



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 Thursday 12th January 2023 at 7.00 pm

The meeting was quorate with 10 governors. The meeting began at 7.04 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Kath Burns KB (Head Teacher, Ex-officio), Rebecca Cox RC (Staff Governor), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC – Parochial Church Council), Terry Webster TW (Foundation Governor, Diocese), Carly Madders CM (Foundation Governor, Diocese), Anna Partridge AP (Joint Vice Chair of Governors, Foundation Governor, PCC), Kim Wyrley-Birch KWB (Joint Vice Chair of Governors, Foundation Governor, Diocese), Kate Moir KM (Foundation Governor, PCC), Kelly Mitchell KMI (Parent Governor).		
APOLOGIES: Martin Harding MH (Parent Governor), Rev. Jane Manley Rev.JM (Ex-officio, Foundation).		
ABSENT:		
IN ATTENDANCE: Julie Lowther JL (School Business Manager).		
CLERK: Rachael House Gemmell RHG (Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone and thanked them for attending this extra FGB meeting.	
1.2	Apologies and Absences Apologies received from MH and Rev.JM – both accepted. It was noted, James Mottram (Associate Member) had been informed of the meeting by the Clerk, but as an associate is unable to vote so may not attend.	
1.3	Any Other Business (AOB) items (urgent) One item.	
1.4	Declarations of Interest for Agenda items or AOB None.	
2.	Child Protection & Safeguarding KB explained, the DSL (Designated Safeguarding Lead) training had expired for herself and RC. JL completed the most up to date DSL training in September 2022. Following advice from the ODBE (Oxford Diocesan Board of Education) and the LA (Local Authority) the proposal is for JL to be the school's DSL until KB has also completed the most up to date training. KB is booked onto training for 7 th February 2023 and RC is also booked in to complete this in May 2023. KB has also recently done some on-line training. JL does not usually work in school on Fridays, but has agreed to do so for the majority of Fridays between now and going into February. This will affect the Risk Assessment, which KB has updated. KMI (Safeguarding Link Governor) will be going into school next week to carry out a safeguarding audit and will review the	

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	<p>updated Risk Assessment at the same time.</p> <p>Question: With JL named DSL on the Child Protection & Safeguarding Policy, governors queried whether KB and RC should be named as deputy DSL's or given a different term.</p> <p>Response: KB said, in practice, herself, RC and JL were used to working closely together regarding safeguarding.</p> <p>Comment: KCSIE (Keeping Children Safe In Education) states a DSL is needed in school, and if not available a member of the SLT (Senior Leadership Team) should be the next point of contact.</p> <p>Comment: There should be a known person to go to for the reporting aspect. KB said all staff should also know how to refer concerns to WBC (West Berkshire Council). Safeguarding continues to be the responsibility of all staff, they have all received training and recently had an Inset Day on safeguarding as well.</p> <p>Comment: KMI confirmed a deputy DSL needs to have the same training as a DSL.</p> <p>Governors agreed to refer to KB and RC as SLT at the top of the Child Protection & Safeguarding Policy, not as deputy DSL's.</p> <p>Question: Will posters and information in school be updated to show the change of the named DSL?</p> <p>Response: KB said information displayed in school has already been looked at and updates will be completed following this meeting.</p> <p>Question: Can something be put in place to ensure any lapse in safeguarding training does not happen again in the future?</p> <p>Response: KB said, training was usually tracked more efficiently and it was unfortunate this had been missed on this occasion, but she will ensure a system is in place so this does not happen again. KMI added, she will also work with KB on developing a system which better tracks safeguarding training for all staff and governors and flags up when this needs to be renewed.</p> <p>Comment: There were other references to deputy DSL within the Child Protection & Safeguarding Policy, it was suggested this wording was changed to reflect current set up. RC agreed to do this. It was also acknowledged there were some minor typos within the policy to be changed, and the outdated term BAME (Black Asian & Minority Ethnic) should also be removed and changed to Ethnic Minorities, the Clerk agreed to do this.</p> <p><u><i>Decision:- The governors approved the Child Protection & Safeguarding Policy (January 2023) with the inclusion of JL as DSL and KB and RC as SLT, with the proviso of references to deputy DSL being removed within the policy, as stated above.</i></u></p> <p>The Child Protection & Safeguarding Policy will be reviewed again following the completion of KB's DSL training in February. A further FGB meeting will be arranged regarding this.</p> <p>Actions:</p> <ol style="list-style-type: none"> <i>KMI to carry out safeguarding audit in school and review risk assessment and provide report for next FGB meeting.</i> <i>KB to ensure information displayed in school is up to date relating to DSL.</i> <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> <i>Changes from Deputy DSL to SLT to be made within Child Protection & Safeguarding Policy by RC.</i> <i>Typos to be updated and removal of BAME reference within Child Protection & Safeguarding Policy by Clerk (RHG).</i> 	<p>KMI</p> <p>KB</p> <p>KMI & KB</p> <p>RC</p> <p>Clerk (RHG)</p>
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	6. Further extra FGB meeting to be arranged to review outcomes from this meeting and re-approve Child Protection & Safeguarding Policy with KB as DSL once training completed in February	NJ
3.	<p>TUPE (Transfer of Undertakings Protection of Employment) of Staff for After School Club</p> <p>As governors were already aware, the Sunshine Club had closed. KB had sought advice from the LA's HR (Human Resources) department and as part of running a new after school club, the proposal is to TUPE the existing staff. This would include keeping their pay and conditions the same as their present contracts. A meeting is being held with the after school staff on 17th January and further information will be discussed with the Finance & Resources Committee at their meeting on 23rd January.</p> <p><u>Decision:- The governors approved the TUPE of existing after school club staff to run after school provision at Woolhampton School.</u></p> <p><u>Action:- After School Club to be agenda item for the Finance & Resources Committee meeting on 23rd January.</u></p>	Clerk (RHG)
4.	<p>AOB</p> <p><u>Parish Magazine</u></p> <p>TW said he has joined the committee who produces the parish magazine. Due to lack of advertising funding the magazine will not be continuing as a paper copy. Instead there will be an online newssheet. TW was unsure at this time what this would mean for the regular governor articles regarding the school and consideration may need to be given to another way for the Governing Body to provide stakeholder updates to the wider community.</p> <p><u>Action:- Governor communication with stakeholders and the wider community to be agenda item at the March FGB meeting.</u></p>	Clerk (RHG)
5.	<p>Dates of next meetings</p> <p>Wednesday 8th February 2023 at 7.00 pm – held virtually</p> <p>Wednesday 29th March 2003 at 7.00 pm – change of date</p> <p>Thursday 27th April 2023 at 7.00 pm</p> <p>Monday 17th July 2023 at 7.00 pm</p>	

The meeting closed at 7.35 pm.