



**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 23rd March 2026 at 5pm at the school**

Present:

Tristan Booth (TB)	Co-opted
Janet Bufford (JB)	Co-opted
Debra Clayphan (DC) (Vice Chair)	Co-opted
Henry Golland (HG)	Parent
Liz Gray (LG)	Co-opted
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:

Kathy Smith (KS)	Governance Professional
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1.	Welcome/Apologies/Quorum TJ welcomed everyone and asked if children had been impacted by the current global warfare. CH advised that the older children are aware and have discussed it amongst themselves. Staff have not evidenced any reasons to be concerned. Apologies received and accepted: There were no apologies, everyone was present. 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 TJ informed governors that he has another governance role and is working with the ACE Centre in Chipping Norton to	

	close the Centre down. TJ will update his declaration on Governor Hub to reflect that role. There were no declarations of interest raised in any item on the agenda.	
4.	Approval of minutes of meeting held on 1st December 2025/Matters Arising The minutes of the meeting held on 1st December 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. Matters Arising: School Financial Value Standard – approval had been sought via email on 14th January 2026 and approved for submission on 19th January 2026; governors ratified that approval. There were no other matters arising, all actions had been completed or were included within the agenda for further discussion.	
5.	Governance matters School vision and values – review Governors agreed to defer this item to next term; KS to include on the agenda for 27th April 2026. Action: KS Performance Committee (12th January 2026) – update The draft minutes of the meeting held on 12th January 2026 had been previously circulated via Governor Hub. Governors are trialling the new template when carrying out learning walks. Governors had discussed the DfE Compare your Level of Development document issued in November 2025. Good Learning Development (GLD) was 70% at the end of July 2025; KS will copy the document to the 2025/2026 folder. Action: KS Resources Committee (18th March 2026) – update The draft minutes of the meeting held on 18th March 2026 had been previously circulated via Governor hub. The committee had noted 5 children with an Education Health Care Plan (EHCP) in place, the possibility of a further 6 children being awarded an EHCP and a number of lower level SEN need across the school. The committee had asked the School Business Manager (SBM) to provide a draft budget, to include 6 Teaching Assistants (TA) to ensure SEN need is met. Benchmarking had taken place and had demonstrated that the school had spent wisely; there is nowhere else that savings can be made.	KS KS

	Monitoring Governor visits TJ had carried out a Maths monitoring visit, using the new template which he found helpful in drawing out points to raise. TJ noted good engagement from children who were eager to answer teacher questions. Children's learning behaviour was good and in line with school values. TJ had also noted children's display of respect for all faiths and non-faiths. TJ observed a requirement for extra space for teaching Maths. TJ will be visiting next term to monitor Science. Action: TJ DC had been into school today to carry out a History learning walk. Given that History is not taught this term, DC requested dates when children are learning History and she will then plan her day in school. TJ had carried out a Health and Safety visit. New Governance Management System update Governors had been informed of a delay in implementing the new management system, due in part to local government reorganisation. Oxfordshire County Council (OCC) are reviewing their practices in preparation for that reorganisation. Government White Paper – published February 2026 The following documents had been previously circulated via Governor Hub: - DfE: Every Child Achieving and Thriving – February 2026 - NGA: The Schools White Paper: Every child achieving and thriving – A summary for governing boards in schools and trusts Governors briefly discussed the summary, noting the expectation that all schools are expected to join a trust. Governors questioned whether governing boards would still be required in a Multi Academy Trust TJ advised that much depends on the trust that a school joins, some allow more autonomy than others. The white paper is currently out for consultation, thus governors will discuss joining a trust once the white paper had gone through Parliament.	TJ
6.	School Improvement Headteacher's Report/Update incl. GDPR update: 'Headteacher Report – March 26' had been previously circulated via Governor Hub.	

	Pupil update There are 73 children currently on roll. 9 new starters are expected for September 2026 intake. A Year 2 child who was expected to start in September is now joining the school after the half term break in May. There has been interest in places for Year 1 but there are no spaces at present. Attendance CH explained that a decline in attendance this term had been due to an outbreak of Chicken Pox when about 25 children were impacted by the illness. SEND had the highest level of absence due to Chicken Pox Pupil Premium (PP) had the highest level of absence, partly due to Chicken Pox. Whole school attendance: 96.1%, national at 94.8% and OCC 95.1% Governors asked what authorised and unauthorised absence referred to CH confirmed that authorised covers children with medical conditions including medical appointments. Unauthorised is usually allocated against children taking holidays in term time. Governors were pleased to see that parent evening and SEND reviews had been attended by 99% of parents. Attainment and assessment Governors noted that assessment week was 9th – 20th March, data has yet to be fully analysed and will be discussed in depth at the next Performance meeting. Action: Performance Committee CH reported back on data headlines, as follows: Years 1/2 are achieving at a secure expected standard, some may have achieved at Greater Depth (GD), more will be known when the data has been fully analysed. Governors will review the data at their next meeting in April when Pupil Progress meetings will have taken place; KS to include on the agenda for the next meeting. Action: KS Progress in Year 3/4 is not looking as strong as expected, due in part to illness. Progress in Year 5/6 is as expected, whilst Year 5 is more consistent in their output given the extra maths sessions in place. Governors asked if access arrangements had been made for SATS coming up in May	Performance Committee KS
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BW confirmed that arrangements are in place, advising that she had set up extra tuition for Year 6 in preparation for SATS.

Curriculum and Provision, including internal monitoring and subject leadership

Actions going forward include issuing a parent questionnaire in the summer term and a questionnaire for children, to obtain their voice. Governors noted that Ofsted do have a pupil questionnaire that they could refer to. Children's questionnaire will be completed in school with staff assistance where required.

CH had met with subject leaders focussing on planning and progression documents. Book looks, moderation and monitoring are evidencing good progress.

SEND and pupil premium

CH explained that the focus is placed on inclusion using the Ofsted School Inspection Toolkit, which sets out areas that will be evaluated and graded on inspection. Inclusion will include PP, SEND, current children we care for (CWCF) or previously known to social care, other children who face barriers for learning.

Every teacher should be a SEND teacher, every class viewed through the lense of inclusion. DC observed exemplary progression, calmness in all classes, heightened quality teaching evidencing the investment in CPD.

Support from Fitzwaryn Special School has included managing a class with high needs and implementing whole class strategies. Staff have attended workshops both here in this school and at Fitzwaryn School.

CH reported on a Communication and Interaction group set up with children of similar needs, which meets every morning from 9am to 9.30am to focus on reading and/or phonics, followed by sensory play.

Governors questioned how much impact these interactions are having

CH advised that children are paying attention in class and are always receiving interventions outside of the classroom.

Governors discussed how the white paper would impact on SEND, recognising that only the severest needs would qualify for an EHCP and a move away from one to one support. It is not known what additional funding, if any, would be made available.

	CH confirmed that this school, had applied for an enhanced pathway scheme, there are 20 on offer and successful applications will be announced on 13th April. CH explained that if the school had a dedicated space it could offer enhanced provision to a cohort of 8 SEND children who have communication and interaction needs. £90K is offered to pay for a qualified teacher and TA, however, the funding awarded for an EHCP would be withdrawn. Support received from Fitzwaryn has been good, if the school is successful in being awarded an enhanced pathway then Fitzwaryn will support its set up. Behaviour, personal development and attitudes Behaviour in the class room is good, children are engaged and working hard. Outside of the classroom behaviour is generally good but there are some low level behavioural incidents. This behaviour usually occurs during unstructured break and lunch times when some children find it difficult to manage their emotions. A nurture club has been set up at lunchtimes, children call it cosy club; some children find rules difficult to adhere to. Play time is staff intensive, the outside area is spread out and does cause some difficulties in watching the children. Governors asked CH if staff are managing a lunch break CH confirmed that they are. Staff are recording incidents on CPOMS and next academic year will record to distinguish between low and high level incidents. Governors questioned whether staff use CPOMS to identify patterns/trends CH confirmed that CPOMS is useful for tracking a child's behaviour and identifying a need or trend. Safeguarding There is an ongoing Team around the Family (TAF) in place and one Strengths and Needs Assessment offered to a family who have yet to respond. Wider curriculum, including Enrichment Activities CH confirmed that a trip to the House of Lords had not taken place as it clashed with the residential trip to Kilvrough. Wraparound Provision and Children's voice Around 20 children attend Breakfast Club each day, although not all of them eat breakfast, part of the children's questionnaire will explore why, is it the food? Many of the children use Breakfast Club as social time.	
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	Engagement with parents and community, including PTA Staffing Governors referred to the Headteacher's report to note the ongoing activities. Staff training The staffing structure remains the same and staff attendance remains good. Governors referred to the list of training outlined within the Headteacher's report. Governors asked CH if she was intending to teach next year CH advised that it would depend on the outcome of the enhanced pathway provision. Premises, Resources and Budget Governors noted the summary within the Headteacher's report, discussed at Resources Committee and earlier in this meeting. Health and Safety Governors thanked the SBM for navigating through the Health and Safety audit which took place last week and will discuss the report and any actions arising once it has been received. School improvement update 'School Improvement Plan (SIP) 2025-2026', had been previously circulated via Governor Hub. Governors noted that the spelling shed is having an impact on Reading and Writing outcomes. Assessment data should provide evidence of how well new initiatives are embedding and impacting on outcomes. School SEF update CH is following the Ofsted toolkit and is preparing the SEF for discussion at the next meeting; KS to add to the agenda. Action: KS	KS
7.	SIAMS update 'Ongoing SIAMS Self Evaluation (SEF) Template' had been previously circulated via Governor Hub. CH explained that the new framework is in place which at inspection you can either pass or fail. CH has more work to do on the SEF including adding more links and the vision which has been deferred to the next meeting.	
8.	Staff and Pupil Wellbeing update CH confirmed that staff work well together and support each other. DC explained that staff are supportive of each other and the school and will do their best to attend school every day. Parents have a good relationship with the staff.	

	A report back on the staff questionnaire will provide a good basis to know and understand how staff are feeling and what more can be done to further enhance their wellbeing.	
9.	Policy Review/Approval/policy tracker update There were no policies put forward for approval today.	
10.	Any Other Business DC queried where monitoring visits are retained on Governor Hub. KS drew attention to a folder set up for posting those visits to, however, governors have not used that folder and quite often visits are posted to the relevant FGB meeting folder.	
14.	Dates of next meeting – see table below The meeting ended at 6.30pm	

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
27 th April 2026 13 th July 2026	9 th July 2026	21 st April 2026 at 2pm 7 th July 2026 at 2pm	