



Aston Rowant C+E Primary School
School Lane, Aston Rowant, Oxon OX49 5SU
01844 351671 office@aston-rowant.oxon.sch.uk
Headteacher: Mrs Helen France

Meeting of the Full Governing Body of Aston Rowant CE Primary School
Wednesday 19 November 2025 at 18.30

In attendance:

- Zoe Batt (ZB) LA Governor
- Helen France (HF) Headteacher *ex officio*
- Caroline Isabelle (CI) Foundation Governor
- Alexi Olsen (AO) Staff Governor
- Matt Parker (MP) Foundation Governor
- Tom Sowerby (TS) Foundation Governor (Chair)
- Abi Tindall (AT) Parent Governor
- Gill Tyler, (GT) Foundation Governor
- Ben Wilson (BW) Parent Governor

Apologies:

- Jacky Barr (JB) Foundation Governor *ex officio*

		Action
1.	Welcome and Prayer TS welcomed everyone and GT opened the meeting with prayer. The meeting was quorate.	
2.	Apologies for absence / declarations of interest Apologies from AO were accepted. No declarations of interest noted in relation to items on the agenda. All governors have confirmed their declarations for 2025-26 on Gov Hub. However, the chair suggested that AT and CI should declare their children attend the school. The clerk will revise his summary for the school website.	CI, AT Clerk
3.	Minutes of meetings held on 10 September 2025 and matters arising	
3.1	The minutes were approved and signed.	
3.2	Matters arising <ul style="list-style-type: none"> ● Pay Committee terms of reference were shared on GovernorHub and were approved. 	

GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

'Let your roots grow down into him, and let your lives be built on him.' Colossians 2:7

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Governance Matters</p> <p>Annual Schedule (minute 4.3) The chair had not prepared an Aston Rowant specific schedule and asked the clerk to refer to the Governor Services schedule to ensure the governing body covers all essential items.</p> <p>Monitoring Visits arranged (minute 3.2). The Board noted that:</p> <ul style="list-style-type: none"> • Zoe Batt has arranged a science visit in next two weeks and will visit again during Science Week 9-13 March 2026. She has not yet arranged a Design Technology visit. • Caroline Isabelle will visit SEN next week and Music visit is yet to be arranged. • Gill Tyler visited English on 19 November (today) and has also scheduled visits on 4 March and 30 June. She will visit RE with Jacky Barr on 25 March and Collective Worship and SIAMS on 15 April. • Abi Tindall has already completed visits to monitor Maths, Art and Early Years. • Matt Parker has completed his introductory visit and will monitor IT in early January. • Ben Wilson’s subjects are due for monitoring in Summer term 1 and Summer term 2. <p>Governors who have not yet done so will touch base with the subject leader. Governors asked where they can find the subject leader name and contact details. There is a document in the visits folder.</p> <p>The following visit reports have been completed and uploaded to the 2025-26 Governor Visits folder:</p> <ul style="list-style-type: none"> • Art 20/10/25 • Maths 20/10/25 • Early Years 13/11/25 • English 19/11/25 <p>Governors who had joined the board in the past year were asked to comment on their induction and how it might be improved. Governors noted that:</p> <ul style="list-style-type: none"> • Training has been important and useful. • The induction checklist had been very useful to remind governors of the items that need to be covered. • The buddy system for new governors is very helpful. • If new governors feel bewildered, they know they can ask other governors. • The GovernorHub Noticeboard is an important way for all governors to communicate. Governors can show they have read a relevant message by clicking the thumbs -up emoji. <p>Collecting pupil voice through School Council (minute 7.1). This has been deferred. The head will report at the next meeting. The clerk shared good practice from another school where the headteacher announces a time when she will get a small group of pupils to sit in front of a camera and governors linked by video</p>	<p>Clerk</p>
---	---	--------------

<p>5.</p> <p>5.1</p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.2</p>	<p>Committee reports</p> <p>Finance and Resources 15 October 2025 Minutes had been shared in the meeting folder. Governors noted that:</p> <ul style="list-style-type: none"> • The budget is broadly in line • Difficulty in recruiting to replace the HLTA and concern about staffing wraparound care. • Staffing absence insurance does not cover the full cost of supply cover. <p>There was some discussion about the PTA’s Library project. The project requires planning permission and the £2.5k cost of the survey required had been paid for from the school’s budget. Governors agreed that it should be covered by the PTA.</p> <p>Governors clarified that financial delegation required that spending over £2k must be approved by the Finance Committee. Spending over £5k must be approved by the full governing board.</p> <p>Governors noted that a second sewer pump is required at a possible cost of £20k. The school has asked the Oxford Diocese to cover this cost. If they refuse, the school can afford to pay out of its surplus. Mike Naylor from the Finance Team has confirmed that this is acceptable.</p> <p>Terms of reference had been shared in the meeting folder and were agreed by FGB</p> <p>Budget monitoring – see above.</p> <p>Health & Safety governor visit on 15 October. Ben Wilson had uploaded his visit report into the Governor Visits folder. He noted that:</p> <ul style="list-style-type: none"> • The school’s H&S audit from OCC on 14 October had been excellent, giving the school a score of 100%. Governors were pleased to hear that the school was commended as “the perfect example of how to be prepared for the audit visit and pleased to see the headteacher taking an active interest in health and safety.” Governors thanked Eva, Dawn and the headteacher for their efforts in attaining this 100 % score. The chair will write formally to thank them. • Emergency lighting and gas inspections are to be scheduled; • First Aid coverage when staff leave is being addressed; • Ben will lead on a review of the Climate Action Plan and a risk register to cover the premises. <p>Teaching & Learning Committee has not met – next meeting is on 19 January.</p>	<p>TS thank you letter</p>
<p>6.</p>	<p>Headteacher’s report</p> <p>HF had shared her report in the meeting folder.</p> <p>Governors noted that:</p> <ul style="list-style-type: none"> • With 100 pupils, the school is at 95% capacity. Three new pupils had been admitted and none have left. 	

<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<ul style="list-style-type: none"> • Applications for funding support had been made to the Diocese and costs of the following work in summer 2026 would be covered: <ul style="list-style-type: none"> · All fascia and soffits for all three classrooms · New roof over Owl and Fox (rubber) · Squirrel roof cleaned and treated · New internal ceilings for all three classrooms · New lighting systems for all three classrooms • A bid had also been made to replace toilets. The Diocese understand that this is a pupil well-being issue. • Open Days had been very well attended by prospective parents. Children had acted as very good ambassadors and feedback was very positive. <p>The report contained attendance statistics with comparison data from 2024-25. Governors noted that pupils with persistent absence – below 90% - were pupil premium or EHCP pupils. The school is working with Lord Williams’s School on one family where the older sibling at Lord Williams’s has serious attendance issues. One pupil with 45% attendance is on a contract. Governors shared the headteacher’s concern about persistent absence but noted that there had been a welcome improvement in the percentage of pupils with attendance above 97% compared with the previous year.</p> <p>The report included a table showing the number of children with special educational needs in each class and their specific need.</p> <p>There had been no fixed exclusions or sexual harassment incidents to report.</p> <p>Pupil Premium will be reported after the next data drop towards the end of term.</p> <p>All teacher appraisals had been completed by week commencing 20 October.</p> <p>School Development Plan</p> <p>A separate SDP had been shared in the meeting folder. There is a version on One Drive that governors were invited to populate in red. (Governors should not change the version that is on GovernorHub).</p> <p>The first spring term meeting will make time for a strategic discussion.</p>	<p>Clerk agenda</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Safeguarding</p> <p>The headteacher’s report included information on safeguarding cases that she is dealing with.</p> <p>Jacky Barr had completed a Safeguarding visit on 17 November, and her report would be added to the meeting folder and governor visits folder.</p> <p>The annual safeguarding audit report 175/157 which needs to be submitted by 28 November had been discussed with Jacky Barr and was shared in the meetings folder. Governors had no questions and agreed that it should be submitted. Governors noted that the last ESAT inspection had been in March 2022 so ESAT ay</p>	

<p>7.3</p>	<p>return in spring 2026. If not, the school may ask to be inspected because the new fence is an important safeguarding feature.</p> <p>HF is booked on Level 3 refresher training which is imminent.</p> <p>The safeguarding action plan includes training on neglect.</p>	
<p>8.</p>	<p>Policies</p> <p>The following policies had been uploaded to the meetings folder:</p> <ul style="list-style-type: none"> • Behaviour • Careers Programme • Equality • Health & Safety • Health & Safety Part 4 • Manual Handling • SEN • Staff Code of Conduct • Stress at Work • Whistleblowing • Working at Height <p>At least one governor had been consulted by the headteacher before each policy was uploaded.</p> <p>Governors agreed to adopt all these policies.</p> <p>The clerk noted that some of the policies had been carefully prepared by OCC in consultation with relevant unions and the school cannot change them. The clerk forgot to say that it is best for those policies to retain the OCC heading to distinguish them from specifically Aston Rowant policies. Governors agreed to adopt the OCC policies and resolved to operate the current policy so that if OCC make small changes there is no need for governors to approve them again.</p> <p>The government has issued revised guidance on School Uniform policy to ensure that parents are not prevented from sending their child to a school because of the expense of buying uniform. The clerk invited governors to discuss their current policy to ensure that it complies. The only items of uniform with the school logo are the sweatshirt and cardigan. All other items can be purchased at Tesco or other supermarkets. The Parents' Association and the School Office operate a second hand uniform exchange where parents can buy good quality items cheaply – or in some cases items are given to parents.</p> <p>There was some discussion about the school website.</p> <p>Zoe Batt is responsible for checking compliance with requirements.</p> <p>She will also look for opportunities to demonstrate the school's passion and the characteristics which make visitors say 'Wow'. Ben Wilson will help to identify and load more 'wow' features.</p> <p>The school's Early Years practice is very good, thanks to Alexi Olsen. Governors will find ways to take the Early Years report to the Nursery settings where parents receive advice about local schools.</p> <p>The school should have a stronger Facebook profile and any governor with the necessary skills was invited to help improve the school's Facebook presence.</p>	<p>ZB website compliance and 'Wow'</p> <p>BW 'Wow'</p> <p>Any governor with an expertise</p>

<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>SIAMS & monitoring the impact of our Christian Vision</p> <p>The chair thanked all governors who had attended for the SIAMS inspection earlier in the term. The report had been good, but the school was disappointed that it failed to record and be enthusiastic about the evidence of exciting features relating to spirituality that had been presented. The inspector had described the assembly she witnessed as ‘breathtaking’ but this was not reflected in the report. HF had complained about inaccuracies but the reviewer supported the inspector without speaking to the school. They had ‘marked their own homework’.</p> <p>Governors expressed huge disappointment but will move on knowing that the school is much better than the simple description of ‘good’. Toby Long’s report on the school does reflect the school properly.</p> <p>Governors accept that even though the SIAMS inspection is now in the past, there is a need to maintain the focus. All the school’s vision and values feed into the School Development Plan and Ofsted preparation. Inclusion, personal development and well-being fit into the school’s vision and values.</p> <p>Gill Tyler agreed to go through governor visit reports and pull out aspects that illustrate the many ways the school meets the SIAMS criteria very well. Governors agreed that this document will have a continuous life with more added as each visit report is completed.</p>	<p>TS</p>
<p>10.</p>	<p>Date of next meetings</p> <p>There was discussion about moving the date of the next meeting because the clerk will be in Australia on 21st January. Governors agreed that the next meeting - if Jacky Barr is available - would be moved to</p> <p style="text-align: center;">Wednesday 4 February 2026 at 6.30pm</p> <p>Fortunately – for the clerk – Jacky Barr is available, so the new meeting date is confirmed.</p> <p>Other meeting dates for the year are:</p> <ul style="list-style-type: none"> ● Business - 25th March 2026 ● Virtual - 29th April 2026 to formally approve the budget ● Strategy long term - 10th June 2026 to discuss a 5 year plan ● SDP review - 15th July 2026. <p>All Wednesdays at 6.30pm. All to be held at school except 29/04/26.</p>	<p>TS check JB’s availability</p>
<p>11.</p>	<p>Governors’ ‘thank you’ to staff</p> <p>Governors wish to thank all staff for their efforts and will join them briefly for drinks at the Spire and Spoke, Watlington at 6.30 before the staff meal which is booked for 7.00pm.</p>	

Meeting closed at 8.20

Martin Pounce, 24 November 2025

GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

‘Let your roots grow down into him, and let your lives be built on him.’ Colossians 2:7