



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 Tuesday 12th November 2024 at 1.00 pm at the school

The meeting was quorate with 8 governors. The meeting began at 1.08 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Cynthia James CJ (Foundation Governor, PCC), Carly Madders CM (Foundation Governor, Diocese, Kelly Mitchell KMI (Parent Governor) – <i>joined remotely</i> , Adrian Dean AD (Foundation Governor, PCC) – <i>joined remotely</i> .		
APOLOGIES: Martin Harding MH (Parent Governor), Terry Webster TW (Foundation Governor, Diocese), Jackie Livermore JL (Interim Headteacher), Rebecca Cox RC (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.	
1.2	Opening Prayer This was led by Rev.JM.	
1.3	Apologies and Absences Apologies MH, TW, JL and RC – all accepted.	
1.4	Any Other Business (AOB) items (urgent) None.	
1.5	Declarations of Interest for Agenda items or AOB No new declarations.	
STRATEGIC FOCUS		
2.	Governing Body Priorities 2024 – 25 The governors reminded themselves of their priorities and agreed they were especially in the forefront today with the Ofsted inspection taking place. Priority 1 – Monitoring Strategy – Continuing. Priority 2 – Christian Distinctiveness – Includes the Diocese. Priority 3 – Communication Strategy – Discussed within the Governors Morning Priority 4 – Learning Environment & Resources – Also within Governors Morning.	
3.	School Finances & Budget Monitoring Update	

Mins of Full Governing Body 12 th November 2024	Signature:
Page 1 of 7	Date:



	The SBM (School Business Manager) was unavailable to provide an update to governors within the meeting and had said they would send the main finance headlines to the members of the Finance & Resources Committee by email by the end of this week. Governors appreciated this was not an ideal situation.	
4.	Feedback from Governors Morning NJ said the morning had not been as originally planned, due to the Ofsted inspection, but governors had been able to use the time effectively. They had looked at the SDP (School Development Plan), considered questions the inspectors may ask and reviewed the culture of safeguarding within the school. NJ believed it would still be beneficial for the Governing Body to see the planned presentation from RC and this will be included as an item for the next FGB (Full Governing Body) meeting. The Governors Morning had planned to focus on writing and how this looks within the classrooms, the data for writing is currently low. <i>Action:- Presentation by Assistant Head to be agenda item at the December FGB meeting.</i>	Clerk (RHG)
5.	Leadership Update NJ confirmed RC had accepted the Head Teacher role from January 2025. This had meant a Year 6 teacher was required and a new teacher had been appointed for four days a week, with RC continuing to teach Year 6 one day a week. Governors understood this continuity was very good for the children. NJ said it was hoped the appointment news will be shared with parents by the end of this week. Discussions are ongoing as to whether there will be an Assistant Head role from January. It is planned that teacher Mrs Moore will take on the SENCO (Special Educational Needs Co-ordinator) role in 2025. She has experience with SEND (Special Educational Needs & Disabilities) but is not a qualified SENCO, she will be able to join the training for this in September 2025. RC will provide a handover and support. Mrs Moore will work an additional day for the school as SENCO so will not be taking time from her classroom teaching (3 days a week). Governors felt this was a positive opportunity which empowered the development of another staff member. The SBM (School Business Manager) had had a phased return to work and was now back on full hours. Question: Had there been an impact when the SBM was off? Response: NJ said yes, it had been realized that there were some things which were not known by other staff members, but things had been learned for going forward. An Office Administrator had increased their hours during the time the SBM was off and this had proved very beneficial and supportive to the running of the school office. Mrs Livermore will continue as Interim Head until Christmas, when there will be a proper and planned handover to RC. They also have plans to work collaboratively between their schools in the future and provide mentoring for RC as well. NJ was mindful the Interim Head had had a lot to deal with during her time at the school and would like the opportunity to speak with her regarding her perception of her time with the school before she finishes.	
ADMINISTRATIVE MATTERS		
6.1	Part 1 FGB (Full Governing Body) Minutes dated 18th July 2024 <i>Accepted and Approved.</i> <i>The Governing Body approved the Part 1 Minutes of the FGB meeting held on 18th July 2024, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
6.2	Actions/Matters Arising from the Part 1 FGB Minutes dated 18th July	

Mins of Full Governing Body 12 th November 2024	Signature:
Page 2 of 7	Date:



6.2.1	2024 <u>Item 7.2.1 – Matters Arising from the FGB Minutes dated 14th December 2023</u> KM to organize SIAMS Working Party meeting for October 2024. This had not yet been done as governors were waiting for relevant SIAMS (Statutory Inspection of Anglican & Methodist Schools) to be completed. A meeting will then be organized to include KM, Rev.JM, RC and the school's RE (Religious Education) subject lead teacher. <i>Action Updated.</i> <i>Action:- KM and Rev.JM to arrange meeting of the SIAMS Working Party when SIAMS training is completed.</i>	KM & Rev.JM
6.2.2	<u>Item 7.2.2 – Matters Arising from the FGB Minutes dated 14th December 2023</u> 1. Clerk to re-send Cyber Security training link to those governors yet to complete the training. The Clerk had done this but said it may be necessary to do so again. 2. Governors who have not yet completed Cyber Security training to do so and send their certificate to the Clerk for record keeping. The Clerk said not all governors had completed this. <i>Actions Updated.</i> <i>Action:- Clerk to check which governors have not yet completed Cyber Security training and to re-send them the information.</i>	Clerk (RHG)
6.2.3	<u>Item 7.2.3 – Matters Arising from the FGB Minutes dated 14th December 2023</u> MH to write up ICT governor monitoring visit report and send to the Clerk for record keeping. MH had not yet done this. <i>Action Ongoing and Updated.</i> <i>Action:- MH to write up ICT governor monitoring visit report and send to the Clerk for record keeping – Clerk will send reminder.</i>	MH (& Clerk RHG)
6.2.4	<u>Item 8 – Wraparound Care</u> Wraparound Care Policy (with updates for Breakfast Club) to be agenda item for approval (Finance & Resources Committee). The Finance & Resources Committee had not yet been able to meet during the Autumn Term and this will be an agenda item for their December meeting. <i>Action Ongoing.</i> <i>Action:- Wraparound Care Policy (with updates for Breakfast Club) to be agenda item for approval (Finance & Resources Committee).</i>	Clerk (RHG)
6.2.5	<u>Item 15.2 – Articles for publication in the Benefice Online Newsletter and/or Community Magazine</u> NJ to write governors article for the September issue of the Benefice Online Newsletter and the Community Magazine publication. NJ had done this. <i>Action Closed.</i>	
6.3	Confidential Part 2 FGB Minutes dated 18th July 2024 These minutes we given to governors during the meeting and then returned to the Clerk. <i>Accepted and Approved.</i> <i>The Governing Body approved the Confidential Part 2 Minutes of the FGB meeting held on 18th July 2024, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	

Mins of Full Governing Body 12 th November 2024	Signature:
Page 3 of 7	Date:



6.4	Extra FGB Minutes dated 4th September 2024 <i>Accepted and Approved.</i> <i>The Governing Body approved the Extra FGB Minutes of the meeting held on 4th September 2024, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
6.5	FGB Minutes dated 19th September 2024 <i>Accepted and Approved.</i> <i>The Governing Body approved the Minutes of the FGB meeting held on 19th September 2024, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
6.6	Actions/Matters Arising from the FGB Minutes dated 19th September 2024	
6.6.1	<u>Item 2 – Annual Statutory Forms</u> <i>Clerk to follow up signing the Code of Conduct; completing the Governor Declaration Form and Register of Business Interests; and confirmation of having read KCSIE 2024 from those governors not at this meeting.</i> The Clerk had done this and the information for governors had been completed. <i>Action Closed.</i>	
6.6.2	<u>Item 3 – Policies For Approval</u> <i>JL to review Attendance Policy for Woolhampton when West Berkshire model version is available. Attendance Policy to be agenda item for approval at the next FGB meeting (November).</i> This had not yet been done. See Item 8 below for updated Action. <i>Action Closed but Updated in Item 8 below.</i>	
6.6.3	<u>Item 10 – Governing Body Training & Development</u> <i>1. Clerk to send AD next available dates in the Autumn Term for the New to Governance induction sessions run by West Berkshire Governor Services.</i> The Clerk had done this and AD had been booked to attend the two sessions. <i>Action Closed.</i> <i>2. JL to work with NJ on organizing governor training in preparation for an Ofsted inspection.</i> This was organized and took place in September. <i>Action Closed.</i>	
6.6.4	<u>Item 15.2 – Articles for publication in the Benefice Online Newsletter and/or Community Magazine</u> <i>Action:- KM to write governors article for the September issue of the Benefice Online Newsletter and the Community Magazine publication.</i> KM had done this. <i>Action Closed.</i>	
6.6.5	<u>Item 16 – AOB (Any Other Business) Urgent</u> <i>Year 6 Residential to be agenda item for information and approval at the next FGB meeting in November.</i> As RC was unable to attend the current meeting this would be deferred to the December FGB meeting. <i>Action Updated.</i> <i>Action:- Year 6 Residential to be agenda item for information and approval at the December FGB meeting.</i>	Clerk (RHG)
7.	Admissions Policy 2026 – 27 There were no proposed changes to the policy from the previous year (2025 – 26).	

Mins of Full Governing Body 12 th November 2024	Signature:
Page 4 of 7	Date:



	Comment: It was unfortunate church attendance was not part of the oversubscription criteria, although it was understood this was not supported by the Diocese. <u><i>Decision:- The governors approved the 2026 – 27 Admissions Policy.</i></u> <i>Action:- Clerk to send copy of the approved 2026 – 27 Admissions Policy to both the Diocese and the LA (Local Authority) for their records.</i>	Clerk (RHG)
8.	Policies <u>Attendance Policy</u> This had not yet been made available for governors to approve. It was understood the policy was a model version from the LA and the school were advised not to change it. JL will be meeting with the EWO (Education Welfare Officer) on 21st November. The Clerk will work with RC and/or JL to obtain the model policy in order to be reviewed and approved by governors. <i>Action:- Clerk to work with RC and/or JL to obtain model version of the Attendance Policy for governor review and approval.</i> <u>Dealing with Unreasonable & Unreasonably Persistent Complaints</u> This policy was recommended by the LA in addition to the main Complaints Policy. Comment: Governors discussed whether this policy should be included within the main Complaints Policy. It was decided to keep it separate for the moment but the two could be put together at the next review point. <u><i>Decision:- The governors approved the Dealing with Unreasonable & Unreasonably Persistent Complaints Policy.</i></u>	Clerk (RHG)
GOVERNANCE		
9.	Year 6 Residential This year the decision had been made to reduce the number of days for the residential trip as felt best for this cohort. Comment: This was a shame for the other children but good that the trip was still going ahead. Comment: It was important to ensure not all school safeguarding leads were away from school on the trip at the same time. Comment: The church has a fund which can be accessed to support any family who cannot afford to send their child on the residential trip, and would be dealt with anonymously. Approval for the Year 6 residential will be agenda item for approval at the December FGB meeting, see item 6.6.5 above for action.	
10.	SIAMS (Statutory Inspection of Anglican & Methodist Schools) The school had been contacted for a SIAMS inspection to take place earlier in the Autumn Term, but the inspectors had agreed for this to be withdrawn due to it being a difficult time for the school leadership. Rev.JM said there were no concerns regarding SIAMS, everything was looking good and the school was exceeding in some areas. However, there were some elements within Collective Worship which needed to be included so they were different to an assembly. Mrs Moore was now the RE subject lead in school. It was believed the SIAMS inspection will still happen at some point during this academic year.	
11.	Governing Body Monitoring Visits A SEND Monitoring Visit had been carried out by KWB on 27th September 2024 and	

Mins of Full Governing Body 12 th November 2024	Signature:
Page 5 of 7	Date:



	a report was provided as part of the papers for this meeting. NJ had also carried out an EYFS (Early Years Foundation Stage) Monitoring Visit on 22nd October 2024 and had provided a report for this meeting. NJ asked that governors ensure they fit in any planned monitoring visits/learning walks for their link governor area before Christmas. Also that these should be shared dialogues with staff which governors have the opportunity to learn from.	
12.	Governing Body Training & Development AD was attending both New to Governance sessions 1 and 2 run by West Berkshire Governor Services. The Clerk would be attending the Clerk's Forum session later in the Autumn Term, also run by Governor Services. NJ said she would listen to the recording of the recent Diocese webinar on persistent complaints. KMI would be attending the Safeguarding Link Governor Network being held tomorrow.	
13.	Child Protection & Safeguarding KMI reported no concerns since her last visit conducted before the end of October half term. KMI will carry out another visit before Christmas.	
14.	Health & Safety Update KMI will carry out a Health & Safety visit when she goes into school for the Safeguarding visit before Christmas. Comment: There were ongoing concerns regarding the school's front gate which did not always seem to be working properly, governors wondered whether a new system was needed. Concerns were raised about the door not opening in the case of an emergency. KMI said she would raise this with the school and see what was happening about it. <i>Action:- KMI to speak to the SLT (Senior Leadership Team) regarding concerns about the school's front gate not working properly.</i>	
15.	FoWS (Friends of Woolhampton School) Update CM reported some smaller events were taking place such as mask decorating and Christmas cards. There was also a Christmas Market style event planned. Comment: There was mention of the possibility of the PCC (Parochial Church Council) supporting the school in selling a Christmas card for the school. The main event had been the Fireworks held the previous Saturday. This had gone really well with the school linking up with Aldermaston and Mortimer primary schools as well. The event had been attended by approximately 2000. The FoWS chair had made contact with a local person who had been able to provide some fairground rides, there had also been food vans, stalls and Kennet Radio. This had all been possible with the support of 15 to 20 volunteers from Woolhampton. The governors congratulated FoWS for all their efforts. Over the two years the Fireworks had raised over £15,000 (£7,500 from the event and £5,000 match funding by Greenham Trust). CM said FoWS were now keen that something specific could be done with the money, particularly relating to issues around health & safety, wellbeing and behaviour, such as playground improvements, which also linked well with the school's learning environment. Comment: It would be nice if there could be something from the school to say thank you to the organisers. Comment: There could be more communication with those volunteering from the other primary schools prior to the event so elements are not repeated within the event, such as more than one sweets stall. CM said everyone had learned a lot from the previous year and the aim was to keep improving things each year	
16.	GDPR (General Data Protection Regulation)	

Mins of Full Governing Body 12 th November 2024	Signature:
Page 6 of 7	Date:



	Nothing to report.	
OTHER MATTERS		
17.1	Community, Church & School Events relevant to Governors Comment: A lovely Remembrance Day Service had taken place in the church yesterday, but the children needed to be able to use microphones as it was difficult to hear what they were saying. A Christingle Service in the church has been organized for the last Wednesday of term. The governors were grateful to the support from the PCC in organizing the oranges and sweets for the children. Rev.JM said RC was looking to develop the Advent syllabus and was going to use the Church of England's "Following the Star" materials, and Rev.JM was excited to be supporting her with this. It was hoped the Year 6 children would be able to attend the Carols at Douai in December. There will be a Crib Service on Christmas Eve at St Peter's Church.	
15.2	Articles for publication in the Benefice Online Newsletter and/or Community Magazine CM said she was swapping with MH for the December issue so she could write about the FoWS Fireworks event. <i>Action:- MH to write governors article for the December issue of the Benefice Online Newsletter and the Community Magazine publication.</i>	
16.	AOB (Any Other Business) Urgent None.	
MEETING SUMMARY		
17.	How has this meeting fulfilled our strategic purpose? Governors had been mindful of this when discussing the SDP, Strategic Plan, monitoring visits and policies. How has this meeting fed into our Christian vision? - Continuing to plan for SIAMS inspection - Inclusive approach - Wellbeing - Community approach.	
18.	Dates of next meetings - Monday 16th December 2024 at 6.30 pm (HT Report) - Thursday 6th February 2025 at 6.30 pm - Thursday 20th March 2025 at 6.30 pm (SFVS, HT Report) - Monday 28th April 2025 at 6.30 pm (Budget) - Wednesday 16th July 2025 at 6.30 pm	

The meeting closed at 1.57 pm.

Mins of Full Governing Body 12 th November 2024	Signature:
Page 7 of 7	Date: