



Aston Rowant C+E Primary School
School Lane, Aston Rowant, Oxon OX49 5SU
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Headteacher: Mrs Helen France

Meeting of the Full Governing Body of Aston Rowant CE Primary School
Wednesday 16th July 2025, 6.30 pm at the school

Present:

Jacky Barr (JB) Foundation Governor *ex officio*
 Zoe Batt (ZB) LA Governor
 Helen France (HF) Headteacher *ex officio*
 Caroline Isabelle (CI) Foundation Governor
 Alexi Olsen (AO) Staff Governor
 Tom Sowerby (TS) Foundation Governor **(Chair)**
 Abi Tindall (AT) Parent Governor
 Ben Wilson (BW) Parent Governor

Apology:

Gill Tyler, (GT) Foundation Governor

In attendance:

Matt Parker (MP) Observer
 Kathy Smith (KS) (OCC Governance Professional)

GQ = Governor Question

		Action
1.	<p>Welcome and Prayer TS welcomed everyone and HF opened the meeting with prayer.</p> <p>The meeting was quorate.</p>	
2.	<p>Apologies for absence/declarations of Interest Apologies received and accepted: Gill Tyler (GT) Foundation</p> <p>Declarations of Interest There were no declarations declared relating to items on the agenda.</p>	
3.	<p>Minutes of the meeting held on 20th November 2024 and 30th April 2025 and matters arising 3.1 Approval of minutes: The minutes of the meeting held on 20th November 2024 and 30th April 2025 had been previously circulated via Governor Hub. Governors approved the minutes as an accurate record for signature by the Chair and filing in school.</p>	

5.2	<p>wellbeing if she is having to come back to the school during the summer break to open and close for building work to continue.</p> <p>HF confirmed that she had met with Duncan Millard (DM – Diocesan Adviser) to discuss applying to the diocese for funding to replace fascia and soffits on the Squirrel, Fox and Owl classrooms now confirmed structurally sound.</p> <p><u>Staffing Information</u></p> <p>HF advised that she had been unable to recruit to the HLTA role. Rachel Hall (RH – Teacher) had previously worked as a SENCO and has offered an extra day. RH will come in on Tuesdays to take on a Higher Level Teaching Assistant (HLTA) role with an SEN oversight. HF confirmed that this option does leave the school without HLTA cover if a teacher is off. This change will remain effective until December 2025 and will then be reviewed.</p> <p>GQ: Will you re-advertise the HLTA role?</p> <p>HF confirmed that she would readvertise but not until later in the year, between November and January. Action: HF</p> <p>GQ: What are the challenges in recruiting to an HLTA post</p> <p>HF explained that the pay does not reflect the responsibilities. Two candidates had been interviewed and asked to teach at interview but neither were suitable.</p> <p><u>Children on roll</u></p> <p>HF is expecting numbers on roll to reach 98 in September, new parents have expressed interest in their children joining the school; there are vacancies in all year groups. JB joined the meeting at 7.30pm.</p> <p><u>Special Educational Needs and Children we care for</u></p> <p>The school currently has 6 children with an Education Health Care Plan (EHCP) in place providing a top up budget of £10.3K per year in addition to the notional SEND budget of £27.7K.</p> <p>SEN makes up 20% of children on roll against the national average of 13%.</p> <p>GQ: Is there anything governors can do to support?</p> <p>HF referred to the additional day allocated to RH to deal with SEND and meeting the needs of those children. Governors noted that SEND needs should be met but not at the cost of other children’s needs.</p> <p>GQ: Should meeting SEND needs be added to the School Development Plan (SDP)?</p> <p>HF advised that there is a section already included on the SDP for SEND.</p> <p>Governors thanked HF for her verbal presentation and comprehensive report.</p> <p>Sustainability</p>	<p>HF</p> <p>BW</p>
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	<p>'Climate Action Plan Template' had been previously circulated via Governor Hub. BW confirmed that he is working on this project and will contact relevant staff to work with him. The template had been set up by Governor Services to provide a starting point for governors. A Climate Action Plan should be in place by September 2025. BW will circulate a draft action plan for an indepth discussion at the next meeting. Action: BW</p>	
6.	<p>Safeguarding Brief verbal update 'Governor Monitoring Visit – Safeguarding TS 13.05.25' had been previously circulated via Governor Hub.</p> <p>Brief verbal update HF referred to page 2 of the Headteacher's report and explained that there is a huge workload encompassing a number of safeguarding incidents including; children in need, team around the family (TAF) and families working with Social Services.</p> <p>GQ: Do staff know whether there are any safeguarding issues with the new cohort joining the school in September? HF confirmed that the school may be informed prior to a child's admission if there is an ongoing case but not always.</p> <p>HF referred to the 175/157 Annual Safeguarding Report, part 1 should be completed by the school in July and part 2 by 28th November 2025.</p>	
6.1	<p>Filtering and Monitoring/Cyber security updates HF confirmed that the school has a mechanism in place to alert relevant staff when a child wanders onto an online site that is best avoided.</p> <p>Governors and staff should ensure they receive cyber security training.</p> <p>Governors discussed how often they should complete Prevent training and agreed on an annual basis. With the M40 in close proximity to this school governors were mindful of county lines as a potential risk.</p>	
6.2	<p>Keeping Children Safe in Education 2025 (KCSIE) 'KCSIE' had been previously circulated via Governor Hub, governors are required to read the whole document and to confirm that they have read it within their Governor Hub profile. Action: All governors</p> <p>KS advised that all governors should read Section 6 of the SEND Code of Practice, to ensure they are aware of their SEND responsibilities. Action: All governors</p>	<p>All governors</p> <p>All governors</p>
7.	<p>School Development Plan The following documents had been previously circulated via Governor Hub: – School Development Plan 2025-2026</p>	

	<p>HF referred governors to the SDP pages 15, 16 and 17 which are dedicated to SIAMS. HF has yet to update the summer term. Governors were encouraged to comment on these pages too.</p> <p>GQ: What have we done to promote growth?/does HF feel supported by governors? HF confirmed that she very much felt supported by governors and can comfortably say when she cannot complete a task. There is trust and understanding within the board and governors are more visible in school. There is an appetite amongst governors to know the SDP and their monitoring visit reports are well written.</p> <p>Governors briefly discussed transitioning from a Voluntary Controlled school to a Voluntary Aided school and will look into the mechanics of that change at a later date.</p> <p>HF pointed out that governors had grown as a board and there is a rich skill set around the table; staff have noticed and appreciate the support governors give.</p>	
9.	<p>Dates of next FG meetings Strategy 10th September 2025, Business 26th November 2025, 19th December 2025, Teaching and Learning 21st January 2026, Budget 25th March 2026, 29th April 2026 to formally approve the budget, 10th June 2026 to discuss a 5 year plan and the final meeting on 15th July 2026</p> <p>TS will set committee dates to align with budget monitoring and assessment points. Action: TS</p> <p>ZB will send out reminders to staff to complete the survey, and provide a summary for discussion at the next meeting. Action: ZB</p> <p>TS advised governors that he is available during the summer break should anyone wish to contact him.</p> <p>TS reminded governors that discussions at this meeting are confidential. TS thanked everyone for their commitment and contribution over the last academic year. JB closed the meeting with prayer at 8.40pm.</p>	<p>TS</p> <p>ZB</p>

KS 25th July 2025

Action points: arising from FGB 16.07.2025

Item	Action	Responsible
4.3	Draft Monitoring Plan and schedule	TS
4.3	Arrange monitoring visits with relevant staff	All governors
4.3	Review terms of reference	Committee chairs
4.31	Book mandatory training for September 2025	All governors
4.4	Circulate PE/Sports Premium for governor approval	HF
5.1	Re-advertise SENDCO role	HF
5.2	Contact staff to draft Climate Action Plan for September meeting	BW
6.3	Read Keeping Children Safe in Education and confirm	All governors
6.3	Read Section 6 of SEND Code of Practice	All governors
7.1	Post SDP to the one drive for governor comment	HF/all governors
9	Align committee meeting dates to budget monitoring and data assessment	TS
9	Send reminders to staff to complete the survey	ZB

Attendance 2024-25

	02/10/2024	10/02/2025	26/03/2025	30/04/2025	16/07/2025	
Jacky Barr	Yes	Yes	Yes	Yes	Yes	
Zoe Batt	No	Yes	Yes	Yes	Yes	
Helen France	Yes	Yes	Yes	Yes	Yes	
Sam Goose	Yes	N/A (Term of office expired)	N/A	N/A	N/A	
Abi Tindall	Yes	Yes	Yes	Yes	Yes	
Alexi Olsen	Yes	Yes	Yes	No	Yes	
Tom Sowerby	Yes	Yes	Yes	Yes	Yes	
Steve Taylor	Yes	n/a [Left the GB]	n/a	N/A	N/A	
Gill Tyler	Yes	Yes	Yes	Yes	Apologies	
Ben Wilson	n/a (not in post)	Yes	Yes	Yes	Yes	