



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 Monday 24th February 2025 at 6.30 pm at the school

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

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Rebecca Cox RC (Staff Governor), Fiona Smith FS (Staff Governor), Carly Madders CM (Foundation Governor, Diocese), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Adrian Dean AD (Foundation Governor, PCC), Martin Harding MH (Parent Governor), Kelly Mitchell KMI (Parent Governor), Cynthia James CJ (Foundation Governor, PCC).		
APOLOGIES: Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Terry Webster TW (Foundation Governor, Diocese).		
ABSENT: None.		
IN ATTENDANCE: Julie Lowther JL (School Business Manager) – <i>Part Attendance</i> .		
CLERK: Rachael House Gemmell RHG (Governance Professional/Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone to the meeting.	
1.2	Governor Membership Update Since the last FGB meeting in December, Fiona Smith had been elected Staff Governor. NJ welcomed FS to her first meeting of the Governing Body.	
1.3	Opening Prayer KM led everyone with the Governors Prayer.	
1.4	Apologies and Absences Apologies received from KWB, Rev.JM and TW – all accepted.	
1.5	Any Other Business (AOB) items (urgent) None.	
1.6	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. These priorities were expected to be evident at many points during the meeting.	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 1 of 9	Date:



STRATEGIC FOCUS

3.	Finance Reports – Budget Monitoring (P9) January 2025 JL said she was now looking at P10 reports as well as up to the end of January and projected spend to the end of the year. The deficit currently predicted for Fund 01, Main School was £48,166. When the budget had been set there had been an interim head in place and some areas in the budget had relied on them still being at the school – initiatives which would have saved money, including teaching cover. In Fund 08, PPG (Pupil Premium Grant) there is due to be £231 left which JL intends to be spent. There will likely also be a little left in Fund 13 (Sports Premium). Fund 99, After School & Breakfast Clubs was doing well and JL had moved money across from there when possible. The previous rental charge had been £2,300, this will increase to £9,000 with the After School & Breakfast Clubs exceeding expectations. Question: Had JL been able to forecast with this £9,000? Response: JL said she had been able to do a previous prediction for £8,000, so this was an increase, but it was not possible to predict too far ahead. RC said there was a lot of interest in the wraparound care when prospective families were shown around the school. Question: Did pupils from Bucklebuy continue to use the After School Club? Response: JL confirmed they were, also some siblings now attending too. Question: Might it be possible to run holiday clubs? Response: JL said it was something which could be looked into. The LA (Local Authority) recognizes the school has a high number of EHCP's (Education Health & Care Plans). When the current budget was set it was not known there would be another EHCP. The school has the funding for this but it is never fully enough. <i>Key areas of income:</i> IO8B shows additional funding received from the After School Club. There had been some increased catering income. There was also a maternity leave claim for £2,500. <i>Key areas of additional spend:</i> Schools Accountancy had advised including 3% for teacher pay increases, but pay awards had been 5%. Supply teaching costs. JL said it was hard to know how to set a budget for this, historically the amount had been sufficient. Additional support staff in post – three TA's (Teaching Assistants) to support children with very complex needs. Question: Have those TA's made a difference and had a positive impact? Response: RC confirmed they had and that they were essential. Question: What happens if a child they are supporting leaves? Response: RC explained, some contracts are for a specific child so are temporary contracts. Question: Are the TA's able to adapt quickly if they have to? Response: RC said they were. JL added, the temporary contracts often become permanent after a while, but the school does regularly liaise with HR (Human Resources). Administration, JL said this increase was not dependent on grade. There had also been some extra hours in the school office. E07 showed two new lunchtime supervisors who were also TA's and so new the children well and were very much needed. Question: Were these TA's then working through their lunchtimes?	
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Mins of Full Governing Body 24 th February 2025	Signature:
Page 2 of 9	Date:



	Response: JL said they were part time TA's so finished after lunch. RC added, the lunchtimes were attached to the TA's one-to-one roles so they could provide supervision outside at lunchtime as well as inside the classroom. E08 covered advertising costs for the head teacher role as well as the TA's. E12 Building Maintenance, JL was forecasting just over £2,000. JL said the nature of the work was things which needed to happen, including lights being replaced. NJ said building costs had been highlighted to the School Resource Management Advisor who would provide some support to JL. The school's energy costs were high. JL said this was the case for most schools in West Berkshire. The new contract WBC (West Berkshire Council) had negotiated had come in higher. Energy efficient lights had been installed in the school hall. JL said E19 school trips will be addressed in the next budget with all school money going into the Main School account. Previously there had been a private account but this could not be used in the same way as per audit recommendations. There will be a budget line for monitoring. Photocopying was getting better. Governors discussed having pin numbers for the photocopier. RC said the classrooms have a pin system, but she did not want to make individual staff have pin numbers as she felt this would be detrimental to wellbeing. Agency staff, cost was above that budgeted. Governors understood the best solution was to use staff already in school and operate with time sheets accordingly. It was also good if the head teacher did not need to be used for cover too often. <i>Fund 08 – PPG</i> JL said this will be spent wherever possible. Question: Could any surplus be used to supplement IT (Information Technology) costs, especially if it related to subscriptions beneficial to PPG children. Response: RC agreed this could be explored. <i>Fund 13 – Sports Premium</i> The Forest School Lead was no longer paid from this. A plan was needed for spending the excess money (£8,000), such as new storage. The money needs to be spent by September 2025. <i>Fund 99 – Breakfast & After School Clubs</i> Looking at making arrangements for cover while staff member off.	
4.	Initial Draft Budget Plans 2025 – 26 JL had not made any particular budget plans yet as these would not feel very meaningful at this stage. It was hoped the School Resource Management Advisor would also provide some support with this. JL said the budgetary pressures would not be going away. A key assumption of the budget is pay awards. WBC guidance is 2.8% for teachers, but this will likely be more and the Government will not supplement. For support staff there could be a £3,000 increase on all spine points (working towards at least £15 an hour). There will also be increased National Insurance costs, there will be funding for this, but no details have yet been given. However, allocation will be based on pupil numbers rather than staff experience levels. The catering contract is due to be renewed at the end of July 2025. JL attended	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 3 of 9	Date:



	some training and said it should be possible to go in with two other schools. Question: Will this be a procurement exercise going out for tender? Response: JL confirmed it would, and it was hoped there would be a least a couple of companies to properly consider.	
5.	SRMA (School Resource Management Advisers) Visit Feedback Schools Accountancy had commissioned SRMA to provide guidance and financial support. NJ had attended an online call with the SRMA, along with MH and Sarah Reynard from Schools Accountancy. NJ said it had been a positive and proactive conversation recognizing the school's unique situation around coming into deficit. The SRMA will come into school and review everything as soon as possible. Question: Is there a feeling things can be fixed? Response: NJ said yes, especially because of the circumstances rather than poor financial management. NJ said benchmarking had also been discussed. The SRMA will then feedback their recommendations, which the school is not forced to undertake. NJ will provide further feedback to governors at the next FGB meeting in March.	
6.	Register of Authorising Officers This was updated to acknowledge RC as Head Teacher. <u><i>Decision:- The governors approved changing the Register of Authorising Officers to show RC as Head Teacher.</i></u> The document was signed by RC (Head Teacher), NJ (Chair of Governors) and MH (Chair of Finance & Resources Committee).	
7.	Staffing Update RC reported, one teacher had resigned and will be leaving in May. The teacher on maternity leave will also likely reduce their hours on returning to work. RC said the intention is to recruit a full time teacher. However, there will probably be a gap from June which will need to be covered. A TA is also due to go on maternity leave and these hours may also need replacing.	
8.	Projects Updates <u>School Playground</u> It had been difficult to find anyone to do the ground works, JL was talking to another company later this week. The worst case solution would be to replace the wooden sleepers, but it was hoped something else might be possible. There should be £5,000 match funding and a further £3,000 as well as what had been raised by the FoWS (Friends of Woolhampton School) fireworks. RC said the ground works need to be purposeful and make the space usable. JL said she was waiting to hear back from four other companies. AD will work with JL in taking the playground project forward, including possibilities for the ground works. <u>Old School House</u> JL said work will begin in the summer. The Diocese will renovate the school hall with better lighting (not that which had already been replaced), sorting cracks, painting, kitchen and toilets and possibly the windows. Also the two rooms at the back. Question: Has the Diocese been told what the school wants from these renovations? Response: JL said yes, and they are visiting again this Wednesday. Question: Does the Diocese choose the contractors and have responsibility for the work? Response: JL said yes. Question: Who will manage this over the summer holidays?	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 4 of 9	Date:



	Response: JL said the Diocese will. JL said the school was receiving £55,000 from the Diocese for the work. It was also hoped some SIL money from the Parish Council may still be available. Question: Will any work be done to the stairs? Response: JL said they would be staying as they are, so there would not be any additional room gained. Question: What would happen about the stairs from a Health & Safety point of view? What about upstairs? Response: JL said no work would be done upstairs. However, the Diocesan representative did seem keen to do more work to make sure the building did not fall into disrepair.	
9.	Health & Safety & Maintenance JL said things were being addressed. There will also be a log book.	
10.	FoWS (Friends of Woolhampton School) Update CM said there were various events planned such as World Book Day interactive theatre, Mothers Day posies, Easter Egg hunt, £20.25 raise any way possible initiative – including a prize for the class which raises the most money. CM reiterated this would be class totals, not detrimentally affecting PPG families. RC said the children were very excited.	
11.	Draft SFVS (Schools Financial Value Standard) 2025 MH said he had been through this and felt there were just a few bits which needed to be changed. JL had reflected the school's deficit position. JL had also put together benchmarking data which the Finance & Resources Committee could look at in their next meeting. The Financial Skills Audit also needed to be updated. MH and NJ will work with JL to finalise the SFVS ready for the March FGB meeting. <i>Actions:-</i> <i>1. Benchmarking to be agenda item for the next Finance & Resources meeting in April.</i> <i>2. MH and NJ to work with JL on finalizing the SFVS.</i> <i>3. SFVS to be agenda item for approval at the March FGB meeting.</i> The governors thanked JL for all her continuing work and for all her updates at the meeting. JL left the meeting at 7.39 pm.	Clerk (RHG) MH, NJ & JL Clerk (RHG)
ADMINISTRATIVE MATTERS		
12.1	Minutes of the previous FGB (Full Governing Body) meeting dated 16th December 2024 <i>Accepted and Approved.</i> <i>The Governing Body approved the Minutes of the FGB meeting held on 16th December 2024, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
12.2	Actions/Matters Arising from the FGB Minutes dated 16th December 2024	
12.2.1	<u><i>Item 3.3 – Dealing with Vexatious Complaints Policy</i></u> <i>RC to add information on the school's Christian Values to the Aims section of the Dealing with Vexatious Complaints Policy.</i> <i>RC had done this. Action Closed.</i>	
12.2.2	<u><i>Item 5 – Head Teacher Update</i></u> <i>RC to add copy of the 2024 – 25 SDP to the governor's Google Docs Drive.</i> <i>RC had done this. Action Closed.</i>	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 5 of 9	Date:



12.2.3	<u>Item 6 – Presentation – Assistant Head as newly appointed Head Teacher</u> 1. RC to add head teacher presentation with three year vision to the governor's Google Docs Drive. <i>Action Ongoing.</i> <i>Action:- RC to add head teacher presentation with three year vision to the governor's Google Docs Drive.</i> 2. Governors to read through RC's head teacher presentation. <i>Action Ongoing.</i> <i>Action:- Governors to read through RC's head teacher presentation.</i>	RC
12.2.4	<u>Item 10 – Year 6 Residential</u> Year 6 Residential Trip for approval to be agenda item at the February 2025 FGB meeting. See Item 16 below. <i>Action Closed.</i>	All governors.
12.2.5	<u>Item 12.2 – Succession Planning</u> Succession Planning to be ongoing agenda item (next being February FGB meeting). See Item 15.3 below. <i>Action Closed.</i>	
12.2.6	<u>Item 12.3 – Governor Surveys</u> 1. All governors to complete and return to NJ the annual governor surveys and questionnaires (Governing Body self-evaluation, committee questionnaires, individual governor evaluation). This remained ongoing as many had not so far been received. <i>Action Ongoing.</i> <i>Action:- All governors to complete and return to NJ the annual governor surveys and questionnaires (Governing Body Self-Evaluation, committee questionnaires, individual governor evaluation).</i> 2. Annual Governor Surveys to be agenda item for feedback at the February FGB meeting. See Item 15.2 below. <i>Action Closed.</i>	All governors, if not already completed.
12.2.7	<u>Item 15 – Health & Safety Update</u> CJ to speak to Elstree School about the possibility of helping Woolhampton with handyman/maintenance task support. CJ explained Elstree were not able to help specifically with maintenance jobs at the moment but had offered some support with grounds maintenance. CJ will liaise with JL for how this can best be organized. <i>Action Closed.</i>	
12.2.8	<u>Item 18.2 – Articles for publication in the Benefice Online Newsletter and/or Community Magazine</u> NJ to write governors article for the February issue of the Benefice Online Newsletter and the Community Magazine publication. NJ had done this. <i>Action Closed.</i>	
13. 13.1	Policies <u>Admissions Policy 2026 – 27</u> Diocese had advised further changes, taking out certain information on appeals and data on admission numbers for the previous year. Comment: It remained unfortunate church attendance and/or membership of the Church of England was not part of the oversubscription categories.	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 6 of 9	Date:



13.2	<u><i>Decision:- The governors approved the Admissions Policy 2026 – 27.</i></u> <i>Action:- Clerk to send approved Admissions Policy 2026 – 27 to both the Diocese and West Berkshire Admissions.</i> <u>Teachers Pay Policy</u> The model policy from WBC had been long awaited. There were no particular changes part from within section 10 with the removal of performance related pay, as per recommendations. The policy will also be updated as a full Woolhampton Policy.	Clerk (RHG)
GOVERNANCE		
14.	Governing Body Monitoring Visits CJ had carried out a maths visit on 19th December 2024 and written a very good report.	
15. 15.1 15.2 15.3	Governor Surveys/Annual Self-Reviews, Governor Training & Development <u>Training/Development sessions recently attended</u> Nothing reported. <u>Governor Surveys & Self-Reviews</u> NJ had not received many back yet and governors said they would find it more helpful to have electronic copies. See also the action under 12.2.6 above. <i>Action:- NJ to send electronic versions of the governor surveys and self-review questionnaires for completion.</i> <u>Succession Planning</u> NJ was due to meet with someone who had shown an interest in becoming a PCC appointed Foundation Governor when a vacancy arises. KM (PCC appointed Foundation Governor) has said she will be finishing as a governor at the end of this academic year. MH (parent governor) will not stand for re-election when his current term ends. Both KM and MH are currently chairs of the two committees. Therefore a succession plan for new committee chairs needs to be formed.	NJ
16.	Year 6 Residential RC said this will be held at an activity centre in Southampton. The overall risk assessment had been put on the governors Google Docs Drive system to view. The other risk assessments will be put together by the organization. The trip will be for three nights. Question: Are the children excited? Response: RC confirmed they were. Question: Were all Year 6 children attending? Response: RC said she wasn't sure at the moment. Comment: There was a reminder of church funding being available to support any families who wished for their child to attend but were experiencing financial hardships. <u><i>Decision:- The governors approved the Year 6 Residential Trip to an activity centre in Southampton for three nights.</i></u>	
17.	Health Food Choices NJ explained she had received a letter from a parent who had raised concerns about	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 7 of 9	Date:



	the levels of sugar contained in food choices made available in Breakfast Club, School Dinners, in particular puddings, and After School Club. Comment: Fruit and yogurt was always an option within school dinners. Governors discussed how school dinners were provided by an external company who measured meals within Government guidelines. It was suggested the parent could complain to the catering company. The governors appreciated the parent feedback. It was understood wholemeal bread was now available at the After School club and that breakfast cereals at the Breakfast Club were not especially sugary. The school also has a healthy snack policy. Comment: An option could be to have a Health Schools Committee made up of the children who could look further at different food options. NJ will provide a written response to the parent.	
GENERAL UPDATES		
18.	SEND (Special Educational Needs & Disabilities) Update RC had spoken to Neil Goddard at WBC, who sympathises with the school's SEND situation and has said he would be interested to visit the school as well. Question: Is it a stable situation? Response: RC said it was not stable and needed support. An area for nurturing and interventions was being updated and funding had been requested for this. An early EHCP (Education Health & Care Plan) review will take place for one child on a part time timetable.	
19.	Child Protection & Safeguarding RC confirmed no new referrals but four open cases. KMI had carried out a review, all actions having been achieved. JL had completed safer recruitment training. Question: Was there anything which needed governor support? Response: RC said there was not. A parent had raised concerns about not being allowed to go into the school, this was school policy for safeguarding reasons.	
20.	GDPR (General Data Protection Regulation) Nothing to report.	
OTHER MATTERS		
21.1	Community, Church & School Events relevant to Governors The school's Easter Service will take place on Thursday 3rd April at 2.30 pm at St Peter's Church.	KWB
21.2	Articles for publication in the Online Newsletter and/or Community Magazine The next governor on the rota was KWB for the April editions (followed by KMI for the May editions). <i>Action:- KWB to write a governors article to be published in the April editions and submitted by 17th March.</i>	
22.	AOB (Any Other Business) Urgent None.	
MEETING SUMMARY		
23.	How has this meeting fulfilled our strategic purpose? - Review of school finances and budget position - Feedback on ongoing SRMA support with finances	

Mins of Full Governing Body 24 th February 2025	Signature:
Page 8 of 9	Date:



	How has this meeting fed into our Christian vision? - Plans for the playground and school house, with benefits to the children and staff - Review of Admissions Policy.	
21.	Dates of next meetings - Thursday 20th March 2025 at 6.30 pm (SFVS, HT Report) <i>Budget meeting date to be re-arranged.</i> - Wednesday 16th July 2025 at 6.30 pm	

The meeting closed at 8.25 pm.

Mins of Full Governing Body 24 th February 2025	Signature:
Page 9 of 9	Date: