

 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 27th April 2026 at 5pm at the school

Present:

Janet Bufford (JB)	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
Bella Wakefield (BW)	Staff

In Attendance:

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

1.	Welcome/Apologies/Quorum TJ welcomed everyone to the meeting, highlighting the current financial situation for some of our Pupil Premium families. CH advised that families meeting the threshold are automatically included for Free School Meals (FSM) with an opt out clause, which families would need to action to withdraw from the scheme. Apologies received and accepted: Tristan Booth (TB) Co-opted Debra Clayphan (DC) (Vice Chair) Co-opted Tess Stackley (TS) Parent 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 23rd March 2026/Matters Arising The minutes of the meeting held on 23rd March 2026 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: There were no matters arising, all actions had been completed or were included within the agenda for further discussion.	
5.	Governance matters Resources Committee (21st April 2026) – update The draft minutes of the meeting held on 21st April 2026 had been previously circulated via Governor Hub. TJ advised that the committee had focused on the draft budget, Enhanced Pathway Funding and Fix My Street. TJ thanked Rhian Woodward (RW – SENDCo) for her hard work in creating a business plan, which had assured the Enhanced Pathway Funding for this school. Governors noted that the ‘Keep Clear’ sign had been slightly cleaned since reporting it to ‘Fix My Street’. Monitoring Governor visits A number of Governor Monitoring Visit Reports had been posted to Governor Hub, including; Carol Concert, Class 1 Christmas Show, Easter Service, Health and Safety, History, Maths, Safeguarding, SEND and Wellbeing. TJ will contact TB to carry out a monitoring visit for Geography. Action: TJ TJ is scheduled to carry out a Science visit next week and English at the beginning of June 2026. Approval of School Budget 26/27 The following financial reports had been previously circulated via Governor Hub: - Revenue Financial Forecast 2026/27 to 2028/29 - Income & Expenditure by Ledger Level 2026/27 to 2028/29 - Fee Income Summary for 3 years 2026/27 to 2028/29 TJ thanked the School Business Manager (SBM) for her continued work and diligence with the budget, advising that a deficit in Year 3 is not sustainable. Governors noted that the cost of staffing salaries should fall at around 75%, it's currently 80%	TJ

	There are concerns around the level of SEND need within the school and thus a need to ensure that those children are supported by Teaching Assistants (TA). SEND funding had decreased by £12K following the transition to secondary education for Year 6 children with an Education Health Care Plan (EHCP) in place. CH confirmed that the school is receiving support from the outreach team at no cost, thus, it could reduce support it is buying in from the Oxfordshire School Inclusion Team (OXSiT); the school is buying back minimum services from Oxfordshire County Council (OCC). Governors raised concern that the increased national insurance for employees and their pay had not been fully funded by the government, adding a further £20K cost to the school budget. Governors thanked CH and the SBM for an incredible job in presenting a balanced budget and approved the draft budget for submission to OCC. Action: CH/TJ	CH/TJ
6.	School Improvement Headteacher's Report/Update incl. GDPR update: 'Headteacher Report – April 26' had been previously circulated via Governor Hub. Governors noted that 10 children are expected to start in Reception in September 2026; 71 children will be on roll in September. CH confirmed that invitations had been sent to the families of those 10 children to join the maypole ceremony later this week. Staff are visiting nursery settings to give parents more information about this school and to strengthen transition from nursery to school. Pupil Assessment Data The following reports had been previously circulated via Governor Hub: - Headlines – analysis of attainment and progress March 26 - Assessment and Data Analysis – March 2026 <u>Phonics:</u> CH stated that she was confident that Phonics screening would attain at least 70%, with an aspirational target of 80%. 1 child is receiving catch up and there are 2 other children who are unlikely to pass. The Year 2 child retaking phonics has been provided with a lot of support and is expected to pass.	

	<u>Good Level of Development (GLD)</u>: CH confirmed this cohort as the strongest ever in terms of Writing, the cohort is expected to achieve 80%. Governors reviewed the teacher assessment table and drew attention to Writing at Age Related Expectations (ARE) for Years 3 and 4, and questioned whether interventions in place are having an impact CH reported on Writing moderation with Little Milton Primary School, advising that Year 3 has the highest number of children with PP and 2 children with an EHCP in place. Year 4 has 40% of children at ARE for Writing with 80% making progress. Is that likely to increase? CH confirmed a high emphasis on feedback and the progress for some children is outstanding. BW confirmed that having carried out Writing Moderation staff felt more confident about their own assessments. CH advised that Writing is a priority within the School Development Plan (SDP), children talk about what they are going to write about before they start writing. SATS will commence on 11th May 2026, TJ has asked DC to come in to monitor and check the papers. Governors questioned what children do with the feedback they are given CH advised that children take note of feedback and learn from it, trying not to repeat their original mistakes. Year 2 are making good progress in Maths and are achieving Greater Depth (GD) in Reading. Year 5 are more consistent and high attainers in Reading at 91% and GD at 36%. Overall children are making good progress as evidenced through book looks, internal moderation and monitoring across the curriculum. <u>Curriculum</u>: governors noted that an Eco-curriculum exhibition is planned to take place in June, where children's projects will be on display. <u>Enhanced Pathway</u>: CH explained that 50 applications had been put forward across county maintained schools, 25 schools were shortlisted and 20 schools allocated Enhanced Pathway Funding of £92K each; funding is guaranteed for the next 3 years. The cohort of children to join the pathway had to	
--	---	--

	be identified, CH confirmed 8 children, with 4 from Key Stage 1 (KS1) and 4 from Lower KS2. Support from the Propeller Trust will be provided. Staff are currently reviewing space for the pathway. CH is likely to devote time to the teaching gap in Class 2, with a Higher Level TA leading the Enhanced Pathway. CH is currently covering the Breakfast Club. Governors raised concern with regard to CH's wellbeing. CH advised that the Breakfast Club and pathway have to be staffed with existing teachers and TAs. Governors asked if the Enhanced Pathway scheme would be open to other schools buying in a place CH was clear that the scheme should only impact children at this school. <u>Behaviour</u>: CH reported that behaviour is generally good, new resources had been purchased for play times and are not introduced all at once. The majority of behaviour incidents relate to verbal, inappropriate language or are physical. Play leaders are assigned to introduce the new equipment and explain expectations and rules to the younger children. <u>Wider curriculum</u>: governors noted the number of visits and events planned for the summer term, including a trip to Kilvrough in May 2026. The Friends of Marsh Baldon have planned a number of activities for this term. Governors asked if a Risk Assessment had been drafted for the residential trip for Years 5 and 6 to Kilvrough CH confirmed that the trip is organised every two years and a Risk Assessment is always in place. <u>Wraparound</u>: breakfast club is well attended with not all children eating breakfast, some come to school early for the social interaction with their friends. <u>School improvement</u>: the focus is currently on allocating a space for the Enhanced Pathway programme alongside embedding reading and writing outcomes. HG left the meeting at 6.08pm. School SEF update CH shared a copy of the RAG rated SEF on screen and will post the document to Governor Hub. Action: CH CH explained the outline and how she had included relevant evidence against the categories as depicted through the Ofsted toolkit. CH confirmed that the school has good evidence of the strong standard which Ofsted will check	CH
--	--	-----------

	against. The SEF is a working document and will be updated with changes as they occur. The Ofsted inspection will commence with a telephone call and Ofsted will review the SEF in detail. CH advised that staff had judged curriculum as standard, whilst teaching is strong. Ofsted will review the Inspection Data Summary Report (IDSR) before they come into school, this will give them an overall view of attendance, behaviour, leadership and governance. Governors were encouraged to familiarise themselves with this document: KS will post it to Governor Hub. Action: KS	KS
7.	SIAMS update CH confirmed that she had made no changes to the document previously circulated for the meeting held on 1st December 2025 and the template circulated for 23rd March 2026, and had more links to add.	
8.	Attendance Absence/Persistent Absence Whole school attendance 96.1%, well above national at 94.8% and OCC at 95.1% From 13th April to date, whole school attendance was 98.2%, providing a good start to the Summer Term. 5 children have attendance at below 90%, 4 of whom have improved their attendance, with 1 child on a reintegration timetable. SEN absence 4.8% Pupil Premium (PP) absence 6.5%, well above total absence at 3.9% CH confirmed that much of the absence had been due to illness.	
9.	Safeguarding Update There are no incidents to report. The governor monitoring visit report February 2026 identified that safeguarding is embedded in the school ethos, with children learning about safeguarding within the Jigsaw Programme, which is reinforced through discussion regarding IT or playground incidents.	
10.	Health and Safety Health and Safety Audit Report CH reported on the audit going well, TJ thanked the SBM for her work in achieving a good result and will circulate the report for discussion once received. Action: TJ	TJ

11.	Staff and Pupil Wellbeing update This item was deferred to the next meeting in DC's absence; KS to add to the agenda. Action: KS	KS
12.	Policy review/approval/policy tracker update The following policies had been previously circulated via Governor Hub, discussed in detail and recommended for approval by the Resources Committee: • Charging and Remissions • Disciplinary Procedure • Resolving Grievances • Health and Safety Part IV • Emergency Plan Governors approved all of the policies.	
13.	Any Other Business CH invited all governors to the Maypole event to be held on 1 st May 2026 at the school. TJ thanked everyone present for their continued support in ensuring a good school experience for all children who attend this school.	
14.	Dates of next meeting – see table below The meeting ended at 6.30pm	

KS 3rd May 2026

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

Full Governing Body	Performance Committee	Resources Committee	Pay Committee
13 th July 226	9 th July 2026	7 th July 2026 at 2pm	