

 OXFORDSHIRE COUNTY COUNCIL www.oxfordshire.gov.uk 	
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**MINUTES of Meeting of the FULL GOVERNING BODY (FGB)
Held on Thursday 19th September 2024 at 4pm at the school**

Present:

Debra Clayphan (DC) (Vice Chair)	Co-opted
Stephen Dance (SD)	Foundation
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: Sue Lucas (SL) Foundation (Observer – appointment waiting for Diocesan approval), Kathy Smith (KS) Governance Professional

1.	Welcome/Apologies/Quorum	Action
	TJ requested a moment of reflection, to consider the school's vision and governors' strategic direction, encouraging governors to hold the vision in mind when reaching conclusions in their work. TJ welcomed everyone, introducing SL, as a new Foundation Governor pending appointment by the Diocese. SL explained that she is an experienced teacher and had previously visited the school as part of a performance group providing drama for children. Following TJ's letter to the Master at Magdalen School, Oxford, two staff members had expressed an interest in joining the governing body to fill the Co-opted vacancy. One is Head of Geography for Year 7 upwards and would provide useful experience for the school's Year 6 children; the other individual is Head of the Lower Sixth Form. TJ had contacted both teachers to explain the expectations and commitments of a governor. CH had emailed the members of staff inviting them to visit the school. Apologies received and accepted: Alan Gregory (AG) - Parent	

	Quorum: The meeting was quorate	
2.	Election of Chair/Vice Chair Nominee TJ for the position of Chair and DC for the position of Vice Chair KS advised that she had circulated the names of both nominees and had received positive comments and no objections. Governors re-elected TJ as Chair and DC as Vice Chair. TJ thanked governors for electing him and suggested the FGB consider succession planning at a future meeting, given that both his and DC's term of office will end in 2026. SD advised that his term of office will end on 21/02/2025 and will continue as a governor until the end of the academic year, dependent on Diocese reappointment. Both parent governors AG and TS terms of office will end on 22/09/2025.	
3.	Urgent Business/Correspondence There was no urgent business or correspondence raised for further discussion.	
4.	Declarations of Interest/Annual Register of Interest There were no declarations of interest raised in any item on the agenda. Governors were reminded to complete the annual declaration of interest held within their profile on Governor Hub; KS can then produce a report identifying declarations of interest for all governors, which should be posted to the school website to ensure compliancy. Action: KS/All Governors	KS/All Governors
5.	Approval of minutes of meeting held on 18th July 2024/Matters Arising The minutes of the meeting held on 18th July 2024 had been previously circulated via Governor Hub, were approved 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>Playground Project</u> TJ drew attention to issues around drainage in the area selected for the installation of the new playground equipment and had scheduled a meeting with a structural engineer for tomorrow 20th September to explore options.	

	TJ advised that thus far 6 quotes for the playground project had been received and would be discussed and evaluated in depth at an extra governors' meeting at 4.00pm on Thursday 3rd October. Action: Resources Committee Governors agreed that Phase 1, drainage and surfacing work should be completed prior to installing any play equipment; the uneven gravel area will convert to a flat surface. <i>Governors questioned how much financing had been ringfenced for this project</i> TJ confirmed £12K from the Capital Budget and £14K donated by the Friends of the School (PTA). Governors acknowledged that there are sufficient funds for the surfacing and drainage work to commence once further details had been received and considered. However, TJ advised that to complete 'Phase 2: purchase and installation of the play equipment', additional funds would need to be raised. TJ will request donations through the school newsletter. Action: TJ <i>Governors questioned what, if any, disruption may occur when work on the drainage and surfacing tasks commence</i> TJ advised that the process should not be disruptive and can be carried out in term time. TJ confirmed that he would be meeting with the Parish Council, to discuss proposals to ease car parking for staff outside of the school gate, and will report back to the next meeting in December. Action: TJ <u>Agree committee membership</u> Governors agreed the following committee membership: Headteacher Performance Management/Appraisal: LG/TJ – scheduled for 30th September 2024 Pay: SD/AG/LG/CH/TJ – pay recommendations to be agreed by 31st October 2024 Performance: DC/LG/TJ/SL/TS/CH Resources: SD/AG/CH/TJ <u>Agree and assign Link Governor roles and Subject links</u> Governors agreed the allocation of the following Link Governor roles: Attendance - DC Child Protection/Safeguarding – DC Early Years Foundation Stage – SL Filtering and Monitoring - TS Health and Safety – DC/SD Marketing – TS More Able – possibly new governor	Resources Committee TJ TJ
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	Policy overview - TJ Pupil Premium - TJ SEND – DC Safeguarding - DC SIAMS – AG/TJ Staff Wellbeing - DC Whistleblowing – TJ Governors agreed the allocation of the following Subject Links: RE– SL English/History – DC/TS Phonics – DC/SL Maths/Computing – AG/LG Science/ French – TJ PSHE/RSE - DC Art/Design – TJ Music – SD Geography – possibly new governor <u>Monitoring Governor visits/Action Plan</u> The following documents had been previously circulated via Governor Hub: - Governor Monitoring Schedule 2024-2025 - Subject Monitoring Form for Governor visit with Subject Lead (Template) Governors noted that the monitoring schedule outlines governor monitoring visits for this academic year, including link governor roles and subject lead roles. DC, CH and TJ had reviewed the existing governor monitoring report form and revised it to include more directed strategic categories. The revised form is accessible via Governor Hub. <u>Code of Conduct – approve and adopt</u> 'NGA – Model Code of Conduct for maintained school governing bodies – revised August 2024' had been previously circulated. Governors approved and adopted the Code of Conduct which was signed by TJ and will be held on file at the school. <u>Delegation Planner – approve and adopt</u> 'NGA – Governing Body Delegation Planner for Local Authority maintained schools – reviewed June 2024' had been previously circulated via Governor Hub. Governors approved and adopted the Delegation Planner. <u>Confirmation of DBS/Section 128 checks made</u> KS had received confirmation from the School Business Manager (SBM) that checks had been made; SL's checks are currently underway given that she is a new governor.	
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	<u>Confirmation Get Information about Schools (GIAS) updated</u> The SBM had deleted governors from the GIAS; Kersti Börjars and Jennifer Morton had stepped down at the end of last term. The SBM will add SL to the GIAS upon receipt of application approval from the diocese. <u>Terms of Reference (TOR)</u> – to be reviewed at individual committees initially The following documents had been previously circulated via Governor Hub: - NGA Curriculum Committee Terms of Reference (TOR) for maintained schools – revised September 2023 - NGA Resources Committee TOR for maintained schools – revised September 2023 Governors will review the TOR at the first committee meetings of the new academic year, in particular to ensure that Resources TOR aligns with the Internal Financial Procedures. Action: Performance/Resource Committee	Performance/Resources Committee
7.	School Improvement The following documents had been previously circulated via Governor Hub: • Headteacher's Report September 2024 • School Development Plan (SDP) 2024-2025 • Self Evaluation 2024 (SEF) • 3 Year SEND Development Plan – embedded in Headteacher's report • SEND Development Plan 2024/25 – Priority areas – embedded in Headteacher's report Governors noted 8 new reception and 3 starters in Years 2, 3 and 5. CH drew attention to overall pupil numbers in Years 3, 4 and 5 advising that staff are reviewing different classroom models for the next academic year. 6 Year 6 pupils will transition in the summer whilst 10 Year 3 pupils will join the 4,5,6 classroom. <i>Governors asked if the LA provide support for this scenario</i> CH confirmed that there would be no additional support, any scenario will be supported by current staff. Governors discussed the Year 2 job share, observing one of the teachers is now on sick leave, and <i>asked how they could support the school with this class.</i> CH advised that HR and support is in place for the individual, away on sick leave, and emphasised the community network which had provided the teacher with some pre-prepared meals; TJ will send the teacher some flowers on behalf of the FGB. Action: TJ	TJ

	<u>Health and Safety</u> The SBM had lead a session on risk assessment on Inset day. Governors noted that all risk assessments had been completed, checked and shared with relevant staff. <u>SEND</u> CH referred to an Education Health Care Needs Assessment (EHCNA) which had been rejected, parents have appealed that decision. Governors recognised that expectations around the benefits that an Educational Health Care Plan (EHCP) will bring require careful management. Sometimes parents assume that their child will receive targeted 1:1 assistance from a Teaching Assistant. However, alternatively, group interventions may be adequate and delivered by one TA to a number of children. CH advised of a few SEND children with Pathologic Demand Avoidance (PDA) who are in the same class. <i>Governors asked how staff could identify children with this condition</i> CH explained that staff are supported by the Oxfordshire Social and Inclusion Team (OXSiT). There is also an Outreach Package of support provided by Mulberry Bush, to lead on training; staff will then evaluate the impact of that training. <u>Curriculum</u> The Music Service have commenced whole class tuition in Class 3 <i>Governors questioned what instrument Class 3 are learning on, is it violin or cello and will they perform once they reach a reasonable level</i> CH confirmed that taller children will have a choice of instrument whilst others will receive the violin. There are plans for class 3 to perform in assembly. Staff will be working on a Music Development Plan as required by the DfE, schools are expected to publish a summary for 2024/24 on their website. CH confirmed that Anne Andrews (Diocesan Adviser) will lead a twilight inset covering high quality RE teaching on 21st October. <i>Governors questioned CH's collaborative subject monitoring and asked if she was taking on too much</i> CH confirmed that the monitoring will be collaborative and thus spread the workload. Governors briefly discussed enrichment activities this term, noting the additional extra clubs on offer including gardening.	
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	CH advised of the £150 costs, including transport, in taking Class 3 to the Ashmolean for a visit. Visitors going to the museum can access it free of charge. Governors discussed engagement with parents and the community, recognising the need for a revamp of the website. CH will explore costs. Action: CH <u>Premises</u> Governors had noticed that a number of areas around the school had been painted during the summer break, and had provided a clean and fresher environment. School Development Plan (SDP) CH confirmed that the SDP priorities had been linked to Ofsted Grade Descriptors with milestones and expected outcome timelines for the end of each of the three terms. <i>Governors asked how the SDP could be tested through the year</i> CH confirmed that curriculum would be monitored through the Performance Committee and subject leads. Self Evaluation The SEF and SDP align to recommendations made by the recent Ofsted report. <i>Governors asked how progress is recorded and how will impact and outcomes be recorded?</i> CH will revisit the SEF to explore those options. Action: CH	CH CH
8.	SIAMS 'SIAMS Self-Evaluation – September 2024' had been previously circulated via Governor Hub. <i>Governors questioned when the next SIAMS Inspection is due</i> CH confirmed it would be due in 2 years, in 2026. Areas for improvement in pupil involvement included planning, leading and evaluating collective worship and critically engaging with religious texts. CH had embedded a number of documents within the SEF providing evidence against the 7 strands staff are working too. Governors were encouraged to download those documents and to read them. The RE curriculum had been updated to reflect Standing Advisory Council on Religious Education (SACRE) 2023 changes. The SACRE offers advice to Headteacher and Governing Bodies and disseminates good practice.	

	Governors had reflected on the school vision at the start of the meeting and will aim to ensure that vision is included through their meetings.	
9.	Attendance Last year's attendance was 95.76%, with Oxfordshire County Council (OCC) at 94.5% and national at 94.5%. Years 2 and 3 staff had been hit by a covid outbreak; DfE advise not to test. Governors noted that DfE Schools Covid-19 operational guidance February 2022 had since been withdrawn. <i>Governors asked if staff could obtain a covid vaccination</i> CH confirmed that staff can obtain the vaccination.	
10.	Safeguarding update <i>Governors asked if the school required another Deputy Designated Safeguarding Lead (DDSL) given that of the two DDSL's one is on maternity leave</i> CH will review. Action: CH CH confirmed two Multi Agency Safeguarding Hub (MASH) referrals during the summer break. <i>Governors questioned whether the current Multi Agency structure works well and whether staff record Multi Agency failure when that happens</i> CH explained that referrals often come back for the school to deal with and confirmed that records of failure are kept on CPOMS. <i>Governors asked how long CPOMS records are kept</i> CH advised that a record on each child will be retained until they leave the school either to move or by transition; that record will then follow the child is i.e another school or secondary education. Safeguarding/Prevent refresher training update Governors noted that all staff had completed Level 2 Safeguarding training, confirmed by CH. All governor safeguarding training is up to date. Not all governors had completed Prevent training and were reminded to do so. Action: All Governors Governors to confirm they have read Keeping Children Safe in Education 2024 Governors were reminded to confirm via their profile on Governor Hub. Action: All Governors Single Central Record (SCR) check update CH confirmed that the SCR had been updated and checked by DC.	CH All Governors All Governors

	23rd January 2025 27th March 2025 1st May 2025 17th July 2025 20th March 2025 10th July 2025 14th March 2025 21st March 2025 25th April 2025 11th July 2025	
	The meeting ended at 5.45pm	

KS 21st September 2024