



## 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 8<sup>th</sup> February 2023 at 7.15 pm**

The meeting was quorate with 9 governors. The meeting began at 7.21 pm.

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

| <b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Anna Partridge <b>AP</b> (Joint Vice Chair of Governors – <i>Majority Attendance</i> , Kath Burns <b>KB</b> (Head Teacher, Ex-officio), Rebecca Cox <b>RC</b> (Staff Governor), Rev. Jane Manley <b>Rev.JM</b> (Ex-officio, Foundation Governor), Terry Webster <b>TW</b> (Foundation Governor, Diocese), Sarah Fenwick-Stubs <b>SFS</b> (Foundation Governor, PCC – Parochial Church Council), Carly Madders <b>CM</b> (Foundation Governor, Diocese), Kelly Mitchell <b>KMI</b> (Parent Governor). |   |        |
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| <b>APOLOGIES:</b> Kim Wyrley-Birch <b>KWB</b> (Joint Vice Chair of Governors, Foundation Governor, Diocese), Kate Moir <b>KM</b> (Foundation Governor, PCC), Martin Harding <b>MH</b> (Parent Governor), James Mottram <b>JM</b> (Associate Member).   |   |        |
| <b>ABSENT:</b> None.   |   |        |
| <b>IN ATTENDANCE:</b> Julie Lowther <b>JL</b> (School Business Manager).   |   |        |
| <b>CLERK:</b> Rachael House Gemmell <b>RHG</b> (Clerk to Governors).   |   |        |
| ITEM   | MINUTES   | ACTION |
| 1.1  | <b>Welcome</b><br>NJ welcomed everyone to this second extra FGB meeting.  |        |
| 1.2  | <b>Opening Prayer</b><br>This was led by Rev.JM.  |        |
| 1.3  | <b>Apologies and Absences</b><br>Apologies received from KWB, KM, MH and JM – all accepted.   |        |
| 1.4  | <b>Any Other Business (AOB) items (urgent)</b><br>None.   |        |
| 1.5  | <b>Declarations of Interest for Agenda items or AOB</b><br>None.  |        |
| 2.   | <b>Minutes of the Extra FGB (Full Governing Body) Meeting held on 12<sup>th</sup> January 2023 and Matters Arising</b>  |        |
| 2.1  | <u><b>Item 2 – Child Protection &amp; Safeguarding</b></u><br><i>1. KMI to carry out safeguarding audit in school and review risk assessment and provide report for next FGB meeting.</i><br>KMI had carried out the safeguarding audit and will provide governors with further information within her regular safeguarding updates going forward. <i>Action Closed.</i><br><br><i>2. KB to ensure information displayed in school is up to date relating to DSL.</i><br>KB confirmed this had been done. <i>Action Closed.</i> |        |

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|     | <p>3. <i>KB and KMI to work together on better tracking system to ensure all staff and governor safeguarding training is flagged when needing renewal.</i><br/>It was confirmed that this is within the safeguarding audit and will be actioned accordingly. <i>Action Closed.</i></p> <p>4. <i>Changes from Deputy DSL to SLT to be made within Child Protection &amp; Safeguarding Policy by RC.</i><br/>RC had done this. <i>Action Closed.</i></p> <p>5. <i>Typos to be updated and removal of BAME reference within Child Protection &amp; Safeguarding Policy by Clerk (RHG).</i><br/>The Clerk had done this. <i>Action Closed.</i></p> <p>6. <i>Further extra FGB meeting to be arranged to review outcomes from this meeting and re-approve Child Protection &amp; Safeguarding Policy with KB as DSL once training completed in February.</i><br/>Current meeting. <i>Action Closed.</i></p> |                  |
| 2.2 | <p><u>Item 3 – TUPE (Transfer of Undertakings Protection of Employment) of Staff for After School Club</u><br/><i>After School Club to be agenda item for the Finance &amp; Resources Committee meeting on 23<sup>rd</sup> January.</i><br/>The governors had discussed the After School Club and adopted a Wraparound Care Policy. <i>Action Closed.</i></p>  |                  |
| 2.3 | <p><u>AOB (Any Other Business) – Parish Magazine</u><br/><i>Governor communication with stakeholders and the wider community to be agenda item at the March FGB meeting.</i><br/><i>Action Ongoing.</i></p> <p><b><i>The Governing Body approved the Minutes of the Extra FGB meeting held on 12<sup>th</sup> January 2023, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors, outside of the meeting.</i></b></p> <p>AP joined the meeting at 7.25 pm.</p>  | NJ & Clerk (RHG) |
| 3.  | <p><b>Child Protection &amp; Safeguarding</b><br/>KB and RC had completed the DSL (Designated Safeguarding Lead) training and are therefore KB is able to revert back to being the DSL within school, with JL and RC as Deputy DSL's. These positions are also reflected in the Child Protection Policy. Signage will be updated again around school tomorrow and KB will inform staff of the changes. KMI added, that the school's approach to safeguarding is in a strong position.<br/>The updated Child Protection Policy, including the DSL changes as outlined above, was proposed for approval.</p> <p><u><i>Decision:- The governors approved the Child Protection Policy (February 2023).</i></u></p> <p>The policy will be reviewed again in August/September 2023 when the model is revised by the Local Authority (LA).</p>  |                  |
| 4.  | <p><b>Reconstitution of the Governing Body</b><br/>NJ informed governors, it had been brought to her attention by the Clerk, who had</p>   |                  |



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|    | <p>been informed by the LA, that the Governing Body's Instrument of Governance shows there to be 14 members to the Governing Body rather than the assumed 12, which is the norm for VA (Voluntary Aided) schools. This had been the case when the Governing Body had reconstituted in 2015, likely due to several changes in personnel since, this had been missed. The extra categories of governor were one further Foundation Governor and a Co-opted Governor. The Governing Body were invited to consider whether they felt including two extra governors was worthwhile or to again go through the reconstitution process for twelve members. The governors discussed the need to find people with the right skills for succession planning and how this could be difficult. A larger number of members would not necessarily be better and the current Governing Body felt a good size and included a good mix of skills from a variety of stakeholders. In changing to a Governing Body of 12 (7 foundation governors) it would still be possible to bring in associate members if extra skills were needed. It was also noted that a co-opted governor could be a staff member and there had previously been little interest in the separate staff governor role. The governors did not feel they were currently lacking in either governor numbers or skills. The governors agreed they would like to pursue reconstitution. The Clerk and NJ will explore the process to take this forward.</p> |  |
| 5. | <b>AOB</b><br>None.  |  |
| 6. | <b>Dates of next meetings</b><br>Wednesday 29 <sup>th</sup> March 2023 at 7.00 pm – change of date<br>Thursday 27 <sup>th</sup> April 2023 at 7.00 pm<br>Monday 17 <sup>th</sup> July 2023 at 7.00 pm  |  |

The meeting closed at 7.42 pm.