



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 Extra Full Governing Body (FGB) held virtually on Wednesday 4th September 2024 at 6.00 pm

The meeting was quorate with 11 governors. The meeting began at 6.03 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Kelly Mitchell KMI (Parent Governor), Martin Harding MH (Parent Governor), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Terry Webster TW (Foundation Governor, Diocese), Carly Madders CM (Foundation Governor, Diocese), Cynthia James CJ (Foundation Governor, PCC), Adrian Dean AD (Foundation Governor, PCC).		
APOLOGIES: None.		
ABSENT: None.		
IN ATTENDANCE: Rose Carberry RCA (Principal School Improvement Advisor, West Berkshire), Kate Parietti KP (School Improvement Advisor, West Berkshire), Claire Gray CG (Schools Human Resources, West Berkshire), Toby Long TL (Oxford Diocese Board of Education).		
CLERK: Rachael House Gemmell RHG (Governance Professional/Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone to the meeting, including RCA, KP, CG and TL – NJ thanked them attending this evening. NJ was especially grateful to RCA for all her recent support.	
1.2	Opening Prayer This was led by Rev.JM.	
1.3	Apologies and Absences No apologies or absences.	
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 Membership It was acknowledged that since the last FGB (Full Governing Body) meeting, AD had been appointed as Foundation Governor by the PCC (Parochial Church Council) for a four year term (30 th August 2024 to 29 th August 2028. NJ was very grateful to AD for becoming a governor. Governor link roles and committee memberships will be reviewed at the next FGB meeting later in September.	

Mins of Full Governing Body 4 th September 2024	Signature:
Page 1 of 3	Date:



3.	<p>Chair of Governors Update</p> <p>A document was available to governors on the Governors Google Drive prior to the meeting, explaining the purpose of the meeting.</p> <p>Governors had already seen the communication welcoming Jackie Livermore (JL) as Executive Interim Head Teacher following Peter Thorne's (PT) decision to leave as Interim Head Teacher at the end of the summer term. NJ explained JL had been suggested by RCA to provide support (also head at Curridge Primary School) for three days a week and JL had met with NJ and RC accordingly.</p> <p>Question: How had the Inset Day been?</p> <p>Response: RC said JL had come into school. JL does not plan to make any changes and will provide support as needed. RC said the Inset Day was a positive session. Consequently for staffing, JL will be in Woolhampton on Mondays, Wednesdays and Thursdays with RC taking an acting head role on Tuesdays and Fridays. RC is also teaching in class on Tuesdays but out of class on Fridays as well as being SENDCO (Special Educational Needs & Disabilities Co-ordinator). PT continues to teach Year 6 on Fridays.</p> <p>Question: Are staff comfortable with PT continuing within the school?</p> <p>Response: RC said PT also came to the Inset Day which had worked well and she had not had any negative feedback. It was also good to have someone teaching Year 6 who knows the children. PT had also been in today to provide lesson cover and this had not caused any issues.</p> <p>Letters have today gone to parents updating them on the current situation.</p> <p>NJ said she had updated the Strategic Plan and this was available for governors to read through on the Drive, it will also form part of the papers for the September FGB meeting. There is also an Ofsted preparation document which has also been added to the Drive.</p> <p>RCA said the big changes to Ofsted inspections and single word judgements begin with immediate effect. The school should prepare for either an ungraded or graded inspection. It is expected that Ofsted will begin inspections again from 23rd September, 7th October being likely for ungraded inspections. RCA said she had been working with Ofsted during the last year to defer any inspection due to the leadership situation. RCA also offered to come into school during the inspection if helpful.</p>	
4.	<p>HAP (Headteacher Appointment Panel)</p> <p>NJ explained RCA, KP and a representative from the ODBE (Oxford Diocese Board of Education) will support the recruitment process, including the final panel interview as well as provide support for shortlisting. They are experienced at doing this and supporting governors. The foundation of the documents needed for the recruitment pack are already in place, as well as plans for panel questions. Once the HAP membership has been decided the other governors are not part of the recruitment process. The HAP does the required work. If, following interview, there is a candidate recommended by the HAP, the FGB will need to meet to ratify this decision.</p> <p>Question: Why has the headteacher vacancy not yet been advertised?</p> <p>Response: CJ explained, Kath Burns (KB) is still currently employed as head so the role cannot be recruited for until there is a definite leaving date and that has not yet been agreed. This is due to the external body involved and not KB or the school. CG will speak to them again and wanted to ensure the situation is handled well with support for KB along with awareness of the needs of the school. Everything can be put in place ready, then when a date is confirmed the post can be advertised, but there is not a time frame for this yet.</p> <p>Question: What is the worst case scenario?</p>	

Mins of Full Governing Body 4 th September 2024	Signature:
Page 2 of 3	Date:



	<p>Response: CG said, as the external body involved is due to illness, a leaving date has to be confirmed. CG has asked for time frames and it is a case of waiting.</p> <p>Comment: Governors felt it was important that the children had stability as soon as possible. CG added, the correct process has to be followed or there would be more problems for the school.</p> <p>Comment: The situation has placed a very large burden on the school budget, which makes matters more frustrating. NJ said West Berkshire do understand the budget situation and appreciate the deficit has not been caused by bad financial management. RCA said she did appreciate how difficult things were and the governors decision to extend statutory sick pay to KB was particularly selfless. RCA added, she did understand about the deficit budget and was willing to support the governors and school in moving out of it.</p> <p>NJ reiterated there is a tentative plan with a good framework from the last head teacher recruitment process, which had worked well last time.</p> <p>NJ appreciated the HAP was a time consuming commitment and she had received interest from different governors who were interested in being part of the HAP. The proposal was made for the following members: NJ, KWB, KM, Rev.JM and MH. TL said Katie Dickens from the Diocese would also likely be involved and provide support with upholding the Christian vision and ethos. A collective worship could be included as part of the interview day. The Diocese representative would also help with shortlisting as well as the interviews.</p> <p>RCA confirmed 15th October as the half term resignation date for current deputy heads.</p> <p>RCA left the meeting at 6.44 pm.</p> <p><u><i>Decision:- The governors approved NJ, KWB, KM, Rev. JM and MH as members of the HAP.</i></u></p> <p>NJ said she will begin to put together a time line and finalise an advert. This can go into Greensheets, TES (Times Educational Supplement) and Teach West Berks.</p> <p>KP said it was important at lease one member of the HAP had completed Safer Recruitment training, NJ confirmed she had done this, Rev. JM said she had also done this through the Diocese.</p> <p>NJ thanked everyone for attending this evening.</p> <p>The meeting ended at 6.48 pm for those governors not included in the HAP and KP.</p>	
5.	<p>AOB (Any Other Business) Urgent</p> <p>None.</p>	
6.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> Thursday 19th September 2024 at 6.30 pm Tuesday 12th November 2024 at 1.00 pm (following Governors Morning) Monday 16th December 2024 at 6.30 pm (HT Report) Thursday 6th 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 6.48 pm.

Mins of Full Governing Body 4 th September 2024	Signature:
Page 3 of 3	Date: