



## 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 Wednesday 17<sup>th</sup> December 2025 at 6.30 pm at the school**

The meeting was quorate with 8 governors. The meeting began at 6.39 pm.

*Note: Items were not necessarily discussed in agenda order.*

<b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Rebecca Cox <b>RC</b> (Head Teacher), Kim Wyrley-Birch <b>KWB</b> (Vice Chair, Foundation Governor, Diocese), Adrian Dean <b>AD</b> (Foundation Governor, PCC – Parochial Church Council), Rev. Jane Manley <b>Rev.JM</b> (Ex-officio, Foundation Governor), Cynthia James <b>CJ</b> (Foundation Governor, PCC), Kelly Mitchell <b>KM</b> (Parent Governor), Fiona Smith <b>FS</b> (Staff Governor).		
<b>APOLOGIES:</b> Carly Madders <b>CM</b> (Foundation Governor, Diocese), Rebecca Tabor <b>RT</b> (Foundation Governor, PCC).		
<b>ABSENT:</b> None.		
<b>IN ATTENDANCE:</b> None.		
<b>CLERK:</b> Rachael House Gemmell <b>RHG</b> (Governance Professional/Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	<b>Welcome</b> NJ welcomed everyone to the meeting.	
1.2	<b>Opening Prayer</b> Led by Rev.JM.	
1.3	<b>Apologies &amp; Absences</b> Apologies received from CM and RT – both accepted. No absences.	
1.4	<b>Any Other Business (AOB) items (urgent)</b> One item – Christmas cards.	
1.5	<b>Declarations of Interest for agenda items or AOB</b> No new declarations.	
2.	<b>Governing Body Priorities 2025 – 26 (Standing Item)</b> Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources  A regular reminder of the Governing Body’s four main priorities.	
<b>ADMINISTRATIVE MATTERS</b>		
3.	<b>Minutes of the last meetings and Matters Arising</b>	
3.1	FGB (Full Governing Body) Minutes dated 18 <sup>th</sup> November 2025	

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 1 of 8	Date:



	<p><i>Accepted &amp; Approved.</i></p> <p><b><i>The Governing Body approved the Minutes of the FGB meeting held on 18<sup>th</sup> November 2025, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i></b></p>	
3.2	<u>Actions/Matters Arising from the FGB Minutes dated 18<sup>th</sup> November 2025</u>	
3.2.1	<p><u>Item 3 – Admissions Policy</u>  <i>Clerk to send draft 2027 – 28 Admissions Policy to the ODBE for checking.</i>            The Clerk had done this, a few recommendations had been made. See also Item 4 below. <i>Action Closed.</i></p>	
3.2.2	<p><u>Item 7.4.5 – Actions/Matters Arising from the FGB Minutes dated 24<sup>th</sup> September 2025</u>  <i>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>            RT had completed some safeguarding training. KM would check to see if anymore was needed. <i>Action Updated.</i></p> <p><i>Action:- KM to review safeguarding training with RT and see if any further courses needed completing.</i></p>	KM & RT
3.2.3	<p><u>Item 9 – Residential Trips for Approval</u>  <i>KM to review risk assessments for the Year 6 residential trip to Calshot and Year 5 residential trip to Liddington, Swindon, in 2026.</i>            This remained ongoing.</p> <p><i>Action:- KM to review risk assessments for the Year 6 residential trip to Calshot and the Year 5 residential trip to Liddington, Swindon, in 2026.</i></p>	KM
3.2.4	<p><u>Item 10 – Christian Distinctiveness</u>  <i>Christian Distinctiveness with a focus on the school’s vision to be agenda item for the March FGB agenda.</i>            This was carried forward to the March FGB meeting.</p> <p><i>Action:- Christian Distinctiveness with a focus on the school’s vision to be agenda item for the March FGB agenda.</i></p>	Clerk (RHG)
3.2.5	<p><u>Item 11 – Governing Body Monitoring Visits</u>  <i>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>            CJ and KWB (see item 6 below) had completed their reports. Reports needed to be sent to the Clerk for record keeping. <i>Action Updated.</i></p> <p><i>Action:- Any Governing Body Monitoring Visit forms to be sent to the Clerk for record keeping.</i></p> <p>There were some comments around governors continuing to be aware of the impact of lower levels of resources. RC said staff did a great job within the circumstances but this did need to be recognized regarding low resources.  <b>Question:</b> Did pupils have the opportunity to express any issues?  <b>Response:</b> RC said she wanted to look more at pupil voice and how this could best be developed, possibly led by Year 6.</p>	Governors

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 2 of 8	Date:



3.3	<p><u>Minutes of the Extra FGB meeting dated 8<sup>th</sup> December 2025</u> <i>Accepted &amp; Approved.</i></p> <p><b><i>The Governing Body approved the Extra Minutes of the FGB meeting held on 8<sup>th</sup> December 2025, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i></b></p>	
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<b>STRATEGIC FOCUS</b>		
4.	<p><b>Policies</b></p> <p><i>Admissions Policy 2027 – 28</i> – Some minor changes to wording recommended by the Diocese. No comments. <i>Approved.</i></p> <p><i>Financial Management Plan</i> – No comments. <i>Approved.</i></p> <p><i>Wraparound Care Policy</i> – No comments. <i>Approved.</i></p> <p><i>Lettings Policy</i> – No comments. <i>Approved.</i></p> <p><i>Severe Weather Plan</i> – This had been updated with relevant names. Staff had also been made aware. If anyone volunteered to help clear snow/ice they would need to be covered by public liability insurance. <i>Approved.</i></p> <p><u><i>Decision:- The governors approved the Admissions Policy 2027 – 28, the Financial Management Plan, Wraparound Care and Lettings policies and the Severe Weather Plan.</i></u></p>	

<b>GOVERNANCE</b>		
5.	<b>Updates</b>	
5.1	<p><u>Christian Distinctiveness</u> No specific update – see also Item 3.2.4 above.</p>	
5.2	<p><u>Child Protection &amp; Safeguarding</u> KM had done her termly meeting. All was found to be as it should be and working well. Anything which had been outstanding from the previous visit had been actioned. From this meeting there was a move across from the current SCR (Single Central Record) to CPOMS (Child Protection Online Management System) Staff Safe location which was in progress. The SCR was as it should be with new additions added. One physical DBS (Disclosure &amp; Barring System) needed to be seen (urgent action to do so) but online information had been received.</p>	
5.3	<p><u>Health &amp; Safety</u> The school had quoted to replace the perimeter fencing, the school will have to pay 10% contribution. KM said there were five major areas: the flat roof, the retaining wall by EYFS (Early Years Foundation Stage), the perimeter fence, the outside lighting and the external decoration of the school house. The EYFS fence and wall was a safety concern, the bottom of the fence post was rotten and it was next to the fire exit. KM said this was an area that something needed to be done about. In the meantime the area had been cordoned off. KM said it had been agreed as a priority, it had previously been looked at before half term, but does now need to be prioritized. Access by another fire exit had been cleared, loose slabs repaired and the toilets sorted. KM also planned to speak to the SBM (School Business Manager) regarding duties around swimming. KM also spoke about the high level of need for some children and the impact this was having on staff safety and wellbeing. This could then have a knock on effect for staff retention. This was not something which could be quickly changed, but was something for governors to be aware of.</p> <p><b><i>Comment:</i></b> It was also likely to have an impact on the other children’s attainment.</p>	

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 3 of 8	Date:



	<p>RC said physical aggression to staff happened on a regular basis which was not a sustainable situation. Fixed suspensions did not resolve matters, but staff were doing all they could and speaking to outside agencies.</p> <p><b>Comment:</b> Such situations could also cause the children to become more dysregulated.</p> <p>RC added, further issues arose if risk assessments did not sufficiently cover things for a child to be on site. A further multi-professional meeting was taking place at the beginning of January. Staff needed to feel safe in their place of work.</p>	
6.	<p><b>Governor Monitoring Visits</b></p> <p>KWB had completed a Governors Visit Learning Walk report from the Governors Morning held in November.</p> <p>A SEND (Special Educational Needs &amp; Disabilities) visit was planned for the first week of the Spring Term.</p> <p>CJ planned to do a Maths visit during the Spring Term, and Rev.JM also planned to do an RE (Religious Education) visit.</p>	
7.	<p><b>Governor Training &amp; Development</b></p> <p>KWB had attended the IGPP (Institute of Government &amp; Public Policy) SEND Conference 2025 and had provided governors with a sheet on key takeaways. KWB said this had been attended by a lot of SENCO's (Special Educational Needs Co-Ordinators) and heads who did not really seem to feel listened to with their questions. Lots of the things mentioned Woolhampton were already doing.</p>	
8.	<p><b>Governor Membership</b></p> <p>There were currently three governor vacancies. One for a parent governor and one for a Diocese appointed foundation governor. NJ also confirmed CM would not be continuing as foundation governor when her term ends in January, which will create a further Diocese appointed foundation governor vacancy. KWB had recommended a person who may be willing to fill one of the foundation governor vacancies. KM's term as parent governor will end in March 2026, so the plan was for KM to apply for the other foundation governor vacancy, creating two parent governor vacancies. A parent governor election would then be run during the Spring Term.</p> <p>The Governing Body wished to note their thanks to CM for all her work and support as a governor, especially her links with the parent community through FoWS (Friends of Woolhampton School) and efforts to raise awareness of fund raising for the school, her contributions to the Finance &amp; Resources Committee and help with website monitoring.</p>	

**STRATEGIC FOCUS**

9.	<p><b>Head Teacher Report – Autumn Term 2025</b></p> <p>RC had included information based on the new Ofsted framework.</p> <p>A number of compliments had been received and governors were keen for there to be a good way to capture these.</p> <p>Pupil attendance had been very good.</p> <p>There had been 13 suspensions, involving three children, which RC said was a big increase. There continued to be a difficult situation regarding some SEND children. RC explained, there had to be a line drawn and notice taken when staff members were hurt with intent.</p> <p><b>Question:</b> Were parents in agreement and understanding?</p> <p><b>Response:</b> RC said they did understand the situation.</p> <p><b>Question:</b> What was the LA's (Local Authority's) Suspensions Team doing about this?</p> <p><b>Response:</b> RC explained, they did not need to report suspensions unless they were</p>	
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Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 4 of 8	Date:



	<p>more than 5 days. Suspensions would also be picked up through the registers. The SEND Team also have to be informed if a SEND child is suspended. The Suspensions Team had been given the most support to the school so far and the school would be negligent if things had been allowed to continue.</p> <p><b>Question:</b> Had a fire drill been carried out this term?</p> <p><b>Response:</b> RC said this was planned to be done. Another had been done when the fire alarm had accidentally been set off. A lockdown drill had not been carried out recently, which RC said did need to take place, especially with there being newer staff in place.</p> <p>It was noted Year 2 ARE (Age Related Expectation) for reading was 27%, although writing was at 60%. RC talked about the new phonics scheme. The Year 2 children had been reading books which they could phonetically decode, which had an impact on reading comprehension. Their reading fluency was very good, but the assessment had not measured this. The children had been assessed with this particular test as it gave a score, but it was not an accurate assessment of the children’s overall reading ability, so a teacher assessment had been carried out as well, which would also help in showing an particular issues.</p> <p>ARE in Year 3 writing was low (38%), it was noted this was a high SEND cohort. However, there were also children who were writing well in this year group. KWB had noticed on her learning walk a number of children who had written a full page and also had nice presentation skills.</p> <p>Results within EYFS (Early Years Foundation Stage) were very good and in line with Government expectations for 75% of children achieving GLD (Good Level of Development). Also the average number of ELG’s (Early Learning Goals) achieved had increased to 15.9. There was a discussion around the possibility of producing the data within different groups which may make it easier to track and make comparisons. RC said percentages could be skewed due to small year groups.</p> <p>Within behaviour, RC pointed out the challenging relationship issues between children which were borderline bullying.</p> <p><b>Question:</b> Had difficulties with SEND exacerbated this?</p> <p><b>Response:</b> RC said the issues had caused a general unsettling, both children and staff being unsettled.</p> <p><b>Question:</b> Were Forest School and PE (Physical Education) lessons proving challenging at the moment as well?</p> <p><b>Response:</b> RC said no, these lessons were continuing. The Golden Mile had become difficult to do during the very wet weather, but everything else was continuing.</p> <p>Going forward, governors liked the new reporting format including the Ofsted descriptors. They would appreciate the inclusion of year-on-year data within the Contextual Update to provide comparisons. RC will continue to create a report each main term for the FGB meetings with verbal updates in between.</p>	
11.	<p><b>SDP (School Development Plan) from January 2026</b></p> <p>RC will work with Kate Parietti, SIA (School Improvement Advisor) in January. The SDP will focus on the new Ofsted framework areas. Expected focuses were:</p> <ul style="list-style-type: none"> <li>• Inclusion, the new SENCO, and the level of high needs in addition to additional needs.</li> <li>• Secure teaching across the school.</li> <li>• English with a focus on transcription.</li> <li>• Matsh with a school wide approach for fluency.</li> </ul>	

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 5 of 8	Date:



	<ul style="list-style-type: none"> <li>• Embedding measures thoroughly and how to learn from attainment focused data.</li> <li>• A section on Governance, which RC will speak to NJ about.</li> <li>• Monitoring attendance.</li> </ul> <p><b>Question:</b> Was there any difference between catchment and out of catchment children? Was longer journeys a factor in lateness?</p> <p><b>Response:</b> RC said there were certain children who were often late, but this was not related to catchment distance.</p>	
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**FINANCIAL FOCUS**

12.	<p><b>Finance Update P8</b></p> <p>At the last meeting of the Finance &amp; Resources Committee in October 2025, the SBM (School Business Manager) had been predicting a small surplus of around £5,000, rather than a £16,000 deficit. This was mainly due to changes in SEND allowances and money raised by FoWS. However, the forecast was now for a surplus of £17,000, but AD was not completely sure how this had been reached. However, it was pleasing the school had moved into a surplus position. The increased charges for Wraparound Care had been reflected, but these were offset by losing the children who attended the After School Club from Bucklebury from January, a reduction of £1,800 a term. There was a concern some children may leave Woolhampton if Wraparound Care was not offered. RC said WBC had informed her there was a grant for Wraparound Care and WBC were willing to offset the cost for the knock-on effect of losing the Bucklebury children.</p> <p><b>Question:</b> Did the SBM get advice on the school's finances? Were they audited?</p> <p><b>Response:</b> AD said yes, they were audited and the SBM was currently looking at the budgeting position for the next year, but there was an up and down rhythm to the financial information.</p> <p><b>Question:</b> Was there any surplus SEND funding?</p> <p><b>Response:</b> RC explained, exceptional needs funding is £12,000 for each child. However, not all exceptional needs children at Woolhampton are full time so it tends to be a break even position. There was also an external provision from January which the school would need to fund. It may also be necessary to employ another TA (Teaching Assistant) or the exceptional needs funding could be lost. RC added, there had also been supply cover which had not been covered by insurance as the previous supply cover had not worked enough days. RC was in contact with HR (Human Resources) as to the best way forward as there was also an issue regarding continuous employment.</p> <p><b>Question:</b> If the person had not had continuous employment, what about a probation period?</p> <p><b>Response:</b> RC said probation would relate to when a teacher was an ECT (Early Career Teacher), she reiterated she was in contact with HR regarding the nuances of the situation.</p> <p><b>Question:</b> Had something about the change in cover teachers been communicated to parents?</p> <p><b>Response:</b> RC said it had.</p> <p>AD, as Chair of the Finance &amp; Resources Committee, said it was important the committee members received the financial information in a timely manner ahead of each meeting. There needed to be a better quality of narrative and highlighting of areas of concern. AD would undertake to provide some smaller budgetary updates within the budget reporting section of the Finance &amp; Resource agendas.</p>	
13.	<p><b>Catering Contract</b></p> <p>RC said three companies had put in for the tender, including the current provider, all had given quite similar offers. The SBM and the SBM's from the other two schools had been through the information given by each company and Stir Food was the chosen provider. They already had a few schools and were looking to grow and</p>	

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 6 of 8	Date:



	<p>were keen to increase meal take up numbers. They had also wanted to increase the school cook's hours and change the menus. The school cook had not wanted these changes, so the menu had been addressed accordingly, without impacting food quality, more of which would be prepared offsite. The cook will also be given some training by the new provider. Prices were based on the meal price increase, but in line with current provision. UIFSM (Universal Infant Free School Meals) price is £3.77, cost for Key Stage 2 meals is £3.01 and price parents currently pay is £3.25. The school was not looking to reduce the cost to parents as this would offset with other costs and cover any increases.</p> <p>The contract has a cooling-off period. Individual contracts had been sent to each school, RC wanted time to fully review this before agreeing. The new contract does not need to be in place until April 2026, the school will be continuing with the current provider Caterlink until then.</p> <p><u><i>Decision:- The governors approved the catering provider as Stir Food from April 2026, with the proviso the head was happy with the contract before signing.</i></u></p> <p><b>Comment:</b> Stir Food wanted to try and increase meal uptake by 15% and it would be good if they were able to do this.</p> <p><b>Question:</b> Was there a local representative for the company?</p> <p><b>Response:</b> RC confirmed there was and they were not located that far away. The company also had bank staff if the cook was off work. RC added, Stir Food will also ask for feedback from the children, engaging pupil voice.</p> <p>Overall, governors felt this was a positive move for the school.</p>	
14.	<p><b>Minibus</b></p> <p>It was understood CM had been able to secure a potential donation. AD was making some initial enquiries on minibuses, considering guide price, age and condition of vehicles as well as service contracts.</p> <p>The current minibus has passed the last MOT.</p> <p><b>Question:</b> How many miles had the current minibus done?</p> <p><b>Response:</b> RC said she did not know the number but it must be quite a lot.</p> <p>If the minibus could no longer be used there would be a knock-on effect for some families relying on it for transport to and from school and potential attendance issues, taking children to swimming lessons as well as HR requirements for the driver.</p> <p>Governors discussed having a contingency plan with named volunteers as an emergency. RC said requirements around safeguarding would need to be in place.</p> <p><b>Comment:</b> Another option may be to be able to borrow a minibus from Elstree.</p> <p><b>Comment:</b> Some costings were needed for the various scenarios which may come about and/or be needed. RC added, there were also some hidden costs, such as time taken out of the SBM's day if driving.</p> <p>The governors were keen to be able to retain a minibus, also for the enrichment opportunities it supported. A lot of schools did not have a minibus.</p> <p>Further discussions would continue within the Finance &amp; Resources meetings.</p>	
15.	<p><b>FoWS (Friends of Woolhampton School) Update</b></p> <p>Money was awaited from two vendors within the very successful Fireworks event, which had taken an overall profit of around £10,000. Looking forward were plans for Mothers Day and Easter. There would also be a visit to the school by Father Christmas before the end of term. RC said three staff members were able to help with the Spring Term school disco.</p>	
<b>OTHER MATTERS</b>		
16.	<b>GDPR (General Data Protection Regulation)</b>	

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 7 of 8	Date:



	Nothing to report.	
17.1	<p><b>Community, Church &amp; School Events relevant to Governors</b></p> <p>The school Christmas lunch had taken place today, which some of the governors had been able to attend.</p> <p>The Christingle Service was taking place tomorrow at 1.15 pm.</p> <p>There was a Church carol service at the weekend and a Crib Service on Christmas Eve.</p> <p>RC thanked the governors who had been able to see the Nativity productions.</p> <p>The wifi box in St Peter’s Church had been moved so should now be working better. Rev.JM was also working on improving the church’s sound system.</p> <p>The instant hot water system, which was being provided by the church, for the school staff room had been ordered.</p>	
17.2	<p><b>Articles for publication in the Online Newsletter and/or Community Magazine</b></p> <p>FS agreed to write the governor’s article for the February editions.</p>	
18.	<p><b>AOB</b></p> <p>NJ had written, on behalf of the governors, a Christmas card to all the staff and families at the school. The children had also received candy canes. The governors were very grateful for NJ for having taken the time to do this.</p>	
<b>MEETING SUMMARY</b>		
19.	<p><b>How has this meeting fulfilled our strategic purpose?</b></p> <ul style="list-style-type: none"> <li>• Approved policies.</li> <li>• Reviewed headteacher report and assessment data.</li> <li>• Questions on SEND and school financial situation.</li> <li>• Continuing review of safeguarding and health and safety.</li> <li>• Plans for governor membership.</li> </ul> <p><b>How has this meeting fed into our Christian vision?</b></p> <ul style="list-style-type: none"> <li>• Community engagement through FoWS</li> <li>• Seasonal events for school and governor involvement.</li> <li>• Christmas cards.</li> </ul>	
20.	<p><b>Dates of next meetings</b></p> <p>Wednesday 25<sup>th</sup> March at 6.30 pm (SFVS)</p> <p>Wednesday 29<sup>th</sup> April at 6.30 pm (HT Report, Budget)</p> <p>Wednesday 15<sup>th</sup> July at 6.30 pm (HT Report).</p>	

The meeting closed at 8.25 pm.

Mins of Full Governing Body: 17 <sup>th</sup> December 2026	Signature:
Page 8 of 8	Date: