



Woolhampton C of E Primary School

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed all and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for everyone.

Minutes of the Full Governing Body (FGB) Planning Meeting held on Wednesday 24th September 2025 at 6.30 pm at the school

The meeting was quorate with 7 governors. The meeting began at 6.36 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Rebecca Cox RC (Head Teacher), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Adrian Dean AD (Foundation Governor, PCC – Parochial Church Council), Kelly Mitchell KM (Parent Governor), Cynthia James CJ (Foundation Governor, PCC), Rebecca Tabor RT (Foundation Governor, PCC).		
APOLOGIES: Terry Webster TW (Foundation Governor, Diocese), Martin Harding MH (Parent Governor), Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese), Carly Madders CM (Foundation Governor, Diocese), Fiona Smith FS (Staff Governor).		
ABSENT: None.		
IN ATTENDANCE: None.		
CLERK: Rachael House Gemmell RHG (Governance Professional/Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone to the meeting, especially RT who had been recently appointed as Foundation Governor by the PCC (Parochial Church Council).	
1.2	Opening Prayer This was led by Rev.JM.	
1.3	Apologies & Absences Apologies received from CM, MH, FS, KWB – all accepted. The governors discussed accepting ongoing apologies from TW. NJ said she had had some contact with TW who would like to continue as a governor despite his current ill health. The governors suggested offering remote attendance as a possible support. Question: Had TW completed the forms listed as per item 3 below? Response: The Clerk confirmed these had not been received at present. The governors accepted ongoing apologies from TW for this meeting.	
1.4	Any Other Business (AOB) items (urgent) One item – school website.	
1.5	Declarations of Interest for agenda items or AOB No new declarations.	
ELECTION		
2.	Chair of Governors Election NJ's current term as LA (Governor) ends at the beginning of December 2025. The	

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	<p>proposal therefore was, for NJ to continue as Chair of Governors until then, however a further election could be held at the next FGB (Full Governing Body) meeting to if the LA reappointment process permits. The Clerk asked for nominations or self-nominations for the role of Chair of Governors, NJ confirmed she was happy to be re-elected, there were no other nominations. The governors unanimously elected NJ with a show of hands.</p> <p><u><i>Decision:- The governors elected NJ as Chair of Governors until 7th December 2025 (end of LA Governor term).</i></u></p>	
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ADMINISTRATIVE MATTERS

<p>3. 3.1</p>	<p>Annual Statutory Requirements Forms <u><i>West Berkshire Code of Conduct 2025 – 26</i></u> The Governing Body accepted the WBC (West Berkshire Code of Conduct) for governors and associate members for the 2025 – 26 academic year. This was signed by those governors present at the meeting.</p> <p><u><i>Governor Declaration Form</i></u> This was completed by those governors present at the meeting.</p> <p><u><i>Register of Business Interests</i></u> This was completed by those governors present at the meeting.</p> <p><i>Action:- Clerk to ask those who were not at the meeting to complete the Governor Declaration Form, Register of Business Interests and sign acceptance of the Code of Conduct for 2025 – 26.</i></p>	<p>Clerk (RHG) & MH, KWB, CM, FS, TW.</p>
<p>3.2</p>	<p><u>Keeping Children Safe In Education (KCSIE)</u> Governors had received the September 2025 KCSIE document along with a summary of changes to the previous document. Those governors present signed to confirm they had read KCSIE September 2025.</p> <p><i>Action:- Clerk to ask those who were not at the meeting to sign to confirm they had read KCSIE September 2025.</i></p>	<p>Clerk (RHG) & MH, KWB, CM, FS, TW.</p>
<p>4.</p>	<p>Full Governing Body (FGB) Terms of Reference 2025 – 26 Minimal updates.</p> <p><u><i>Decision:- The governors approved the FGB Terms of Reference for the 2025 – 26 academic year.</i></u></p>	

STRATEGIC FOCUS

<p>5.</p>	<p>Head Teacher Update The meeting adjourned at 6.51 pm for governors to view renovation work completed in part of the playground, school hall and old school house. The meeting resumed at 7.08 pm. It was noted the governors were very impressed with the playground and were keen for further work to be done to improve things further. There was a concern regarding the toilet area installed next to the school hall, and not having a toilet which was fully useable as a disabled toilet, even if it was regarded as an accessible toilet.</p> <p>RC confirmed end of KS2 (Key Stage 2) data would not be published due to pupil numbers being below 10. RC had been pleased with the results and how the individual children had performed, especially as 40% were SEND (Special</p>	
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	<p>Educational Needs & Disabilities). For reading and grammar the children were above the national average; in maths they were below and in writing they were quite a bit below, but this was known to be a weaker area. Reading Writing Maths Combined was also a bit less than the national average.</p> <p>RC explained, from the data across the school, writing was the main area to focus on, especially at the lower end of the school. The cohort in Year 1 last year had been low for reading and writing. Year 2 had also been low with 46% at ARE (Age Related Expectation), (53% in Year 1 and 57% in Year 3). RC said there were stories behind this and many of the cohorts were SEND heavy, but this was not a reason for the low attainment. It was important to get the foundation skills in place, including handwriting and improving fine motor skills to support this. The LA's English Lead was coming into school. The new phonics scheme was looking positive. A new writing scheme had been introduced, but needed to be adapted as RC said it moved to fast and did not give the depth needed, although the books associated with it were good.</p> <p>Question: Were there ways parents could be more involved in supporting early writing?</p> <p>Response: RC said there were pre-handwriting practices, games to introduce fine motor skills and practice patterns.</p> <p>Question: Would there be any benefit in talking to the nurseries/pre-schools regarding reasonable basic expectations?</p> <p>Response: RC said it had been a surprise last year that several of the children could not hold a pencil properly.</p> <p>Question: Would it be possible to send some activities directly to the parents of the new starters?</p> <p>Response: RC said there were some ideas of things the new children could be given to do.</p> <p>Question: Did the children come from a range of nurseries?</p> <p>Response: RC confirmed they did come from different nurseries.</p> <p>Question: Was it likely that the new EYFS (Early Years Foundation Stage) framework would be helpful?</p> <p>Response: RC agreed it would be, as it gave the opportunity to really focus on skills and hopefully prepare the children better for Year 1.</p> <p>Comment: Children do not write at home as much in general, there were also a lot of digital/online games used for testing knowledge.</p> <p>Question: What about parental engagement?</p> <p>Response: RC said it was difficult to gain parental engagement with reading, which was a fundamental skill that supported everything else. The reading data had been better.</p> <p>RC continued, the school had a new phonics scheme and there was a lot of reading support at the lower end of the school. Also the school had been given funding for the English Hub recommended ELS (Essential Letters & Sounds) scheme.</p> <p>Within the current KS2 there were some children reaching GD (Greater Depth) but overall the percentages were lower.</p> <p>The multiplications test and phonics data last year had shown good improvement, so the focus on key skills was having an impact.</p> <p>Since returning in September, the focus had been on the new class and year group structure and a new model for learning which had started to be introduced. RC explained there were strategies in place within every class for maximizing engagement and being actively involved in learning. This was an approach which would be looked at further during the Autumn Term Governors Day.</p> <p>An Open Morning for prospective parents had taken place this morning, with more booked in. RC did not think there were many siblings of current children and it also</p>	
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	<p>seemed to be a low birth year.</p> <p>Question: How many children were in the current Foundation Class?</p> <p>Response: RC said there were 16 which included two children who were repeating the year. The overall number on roll was 96, but this was expected to up to 98 with some new starters.</p> <p>Governors agreed it would be good to promote the school more, perhaps creating flyers for pre-schools, but word-of-mouth was also very important.</p> <p>Question: Did the banner on the school website still advertise in-year spaces?</p> <p>Response: RC explained, unfortunately since the website had been rebuilt it was not possible to have the banner anymore.</p> <p>RC said the staff Inset Day had been positive. There were some challenges at the beginning of term, however, all staff had settled well. The new teachers were doing well, including the ECT (Early Career Teacher).</p> <p>Comment: It was also important to share with parents what was going well, and capture successes like the Woolhampton's Got Talent show held last term. Mrs Perrin will take over as SENCO (Special Educational Needs Co-ordinator) in October, she will complete her qualification shortly.</p> <p>Question: Were there any particular challenges?</p> <p>Response: RC said SEND did have a big impact and could have a knock-on effect to staff, RC had also been in contact with the SEND Team.</p> <p>Governors felt they needed to think strategically as a Governing Body to ensure staff are retained and the school environment remains stable, although it was difficult to know how this might be managed. The governors also acknowledged RC was being very supportive of the staff, RC said the staff in turn had been very good. RC added plans and support were in place where required.</p> <p>NJ will be writing to parents to welcome them to the new school year.</p> <p>Comment: It was an early time in the term for the children to still be settling after the long summer holidays.</p> <p>Question: Were there any children with part time timetables?</p> <p>Response: RC confirmed there were three.</p> <p>The school budget continued to be an issue. The nearby primary school who shared places in the After School Club had plans to start their own club, potentially from January 2026, and would no longer need the minibus to transport them.</p> <p>Question: Were there any Woolhampton families waiting for places?</p> <p>Response: RC said she did not think so. They had also been looking at ways to encourage others to use the After School Club.</p> <p>This would be something discussed further at the next Finance & Resources (F&R) Committee meeting.</p> <p><i>Action:- Further discussion on the After School Club at the next F&R Committee meeting (agenda).</i></p>	Clerk (RHG)
6.	<p>Governing Body Strategic Plan and Priority Setting for 2025 – 26</p> <p>Governors discussed these and felt they had not changed and continued to need further embedding. The governors agreed the following priorities for 2025 – 26:</p> <p>Priority 1 – Monitoring Strategy</p> <p>Priority 2 – Christian Distinctiveness</p> <p>Priority 3 – Communication Strategy – further work needed to support prospective pupil numbers.</p> <p>Priority 4 – Learning Environment & Resources – phase 2 of improvements, continue with momentum.</p>	

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GOVERNANCE	
7. 7.1	<p>Governing Body Structure & Memberships</p> <p><u>Committees</u></p> <p>The governors agreed the following committee memberships:</p> <p><i>Finance & Resources Committee:</i> Rebecca Cox, Adrian Dean, Martin Harding, Nikki Jordan, Carly Madders, Terry Webster. MH will be leaving later in the Autumn Term and TW's attendance was unsure, governors therefore felt encouraging parent governor applicants with a finance background would be beneficial.</p> <p><i>TLC (Teaching Learning & Care) Committee:</i> Rebecca Cox, Cynthia James, Nikki Jordan, Rev. Jane Manley, Kelly Mitchell, Fiona Smith, Rebecca Tabor, Kim Wyrley-Birch.</p> <p><u>Decision:- The governors approved the memberships of the F&R and TLC committees as set out above.</u></p>
7.2	<p><u>HTPM (Head Teacher Performance Management) Panel</u></p> <p>Proposed: Nikki Jordan & Rev. Jane Manley. They would also be supported the SIA from the LA.</p> <p><u>Decision:- The governors approved NJ and Rev.JM as members of the HTPM Panel.</u></p>
7.3	<p><u>Link Governors</u></p> <p>The following were discussed and agreed by the governors:</p> <ul style="list-style-type: none"> • Health & Safety – Kelly Mitchell • Safeguarding – Kelly Mitchell • SEND (Special Educational Needs & Disabilities) & Inclusion – Kim Wyrley-Birch • Wider Curriculum – Rebecca Tabor • Early Years & Phonics – Nikki Jordan • Equality & Diversity – Carly Madders • English – Rebecca Tabor • Finance & Premiums – Adrian Dean. • GDPR (General Data Protection Regulation) – Nikki Jordan. • Governor Development – Nikki Jordan. • Maths – Cynthia James. • Parent Voice – Carly Madders. • Christian Distinctiveness & RE (Religious Education) – Rev. Jane Manley • Website Monitoring – Carly Madders. <p><u>Decision:- The governors approved the Link Governors as listed above.</u></p> <p><u>Action:- NJ to update the Governing Body Roles & Responsibilities document.</u></p>
8.1	<p>Governing Body Monitoring Visits</p> <p>NJ explained it would be ideal if governors could manage one monitoring visit a term.</p>
8.2	<p>Plans for Governors Morning – 18th November 2025</p> <p>The governors how viable it was to hold a Governors Morning as several governors did not have availability during the day. NJ said they had used to hold a strategic session for governors followed by the opportunity to observe lessons and spend</p>

NJ

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	<p>time with the children. It had been a nice to meet and do this together. After lunch an FGB meeting would be held. Governors appreciated being able to do this but felt the whole morning was difficult, especially then followed by an FGB meeting. The FGB meeting could be moved to the evening with the usual 6.30 pm start.</p> <p><i>Action:- NJ and the Clerk to work together to canvas potential attendance at a potential Governors Morning and evening FGB meeting on 18th November.</i></p>	<p>NJ & Clerk (RHG)</p>
<p>9.</p>	<p>Governing Body Training & Development NJ reminded governors of the training options available:</p> <ul style="list-style-type: none"> • NGA (National Governance Association) Learning Links • West Berkshire Council, the school could pay for anything which was particularly needed. • ODBE (Oxford Diocese Board of Education), also some good options which could be paid for. There was also a free session for new foundation governors which RT would be able to book herself to attend. RC said she was doing some head teacher training with the ODBE which involved about six days across the school year. 	
<p>10.</p>	<p>Child Protection & Safeguarding RC confirmed one ongoing case. Question: Did RC require any support from governors? Response: RC said no, nothing specific. RC would be meeting with KM next week. KM had sent updated prevent training to all for completion. New governor safeguarding training also needed to be completed by RT.</p> <p><u><i>Child Protection & Safeguarding Policy</i></u> Comment: Was the school still using CPOMS (Child Protection Online Management System) as this was not mentioned in the policy regarding record keeping. RC confirmed CPOMS was used and the governors agreed to including a reference to all actions being recorded on CPOMS within the Child Protection & Safeguarding Policy.</p> <p><i>Actions:-</i></p> <ol style="list-style-type: none"> 1. <i>KM to send RT child protection and safeguarding training to be completed as a new governor, and RT to complete accordingly.</i> 2. <i>Clerk to update Child Protection & Safeguarding Policy with suggested addition of actions being recorded on CPOMS.</i> <p><u><i>Decision:- The governors approved the Child Protection & Safeguarding Policy with the proviso of the addition referencing record keeping on CPOMS as outlined above.</i></u></p>	<p>KM & RT Clerk (RHG)</p>
<p>11.</p>	<p>Health & Safety Update Final checks of the playground work would be carried out soon. As mentioned in item 5 above, the toilet next to the school hall was not fit for purpose and governors hoped there would be an opportunity within phase two of the works to address this. RC said there were some areas which needed to be cleared up and tidied. There was also an issue with some of the boundary fencing. Money from the Trust funds could possibly be utilized to replace this. KM will be meeting with the SBM (School Business Manager) to go through Health and Safety and will raise these other issues as well.</p>	

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12.	GDPR (General Data Protection Regulation) Nothing to report.	
OTHER MATTERS		
13.1	Community, Church & School Events relevant to Governors The school will hold a Harvest Festival service on 2 nd October. The parish Harvest Festival will be followed by a bring and share lunch. There was a MacMillan fund raising event at Douai Pavilion this Friday. FoWS (Friends of Woolhampton School) were organizing autumnal keepsakes for 23 rd October. The FoWS AGM (Annual General Meeting) was also on 23 rd October. Tickets for the fireworks event on 8 th November were going on sale tomorrow. Rev.JM said at the last PCC meeting it had been agreed that the PCC would fund a tap being installed in the staff room kitchen that would provide instant hot water and save staff time during breaks to make a hot drink. RC said this would be very much appreciated by all the staff.	
13.2	Articles for publication in the Online Newsletter and/or Community Magazine Governor rota set as: <ul style="list-style-type: none"> • <i>Carly Madders – in November for December editions</i> • <i>Fiona Smith – in December for January editions</i> • <i>Cynthia James – in January for February editions</i> • <i>Kelly Mitchell – in February for March editions</i> • <i>Adrian Dean – in March for April editions</i> • <i>Rebecca Tabor – in April for May editions</i> • <i>Kim Wyrley-Birch – in May for June editions</i> • <i>New Governor – in June for July editions</i> • <i>Nikki Jordan – in July for August editions</i> 	
14.	AOB <u>School Website</u> Some governors felt the new website looked very good. RC said she was not sure, especially as the new template was quite difficult to use and some previous features were no longer available. Further updates were needed, especially to ensure the school was being promoted in the best way possible. Question: Did the school have to make ongoing updates to the website? Response: RC confirmed they did. These would be done either by herself, someone within the admin team or the Clerk for the governors information. A couple of governors noted policies which had not been reviewed for a while looked like they might be old due to being dated when they were last approved. They suggested this information would be better presented as just the policy name but not the date. The Clerk had recently been given a log in for the new website and would be updating the governors information and reviewing the policies section.	
MEETING SUMMARY		
15.	How has this meeting fulfilled our strategic purpose? <ul style="list-style-type: none"> • New governor welcomed. • Chair of Governors elected. • Review of and plans for writing. • Playground, school hall and school house renovations and potential for phase 2. • Approval of priorities, committee members, HTPM and link governors. How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • Discussions around SEND. 	

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	<ul style="list-style-type: none">• Consideration of staff wellbeing.	
16.	Dates of next meetings Tuesday 18 th November at 6.30 pm Wednesday 17 th December at 6.30 pm (HT Report) Wednesday 25 th March at 6.30 pm (HT Report, SFVS) Wednesday 29 th April at 6.30 pm (Budget) Wednesday 15 th July at 6.30 pm (HT Report).	

The meeting closed at 8.27 pm.

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