



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) Meeting held on Tuesday 18th November 2025 at 6.30 pm at the school

The meeting was quorate with 8 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), Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese), Fiona Smith FS (Staff Governor), Martin Harding MH (Parent Governor), Adrian Dean AD (Foundation Governor, PCC – Parochial Church Council), Carly Madders CM (Foundation Governor, Diocese), Rebecca Tabor RT (Foundation Governor, PCC).		
APOLOGIES: Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Kelly Mitchell KM (Parent Governor), Cynthia James CJ (Foundation Governor, PCC), Terry Webster TW (Foundation Governor, Diocese).		
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 MH led the Governor’s Prayer.	
1.3	Apologies & Absences Apologies received from Rev.JM, KM, CJ – all accepted. Ongoing apologies received from TW – accepted. NJ confirmed, due to ongoing ill health TW was considering stepping down as governor and possibly becoming an associate member	
1.4	Any Other Business (AOB) items (urgent) None.	
1.5	Declarations of Interest for agenda items or AOB No new declarations.	
1.6	Acknowledgement of Martin Harding’s last Governor’s Meeting NJ and the governors were very grateful to MH for all his time and work over the last seven years he had been a parent governor, including as Chair of the Finance & Resources Committee and serving on the HAP (Headteacher Appointment Panel). MH said he had really appreciated and enjoyed his time as a governor, there had been various challenges but also many good things, and he would miss being part of the board. In coming in as a person working in the private sector, MH said he had learnt a lot about the way a school operates, especially financially, as well as finding governance a personally rewarding experience.	

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2.	Governing Body Membership		
2.1	<u>Extra FGB Meeting</u>	The Clerk reported, unfortunately the LA (Local Authority) nomination process to re-appoint NJ as LA Governor had not yet been completed by the LA. NJ's current governor term ended on 7 th December 2025, and it was decided a brief FGB (Full Governing Body) meeting would be held on 8 th December 2025, before the Finance & Resources Committee meeting, in order to approve NJ's appointment as LA Governor and hold a Chair of Governors election.	
2.2	<u>Parent Governor Vacancy</u>	MH's resignation as Parent Governor will have effect as of 19 th November 2025 and will create a parent governor vacancy. It was felt worthwhile organizing a parent governor election to be held before Christmas.	
2.3	<u>Terms of Office this Academic Year</u>	The current terms for a few governors were due to end this academic year; CM in January 2026 (CM was planning to apply for re-appointment as a Diocese appointed Foundation Governor), KM in March 2026 (a parent governor election will need to be held accordingly), KWB in June 2026 (KWB to consider applying for re-appointment as Diocese appointed Foundation Governor).	
3.	Admissions Policy 2027 – 28	The ODBE (Oxford Diocese Board of Education) had recently updated their model admissions policy. The Clerk wished to raise with the board whether they were happy with the current Woolhampton Admissions Policy, or whether they would like to move to the ODBE's model policy, as some of the layout and wording was different. The governors said they were happy to continue with the school's current policy wording and layout especially as a lot of work had been done to improve the policy's content by the Admissions Link Governor in the past. The Clerk offered to send the draft 2027 – 28 Admissions Policy to the ODBE for checking and ensure no updates were needed, especially if a consultation were required. A consultation had been carried out on the policy within the last seven years, so should not be required. <i>Action:- Clerk to send draft 2027 – 28 Admissions Policy to the ODBE for checking.</i>	Clerk (RHG)
STRATEGIC FOCUS			
4.	Governing Body Priorities 2025 – 26 (Standing Item)	Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources NJ said she had updated the Strategic Vision document for moving forward over the next three years and this was available for governors to view and raise any comments on the Google Docs Drive.	
5.	Feedback from Governors Morning 18th November 2025	Governors agreed it had been a very productive morning. It would obviously have been nice if all governors had been able to attend, but it had been good to have the time to talk about different things and think together strategically. They had discussed the Three Year vision, those things which had not been achieved and which needed to be moved across to take forward or be removed. The classroom observations had worked really well, governors being able to see lessons covering maths and spellings as well as speak to some of the children.	

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	<p><u>Feedback from lesson observations</u></p> <p>Years 1 and 2 had been working on timestables using a musical video. They had used the interactive whiteboard and applied words outside of the timestables as well. All the children had interacted well. The teacher had acknowledged good manners and quieter communication.</p> <p>Years 3 and 4 had done literacy using pictures from The Snowman film, looking at how things were communicated with no talking. The analogy of a sandwich was used to support speech. The children had been well behaved and understood how to apply the sandwich idea. The children explained what they did and why they wrote on the white boards before adding information to their books. They were all engaged and ready to learn.</p> <p>Governors noticed it was a challenge for staff to manage the different ability levels. Chrome books were used really well within the lessons.</p> <p>The Year 3 and 4 children had been asked what they were proud of about their school, and had said they were proud of the playground, kindness and knowing friends and teachers were there for them. They were asked if they felt they belonged and had mature answers around kindness and being able to rely on others. They were asked about their favourite things, which they said the teachers helped them if they got stuck, school was a fun place and it was easy to make friends if you were new to the school. When asked about challenges, they said maths could be more challenging, but they would do their best if things were difficult, they knew they could ask their teachers for help but would try have a go themselves first. The Year 6 children were proud of sport, would like to do more art and felt they had a voice and were listened to in school. They were very articulate in giving their answers.</p> <p>Overall in Years 1 to 4 the governors had been very impressed with the children, they were very polite and their books looked really good. They also helped each other and worked well together. The challenges were apparent, especially if a staff member was needed elsewhere, but the calmness was also evident.</p> <p>The governors had finished their morning in Beech Class with the Reception children. The children had sat on the carpet and talked about what they had done during the morning, but had provided a good recap.</p> <p>The governors agreed there was very much a feel good factor around the school, the children had been very accepting of the governors coming into their classrooms and speaking to them, and the staff were all very professional.</p> <p>Question: How had the teachers felt about the governors coming into their lessons? Response: RC said they had felt nervous.</p> <p>It was also noted how peacefully the classrooms were decorated, but still displaying all relevant information.</p> <p>Comment: Having another office area for the SBM (School Business Manager) to be able to work and concentrate was noticed as a challenge.</p> <p>NJ thanked CM, RT, CJ and KWB for having joined her for the Governors Morning and asked RC to pass on thanks to all the staff for enabling them to come into school and observe lessons.</p>	
6.	<p>Plans for SDP (School Development Plan) from January 2026</p> <p>RC will share the new SDP in due course. Carrying on the next steps to develop maths and writing would be key focus elements. RC will share the new SDP at the December FGB meeting.</p>	
ADMINISTRATIVE MATTERS		
7. 7.1	<p>Minutes of the last meetings and Matters Arising</p> <p><u>FGB (Full Governing Body) Minutes dated 16th July 2025</u></p> <p><i>Accepted & Approved.</i></p>	

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	<p><i>The Governing Body approved the Minutes of the FGB meeting held on 16th July 2025, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i></p>	
7.2	<u>Actions/Matters Arising from the FGB Minutes dated 16th July 2025</u>	
7.2.1	<p><u>Item 3.2 – Actions/Matters Arising from the FGB Minutes dated 20th March 2025</u> Benchmarking to be agenda item for the Finance & Resources Committee within the 2025 – 26 academic year. A note for this had been made. <i>Action Closed.</i></p>	
7.2.1	<p><u>Item 3.4 – Actions/Matters Arising from the Part 1 FGB Minutes dated 22nd May 2025</u> Finance & Resources Committee to consider increase to rental charges for the After School Club. This had been discussed by the committee at their most recent meeting. See also Item 8 below. <i>Action Closed.</i></p>	
7.2.2	<p><u>Item 4 – Compliance Update</u> Clerk to send governors the September KCSIE (Keeping Children Safe In Education) document when published. The Clerk had done this. <i>Action Closed.</i></p>	
7.2.3	<p><u>Item 6.4 – Head Teacher Report</u> NJ as Chair of Governors to sign off the Digital Expenditure Reporting form for Sports Premium before 31st July 2025 deadline. NJ had done this. <i>Action Closed.</i></p>	
7.2.4	<p><u>Item 11 – Health & Safety</u> RC to ask the SBM to send governors the scope of works for the school house and playground renovations, along with dates for work being carried out. This had been done. <i>Action Closed.</i></p>	
7.3	<p><u>FGB Planning Meeting Minutes dated 24th September 2025</u> <i>Accepted & Approved.</i></p> <p><i>The Governing Body approved the Minutes of the FGB Planning Meeting held on 24th September 2025, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i></p>	
7.4	<u>Actions/Matters Arising from the FGB Minutes dated 24th September 2025</u>	
7.4.1	<p><u>Item 3.1 – Annual Statutory Requirements</u> 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. The Clerk was organizing with those governors who needed to complete these. <i>Action Closed.</i></p>	
7.4.2	<p><u>Item 3.2 – Annual Statutory Requirements</u> Clerk to ask those who were not at the meeting to sign to confirm they had read KCSIE September 2025. This had been completed. <i>Action Closed.</i></p> <p><u>Item 5 – Head Teacher Update</u> Further discussion on the After School Club at the next F&R (Finance & Resources) Committee meeting (agenda).</p>	

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	<p>The Finance & Resources Committee had done this at their last meeting. See Item 8 below. <i>Action Closed.</i></p>	
7.4.3	<p><u><i>Item 7.3 – Governing Body Structure & Memberships</i></u> <i>NJ to update the Governing Body Roles & Responsibilities document.</i> NJ had updated this document and it was available for governors to refer to with the folder for the current 2025 – 26 academic year on the Google Docs Drive.</p>	
7.4.4	<p><u><i>Item 8.2 – Plans for Governor Morning</i></u> <i>NJ and the Clerk to work together to canvas potential attendance at a potential Governors Morning and evening FGB meeting on 18th November.</i> The current meeting had been convened. <i>Item Closed.</i></p>	
7.4.5	<p><u><i>Item 10 – Child Protection & Safeguarding</i></u> <i>1. KM to send RT child protection and safeguarding training to be completed as a new governor, and RT to complete accordingly.</i> RT said she had not yet received this information. NJ said she would remind KM to send it through. <i>Action Updated.</i></p> <p><i>Action:- NJ to remind KM to send RT information on safeguarding training to be completed as a new governor, and for RT to complete this accordingly.</i></p> <p><i>2. Clerk to update Child Protection & Safeguarding Policy with suggested addition of actions being recorded on CPOMS (Child Protection Online Management System).</i> The Clerk had done this. <i>Action Closed.</i></p>	NJ KM & RT

COMMITTEES		
8.	<p>Finance & Resources (F&R) Committee Update</p>	
8.1	<p><u>Draft Minutes from the meeting held on 20th October 2025</u> AD had been elected the new committee chair at the October meeting. AD explained, there was currently a surplus budget, rather than the previously predicted deficit. This was mainly due to income from high needs and exceptional SEND (Special Educational Needs & Disabilities) funding and income from FoWS (Friends of Woolhampton School).</p> <p>Question: Was this funding likely to be received annually? Response: RC said it was dependent on the children in the school. The exceptional funding did bring more money and was reviewed annually.</p> <p>Uptake of school meals was improving. The contract had gone to tender, there had been some interest and one company had visited the school. The current contract will run until April. Woolhampton was undergoing the tender process with two other schools and each school had their own specific needs outlined within the tender. Woolhampton’s current cook would be able to move to the new contract. The price per meal was not yet known.</p> <p>The new playground area looked really good. There were health and safety concerns raised regarding the back fence and whether money from the Trust funds and/or that raised by FoWS could be aligned for improvements (this may also allow for match funding).</p> <p>The 2026 SFVS (Schools Financial Value Standard) will need to be submitted by the end of March, work on this will start shortly.</p> <p>A further discussion about the school minibus will be held by the F&R Committee at their next meeting on 8th December.</p>	
8.2	<p><u>Wraparound Care – confirmation of price increases</u> From benchmarking Wraparound Care against other schools, Woolhampton was</p>	

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<p>8.3</p>	<p>charging at the lower end with £3.50 for Breakfast Club, the average being £4.97. The After School Club sessions were £10.00 with the average cost being £11.96. The F&R Committee had reviewed and discussed this and found there was a case to increase the prices. They recommended an increase of £1.00 to £4.50 per session for the Breakfast Club and £1.50 to £11.50 per session for the After School Club, with a 10% sibling discount. This would be from January 2026. The FGB were in agreement. RC confirmed Bucklebury Primary School children would no longer be using Woolhampton's After School Club after Christmas as Bucklebury were setting up their own.</p> <p><u><i>Decision:- The governors approved a charge of £4.50 per session for the Breakfast Club and a charge of £11.50 per session for the After School Club with a 10% sibling discount for the After School Club; all with effect from January 2026.</i></u></p> <p>RC confirmed a letter will be sent to parents very soon to confirm the changes.</p> <p><u>Finance & Resources Committee Terms of Reference 2025 – 26</u> Committee members were happy with a six meeting pattern throughout the year, if timings made this possible.</p> <p><u><i>Decision:- The governors approved the Finance & Resources Committee Terms of Reference 2025 – 26.</i></u></p>	
<p>8.4</p>	<p><u>Policies for Approval</u> Data Protection Policy – No comments. <i>Approved.</i> Freedom of Information – No comments. <i>Approved.</i></p> <p><u><i>Decision:- The governors approved the Data Protection and Freedom of Information policies.</i></u></p>	
<p>8.5</p>	<p><u>Teachers Pay Policy</u> This continued to be based on the LA's model policy and had been reviewed by RC and the SBM.</p> <p><u><i>Decision:- The governors approved the Teachers Pay Policy.</i></u></p> <p>RC confirmed she had omitted to include one of the teachers within the grid regarding pay recommendations as shared with the Finance & Resources Committee. RC said there had been no specific change for this teacher to be noted.</p>	
<p>9.</p>	<p>Teaching Learning & Care (TLC) Committee Update NJ confirmed KM had been elected Committee Chair at the last meeting. The meeting had included a good update on Phonics.</p> <p>The TLC Committee Terms of Reference 2025 – 26 were recommended for approval. There were no comments.</p> <p><u><i>Decision:- The governors approved the TLC Committee Terms of Reference for 2025 – 26.</i></u></p> <p>The committee had reviewed several policies. These were recommended to the FGB for approval:-</p> <ul style="list-style-type: none"> • Attendance Policy • Capability of Staff 	

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	<ul style="list-style-type: none"> • Staff Disciplinary Policy & Procedure • Staff Grievance Policy & Procedure • Intimate Care • Whistleblowing • EYFS (Early Years Foundation Stage) • SEND (Special Educational Needs & Disabilities) Policy • SEND Information Report • RSE (Relationships Sex & Education) Policy <p>There were no comments and the governors agreed to approve.</p> <p><u><i>Decision:- The governors approved the Attendance, Capability of Staff, Staff Disciplinary, Staff Grievance, Intimate Care, Whistleblowing, EYFS, SEND, SEND Information Report & RSE policies.</i></u></p>	
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GOVERNANCE

9.	<p>Residential Trips – For Approval</p> <p>Despite Oak Class now being Years 5 and 6, RC said the feedback had been in favour of a single Year 6 residential trip. RC explained the proposed trip was to Calshot Activity Centre in Hampshire for four days and three nights from 19th to 22nd May 2026. There would then be a joint Year 5 & 6 trip the following academic year. RC said the out of season cost was much cheaper, especially as there had been some concerns around the cost. It was noted there was support available from the church fund, which RC confirmed had been offered.</p> <p>The Year 5 residential trip would be for two days and one night to PGL Liddington, Swindon from 2nd to 3rd Marcy 2026, with various activities for the children.</p> <p>RC will be attending both residential trips next year.</p> <p><u><i>Decision:- The governors approved the Year 6 residential trip to Calshot Activity Centre 19th to 22nd May 2026 and the Year 5 residential trip to PGL Liddington, Swindon 2nd to 3rd March 2026.</i></u></p> <p>Risk assessments for both trips will be reviewed by KM, Link Health & Safety Governor, on behalf of the Governing Body.</p> <p><i>Action:- KM to review risk assessments for the Year 6 residential trip to Calshot and Year 5 residential trip to Liddington, Swindon, in 2026.</i></p>	KM
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10.	<p>Christian Distinctiveness</p> <p>RC had attended the Diocese’ Headteacher induction course. The school’s vision and values had been reviewed and needs to be looked at further and updated. RC said there was nothing in essence wrong with the vision, but it would be useful to look for a bible quote which supported it. At the moment the vision was not especially relatable for what the school was trying to achieve and RC wanted it to be meaningful for the children.</p> <p>Question: Was there a timescale for this?</p> <p>Response: RC said it was not urgent but it would be good to start looking at. Rev.JM had already begun looking for a possible bible quote. A further review could then be taken in the Spring Term. It would be good if the vision related to the learning and growth and how the children develop during their time at the school. Governors agreed the motto “Enabling all to Flourish” was more relatable and that an equivalent of the ROCK values was needed for the vision.</p>	
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	<i>Action:- Christian Distinctiveness with a focus on the school's vision to be agenda item for the March FGB agenda.</i>	Clerk (RHG)
11.	<p>Governing Body Monitoring Visits</p> <p>The Governors Morning had enabled several monitoring visits to be carried out. NJ asked that a formal write up of these on the Governor Visits Report Form was done by those who had been present.</p> <p>NJ explained, she had not put together a specific visits calendar, and noted regular visits were carried out by KM for safeguarding and Health & Safety and by KWB for SEND. NJ asked that the other governors also schedule to do a visit or two within their Link Governor role during the academic year. CJ was planning to do a visit for maths, and RT for English and the wider curriculum.</p> <p><i>Action:- Governing Monitoring Visit forms to be completed for the Governors Morning lesson observations by NJ, CM, CJ, RT and KWB. Once finalized with RC these will need to be sent to the Clerk for record keeping.</i></p>	NJ, CM, CJ, RT & KWB
12.	<p>Governing Body Training & Development</p> <p>The Clerk had attended the LA's Governor Services Clerk's Autumn Term Forum held on 11th November 2025.</p> <p>NJ had completed safer recruitment training.</p> <p>KWB was attending an SEND conference, also looking at Ofsted and budgets.</p> <p>The school remained subscribed to The Key for School Governors/Governorhub Knowledge for governors to make use of the trainings available.</p>	
13.	<p>Child Protection & Safeguarding</p> <p>RC said there had been quite a bit going on recently.</p> <p>Question: Did RC require any support from governors regarding this?</p> <p>Response: RC confirmed she did not.</p> <p>It was noted the information posters around the school had been updated.</p> <p>KM would be carrying out a visit on 9th December 2025.</p>	
14.	<p>Health & Safety Update</p> <p>KM had carried out a walkaround the school and would be doing a further visit on 9th December 2025. Governors agreed it was important to have a long term plan regarding what needed to be done at the school. It was noted the artificial grass and fencing in the EYFS (Early Years Foundation Stage) area needed attention.</p>	
15.	<p>FoWS (Friends of Woolhampton School) Update</p> <p>The school's fireworks event had taken place on 8th November and had been very well attended. CM said last year the profit had been around £7,000 and this time is was expected to be over £10,000. CM said it was a huge event and there will be a follow up meeting to review it, consider the event size going forward and remember the original reasons behind having the event. Volunteers from schools in Mortimer had also been very helpful. There had been an outside company to organize the car park and a security guard had also been on site. It was a huge event for the volunteers to organize. There was a discussion regarding teaching/school staff not attending, although RC had attended, and governors understood staff did not necessarily live locally and had their own family events to attend.</p> <p>From the profits raised, it would need to be decided where best to target the money, also the potential for match funding. RC said it may be possible to get some quotes regarding the further works it would be good to do in the playground, also the ground works, although it would not be possible to use the same contractor. This could be discussed further by the Finance & Resources Committee in their next meeting.</p>	

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	Christmas card designs had been completed by the children. There was also some discussion regarding a possible Christmas Fayre. A response from Wasing Park was the potential donation of £500 towards a minibus. CM had also included pleas around funding for a minibus in the governors magazine article.	
16.	GDPR (General Data Protection Regulation) None.	
OTHER MATTERS		
17.1	Community, Church & School Events relevant to Governors Performance of the Nativity Play were upcoming. This involved all of Beech and Sycamore classes this year. The school Christmas Dinner will be held on 17 th December, governors were asked to notify the school office if they would like to join the children for this. There will also be a Christingle Service at St Peter's Church on 18 th December.	
17.2	Articles for publication in the Online Newsletter and/or Community Magazine The governors were grateful to CM for writing the November article for publication in December. The next article will be in January 2026 for publication in February. <i>Action:- CJ to write the governors article for January 2026 ready for publication in February. (Deadline 17th January 2026).</i>	CJ
18.	AOB None.	
MEETING SUMMARY		
19.	How has this meeting fulfilled our strategic purpose? <ul style="list-style-type: none"> • Holding a Governors Morning, reviewing the Strategic Plan and conducting lesson observations/governor monitoring visits. • Feedback on catering contract, boundary fencing concerns, playground project, and potential plans for financial spend. How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • Plans to develop the school's vision to include a bible quote and be more relatable for the children and their experience at the school. 	
20.	Dates of next meetings Monday 8 th December at 6.30 pm – Extra FGB Meeting 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 8.11 pm.

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