



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) held on Thursday 20th March 2025 at 6.30 pm at the school

The meeting was quorate with 8 governors. The meeting began at 6.34 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Fiona Smith FS (Staff Governor), Carly Madders CM (Foundation Governor, Diocese), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Rebecca Cox RC (Head Teacher), Adrian Dean AD (Foundation Governor, PCC), Kelly Mitchell KMI (Parent Governor).		
APOLOGIES: Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese) Terry Webster TW (Foundation Governor, Diocese), Martin Harding MH (Parent Governor), Cynthia James CJ (Foundation Governor, PCC).		
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.	
1.2	Opening Prayer Led by Rev.JM.	
1.3	Apologies and Absences Apologies TW, KWB, CJ, MH – All Accepted.	
1.4	Any Other Business (AOB) items (urgent) One item.	
1.5	Declarations of Interest for Agenda items or AOB No new declarations.	
2.	Governing Body Priorities 2024 – 25 Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources. Agenda items related mostly to Priority 3.	
ADMINISTRATIVE MATTERS		
3.1	Minutes of the previous FGB (Full Governing Body) meeting dated 24th February 2025	

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	Accepted and Approved.	
	<i>The Governing Body approved the Minutes of the FGB meeting held on 24th February 2025, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
3.2	Actions/Matters Arising from the FGB Minutes dated 24th February 2025	
3.2.1	<u>Item 11 – Draft SFVS (Schools Financial Value Standard) 2025</u> 1. Benchmarking to be agenda item for the next Finance & Resources meeting in April. This was ongoing at this time. <i>Action Ongoing.</i> <i>Action:- Benchmarking to be agenda item for the Finance & Resources meeting in April.</i> 2. MH and NJ to work with JL on finalizing the SFVS. This was done. See Item 6 below. <i>Action Closed.</i> 3. SFVS to be agenda item for approval at the March FGB meeting. See Item 6 below. <i>Action Closed.</i>	Clerk (RHG)
3.2.2	<u>Item 12.2.3 – Actions/Matters Arising from the FGB Minutes dated 16th December 2024</u> 1. RC to add head teacher presentation with three year vision to the governor’s Google Docs Drive. This had been done. <i>Action Closed.</i> 2. Governors to read through RC’s head teacher presentation. Governors were reminded they could read this on the Google Docs drive if they had not already done so. <i>Action Closed.</i>	
3.2.3	<u>Item 12.2.6 – Actions/Matters Arising from the FGB Minutes dated 16th December 2025</u> All governors to complete and return to NJ the annual governor surveys and questionnaires (Governing Body Self-Evaluation, committee questionnaires, individual governor evaluation). Completed. Also see Item 10.1 below.	
3.2.4	<u>Item 13.1 – Admissions Policy 2026 – 27 (Policies)</u> Clerk to send approved Admissions Policy 2026 – 27 to both the Diocese and West Berkshire Admissions. This was done. <i>Action Closed.</i>	
3.2.5	<u>Item 15.2 – Governor Surveys & Self-Reviews</u> NJ to send electronic versions of the governor surveys and self-review questionnaires for completion. NJ had done this. Relates to Items 3.2.3 and 10.1. <i>Action Closed.</i>	
3.2.6	<u>Item 21.2 – Articles for publication in the online newsletter and/or community magazine</u> KWB to write a governors article to be published in the April editions and submitted by 1st March. KWB had done this. <i>Action Closed.</i>	
4.	Teachers Pay Policy	

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	Adjustments made to leadership band (figures updated), rephrased to say “may” have assistant head rather than should. This policy was both recommended and appropriate for the size of the school. The TLR (Teaching Learning Responsibility) payment had also be clarified. <u><i>Decision:- The governors approved the Teachers Pay Policy.</i></u>	
STRATEGIC FOCUS		
5.	Head Teacher Report – Spring Term 2025 Governors agreed this was a very good report. Question: Concerns around physical behaviour of some children, the wellbeing of staff and pupils, what was being done about this? Response: RC said it was a frustrating situation but other schools faced similar issues. There were some children who had very complex needs and externalized their behaviour which impacted those around them and could be very difficult to deal with. Staff want Woolhampton to be an inclusive school but the situation has to be managed with some children needing to be out of the classroom. TA's (Teaching Assistants) were needed to staff this, which was challenging for them. RC said there was very little available to the school in order to provide more support. Comment: The school also had to deal with other families of the other children. RC said it was a tricky situation which was only impacted by a few. Staff were doing everything they could. External professionals also came into to see what the school was doing and this confirmed that staff were doing everything they could and should. However the situation remained the same. Comments: A governor acknowledged the impact on the other children and the staff. The children also see the way some of the children treat the staff. RC said they use emotion coaching with the other children to help them understand. Staff try to make things as normal as possible even if the children have to leave the classroom. Comment: This was very hard on the teachers who planned good lessons. Comment: Other children may also begin to think it is normal to be coming out of their class. Question: Has the Behaviour Policy been updated? Response: RC said trauma and attachment information was very soon, she will then update the Behaviour Policy. Comment: A policy can be black and white, but the situation is not black and white. RC said staff want to be able to support all the children, but it was difficult when the environment of the school could not always meet their needs. FS said some children did not attend a nursery before they joined the school. Comment: It was not possible to know what needs may be coming into each new Reception year. Question: Are TA's speaking up if they are struggling? Response: RC said they are, but this was difficult for them. One TA had recently resigned. Comment: It was acknowledged that TA roles were difficult to recruit to as well. Question: Was there any outreach available from the special schools? Response: RC said this had stopped as the special schools were overwhelmed. Question: Was there any training for TA's available from the special schools or Team Teaching? Response: RC said the LA (Local Authority) did not do this. Pupil attendance was at 92.5%. RC said there had been recent bouts of illness. There had been a one day suspension. RC had taken advice and followed all required procedures, NJ had also been informed. The school continued to build links with Theale Green Secondary School. RC had visited as they had offered some workshops which included maths and geography. Question: Was this the main feeder secondary school?	

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	Response: RC said no, that was Kennet.	
6.	SFVS (Schools Financial Value Standard) 2025 This had been reviewed by NJ, MH and the SBM (School Business Manager). Governors felt it was very comprehensive. <u><i>Decision:- The governors approved the SFVS 2025.</i></u>	
7.	SRMA (School Resource Management Advisors) Visit Feedback The advisor had spent a day in school with RC, NJ and the SBM and produced a report with recommendations for moving out of a deficit position. Question: Was it helpful? Response: NJ said the advisor had gone through several ideas but not all would be a good fit for the school. There had been a feedback session earlier this week which had included Sarah Reynard from Schools Accountancy at the LA. NJ said the LA had been very supportive were clear that the school needs to consider the recommendations. The recommendations included: - the introduction of a pre-school (8 children with the Reception Class) to generate income, although it may be difficult to fill this number of places. - PPA (Planning Preparation & Assessment) cover for teachers should be covered by an HLTA (Higher Level Teaching Assistant) in order to save money. £55,000 could be saved if staff leave and ECT's (Early Career Teachers) are appointed. Comment: This could have a big overall impact and be short-sighted. Several of the current staff had not been at the school for very long. There had already been a lot of changes in recent times. - It was unlikely the school would be able to afford to replace the minibus. Comments: Fundraising could be an option. Governors had to consider the best use of public funds for something which was not used by all the children. The school would probably need to charge for using the minibus. Question: Why was there a minibus? Response: NJ explained there was no safe route for families to walk to the school, although the LA had said there is a footpath. Governors agreed charging to use the minibus could be an option. NJ said a Deficit Recovery Plan needs to be put together for the school which is sensible and workable. There were also the Blythe-Currie Trust Funds which need further research for how to access and what the money can be spent on. Question: How does any of this information affect the budget which is being drafted currently? Response: NJ said it was unlikely to affect things for the first year, but was good to keep in mind when viewing the draft budget in the next few weeks. Governors agreed it had been useful to have input from someone outside and to consider options. There had not been any surprise suggestions and what the school had been through in recent times had been appreciated, and the deficit is small. There will be a final report from the advisor which will help with further budgeting.	
8.	Year Group Restructure RC said this had been considered and she had spoken with the staff. They felt it was the right option and would be more manageable. Money had been invested in work schemes to help the teachers but these were not suitable for classes with mixed year groups and it was difficult for teachers to always be changing what they needed to deliver. How they were able to show pupil progression had also become complicated. RC felt it would be more effective to have the Foundation Year on their own, which would better meet their needs; Years 1 and 2 together; Years 3 & 4 together and Years 5 & 6 together, which was a more traditional model. The	

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	benefits were also something which had been mentioned by the SRVA. Question: Was this the right time to change the structure? Response: RC said and Ofsted inspection was not expected for another 18 months to 2 years. If the school waited it would make things tighter before then and RC wanted things to be settled and embedded. Question: This would mean Year 6 were no longer a standalone class? Response: RC confirmed they would not be a standalone class. RC was also mindful of children who did not feel prepared for secondary school and if the Year 6's were with the Year 5's they would be more used to bigger classes ahead of secondary school. Comment: It would also be an easier transition for the new Year 4's who would have just moved from being with the Year 2's, so Year 3 and 4 together would be better. Also the Year 5's would be better prepared for Year 6. Question: How did staff feel? Response: FS said they were feeling positive and recognized this was probably what the school needed. Question: Did this open up the opportunity for a nursery? Response: NJ said it did, it may be possible to have some pre-school children with the EYFS class. Question: It may work well in building up to SAT's (Standard Assessment Tests) for the Year 5's, but what about the Year 6 children? Would it be detrimental and pull them down? Response: RC said there would be opportunities lost to hone in on specific things with the Year 6's, but if their skills could be better consolidated lower down the school they would be joining Year 6 at a higher level. Comment: A governor agreed, the children should be independent learners by then. Question: What about those children who were disruptive in a larger group? Response: RC said they actually become a bigger percentage when in a smaller class. Comment: The Year 1 children may also benefit from not having the Reception children with them. FS added, the EYFS curriculum was obviously better geared to just the Reception children. Question: The Year 6 children had previously been ready for secondary school, what had changed? Response: RC said the comments received had come from parents. Comments: It also seemed to be the national situation but there are also children who are very ready for secondary schools. This was an area the TLC (Teaching Learning & Care) Committee could look at again, along with governors conducting Year 6 leaver interviews. RC said the secondary schools have asked primary schools to prepare the children in ways such as only allowing them to go to the toilet during break and lunchtimes as they won't be allowed to just leave lessons in secondary school. Question: Would it be useful to circulate to parents what secondary schools have asked the primaries to do? Response: RC agreed that was a good idea. Question: Were any physical changes needed to the school for restructuring the year groups? Response: RC said there would need to be some minor alterations along with purchasing more tables for classrooms, which would need to be factored into the budget. <i>The governors were in support of RC for changing the school's year groups structure.</i> <i>Action:- RC to circulate to parents of Year 6 children the information received from secondary schools to primaries for preparing the children to go to secondary school.</i>	RC
COMMITTEES		

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9.1	TLC (Teaching Learning Care) Committee Draft minutes from the meeting held on 11th March 2025 had been made available prior to this meeting. The committee had received updates on maths, reading and writing. Staff meetings were taking place to ensure the basic maths skills were having an impact. There is a good new subject lead for maths. The school had been accepted onto the English Hub and there is phonics training available. Governors had discussed consistency in handwriting and spelling presentation and said it was good for governors to look at the children's books when doing monitoring visits. Writing was a concern for the Year 3 cohort but interventions were in place. The committee had also discussed ideas around year group restructuring. Policies for Approval Complaints Policy & Procedure – no comments. Staff Code of Conduct – no comments. <u><i>Decision:- The governors approved the Complaints Policy & Procedure and the Staff Code of Conduct.</i></u>	
GOVERNANCE		
10.1	Governor Surveys/Annual Self-Reviews NJ was grateful to the governors who had completed these. There were a few areas of note: working strategically was showing as a strength, as was community, the SDP (School Development Plan) and budget setting. Weaker areas related to governor involvement regarding experiences, collaboration with other schools, succession planning and receiving financial information in a timely manner. NJ will add the outcomes report to the Google docs Drive.	
10.2	Succession Plans Both KM – Chair of TLC, and MH – Chair of Finance & Resources, have said they will be stepping down from their chairing roles at the end of this academic year. KM will also be resigning as a foundation governor. MH has also said he will look to resign as parent governor in the Autumn of 2025. There will therefore become vacancies for a foundation governor appointed by the PCC (Parochial Church Council) and a parent governor, which will require an election.	
10.3	Governor Training & Development NJ and KM had completed safer recruitment training. AD had completed part one of the LA's induction training, however, as he had been unable to attend part two and quite a bit of time had passed, it was agreed he would not look to complete part two. Rev.JM was attending complaints training. NJ reminded governors of the NGA's (National Governance Association) Learning Link courses, including finance.	
11.	SEND (Special Educational Needs & Disabilities) Nothing further from that discussed within items 5 and 9 above.	
12.	Safeguarding KMI had not been able to come into school for a visit and will re-book to do this. RC said there were currently no concerns to report.	
13.	Health & Safety KMI said she had been unable to make a visit (same as item 12 above) due to illness and will rebook her visit. Cars parking for drop-off/pick up where the road bends near the school remained a	

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	dangerous problem.	
14.	FoWS (Friends of Woolhampton School) Update There are plans to make bracelets for Mothers Day and hold an Easter Egg Hunt, as well as the Colour Run next term. For the Playground project, there should be £16,000 raised from the fireworks events. Greenham Trust have said the school will likely have to make a contribution or will lose out on receiving any funding. Question: Was anything happening on the project? Response: RC said it had not been a priority recently and there had not been a lot of feedback due to the complexity of the area. AD had also offered to become more involved in the project and look at how he might be able to support in liaising with contractors. RC said there were misunderstandings around what was happening. There needed to be some structural work in order to make the playground safe and usable. A rubber surface did not seem to be any different to that already in place. The information received from contractors seemed conflicting. RC was very concerned that any money was spent on the right things. Their priority was that the playground had to be safe to use, with groundworks needing to be completed in the first instance. RC said the money raised by FoWS made a huge difference. FoWS were also looking into possible grants due to their charitable status. The governors were very grateful for all the continuing work done by FoWS.	
OTHER MATTERS		
15.	GDPR (General Data Protection Regulation) Nothing to report.	
16.1	Community, Church & School Events relevant to Governors The Easter Service will take place on 3rd April, members of the PCC will also be invited.	
16.2	Articles for publication in the Online Newsletter and/or Community Magazine There had been a kind donation from within the community of garden tools, soil and plants. Governors discussed it may be possible to organize a community day to clean some of the indoor areas, potentially later in the year when the year group changes had been made. <i>Action:- KMI to write the April governor article for publication in May.</i>	KMI
17.	AOB It was acknowledged there are a large number of SEND children at the school, additional staff required and budget pressures, the PCC had said they would like to know the budget impact of SEND regarding the possibility of fundraising. Comments: It may be better/possible to fundraise without specifying what it would be for. In reality, all the children had needs. FS left the meeting at 8.03 pm. Comment: If money were raised it would then be up to the school for how to spend it.	

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	There is a site set-up meeting on 31st March for the school house ceiling work. The governors Roles and Responsibilities document had been updated and uploaded onto Google docs Drive.	
MEETING SUMMARY		
18.	How has this meeting fulfilled our strategic purpose? • Impact of SEND level of need. • Overseeing Year groups re-structure. • Feedback on ways to move out of budget deficit position. • Community links. • Stakeholder engagement, parents (preparation for secondary school), staff (year group re-structure), children (impact of SEND). • Succession planning for governor roles and membership. • Governor annual review evaluations, strengths and weaknesses. How has this meeting fed into our Christian vision? • Considering the needs of all the children and staff.	
19.	Dates of next meetings • <i>Date of Budget Approval meeting to be confirmed.</i> • Wednesday 16th July 2025 at 6.30 pm	

The meeting closed at 8.13 pm.

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