business/Correspondence There was no urgent business or correspondence raised for further discussion.	
4.	Declarations of Interest There were no declarations of interest raised in any item on the agenda.	
5.	Approval of minutes of meeting held on 1st May 2025/Matters Arising The minutes of the meeting held on 1 st May 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.	
6.	Governance matters <u>Resources Committee</u> 11 th July 2025 update incl. budget monitoring: the draft minutes of the meeting held on 11 th July 2025 had been previously circulated via Governor Hub. TJ confirmed that Breakfast Club had proved popular and is likely to go over budget. Governors questioned when the pilot scheme would end CH confirmed that all primary schools in the scheme, are expected to provide a Breakfast Club from Spring 2026, adding that the club had been both positive and successful, particularly for anxious children. The club provided an opportunity for children to meet up and play together before school starts, ensuring a smoother transition into the school day. CH explained that activities as well as breakfast are offered. Governors asked how many children attend Breakfast Club CH confirmed 20 to 25 most days and thanked staff for their commitment to the scheme and for making the club a pleasure for children to attend. <u>Performance Committee</u> 10 th July 2025 update incl. SATS results: the draft minutes of the meeting held on 10 th July 2025 had been previously circulated via Governor Hub. TJ confirmed that the meeting had focused on SATS results and looked in depth at identified gaps, weaknesses and strengths. <u>Headteacher Performance Management Committee</u> – confirm membership: Governors agreed membership as LG and TJ, noting that a date to meet had been scheduled towards the end of September 2025.	

7.

School Improvement

The following documents had been previously circulated via Governor Hub:

- Headteacher's Report July 2025
- Swallows Class staffing parent letter July 2025 (embedded in Headteacher report)
- Assessment and Data Analysis – July 2025 (embedded in Headteacher report)
- Self Evaluation (SEF) 2024-2025
- School Development Plan (SDP) 2024-2025
- Business Plan for our Wraparound Provision (embedded in Headteacher report)

Headteacher's Report

Staffing

CH confirmed staffing updates as outlined in her report. Two staff members are leaving at the end of this term. CH had advertised for a part time Teaching Assistant (TA) and thus far has received only one application, although someone else has expressed an interest in the position. A TA is taking on extra hours to provide consistency for Year 2.

CH referred to the letter sent to parents of children in Swallow Class, from which she had received no feedback. CH pointed out that the three teachers teaching Years 3 and 4 all have different aspects to bring to those children.

SATS data and analysis

Good level of Development (GLD) 70% - children who had been at this school since September 2024 had achieved well.

Year 1 Phonics 86%

Year 2 Phonics 0% - 1 child did not sit the screening, 1 EHCP child had made excellent progress and nearly passed, 1 SEN child had made good progress

Multiplication Check – Year 4 73% scored over 20, 45% had achieved 24 Or 25 marks

Year 6 SATS	At expected	At Greater Depth
Reading	67%	16%
Writing	67%	16%
Maths	83%	16%
Grammar, punctuation, spelling	76%	16%
Science	83%	
Combined	50%	

Governors noted concerns for writing in Years 1, 3,4 and 5 Reading in year 5, Maths in Years 1 and 5, combined in Years 1, 3,4 and 5. Governors acknowledged that these

	concerns had been discussed in depth at Performance Committee. CH advised that curriculum coverage is a continued focus, it will be themed to include projects and purposeful learning. Action plans are in place and will be updated in line with the SDP and link to key priorities. <u>Behaviour</u> CH confirmed that the weather had led to hot and tired children and hence low level behaviour incidents. Expectations will be reiterated in September in preparation for the new academic year. CH advised that the school had moved to Arbor electronic system, whilst behaviour incidents are reported on CPOMS. <u>Staff training</u> Governors noted a variety of CPD and training had been completed. CH had completed the National Professional Qualification for Headship (NPQH) and is waiting for assessment to take place. Governors asked CH whether she had enjoyed participating in the NPQH CH confirmed it had provided a good networking base, coaching opportunities and she had enjoyed the course. CH advised that Sophia Stanley Brandt, who had been the school's Emotional Literacy Support Assistant (ELSA), is leaving to take up voluntary work in Tanzania. A lot of time and money had been invested in that training, however, CH explained that there are TA's in school with ELSA skills. <u>School Improvement</u> Governors noted the SDP priorities outlined in the Headteacher's report including; – implementing the English curriculum, – develop subject leader's understanding of how assessment underpins the curriculum – develop the school's ambitious curriculum – develop the wider curriculum – strengthen EYFS provision and outcomes – strengthen provision for pupils who find it hard to succeed CH reported that a great deal had been achieved throughout the year. This included a revised curriculum and implementing the English curriculum. Staff had been very supportive of the various changes. TJ thanked governors for all their subject monitoring; however, he was concerned about lack of evidence of subject monitoring by subject leads. The School Improvement Partner (SIP) refers to evidence of the impact of subject leaders' actions and it was important that governors could reassure themselves that subject leads	
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	were acting in line with the SIP. This would be a target for next year. CH suggested spending half a day together in school observing different activities which they could report back on in a feedback session. TJ will suggest some dates for the Autumn term. Action: TJ However, governors would still need to see evidence of subject monitoring by subject leads. Wraparound care update Verbal feedback had been received at a monitoring visit, as yet a written report had not been received. There is still some funding left from the £12K awarded, which will be used toward outdoor provision using the Outdoor Play and Learning (OPAL) approach; providing children with opportunities to be creative, collaborative and active. PE/Sport Premium Funding – publication to website by 31st July 2025 TJ had reviewed the PE/Sport Premium Funding and it has since been submitted. CH will post the report to the school website. Action: CH	TJ CH
8.	Attendance Whole school attendance 96.3%, above national at 94.8% and Oxfordshire County Council (OCC) at 94.9% Persistent Absence (PA) 5.6% at 90% or below, of the 4 pupils one had improved their attendance, one has a medical condition and the other two are under monitoring and support with parents to improve. A further 23.9% - 17 pupils, are at risk of falling into PA and are being monitored to improve. Governors asked if Breakfast Club had impacted on attendance of vulnerable children CH confirmed that SEN children's attendance is good.	
9.	SEND Information Report The following documents had been previously circulated via Governor Hub: – Marsh Baldon School SEND development plan 2024/25 – embedded in Headteacher Report – Marsh Baldon School SEND 3 year development plan 2024/27 – embedded in Headteacher Report – SEND Information Report circulated to members of Performance Committee for 10th July 2025 Governors noted that Performance Committee had discussed the SEND Information Report at their meeting on 10th July 2025. The report had been updated and will be circulated for approval and publication at the next FGB	

	meeting scheduled for 29th September 2025. Action: CH Governors referred to the details outlined within the Headteacher's report and both SEND development plans. A White Paper is expected in the Autumn informing of government plans for SEND. The White paper will be circulated for discussion once received. CH confirmed clear DfE guidance stating that all teachers should become SEND teachers and be aware of issues impacting SEND teachers. TJ advised all governors to read Section 6 of the SEND Code of Practice. Action: All governors	CH All governors
10.	Safeguarding update The following documents had been previously circulated via Governor Hub: – Education Safeguarding Advisory Team (ESAT) review 11/6/2025 – Governor information required prior to a safeguarding review – Keeping Children Safe in Education 2025 (KCSIE) ESAT safeguarding audit, including Single Central Record (SCR) check Governors noted that the outcome of the ESAT audit had been good, some actions had been identified. Summary from ESAT audit as follows: <i>The review at Marsh Baldon has been exceptionally positive. Well done to all. Despite its small size, the safeguarding team collaborates effectively, demonstrating a thorough understanding of their pupils, families, and community. They are proactively ensuring the safety of all children and families associated with the institution. The safeguarding files are meticulously maintained to a high standard.</i> <i>A strong sense of teamwork was evident among all staff members encountered during the review. Students reported feeling safe within the school environment and expressed confidence in approaching staff with any concerns. The caring relationships between older and younger students were noteworthy, with older students actively encouraging discussions about online safety among their younger peers, reinforcing previously completed activities.</i> JB is taking over safeguarding from DC and will check that those actions had been completed on her next monitoring visit. Action: JB JB and TJ will meet to discuss the safeguarding role and for TJ to provide support to JB. Action: JB/TJ	JB JB/TJ

	Review child protection procedures Governors are confident that child protection procedures are working well, noting CH leading on a 'Team around the family' (TAF) and MASH referrals taking place. KCSIE Governors were encouraged to read the complete document before the next FGB meeting scheduled for 29th September 2025 and to indicate that they have read it on their Governor Hub profile. Action: All governors	All governors
11.	Health and Safety and Premises update <u>Health and Safety</u> CH confirmed that following a visit from the Environmental Health Officer (EHO) the school had been awarded 5 stars. The Health and Safety audit had taken place with no significant findings and 3 actions to complete. Governors questioned the state of kitchen equipment CH confirmed that it had been checked in February 2025 and had passed that check. EYFS staff are receiving training on the 'Healthy Movers programme' to improve children's physical development. The outdoor play equipment will need replacing within the next two years. This will cost around £25-30,000. ELSF has offered £15,000 towards the cost. TJ offered to write to the Parish Council to enquire if they will match fund the ELSF and raise the issue of funding for an outdoor library/classroom/breakout space with the PC. Action: TJ <u>Premises</u> 'Maintenance Plan' had been previously circulated via Governor Hub. CH confirmed that the drainage work had been completed; it had been very dry recently and thus difficult to know how successful that work has been.	TJ
12.	Policy Review/Approval/policy tracker update 'OCSB – Escalation and Resolving Professional Concerns and Disagreement Policy' had been previously circulated via Governor Hub. CH explained that ESAT had advised her to put this policy in place. Governors approved the policy.	
13.	Any Other Business TJ confirmed that SD's term of office is expiring and thanked SD for his time and commitment to the governing board. Governors all thanked SD for his work noting that he would be missed. TJ invited AG and TS to attend the meeting in September 2025 noting that their terms of office will expire on 22nd September 2025 and a parent governor election will need to take place.	

14.	Dates of next meeting – see table below The meeting ended at 5.25pm	
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KS 26th July 2025

Schedule of meeting dates for 2025/2026
All meetings start at 5pm

Full Governing Body	Performance Committee	Resources Committee	Pay Committee
29 th September 2025 1 st December 2025 23 rd March 2026 27 th April 2026 13 th July 2026	15 th September 2025 5 th January 2026 9 th July 2026	22 nd September 2025 17 th November 2025 18 th March 2026 21 st April 2026 (extra meeting if needed)	10 th November 2026