



**OXFORDSHIRE
COUNTY COUNCIL**

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**MINUTES of Meeting of the FULL GOVERNING BODY (FGB)
Held on Thursday 23rd January 2025 at 4pm at the school**

Present:

Debra Clayphan (DC) (Vice Chair)
Stephen Dance (SD)
Liz Gray (LG)
Alan Gregory (AG)
Carolyn Hanwell (CH)
Tom James (TJ) Chair
Sue Lucas (SL)
Tess Stackley (TS)

Co-opted
Foundation
Co-opted
Parent
Headteacher
Local Authority (LA)
Foundation
Parent

In Attendance: Kathy Smith (KS) Governance Professional

1.	Welcome/Apologies/Quorum TJ welcomed everyone to the meeting reflecting on the school's aspirations included within the SIAMS Self-Evaluation document as follows: - Flourish as unique, respected individuals - Love learning, and aim for excellence - Be confident, free thinkers who manage setbacks and take risks - Be spiritual and embrace Christian values, so that they grow a deep sense of themselves and their responsibilities to the world Apologies received and accepted: Tristan Booth (TB) Co-opted Nick Marshall (NM) Co-opted Bella Wakefield (BW) Staff 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 12th December 2024 /Matters Arising The minutes of the meeting held on 12th December 2024 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.	Governance matters <u>Priorities for 2025</u> TJ informed governors that the Local Authority had informed Schools Forum that it would be unable to meet the National Funding Formula (NFF) set by the DfE this year. Oxfordshire County Council (OCC) is £1.6m short of meeting NFF for the county and cannot afford the growth fund contribution of £0.66m previously agreed by Schools Forum on 12th November 2024. School budgets are likely to be cut by 2%. Governors across the county are requested to write to their MP's to raise concern that school budgets may be adversely impacted if they have to meet that cost. TJ advised that employer National Insurance Contributions (NIC) for teachers would be fully funded, but as yet there is no confirmation with regard to NIC funding for support staff. With reference to school priorities for 2025, governors noted that this will include class restructure, developing subject leaders' understanding with regards to how assessment and the curriculum link and outdoor learning space projects as identified within the School Development Plan (SDP) priorities. <u>Monitoring Governor visits/Action Plan</u> The 'Governor Monitoring Schedule 2024-2025' had been previously circulated via Governor Hub. The schedule had been updated and a number of governing monitoring visits are due this term and governors should arrange their visits with the relevant staff member and inform that staff member of the focus of their visit. TJ will contact BW to join him on a Science monitoring visit. Action: TJ <u>Monitoring Visits feedback</u> There had been no visits this term as yet, visits will be arranged in line with the visit schedule. TJ will accompany TB on his geography monitoring visit as part of the induction process. CH agreed to send governors the relevant subject action plan prior to any monitoring visit. Action: CH <u>Review Governor Diversity Report for possible publication</u> 'Board Diversity Data 22/02/2025' had been previously circulated via Governor Hub. Governors observed that the	TJ <u>CH</u>

	diversity of the governing board is reflected within the local community. However, some children attending this school are not local and thus, the board may not accurately reflect the school community. Governors noted that pupil mobility will impact on their diversity and it may not always be possible to accurately reflect the school community. Governors agreed not to publish the diversity report and asked CH to ensure that the following statement is posted to the school website: ‘The diversity report had been considered at a meeting of the governing body held on 23rd January 2025. The governing body have agreed not to publish the report as individuals may be identified from the data presented’. Action: CH <u>Parent Teacher Association (PTA) Feedback</u> CH reported that at the meeting last week the PTA had reviewed their events and activities over the past year. The Chair, Secretary and Treasurer are all stepping back but will remain involved in the PTA. The Annual General Meeting (AGM) is scheduled for 7th March 2025; TJ is invited to attend. <u>Skills Audit</u> Governors acknowledged that with new governors now in place the skills audit should be completed again. KS will send out the appropriate forms for completion, to be returned by 18th March 2025, to allow sufficient time for KS to complete the dashboard and provide an analysis for the next meeting. Action: KS/All governors <u>Term of office ends on 21 February for SD – to note</u> TJ confirmed that the diocese had agreed to extend SD’s term of office to the end of this academic year. TJ advised that an individual had expressed an interest in joining the governing body. Governors questioned what benefit that individual would bring given that there are no vacancies at this time TJ felt that the outlook that individual would bring would benefit the governing body and may have skills/experience to complement the governing body. TJ will make contact with that individual who could join as an Associate Member. Action: TJ	CH KS/All governors TJ
6.	Strategic Plan/Class restructure ‘Strategy Document for the Proposed Class Restructure 25/26 DRAFT’ had been previously circulated via Governor Hub; based on Education Endowment Foundation (EEF) and Hampshire Inspection and Advisory Service (HIAS) guidance.	

	CH confirmed that restructuring classes would have a positive impact on staff workload and the wellbeing of both children and staff. Proposals have been discussed with staff who have provided positive feedback. The proposal is as follows: Class 1 - Reception/Years 1 and 2 Class 2 – Years 3 and 4 Class 3 – Years 5 and 6 CH stated that change is necessary, the reasons are fully outlined on page 1 of the circulated document and include: - Overall space across the school is sufficient to accommodate the restructure - The biggest impact space wise would affect Class 1 and would need careful time tabling - Curriculum coverage at the moment is either not met or squeezed in some year groups - Transition from Year 3 to 4 and Year 1 to Year 2 is currently challenging - Reception would be better able to follow the Early Years Foundation Stage (EYFS) framework rather than the current structured curriculum provided - Years 1 and 2 would follow the Key Stage 1 (KS1) curriculum - Investment in training has delivered a strong team in Years 1 and 2 Governors sought clarification with regard to what action the school would take should numbers of children in Class 1 exceed 30 CH referred to the current Pupil Admission Number (PAN) which is 12, thus in theory Class 1 could contain 36 children. CH advised that numbers had never risen above 30 in years. The birth rate is currently declining, although it may rise. The staff ratio for reception is 30:1, currently there are 16 children in reception with three adults in the room. TJ confirmed that he had carried out a benchmarking exercise indicating that this school has the lowest pupil to teacher ratio amongst similar schools in the locality. Governors asked if Teaching Assistants (TA) are included in that ratio CH confirmed that TAs are included. Governors questioned how the style of teaching for Reception/Year 1/Year 2 would be accommodated CH referred governors to page 2 of her report which identifies the need for timetabling and each year group following a different curriculum with splits for maths and phonics. Governors asked if children have a specified place in the room	
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	CH explained that there are break out areas for curriculum splits to take place, and the hall could be utilised. Teachers would need to ensure that Year 2 children are prepared for the more formal learning when they transition to Year 3. Governors acknowledged that the Class 1 teacher has a phenomenal time tabling knowledge and recognised that reception is currently being taught on a more formal basis impacting child led learning and shared thinking during free flow which does not align to the EYFS framework. Governors approved the proposal and asked how they could help CH advised that timing of the announcement should be before Easter to allow transition plans to take place following the Easter break. CH will send a letter out to parents informing them of the changes. Action: CH Governors discussed the possibility of offering a follow-up meeting to address any questions/concerns.	CH
7.	School Improvement The following documents had been previously circulated via Governor Hub: - Headteacher's Report January 2025 - Data – Attainment and Progress November 2024 (link embedded within the Headteacher's Report) - National WRAP around Childcare Programme (Link embedded within the Headteacher's Report) - School Development Plan (SDP) update - School SEF update Headteacher's Report/Update incl. GDPR update Governors noted 25 applications for reception September 2025, with 8 first choices. 6 Year 6 children will leave in the summer and 8 incoming in September will impact positively on the budget. Parents of a reception and Year 5 child visited the school and those children will visit next week. CH advised that most curriculum plans are complete and leaders' focus now has moved to getting into class more and to start scrutinising work books. CH has given subject leaders dedicated time for this activity. CH referred governors to her SEND report within the Headteacher's report listing a number of actions and activities enhancing SEND provision in school and to the links to both the SEND development plan and action plan held within the report. Governors asked what difference funding makes CH explained that the school does not receive the full cost implicated within an Education Health Care Plan (EHCP).	

	Parent expectation when 1:1 provision is for a TA to attend their child for the whole of the school day. Often a TA will provide 1:1 support either on an individual basis or as part of a group. There is an increase in Social, Emotional and Mental Health (SEMH) needs and the Emotional Literacy Support Assistant (ELSA) currently has a waiting list. Two children at a time are placed on a 6 week programme accessed through the term. The school is part of a pilot scheme with the WellComm programme. There were 18 recorded behaviour incidents in the Autumn Term, 2 attributed to bullying, 7 for verbal or inappropriate language, 7 for physical and 2 for damage to property. All incidents are documented. CH confirmed that discriminatory language is discussed in Personal, Social and Health Education (PSHE) lessons. CH advised that Wheatley Park (feeder secondary school) has become smart phone free and is encouraging its feeder schools to do the same. Governors asked if the school has a smart phone problem and if so, does the school take the phone off children and give them back at the end of the school day CH confirmed that there is no problem with smart phones in this school, they are removed at the start of the day and then given back at the end of the day. CH confirmed that the school had received a grant for WRAP around provision and the new offer will be in place for September 2025. Governors noted that all staff had completed Prevent refresher training and that the Prevent Risk Assessment has been completed. Governors asked if actions listed below staff CPD within the Headteacher's report had been completed CH confirmed that all actions were complete or were planned for this term. <u>Premises, Resourcing and Budgets</u> Governors discussed sustainability governance, with reference to the DfE's Sustainability and climate change strategy 2022 document; Governor Services have scheduled a training course for 28th January and all governors are encouraged to attend. TJ drew attention to branches from a tree on the school stie falling into a neighbouring property. The School Business Manager (SBM) is currently investigating who to contact regarding a piece of land that the school leases	
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	from Queen's College; in order to reclaim and manage it appropriately. CH advised that the lease states that there has to be a 3 metre buffer between the school and its neighbours. There is a wall between the school and neighbour and it is not clear who is responsible for maintaining it. TJ will keep governors updated and this item will be discussed at the next Resources Committee meeting. Action: Resources Committee Pupil Data Assessment overview incl, SEND/Pupil Premium/EAL TJ referred governors to the draft minutes of the Performance Committee meeting held on 5th December 2024, to note the depth of detail discussed at that meeting and to read through the report and pose any questions they may have direct to CH. TJ advised that pupil progress will be discussed in depth at the next Performance Committee meeting scheduled for 20th March 2025. Action: Performance Committee EYFS Statutory Framework update This item had been discussed as part of the class restructure earlier in the meeting. School Development Plan (SDP) update Governors questioned why under Priority 2: Refine task design within writing journey's...milestone 2.2 was flagged red Governors suggested that those actions not completed last term and 'red rated' in the SDP been given a new completion date. Action CH CH advised that writing is a focus and the plan was to meet that task in the Autumn Term, however, it was an over optimistic target and will now roll forward for completion in the Spring Term. Staff have received writing moderation and training, further training is planned for 10th February 2025 when 'Dysgraphia and writing difficulties' will be led by the Oxfordshire Schools Inclusion Team (OXSiT).	Resources Committee Performance Committee CH
8.	SIAMS review 'SIAMS Self-Evaluation' had been updated since the last meeting and previously circulated via Governor Hub. Governors were encouraged to refer to the vision and related documents including key policies and plans embedded within the SIAMS SEF.	
9.	Attendance Whole School	

	Whole school attendance is 95.8% above national at 94.8% and OCC 94.9% Absence/Persistent Absence (PA) CH referred to a slight dip in attendance during December which had since picked up again. I child is on a reintegration timetable due to medical needs. Governors asked CH if staff are chasing up on unauthorised absence CH confirmed that the 1% related to one child taking a holiday, CH will be meeting with parents. Governors asked if checks are made with the local secondary school if the absent child has older siblings CH confirmed that all schools in the partnership collaborate. Governors questioned the effectiveness of a fine as a sanction CH reported that parents have said that even after paying the fine the holiday is still cheaper in term time. Sometimes moral pressure is more effective. Governors noted that Ofsted are keen on reviewing attendance as part of an inspection. CH advised that she will prepare case studies where relevant to demonstrate the story behind the absence. Governors asked about late arrivals for the school day CH advised that the gate shuts at 8.50am, some lateness is due to anxiety and/or mental health issues on behalf of a child or its parents; staff are working with parents of children who are latecomers.	
10.	Safeguarding update Governors referred to the actions listed on page 2 of the Headteacher's report noting a children's mental health online assembly is scheduled for February 2025. NSPCC keeping safe assemblies were held for children in both key stages on 21 January 2025. CH explained that staff had been reminded to use children's actual spoken words when recording incidents within CPOMS. A safeguarding review is scheduled for 12 June 2025	
11.	Health and Safety and Premises update CH reported on an unplanned fire drill held at lunchtime and had been recorded. The SBM has arranged for an electrician to call to repair two outside lights not working.	

	Governors noted the Year 6 weighing and measuring activity organised for 25 February 2025. CH advised that parents can opt their child out of that process. Governors asked what action is taken following the weighing and measuring activity CH confirmed that action is dependent on the outcome; parents will receive support.																
12.	Policy Review/Approval/policy tracker update Admissions to note: - Deadline for Reception applications - 15/01/2025, last date to respond to an offer and for placing a child on the waiting list – 30/04/2025 - Deadline for Secondary applications – 17/03/2025 - Publish policy to school website – 14/03/2025 Governors noted the above timelines.																
13.	Any other business There was no other business raised for discussion.																
14.	Dates of next meeting – see table below <table border="1"> <thead> <tr> <th>Governing Body - 4pm</th><th>Performance – 4pm</th><th>Resources- 9am</th></tr> </thead> <tbody> <tr> <td>27th March 2025</td><td>20th March 2025</td><td>14th March 2025</td></tr> <tr> <td>1st May 2025</td><td>10th July 2025</td><td>21st March 2025</td></tr> <tr> <td>17th July 2025</td><td></td><td>25th April 2025</td></tr> <tr> <td></td><td></td><td>11th July 2025</td></tr> </tbody> </table> The meeting ended at 5.40pm	Governing Body - 4pm	Performance – 4pm	Resources- 9am	27 th March 2025	20 th March 2025	14 th March 2025	1 st May 2025	10 th July 2025	21 st March 2025	17 th July 2025		25 th April 2025			11 th July 2025	
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KS 28th January 2025