



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 29th April 2026 at 6.45 pm at the school

The meeting was quorate with 9 governors. The meeting began at 6.46 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), Adrian Dean AD (Foundation Governor, PCC – Parochial Church Council), Fiona Smith FS (Staff Governor), Rebecca Tabor RT (Foundation Governor, PCC) <i>Part Attendance</i> , Andrew Clementson AC (Foundation Governor, Diocese), Neil Banfield NB (Parent Governor), Simon Hallows SH (Parent Governor).		
APOLOGIES: Kelly Mitchell KM (Foundation Governor, Diocese), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor).		
ABSENT: Cynthia James CJ (Foundation Governor, PCC).		
IN ATTENDANCE: None.		
CLERK: Rachael House Gemmell RHG (Governance Professional/Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome & Governors Prayer NJ welcomed everyone to the meeting, especially Andrew Clementson and Simon Hallows to their first FGB (Full Governing Body) meeting. AD led the Governors Prayer.	
1.2	Apologies & Absences Apologies received from Rev.JM and KM, both accepted. RT would be joining the meeting later. For absences, see above.	
1.3	Governor Membership Since the last FGB meeting, both AC and KM had been appointed by the Diocese as Foundation Governors. Both had governor terms for four years from 28 th April 2026. This meant all governor vacancies were now filled.	
1.4	Any Other Business (AOB) items (urgent) None.	
1.5	Declarations of Interest for agenda items or AOB No new declarations.	
2.	Governing Body Priorities 2025 – 26 (Standing Item) Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources	

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	Although financial monitoring was a primary area for this time of year, NJ asked governors to further focus on Priority 1 Monitoring for the Summer Term. This could be by organizing to carry out a Governor Visit regarding their Link Governor role or joining a school activity such as viewing a Collective Worship session. All governor visits to be recorded on the Governor Visits Form and sent to the Clerk for record keeping. <i>Action:- Governors to prioritise Governing Monitoring during the Summer Term with a Link Governor Visit or school activity visit (eg. Collective Worship), record this on a Governing Visit Form and send to the Clerk for record keeping.</i>	All governors.
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ADMINISTRATIVE MATTERS

3.	Minutes of the last meetings and Matters Arising <u>FGB (Full Governing Body) Minutes dated 25th March 2026</u> Comment: Under Item 7.1 regarding the progress of the children with SEND (Special Educational Needs & Disabilities) could this additional wording be added "This was not because of the lack of support but due to their SEND needs." The governors were happy for this to be added. The Clerk said this line would be included prior to the minutes being signed by NJ. <i>The Governing Body approved the Minutes of the FGB meeting held on 25th March 2026, with the proviso of the additional line as noted above, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i>	
3.1		
3.2	<u>Actions/Matters Arising from the FGB Minutes dated 25th March 2026</u> <u>Item 3.2.1 – Actions/Matters Arising from the FGB Minutes dated 17th December 2025</u> KM to send information on safeguarding training to NB, SH and RT. NB and SH said they had not yet received this. It was noted AC would also need this information. The Clerk said she would message KM as a reminder. <i>Action Updated.</i> <i>Action:- KM to send information on safeguarding training to NB, SH, AC and RT.</i>	KM
3.2.1		

STRATEGIC FOCUS

4.1	Head Teacher Report – Spring Term 2026 Question: A governor queried levels of persistent absence between the terms. Response: RC explained, persistent absence was roughly in line with the national average. The school did have a few children with part time timetables and due to how attendance was recorded, these did affect the level for persistent absence overall. RC had had a meeting today regarding attendance, and otherwise the school's attendance levels were very good. This showed how the data could be skewed by a small number of children. Comment: 100% of children in Year 1 being on tack to pass Phonics was very impressive and showed how well the scheme was working. RC said a re-take may be included within this data and she needed clarification on this, but agreed the improvement for Phonics was really good. FS will provide the TLC (Teaching Learning & Care) Committee with a report on Phonics at their next meeting towards the end of the Summer Term. Question: How was writing going? Response: RC said a lot of support was in place and things were getting better, but there weren't any quick fixes. There was also external support, RC had had a good meeting with the WBC (West Berkshire Council) assessment lead who had	
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4.2	looked at the Year 6 books and confirmed the children were achieving the level the school felt they were. RC said it was good to know that those children they believed were secure at ARE (Age Related Expectation) were so. The governors thanked RC for the head's report. RC said it was a useful process putting it together as it helped to see the impact of what the school was doing. School Development Plan (SDP) 2025 – 26 Spring Term Review The SDP was divided into key development areas with priorities in each: Safeguarding, Inclusion, Curriculum & Teaching, Achievement, Attendance & Behaviour, Personal development & Wellbeing, Leadership & Governance, Early Years, Other development. The SDP had been shared with the TLC Committee and previously RC had given headlines to the FGB. RC said the SDP was driving all that the school did. Some things had been slightly side-tracked when other things had happened, such as a number of children leaving the school earlier in the year, and there had been a change of focus accordingly. Question:- Were all staff aware of, and did they embrace, the SDP? Response: RC said yes, and it was very much based on what the school were doing, other staff contributed. Question: Had the SDP been seen by the SIA (School Improvement Advisor)? Response: RC confirmed she had spent a day on the SDP with the SIA. The SIA had said it was a very comprehensive document and their input had been very helpful around some of the wording needed. <u>Decision:- The governors approved the 2025 – 26 SDP.</u>	
5.	Budget 2026 – 27 AD explained, despite the year end position for 2025 – 26 incurring a £7,000 deficit to be carried through to 2026 – 27, the Main School budget for 2026 – 27 was projecting a surplus position. This surplus had increased to £6,600 since the recent F&R (Finance & Resources) Committee meeting due to a change in pension contribution costs. Funding for 2026 – 27 was based on pupil numbers from the October 2025 census. Other income for 2026 – 27 included the new Maintained Inclusivity Fund, high needs top up funding (£44,000) UIFSM (Universal Infant Free School Meals) grant, again census based. It was noted the new catering provider was doing well. The SBM (School Business Manager) had been prudent in anticipating the catering income with a reasonable uptake of meals. School staffing remained the same. There continued to be some challenges regarding long term sickness (did not qualify for insurance) and ongoing costs for supply cover. RC was being guided by HR (Human Resources). There were also some unknowns in the budget, the school had one-to-one TA's (Teaching Assistants) for a few pupils who received high level top up SEND funding. If any of those pupils left the school the funding would also go, but the TA salaries would still need to be met. Question: Were there any specific requirements or commitments regarding the Inclusivity funding? Response: RC said the school would receive about £7,000 and would have to write a report on how it had been utilized for inclusivity, but there were no specific criteria at present. RC added, speaking to other heads, there was a possibility of pooling the money for something like specialist provision across the schools involved. Comment: It would need to be confirmed this was a permitted use of the money. AD said some extra money had been included in the budget for advertising any vacancies. The Trust funds will be utilized for any reactive maintenance and special	

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	projects. The school will need to apply to the Charity Commission in order to access these. Work on the lighting and roofing were under an application with the Diocese, work on the fencing was being carried out and the situation with the wall by the EYFS (Early Years Foundation Stage) area remained ongoing. Extra funding had been included for energy and utilities owing to the conflict in the Middle East. Associated costs for the minibus had been included for the time being. Fund 01 Main School projected carry forward £6669.49. Fund 08 PPG (Pupil Premium) projected carry forward £11.38. Fund 13 Sports Premium projected carry forward £66.15. Fund 99 Breakfast & After School Club projected carry forward £9.22. Inflation had been built into predictions for the next two to three years. Pupil numbers continued to be a concern going forward. Worst case scenarios for staffing had been factored in for 2026 – 27. Also included were proposed pay awards for teachers at 3.5% and support staff at 4%. There were inline with recommendations from West Berkshire School's Accountancy. <u><i>Decision:- The governors approved:</i></u> • <u><i>The 2026 – 27 Budget for Fund 01 Main School, Fund 08 PPG, Fund 13 Sports Premium and Fund 99 Breakfast & After School Club.</i></u> • <u><i>3.5% pay award for teachers and 4% pay award for support staff (included within Main School budget).</i></u> • <u><i>SLA's (Service Level Agreements) for 2026 – 27.</i></u> The governors acknowledged the great job done by the SBM in getting the school into this more positive financial position.	
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COMMITTEES

6.	Finance & Premises Committee The draft minutes from the meeting held on 22nd April 2026 had been made available to the governor prior to this meeting. AD said at this meeting, the main focus had been the budget. The committee had reviewed the closing position from the last financial year and recommended the 2026 – 27 budget for approval by the FGB. In 2025 – 26 the school had started with a deficit of £38,500 in Main School. Previously the predicted year end position had been a deficit of £16 – 17,000, however the final closing position had been a deficit of £7,000, showing a marked improvement. Much of this had been due to SEND top up funding. The PPG budget was looking to close at £1.00 credit. Sports Premium had a closing deficit of £3,761. This was primarily to do with timing of funding with the next portion due in the summer (Sports Premium funding runs on the academic year). Wraparound Care had a zero closing balance. There had been concerns when the children attending from Bucklebury Primary had left. Uptake of places continued to be a challenge but ideas were being looked into for balancing the after school activity clubs within the After School Club. AD reflected on the good financial management in being able to come out of the previous financial year in a much better position than expected, which was a relief. <u><i>Cleaning Contract</i></u> AD explained the SBM and RC were dissatisfied with the standard of cleaning in the school. A number of inspections had been carried out and feedback given to the company. The favoured option was now to go to tender for a replacement company. The SBM had been looking at routes for this, one way was more traditional inviting applications within a timescale with the overall process taking three to four months, but there was also a more rapid option. A change before the summer holidays would be ideal which would enable a deep clean to be done during the summer	
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	holidays. Comments: The current cleaner would need mover across the new company under TUPE (Transfer of Undertakings Protection of Employment) and could not be made redundant. RC said the company had not been managing the current cleaner, staff would often have to do some cleaning in their classroom in the mornings, but a new company would hopefully be able to performance manage the cleaner better. The SBM had done some initial work and a contract could be organized whichever route. RC said there were several schools who were not happy with their cleaning company/cleaners. Question: How many hours did the cleaner work? Response: RC confirmed it was three hours a day. Comment: Another option was to employ a cleaner directly, cover from an agency could be organized if the cleaner was off sick. Comments: If done in-house, there would be an issue regarding the current cleaner. The school should not be liable for TUPE with justification for moving to in-house. AD said it was important the right process for the best outcome. The fast-track tender did not negate a good contract and was supported by the LA (Local Authority) so there would be a diligent process. The in-house option should also be looked at further. AD agreed to take the process forward with the SBM, AC was also happy to provide input. AD would continue to keep the Finance & Resources Committee updated. <u>Minibus</u> AD reported, the MOT (Ministry Of Transport) test for the minibus was due in May and the minibus had been taken for a pre-check. Advice had been that the minibus would not pass the MOT so the decision had been taken to do the MOT as a direct fail would mean the minibus could not be used, which was preferable to still using a vehicle which was not in a fit state. The minibus had failed the MOT with one dangerous element regarding a defect tyer and 11 areas of major concern, several relating to corrosion. The cost for repairs was £2,000. This could enable the minibus to be used for another year, although it could fail the MOT again next year. There were also some advisories to consider. The other option was to SORN (Statutory Off Road Notification) the minibus (the vehicle tax was due tomorrow) with a view to selling it, and buying a replacement minibus. The cost of a newer second-hand minibus was likely to be £12,000 to £14,000 plus VAT (Value Added Tax) which could be claimed back. AD explained FoWS (Friends of Woolhampton School) currently has up to £10,000 which they would be happy to be used for a new minibus that would be beneficial for the whole school (much of which had been raised by the successful fireworks events). The current minibus should make £500 - £700. AD said the SBM had said there was also a private fund which would provide the remainder. The governors were not aware what money this referred to. Question: Where would the minibus be kept under SORN? Response: RC said it would be able to go in the staff carpark. Governors agreed a newer minibus would look much better and would last a few years going forward. Question: What about branding costs for the minibus? Response: AD that would need to be factored in, but all other costs for running the minibus were already in the budget, although insurance could be higher. Comment: Any money from the sale of the old minibus could be used for branding the new one. Comment: If the decision was to repair the current minibus governors would likely be having this same conversation in another year. AD agreed and added FoWS were also keen for the money raised to be utilized.	
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	Question: Were there any other funds/grants which the school could apply for? Response: AD said match funding was not possible. AD said, for diligence, the SBM will also look at costs for leasing a minibus in order to give a comparison, but this would also require the same running costs. AD said his wife's brother had an association with a company which sold vans and minibuses who would be able to help the school with the purchase (declaration of interest for AD). Comment: There may be scrap value for the old minibus if it could not be sold on. <u><i>Decision:- The governors approved the purchase of a (new) second hand minibus using funds raised by FoWS towards this.</i></u>	
7.	Teaching Learning & Care (TLC) Committee The committee met on 15th April 2026. Minutes will be produced and shared with governors in due course. NJ said the main headline was RC's presentation on the school's new mission statement (strapline). This had needed updating to better reflect the school now and the presentation had outlined the various rationale behind the proposed changes. RT joined the meeting at 7.04 pm. The committee had also looked at assessment data.	
GOVERNANCE		
8.	Christian Distinctiveness As outlined within Item 7 above, an initial proposal had been taken to the TLC Committee to change the current mission statement "Enabling all to flourish" to "Coming together, learning to be the best we can be". RC had worked on this with the school staff and the proposed change was recommended by the TLC Committee for approval. RC explained there were three main elements to the new statement: • "coming together" recognized the school community and all who were involved in this. • "learning to be" focused the journey and supported links with the school's ROCK (Respect Optimism Compassion Koinonia) values. • "the best we can be" acknowledged what the school wanted to enable for each child as an individual, which could be in a number of different ways, appreciating similarities and differences, and how this is plays out within both the school and wider community. Comments: Governors felt this fitted very nicely with the school's vision linking with how individuals help each other, themes of respect and resilience, everyone trying to do their best. The statement was very inclusive and also very personal to the school. <u><i>Decision:- The governors approved changing the school's Mission Statement to "Coming together, learning to be the best we can be".</i></u> RC confirmed this will now be rolled out to parents and the wider community and will be included in the next school newsletter at the end of this week. It will also be included within the governors article of the next community magazine.	
9.	Link Governor Roles The Health & Safety and Safeguarding link roles would now revert to KM following her appointment as Foundation Governor. A succession plan will need to be in place	

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	for the SEND link role going forward. There was some discussion regarding the Equality and Diversity link role. Governors agreed it would be sensible to include this within SEND creating an Inclusion & Equality link role. There was also a discussion regarding the Parent Voice link role. AD would be the link for FoWS going forward. Comment: Previously there had been the thought of Parent Forums to discuss specific points, which could include governor involvement, but this had not been set up. Comment: Sometimes formal forums can become derisive. Comment: It could be beneficial to have some capacity to feedback to the headteacher. Comment: Potentially any governor who is also a parent at the school would be approachable for the parent community. RC suggested a Communication link role may be more beneficial. NJ agreed this may fit better directly aligning with one of the four priorities. Comment: It was about visibility and communication, rather than needing to engineer anything extra. The following link roles were agreed: • Health & Safety – Kelly Mitchell • Safeguarding – Kelly Mitchell • Inclusion (SEND) & Equality – Kim Wyrley-Birch • Christian Distinctiveness & RE (Religious Education) – Rev. Jane Manley • Communication – Vacant • Early Years & Phonics – Nikki Jordan • English – Rebecca Tabor • Finance & Premiums – Adrian Dean • GDPR (General Data Protection Regulation) – Nikki Jordan • Governor Development – Nikki Jordan • Maths – Cynthia James • Website Monitoring – Neil Banfield • Wider Curriculum – Rebecca Tabor. <u>Decision: The governors approved the link governor roles as listed above.</u> The link roles will be reviewed again at the end of the academic year, ensuring they also continue to be in line with aims of the SDP.	
10.	Updates	
10.1	<u>SEND (Special Educational Needs & Disabilities)</u> KWB had recently been into school and would also be carrying out a Pupil Voice session for SEND this term.	
10.2	<u>Child Protection & Safeguarding</u> No further updates since the March FGB meeting.	
10.3	<u>Health & Safety</u> Question: Was the new boundary fencing now safe? Response: RC said yes, the gap below the fence was now safe in terms of a child being able to get out underneath the fence, however, badgers may currently still be able to get under the fence. RC added, the new temporary piece of fencing by the Beech Class wall will be coloured green which should make it look a bit better.	
OTHER MATTERS		
11.1	Community, Church & School Events relevant to Governors	

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11.2	It was noted some hard standing had been added to the Douai field but was far enough away for any balls to be hit into the school playground. Some school families had attended Easter Messy Church. Race for Life was taking place at school on Friday 15th May. The children would be celebrating David Attenborough Day for his 100th birthday on Friday 8th May. The children will be learning a special song which they will perform at a special assembly on another day. FS said the school's Instagram posts were going well and she will continue with this. NJ encouraged the new governors to plan a visit to the school, attending a collective worship would be a good opportunity for this. Articles for publication in the Online Newsletter and/or Community Magazine KWB will write the governors article in May for the June edition of the community magazine. CJ was then due to write the one for July. <i>Actions:-</i> 1. KWB to write governors article for the June community newsletter/magazine (submit by 17th May). 2. CJ to write governors article for the July community newsletter/magazine (submit by 17th June).	KWB CJ
12.	AOB None.	
MEETING SUMMARY		
13.	How has this meeting fulfilled our strategic purpose? • All governor vacancies now filled. • Reviewed and approved the SDP. • Reviewed and approved the budget, along with making financial decisions based on best value and outcomes for the children. How has this meeting fed into our Christian vision? • Approved the new mission statement.	
15.	Dates of next meetings Wednesday 15th July at 6.30 pm (HT Report, Vice Chair election, End of Year data).	

The meeting closed at 8.10 pm.

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