

 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 Monday 1st December 2025 at 5pm at the school**

Present:

Tristan Booth (TB)	Co-opted
Janet Bufford (JB)	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)
Sue Lucas (SL)	Foundation
Tess Stackley (TS)	Parent

In Attendance:

Kathy Smith (KS)	Governance Professional
------------------	-------------------------

1.	Welcome/Apologies/Quorum TJ welcomed everyone reflecting on Inclusion and what that means for the school and its wider community in ensuring that all children receive a quality education. Apologies received and accepted: 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/Annual Register of Interest There were no declarations of interest raised in any item on the agenda.	
4.	Approval of minutes of meeting held on 29th September 2025/Matters Arising The minutes of the meeting held on 29th September 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.	Governance matters Re-appoint Debra Clayphan (DC) as a co-opted governor Governors agreed to re-appoint DC for a further term of office noting her valuable contribution to the governing body. Resources Committee (17th November) – update The draft minutes of the meeting held on 17th November 2025 had been previously circulated via Governor Hub. [The meeting on 22 September was postponed, and Resources matters were discussed at the meeting of the governing body held on 29 September]. Governors noted the impact of pupil numbers in Class 1 given that reception can only take 10 children next year. CH advised that she had been exploring the possibility of opening a nursery if she is successful in obtaining a school-based nursery capital grant from the DfE. CH confirmed that the School Improvement Partner (SIP) had endorsed the proposal. CH confirmed that she had completed an expression of interest to Oxfordshire County Council (OCC), who had since come back to clarify that nursery and reception should not be mixed; they must be separate. CH explained that the nursery would run alongside reception and would be allocated its own space and practitioner. Governors noted that the first stage of the nursery proposal requires OCC approval; CH will keep governors updated on progress. Action: CH Confirmation that Pay Committee have met TJ confirmed that the Pay Committee had met and discussed the report on Headteacher performance management and teacher appraisals. The recommendations from the Pay Committee were discussed and approved by the Resources Committee meeting held on 17th November 2025. The recommendations for pay progressions had been approved by the Governing Body by email Monitoring Governor visits/Action Plan The following documents had been previously circulated via Governor Hub: - SEND link governor meeting with SENCO Autumn 2025 - Term 1 Safeguarding Monitoring - Governor monitoring 25/26 and 26/27	CH

	TJ proposed changes to governor monitoring to reflect the new Ofsted framework. TJ suggested subject link governors complete a learning walk with the subject lead. The learning walk will include recording where adjustments had been made to enable all children to access the curriculum. Monitoring reports would then be reviewed at Performance Committee. Governors should note what subject they are linked to, outlined within the table on the first page of the governor monitoring document. DC had completed a SEND monitoring visit and JB had made her first safeguarding visit. Governors congratulated TS on her re-election as a parent governor, noted new parent governor Henry Golland who will join Resources Committee given his planning and land management experience. TB has moved to fill the Foundation Governor vacancy and JB was appointed from Associate to a Co-opted Governor. CH advised of another parent who had expressed an interest in school governance and will keep that individual in mind for any future vacancies that occur. New Governance Management System update TJ thanked governors for logging on and accessing the new system, some errors had been noted and acted on. Generally, governors had been able to access the system and download/review the paperwork for this meeting. Going forward, governors should revert to using the new system, documents will be loaded to both Governor Hub and the new system for the foreseeable future. The new system will go live across all maintained schools after the half term break in February 2026. DC had been unable to access the system and that remained unresolved; KS will add DC to the system under a different email address to see if that will allow access. Action: DC/KS	DC/KS
6.	School Improvement Headteacher's Report/Update incl. GDPR update School Improvement Plan (SIP) The following documents had been previously circulated via Governor Hub: - Headteacher Report – November 25 - SIP Form 1 Visit Report – Louise Warren 20/11/2025 - General Feedback from Louise Warren, School Improvement Partner (SIP)	

Governors noted the following breakdown of pupils on roll:
SEN – 30%
Education Health Care Plan (EHCP) – 10%
Pupil Premium (PP) – 10%
English as and additional language (EAL) 8%
Boys 68%
Girls 32%

CH confirmed that she had received a number of enquiries for school places, where it is not possible to offer a place details are kept on file. CH confirmed that 10 families had received a tour of the school on the open day.

Governors sought clarification with regard to the criteria for allocating places

CH referred governors to the Admission Arrangements which list the criteria in order of prioritisation.

Attainment and Assessment

CH confirmed that staff are currently in the middle of summative assessments and pupil progress meetings would follow.

Children's books are evidencing good progress, endorsed by the SIP who confirmed that books are demonstrating high standards. **Governors requested books be made available at the next Performance meeting.**

7 out of 8 children in Year 2 have completed phonics and are now fluent readers.

Curriculum and Provision

An enrichment programme of visits and opportunities to supplement the curriculum is in place.

The SIP confirmed that children had stated both their love of learning and their school and are confident speaking with adults.

Progression documents will be completed tomorrow and links to examples are available within the Headteacher's Report.

CH felt that the SIP's comments on the day of the visit regarding children's enthusiasm were not fully reflected in the SIP's written report.

SEND and Pupil Premium

CH drew attention to outreach support provided by Fitzwaryn School of the Propeller Trust, one visit had taken place and another visit scheduled for December.

	Governors questioned whether disadvantaged children are accessing the whole curriculum CH confirmed that they are accessing the curriculum in ways that are appropriate to individuals, with some children receiving a bespoke curriculum. CH will share the action plan with link governors. Action: CH DC is arranging a meeting with Rhian Woodward (RW – SENCo) to discuss the provision supplied by Fitzwaryn. Action: DC Governors discussed ‘case sampling’ as opposed to ‘case studies’, which involves selecting a specific child and focussing on what adaptations are in place to ensure that child’s inclusion and education provision. Governors asked if there is a strategic plan around outdoor provision, noting a nurture group operating through Forest School on Thursday or Friday afternoons CH advised that staff are following an ‘Outdoor Play and Learning’ (OPAL) approach, focussing on physical, emotional and social development and are working on embedding outdoor provision through positive play and attitudes. CH advised that staff do need storage for outdoor equipment. Governors referred this to Resources Committee for action. Action: Resources Committee CH advised that the PTA had purchased waterproofs for the children and will ask them to buy some more. Action: CH Governors questioned whether PP children have access to all opportunities including Breakfast Club CH explained that all enrichment events are paid for. At present, PP children do not have, payment-free, access to the 7.30am start at the moment, it has not been requested. Governors agreed that they would support any requests for an early breakfast from a PP child. Behaviour, Personal Development and Attitudes Governors acknowledged the leadership opportunities for children available within School Council, Eco-team, Play Leaders and Youth Ambassadors. In response to a question from Governors, CH confirmed that disadvantaged children were represented on all leadership initiatives. CH distributed a document explaining ‘Youth Ambassadors for Peace (YAP)’, drafted by a Year 6 child. Three schools are taking part in this new programme and six representatives had been selected to brainstorm ways to create more peace in	CH DC Resources Committee CH
--	--	--

	school and its wider community. The children have already chosen a number of initiatives to pursue. Wider curriculum Governors asked how many children attend the lunchtime singing club CH confirmed that there are currently 12 children in that club and a number of clubs are available providing extra-curricular activities. Governors noted the article regarding Year 5 and 6 Football Tournament at Oxford City Football Club within the school newsletter of 28th November 2025. Comments made by the children were highlighted in that article and will be included as an addendum to these minutes. Action: CH Governors asked how staff are managing the Breakfast Club CH explained that three staff members run the club and it continues to be successful. Governors thanked CH for her comprehensive Headteacher's report. School SEF 'Self-Evaluation 2025/2026' is embedded within the Headteacher's Report. CH confirmed that the SEF requires updating against the Ofsted Framework. Action: CH Pupil Premium Strategy – for publication by 31st December 'Pupil Premium Strategy Statement' had been previously circulated via Governor Hub. Governors approved the statement for publication to the website. Action: CH	CH CH CH
7.	SIAMS Self-Evaluation (SEF) update 'SIAMS Self-Evaluation – School Year 25/26' had been previously circulated via Governor Hub. Governors noted that children are fully involved in leading assemblies. SL attends assemblies regularly. The new Diocesan Adviser had come into school to provide staff training. CH had attended training regarding a scheme of work. TJ referred to the SIAMS SEF document, pages 1 and 2 outlining Vision and suggested revisiting the school vision and values statement September 2024 at a future meeting, to ensure it remains relevant; KS will add as an agenda item to the next governing body meeting. Action: KS	KS

8.	Attendance Absence/Persistent Absence Whole school attendance: 97%, national: 95.4% and OCC: 95.7% CH confirmed attendance had improved for 6 children, there are 5 children with attendance at less than 90%, all but one with valid reasons. There are 11 children with attendance below 95% but higher than 90%. One child is on a reduced timetable but is not statutory school age, however, their attendance is gradually building. Governors asked if support had been given to the child if they cannot manage a full day CH confirmed that planned support is in place for the child. Governors asked what support is offered to the two PP children with poor attendance. CH advised that the children had been ill and staff are in close contact with parents.	
9.	Safeguarding update 175/157 Annual Safeguarding Report – confirmation submitted 28th November ‘Section 175/157 Annual Safeguarding Report for the academic year 2024-2025’ had been previously circulated via Governor Hub. TJ confirmed that the safeguarding report is based on last year’s information and had been completed and submitted to OCC. Single Central Record (SCR) check update ‘Term 1 Safeguarding Monitoring’ report had been previously circulated via Governor Hub. This was JB’s first safeguarding visit and she confirmed that the SCR had been checked and contained up to date information. During JB’s visit she had asked a number of questions and had seen a number of files evidencing systems and processes in place. JB was also given an opportunity to talk through CPOMS action recording and to follow a child through the system. JB confirmed that CH and TJ had completed safer recruitment training as recorded on the system and JB will also complete the training. Action: JB	JB

	CH reminded governors that the Christmas Carol Service will take place on 12 th December at 2pm and Woodpeckers Christmas Performance will take place on 9 th December at 2pm and again on 10 th December at 9.15am.	
14.	Dates of next meeting – see table below The meeting ended at 6.25pm	

KS 5th December 2025

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

Full Governing Body	Performance Committee	Resources Committee	Pay Committee
23 rd March 2026 27 th April 2026 13 th July 2026	5 th January 2026 9 th July 2026	18 th March 2026 21 st April 2026 (extra meeting if needed)	

ADDENDUM – PUPIL VOICE see newsletter 28th November 2025