



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 16th December 2024 at 6.30 pm at the school

The meeting was quorate with 7 governors. The meeting began at 6.38 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Rebecca Cox RC (Staff Governor), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Carly Madders CM (Foundation Governor, Diocese), Cynthia James CJ (Foundation Governor, PCC), Adrian Dean AD (Foundation Governor, PCC), Kelly Mitchell KMI (Parent Governor).		
APOLOGIES: Martin Harding MH (Parent Governor), 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: 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 KM.	
1.3	Apologies and Absences Apologies MH, TW, KWB, Rev.JM – all accepted. It is noted for the purpose of the minutes that Interim Head, Jackie Livermore, was now only supporting the school in an advisory capacity if needed, and was therefore no longer in school or attending meetings.	
1.4	Any Other Business (AOB) items (urgent) Two items.	
1.5	Declarations of Interest for Agenda items or AOB No new declarations.	
STRATEGIC FOCUS		
2.	Governing Body Priorities 2024 – 25 The governors recognised the continuation of their priorities: Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources.	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 1 of 10	Date:



ADMINISTRATION		
3.1	Minutes of the previous FGB (Full Governing Body) meeting dated 12th November 2024 <i>Accepted and Approved.</i> <i>The Governing Body approved the Minutes of the FGB meeting held on 12th November 2024, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
3.2	Actions/Matters Arising from the FGB Minutes dated 12th November 2024	
3.2.1	<u>Item 4 – Feedback from Governors Morning</u> <i>Presentation by Assistant Head to be agenda item at the December FGB meeting. See Item 6 below. Action Closed.</i>	
3.2.2	<u>Item 6.2.1 – Actions/Matters Arising from the Part 1 FGB Minutes dated 18th July 2024</u> <i>KM and Rev.JM to arrange meeting of the SIAMS Working Party when SIAMS training is completed.</i> The SIAMS (Statutory Inspection of Anglican & Methodist Schools) had now taken place. The governors agreed the Working Party remained relevant, in conjunction with the SIAMS report. A meeting of the Working Party to be arranged on an as needs basis. <i>Action Closed.</i>	
3.2.3	<u>Item 6.2.2 – Actions/Matters Arising from the Part 1 FGB Minutes dated 18th July 2024</u> <i>Clerk to check which governors have not yet completed Cyber Security training and to re-send them the information.</i> The Clerk had done this. <i>Action Closed.</i>	
3.2.4	<u>Item 6.2.3 – Actions/Matters Arising from the Part 1 FGB Minutes dated 18th July 2024</u> <i>MH to write up ICT governor monitoring visit report and send to the Clerk for record keeping – Clerk will send reminder.</i> The Clerk reported MH would like to do another visit and will write up a full visit report after that. <i>Action Closed.</i>	
3.2.5	<u>Item 6.2.4 – Actions/Matters Arising from the Part 1 FGB Minutes dated 18th July 2024</u> <i>Wraparound Care Policy (with updates for Breakfast Club) to be agenda item for approval (Finance & Resources Committee).</i> This was done. See also Item 8.3 below. <i>Action Closed.</i>	
3.2.6	<u>Item 6.6.5 – Actions/Matters Arising from the FGB Minutes dated 19th September 2024</u> <i>Year 6 Residential to be agenda item for information and approval at the December FGB meeting.</i> This was done, see Item 10 below. <i>Action Closed.</i>	
3.2.7	<u>Item 7 – Admissions Policy 2026 – 27</u> <i>Clerk to send copy of the approved 2026 – 27 Admissions Policy to both the Diocese and the LA (Local Authority) for their records.</i> The Clerk had done this. <i>Action Closed.</i>	
3.2.8	<u>Item 8 – Policies</u>	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 2 of 10	Date:



3.3	<i>Clerk to work with RC and/or JL to obtain model version of the Attendance Policy for governor review and approval.</i> The Clerk had sourced the model version of the Attendance Policy from WBC (West Berkshire Council) and RC had reviewed and updated the policy accordingly. The Policy had then been reviewed by the TLC (Teaching Learning & Care) Committee. Also see Item 7.2 below. <i>Action Closed.</i> Dealing with Vexatious Complaints Policy This policy replaces the previous Dealing with Unreasonable and Unreasonably Persistent Complaints Procedure. RC said it was based on both the LA's (Local Authority's) version and those used by other schools. Question: Should it form part of the main Complaints Policy? Response: RC said other schools generally seemed to keep the two policies separate. Question: Was it possible to include anything on the school's Christian Values? Response: RC agreed to add this within the Aims section of the policy. <u><i>Decision:- The governors approved the Dealing with Vexations Complaints Policy with the proviso of an addition regarding the school's Christian Values within the Aims section.</i></u> <i>Action:- RC to add information on the school's Christian Values to the Aims section of the Dealing with Vexatious Complaints Policy.</i>	RC
-----	---	----

STRATEGIC FOCUS

4.	Feedback from recent Inspections The Ofsted inspection had taken place in November 2024 and the SIAMS inspection had been in December 2024. The final Ofsted report had been sent to parents and governors. The SIAMS report had been received in draft. There were many positives within the Ofsted report: safeguarding, the way the school operates, the ethos, how the children are. It was also recognized there were areas to develop, but there was also a story behind these. RC said areas such as early reading and interventions were already being addressed and from January there was a comprehensive plan of interventions timetabled in with new software to support delivery, both for within class and coming out for interventions. Governors felt some areas of the report were not a true reflection and were glad RC had sent a letter to parents along with the report. Governors felt it was good to be able to say to parents that the school knew what the issues were and were already starting to address them. Question: Had there been any comments or feedback from parents? Response: RC said she had not heard anything. Overall, governors agreed the report did not give any surprises and it was good to have a plan already in place to take things forward. Things also continued to have a financial impact on the school, but governors felt it was good the school had been able to appoint a new TA (Teaching Assistant) before the report was sent out. NJ was grateful to KM and Rev.JM for being present during the SIAMS inspection. During the inspection it had been good to hear how the school's values, vision and ethos were being lived out, the spirituality had really shone through and the children had done really well. It was agreed the inspection had been a difficult process with the inspector being quality assured at the same time and the time overrunning. RC said there were some inaccuracies within the draft report and she did not agree with all statements, especially relating to the RE (Religious Education) curriculum, the Diocese were also supportive of RC with this.	
----	--	--

Mins of Full Governing Body 16 th December 2024	Signature:
Page 3 of 10	Date:



	Question: Is it possible to appeal against the SIAMS report? Would the Diocese help with this? Response: RC said there was an appeal process, and while both the Diocese and LA (Local Authority) may support this, the school would have to make the appeal directly. Question: Did the SIAMS inspector see any particular documents to support their claims? Response: RC felt the claims were more from the inspector having spoken with the children. RC added, improvements had already been seen over the Autumn Term, also that the inspection did not seem to be in line with what had been said during the SIAMS training sessions. RC had only been able to properly look at the draft report earlier today (which had been received at 4.30 pm the previous Friday afternoon, which governors agreed was not supportive of teacher wellbeing). The school had two working days to respond and decide whether to put in an appeal. Question: What is the overall result and impact of the inspection? Given parents are happy with the school's ethos and values? Is there a benefit to appealing? Response: RC said if the school makes an appeal and the inspection is regarded as void another inspection would need to be carried out? Question: Would the person carrying out the quality assurance of the inspector have an opinion? Would they agree with what was said in the report? Response: RC did not know if this would be an avenue worth exploring. RC and NJ will speak further about the report outside of the meeting and whether an appeal will be logged or not, and will feedback to governors accordingly.	
5.	Head Teacher Update <u>Head Teacher Report – Autumn Term 2024</u> RC explained attendance looked poor, there had been quite a bit of illness with several children affected by chickenpox. Those persistently absent was at 19%. RC said she knew this did not look good but there were reasons for why. Three children had left the school and one had joined. Question: Were there any reasons given by those leaving? Response: RC said it was due to their own personal situations, not because of the school. There had been one half day exclusion for a child in KS1 (Key Stage 1). RC had taken advice from WBC (West Berkshire Council) in taking this action. Question: Was the child's parent in support of this? Response: RC said yes, the parents understood the reasoning. RC added, implementing an exclusion had also highlighted the child's need for support. The school puts a lot in place to try and prevent this outcome, but also has to consider the wellbeing of staff. Comment: It also sent a clear message regarding behaviour expectations. Question: Did RC herself feel supported? Response: RC confirmed she did. From January, when RC formally becomes head teacher, the termly head teacher reports will be able to return to the full format using the LA (Local Authority) proforma. <u>SDP (School Development Plan 2024 – 25)</u> The SDP had been updated. Priorities include ensuring reading is embedded with gaps in early reading, spelling and handwriting being filled. The main focus is on interventions, and this support will cascade into the wider curriculum. There are also handwriting and presentation expectations for the children's books. Comment: It would be beneficial to also share this with parents, so they can	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 4 of 10	Date:



	encourage their children. Question: Are parents generally supportive of the phonics approach? Response: RC said yes they were. Gaining parental support for handwriting was difficult as the children did not write as much. Question: Could the school run some story competitions? Or bring in pen license awards? Response: RC said she was reluctant regarding some of these sort of ideas due to difficulties some of the SEND (Special Educational Needs & Disabilities) children would likely have in achieving them. RC said she would think further about such options. It may be possible to have some different awards if the pattern of sharing assemblies is re-established. Under Behaviour & Attitudes, RC will be rewriting the Behaviour Policy which is currently too large and needs to be useable in order to implement. Within Personal Development, the Year 6 children will do a project on gender, there are also plans to further develop the "No Outsiders" scheme. Within EYFS (Early Years Foundation Stage) and continuing into Year 1, the focus is establishing strong foundations. RC will add a copy of the SDP to the Google Docs Drive. <i>Action:- RC to add copy of the 2024 – 25 SDP to the governor's Google Docs Drive.</i>	RC
6.	Presentation – Assistant Head as Newly Appointed Head Teacher, Rebecca Cox This was the presentation RC gave during her head teacher interview and included a three year vision, although some areas had already changed since. Due to the recent busy time with two external inspections and the interim head no longer being at the school, NJ had suggested RC include the slides for her presentation on the governor's Google Docs Drive rather than giving the full presentation during the meeting. The slides focus on areas including SEND and addressing anti-social behaviour – some of which has already been tightened up on. Governors can then read through the presentation in their own time. <i>Actions:-</i> 1. RC to add head teacher presentation with three year vision to the governor's Google Docs Drive. 2. Governors to read through RC's head teacher presentation.	RC All.
COMMITTEES		
7. 7.1	TLC (Teaching Learning & Care) Committee Update Feedback from TLC Meeting held on 26th November 2024 A copy of the draft minutes were made available to all governors ahead of this meeting. KM said a fair part of the meeting had focused on the recent Ofsted inspection and the key aims of the SDP. In order to see SAT's (Standard Assessment Tests) results in a timely fashion governors would appreciate these being an agenda item for either the last meeting of the academic year held in July (if available by then) or at the first meeting of the next academic year, usually in September. Any children on part time timetables will be reported within the head teacher reports going forward. There had also been some discussion on parent feedback around some parent group cliques and the discomfort other parents said they felt. Governors had agreed this was something neither the school or governors could do very much about. It was noted it was nice that teachers come out to the playground when releasing the children at home time and they were happy to speak with parents once all children	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 5 of 10	Date:



	had been collected.	
7.2	<u>TLC Committee Terms of Reference 2024 – 25 – For Approval</u> The committee had agreed to state three or four meetings to be held during the academic year as it had proved difficult to hold the early summer term meeting over the last two years. There were three meetings scheduled for the current academic year. There were no comments or queries. <u><i>Decision:- The governors approved the TLC Committee Terms of Reference for 2024 – 25.</i></u>	
7.3	<u>Policies for Approval</u> The following policies had been reviewed by the committee governors and were recommended for approval: • Attendance Policy – <i>approved.</i> • Sex & Relationships Education Policy – <i>approved.</i> • Uniform Policy Comment: It had been noted, some of the children were not wearing a school jumper with a logo on the front, sometimes just a plain red jumper and sometimes a hoody of a different colour. If a plain red jumper were acceptable should this be within the Uniform Policy? It had also been noted that some children were not wearing school appropriate footwear. Governors discussed the preference for the logo jumper if at all possible. Governors understood the cost may be a barrier for some families but there were also secondhand jumpers which could be given away. Comment: There could be a box of spare logo jumpers and a child would be asked to change to a logo jumper if they came to school in a different top. Governors agreed, having the smart Woolhampton logo jumper was important for the children's self-esteem and sense of pride which in turn may have a positive affect on behaviour. It was agreed no adjustment needed to be made to the current wording within the Uniform Policy. <i>Approved.</i> • Capability of Staff – <i>approved.</i> • Staff Disciplinary Procedure – <i>approved.</i> • Staff Grievance Procedure – <i>approved.</i> • SEND (Special Educational Needs & Disabilities) Information Report – <i>approved.</i> • SEND Policy – <i>approved.</i>	
8. 8.1	Finance & Resources Committee Update <u>Feedback from Finance & Resources Meeting held on 9th December 2024</u> A copy of the draft minutes were made available for all governors prior to this meeting. A forecasted deficit of almost £37,000 was concerning. There is a plan for someone from the DfE (Department for Education) to help with the Deficit Recovery Plan in the new year, but the SBM (School Business Manager) had not been sure how this help had come about. The school was eligible for support with the Deficit Recovery Plan and it was unknown why a three year plan was not in place at present. Question: Was a lot of the deficit due to staffing costs? Response: RC said yes, the deficit was largely in relation to costs around staffing and money received for EHCP's (Education Health & Care Plans) not being sufficient to meet the level of need.	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 6 of 10	Date:



	A health and safety issue had been noted when accessing a cupboard in the old school house and things blocking a fire exit. RC had asked the SBM about having a skip to clear the things and this should be sorted this week. There were also maintenance issues around the school which need to be addressed and solved early so they do not create greater problems. NJ plans to speak to the Parish Council regarding money which may still be available and could be used to purchase an interactive whiteboard. AD will be working with the SBM to re-look at options for the school playground. Quotes for the work have elapsed and need to be re-organised. It may be there is money from the Parish Council which could help with this as well (were able to help previously with the outside area).	
8.2	<u>Finance & Resources Committee Terms of Reference 2024 – 25</u> No specific updates. <u><i>Decision:- The governors approved the 2024 – 25 Finance & Resources Committee Terms of Reference.</i></u>	
8.3	<u>Policies for Approval</u> The following policies, except for Teachers Pay, had been reviewed by the committee and recommended for approval: - Teachers Pay Policy – The model version from WBC remained not yet available. The delay was due to awaiting relevant union agreements. Schools have been told the model policy will be available in January 2025. - Online Safety Policy – this had been updated. <i>Approved.</i> - Financial Management Policy – Financial Assistant left within the table but confirmation that administrative assistants are not signatories. <i>Approved.</i> - Wraparound Care Policy – updated to cover changes to start time. <i>Approved.</i> - Lettings Policy – no comments. <i>Approved.</i>	
GOVERNANCE		
9.	Governing Body Membership Update The appointment of RC as headteacher creates a Staff Governor vacancy from January. The Clerk confirmed a Staff Governor election will run in the new year. There are no other governor vacancies.	
10.	Year 6 Residential RC said there were now ten children who would be going on the residential trip, this was less than planned and made it more expensive. Nothing had yet been sent to parents as information from the provider had been quite slow. RC said they were re-looking into the trip at the moment to ensure it was viable for the cost, as likely around £400 per child. Question: Would it be worth offering it to Year 5 pupils as well? Response: RC said they wanted to ensure it would be the right trip for the Year 6 children. Comment: It was also suggested the Year 6 children could do some fundraising to help with the financial cost. <i>Action:- Year 6 Residential Trip for approval to be agenda item at the February 2025 FGB meeting.</i>	Clerk (RHG)

Mins of Full Governing Body 16 th December 2024	Signature:
Page 7 of 10	Date:



11.	Governing Body Monitoring Visits CJ will be doing a Maths visit in school later this week. Further visits by governors will need to be organized for after Christmas.	
12.	Governing Body Training & Development <u>Sessions recently attended</u> The Clerk had attended the online Autumn Term Clerk's Briefing (West Berks Governor Services). AD had attended the New to Governance Part 1 induction run by Governor Services, this had also been held online. KMi had attended the Safeguarding Governors Network session held on 13 th November.	
12.1		
12.2	<u>Succession Planning</u> Governors were asked to keep in mind that both the current committee chairs have said this current academic year will be their last for chairing a committee (after having done so for several years). Governors were asked to consider if chairing a committee was a role they might like to consider for September 2025 and to speak to NJ accordingly, any training and development can then be organized if needed. <i>Action:- Succession Planning to be ongoing agenda item (next being February FGB meeting).</i>	Clerk (RHG)
12.3	<u>Governor Surveys</u> NJ said the annual survey had changed a bit this year and included the Governing Body Self-Evaluation, a specific questionnaire for members of each committee and individual governor evaluations. This also covers additional responsibilities for different governor roles. NJ asked if all governors could please complete and return the surveys and questionnaires back to NJ as soon as possible. NJ will then collate the responses and provide feedback at the February FGB meeting. <i>Actions:-</i> 1. All governors to complete and return to NJ the annual governor surveys and questionnaires (Governing Body self-evaluation, committee questionnaires, individual governor evaluation). 2. Annual Governor Surveys to be agenda item for feedback at the February FGB meeting.	All governors. Clerk (RHG)
13.	SEND (Special Educational Needs & Disabilities) Update It continues to be a challenge managing those children with complex needs. There are some one-to-one teaching assistants at a significant cost to the school. It is also necessary to manage parental expectations with what is available from a mainstream school. All of the children with EHCP's are on personalized timetables. The school is also having to justify why some children are not in a classroom full time, but staff are doing all they can. The children's level of need is often more than the school is able to give in order to meet their needs. Question: At what point does the school say a child's needs cannot be met? Response: RC said staff have done what they can to meet needs and this does have an impact. The school does not have the budget for alternative provision. Question: What about the other SEND children? Response: RC said those with an EHCP have been the priority, but there is an impact on the school's deficit and the potential to recover this. There is definitely an impact on the other children. Question: Is it due to the parents choice that child would not be attending a special	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 8 of 10	Date:



	school rather than mainstream? Response: RC said no, there are no places available and a lack of provision elsewhere. However, alternative provision should not be forever and a child should then either reintegrate into their mainstream school or move to a special school. Question: How can governors help support the situation? Response: RC said it is worth highlighting the problem, including writing to WBC.	
14.	Child Protection & Safeguarding RC reported two Child in Need plans and two Section 17 assessments. Question: Was any support from governors needed? Response: RC said it was good that governors understood the impact. Question: Did RC expect a positive outcome or was she concerned? Response: RC said she would need to wait and see.	
15.	Health & Safety Update KMi will arrange a date to meet with RC in January. There had been some issues with the gate and doors. The school does not have any handyman help. Question: Did anything happen about sharing a handyman with Douai? Response: RC said unfortunately nothing had come of this. A request to the parent body had not produced any responses, nor from the wider community. CJ said it may be possible to get some help from Elstree and she was happy to speak to Elstree about this. The SBM should have a list of maintenance jobs. <i>Action:- CJ to speak to Elstree School about the possibility of helping Woolhampton with handyman/maintenance task support.</i>	CJ
16.	FoWS (Friends of Woolhampton School) Update CM reported a £7,700 profit from the fireworks event, with £5,000 match funding and £7,000 raised the previous year, there should be a good amount which can go towards improvements to the playground. The Christmas Fayre made a £250 profit and £144 was raised from Christmas cards, however there was a lower uptake this year. The number taking part in the lottery is now much lower as well. There continues to be a need to ensure that events are affordable. FoWS had also been able to pay for various elements towards the Christmas lunch, the crackers and a gift of socks for each of the children which Father Christmas will visit to deliver.	
17.	GDPR (General Data Protection Regulation) Nothing to report.	
OTHER MATTERS		
18.1	Community, Church & School Events relevant to Governors The school Christmas Lunch will take place on Wednesday 18th December at 12.00 noon. The Christingle Service is at 1.15 pm on Thursday 19th December at St Peter's Church. The Crib Service is at 3.00 pm on Christmas Eve at St Peter's Church. It was confirmed there will be a retiring collection at the church services.	
18.2	Articles for publication in the Benefice Online Newsletter and/or Community Magazine There will be a change to the rota order for the next article, NJ will write the article for publication in February which will introduce RC as the new headteacher. CJ will then write the article in July.	

Mins of Full Governing Body 16 th December 2024	Signature:
Page 9 of 10	Date:



	<i>Action:- NJ to write governors article for the February issue of the Benefice Online Newsletter and the Community Magazine publication.</i>	NJ
19.	AOB (Any Other Business) Urgent <u>After School Club</u> Question: Was there scope to increase numbers? Response: RC said no, this was spoken about by the Finance & Resources Committee. There is currently a maximum of 20 which is manageable and several attending are quite young. Also there are different staff for Breakfast Club and After School Club. Question: Was expansion something that could be explored? Response: RC said this would likely mean needing to employ more staff. Also any of the children who had a one-to-one TA (Teaching Assistant) in school did not do so in the Breakfast or After School Club. There are currently five children who attend from Bucklebury. RC said the After School Club was not always full, but quite often full on Tuesdays and Wednesdays. <u>Gifts</u> End of Term/Christmas gifts had been organized for RC and the SBM to say thank you on behalf of governors.	
MEETING SUMMARY		
20.	How has this meeting fulfilled our strategic purpose? • Review of inspection outcomes. • SDP priorities. • Succession planning/training needs. • Awareness of issues around SEND provision. • Awareness of deficit budget situation and financial restrictions. How has this meeting fed into our Christian vision? • Inclusion/wellbeing – impact on children and staff. • Christmas time events. • Plans for the playground, benefits to children and staff, community fundraising and financial support.	
21.	Dates of next meetings • Monday 24th 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 8.28 pm.

Mins of Full Governing Body 16 th December 2024	Signature:
Page 10 of 10	Date: