



## 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 virtually on Wednesday 8<sup>th</sup> December 2021 at 7.00 pm

The meeting was quorate numbering at least 6 governors at any one time.

Items 1 – 3 were chaired by LW, items 4 – 18 were chaired by NJ.

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

<b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Lottie Wadsworth <b>LW</b> (Vice Chair, Foundation Governor, PCC – Parochial Church Council), 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), Kate Moir <b>KM</b> (Foundation Governor, PCC), Terry Webster <b>TW</b> (Foundation Governor, Diocese) - <i>Majority Attendance</i> , Carly Madders <b>CM</b> (Associate Member).		
<b>APOLOGIES:</b> Martin Harding <b>MH</b> (Parent Governor), Kim Wyrley-Birch <b>KWB</b> (Foundation Governor, Diocese), Anna Partridge <b>AP</b> (Foundation Governor, PCC), James Mottram <b>JM</b> (Associate Member).		
<b>ABSENT:</b> None.		
<b>IN ATTENDANCE:</b> None.		
<b>CLERK:</b> Rachael House Gemmell <b>RHG</b> (Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	<b>Welcome</b> LW welcomed everyone to the meeting.	
1.2	<b>Opening Prayer</b> This was led by Rev. JM.	
1.3	<b>Apologies and Absences</b> Apologies received from MH, KWB, AP and JM – all accepted.	
1.4	<b>Any Other Business (AOB) items (urgent)</b> Four items.	
1.5	<b>Declarations of Interest for Agenda items or AOB</b> None.	
<b>ADMINISTRATIVE MATTERS</b>		
2.	<b>Local Authority (LA) Governor Membership Approval</b> The Clerk confirmed the nomination from West Berkshire Council for NJ as LA Governor had been received. LW asked if governors were happy to approve NJ as LA governor for a four year term. Governors voted unanimously in favour.  <i>Decision:- The governors approved NJ as LA Governor (four year term).</i>	
3.	<b>Chair of Governors Election</b> NJ confirmed she was willing to stand for re-election as chair. There were no other	

Mins of Full Governing Body 8 <sup>th</sup> December 2021	Signature:
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	<p>nominations or self-nominations. LW asked governors if they would like to elect NJ as Chair of Governors, this would be until the first meeting of the 2022 – 23 academic year. Governors voted unanimously in favour of NJ as Chair with a show of hands.</p> <p><u><i>Decision:- NJ was elected as Chair of Governors until the first meeting of the 2022 – 23 academic year.</i></u></p> <p>LW handed the chairing of the meeting to NJ.</p>	
4.	<b>Minutes of the previous FGB (Full Governing Body) meeting</b>	
4.1	<p><u>Minutes of the FGB Meeting dated 3<sup>rd</sup> November 2021</u></p> <p><b><i>The Governing Body approved the Minutes of the FGB meeting held on 3<sup>rd</sup> November 2021, 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>	
4.2	<b>Matters Arising from the FGB Minutes dated 3<sup>rd</sup> November 2021</b>	
4.2.1	<p><u>Item 2.2.1 – FGB Matters Arising dated 22<sup>nd</sup> September 2021</u></p> <p><i>Rev.JM to write a draft version of a school prayer and send to KB by end of Autumn Term.</i></p> <p>It was felt it would be better for Rev.JM to come into the school and work with the children on this after Christmas. <i>Action Updated.</i></p> <p><i>Action:- Rev.JM to arrange to go into school after Christmas to work with the children on developing a school prayer.</i></p>	Rev.JM
4.2.2	<p><u>Item 2.2.6 – FGB Matters Arising dated 22<sup>nd</sup> September 2021</u></p> <p><i>Governors to e-mail KB with ideas for updates/focal points from committee and FGB meetings to be included within the headteacher's update of the school newsletter.</i></p> <p>Following meetings, a paragraph on FGB and committee minutes was being written by NJ and LW to be included in the head's weekly updates. <i>Action Closed.</i></p>	
4.2.3	<p><u>Item 2.2.7 – FGB Matters Arising dated 22<sup>nd</sup> September 2021</u></p> <p><i>LW to write governors article in Parish Magazine by 12<sup>th</sup> November 2021 (for December edition).</i></p> <p>LW had done this. <i>Action Closed.</i></p>	
4.2.4	<p><u>Item 5 – Contingency Plan/COVID Update and Wellbeing of both pupils and staff</u></p> <p><i>Wellbeing section to be added to the Learning Walks Template.</i></p> <p>NJ had done this and reminded governors the template is available on the Drive. <i>Action Closed.</i></p>	
4.2.5	<p><u>Item 11 – Governing Body Monitoring</u></p> <p><i>NJ to move learning walk template on The Drive.</i></p> <p>NJ had done this. <i>Action Closed.</i></p>	
4.2.6	<p><u>Item 13 – Child Protection &amp; Safeguarding</u></p> <p><i>1. CM to speak with the School Business Manager regarding her DBS (Disclosure &amp; Barring Service).</i></p> <p>KB offered to check with the School Business Manager for the situation regarding CM's DBS. <i>Action Updated.</i></p> <p><i>Action:- KB to check with the School Business Manager regarding a DBS for CM.</i></p>	KB



<p>4.2.7</p>	<p>2. LW to check with KB if Single Central Record is up to date. LW confirmed this is done on a regular basis. <i>Action Closed.</i></p> <p>3. Rev.JM to complete Leadership and Safeguarding training at the end of the month (November) and attend for Safeguarding at Brimpton Primary School. Rev.JM said she had completed the Leadership and Safeguarding training run by the Diocese and that the Safeguarding training at Brimpton Primary School will take place in the Spring term. <i>Action Closed.</i></p> <p><u>Item 17.2 – Residential Trip (AOB)</u></p> <p>1. F&amp;R Committee to review residential trip proposal online and report back to AP. This had not been done but can be done directly by AP as Health &amp; Safety Lead Governor. <i>Action Updated.</i></p> <p><i>Action:- AP to liaise with RC regarding residential trip risk assessments, on behalf of the FGB.</i></p> <p>2. Governing Body approval of residential trip to be done at December FGB meeting.</p> <p>All information, including Risk Assessments, for the residential trip were not yet ready, but there will be time for approval by the FGB prior to the trip running. <i>Action Updated.</i></p> <p><i>Action:- Residential Trip for approval to be FGB agenda item at the March 2022 meeting.</i></p>	<p>AP &amp; RC</p> <p>NJ &amp; Clerk (RHG)</p>
<p>4.3</p>	<p><b>Minutes of the Extra FGB Meeting held on 3<sup>rd</sup> December 2021</b></p> <p><b><i>The Governing Body approved the Minutes of the Extra FGB meeting held on 3<sup>rd</sup> December 2021, 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><b>STRATEGIC FOCUS/ COMMITTEES</b></p>		
<p>5.</p>	<p><b>Head Teacher Report</b></p> <p><u>Contextual Update</u></p> <p>KB raised the following, two incidents of bullying, 15 behaviour incidents which include the bullying (often physical and regarding football games); one child had left the school this term; 26 days of staff absences, 22 due to COVID and 4 for other illnesses. One staff member has not been vaccinated and is required to isolate for ten days under current Government guidelines.</p> <p>TW joined the meeting at 7.22 pm.</p> <p><b>Question:</b> A governor asked if there is a contingency plan to support this.</p> <p><b>Response:</b> KB said the staff member must continue to be given full pay and it may be possible for them to carry out certain jobs remotely, however, rules around virtual working and safeguarding could make this difficult.</p> <p><b>Question:</b> Since introducing measures to support behaviour, a governor wondered if a difference had been noticed.</p> <p><b>Response:</b> KB explained the behavioural incidents mainly involve just a few children. New playground rules had been implemented and this had given significant improvements. It was noted that the Autumn Term can often be more problematic.</p> <p><b>Question:</b> A governor asked whether the parents of the children involved in the behaviour incidents had been made aware.</p>	



	<p><b>Response:</b> KB confirmed they had. The children are not all in the same year groups.</p> <p><u>The Quality of Education</u>          KB is continuing to do classroom walk-throughs four to five times each day.</p> <p><u>Leadership &amp; Management</u>  <b>Question:</b> Along with support and challenge, NJ wondered what else KB might need from the governors.  <b>Response:</b> KB said she valued the support from all the governors, they kept themselves up to date with current situations within school and she appreciated the positive way the governors spoke about the school to others.</p> <p><u>CPD (Continuing Professional Development) 2020 – 21</u>  <b>Comment:</b> A governor was keen to know which staff were doing CPD and that there was equal access. KB agreed to provide a greater breakdown of this information in her next head teacher report.</p> <p><u>Partnership &amp; Collaboration</u>  <b>Comment:</b> A governor wondered about the school having a generic Christmas card for Christmas 2022. KB was keen on this idea.          CM said the Christmas cards individually designed by the children had raised the same profit for FoWS (Friends of Woolhampton School) as the previous year. CM said she would make a note to organise the designs for these to be done earlier ready for Christmas 2022.</p> <p><u>Child Protection &amp; Safeguarding</u>          The annual Safeguarding Audit will be reviewed by LW (Safeguarding Lead Governor) prior to being submitted to the Local Authority.          KB said there is currently one child in need and one referral was made to Children's Services and a My Family Plan is being started for this child.</p>	
6.	<p><b>Surveys</b></p>	
6.1	<p><u>Children's Survey</u>          KB said she was pleased with the children's responses and there were no major concerns. She believed the children understood the teachers would see the survey results. The recently introduced "worry boxes" were proving helpful.          The children were feeling challenge in their lessons and NJ said there will be a learning walk to look at challenge across the school.          Some work on negative perspectives of other children and understanding what good behaviour is may be looked at within School Voice. Generally the behaviour is good in class.  <b>Question:</b> A governor raised whether help can be given to those children who had responded that they do not know of an adult in school they can talk to and/or don't feel safe in school.  <b>Response:</b> KB said yes, a staff member had been able to speak to them to ensure they are ok. Overall, the majority of children did feel they had someone to talk to and felt safe in school.</p>	
6.2	<p><u>Parent's Survey</u>          KB was pleased with the results and felt the overall position was good. Many parents gave 100% agree or strongly agree answers. However, there were several neutral responses regarding bullying and one parent had disagreed, which KB said had been anticipated.  <b>Question:</b> A governor wondered whether some parents had a lack of knowledge</p>	



	<p>or understanding around pupil participation in RE (Religious Education) and collective worship.</p> <p><b>Response:</b> KB said there may be some confusion around participating and being a leader as all children participate in RE and collective worship. KB is looking more at leaders and having a team based approach.</p> <p><b>Comment:</b> It may be that this could be looked at further by Rev.JM as link governor for RE or KB as link for curriculum or within Parent Voice once set up.</p> <p><b>Comment:</b> Another suggestion was to give assemblies different names, such as "collective worship assemblies" and to explain to parents what it is and what happens.</p> <p>KB explained, spend had been made on some resources such as a Rabi visit next term and better RE materials.</p> <p><b>Comment:</b> A further idea was to hold a coffee morning for parents to come along and ask any questions they may have about the Christian faith. Also that this could be streamed virtually and notice given in the school newsletter a month or so in advance.</p>	
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### COMMITTEES

7.	<b>Finance &amp; Resources (F&amp;R) Committee</b>	
7.1	<p><u>Minutes from the F&amp;R Meeting held on 1<sup>st</sup> December 2021</u></p> <p>These were available to the governors prior to the meeting. NJ had since signed the application to bid for money from the Diocese for possible further works.</p>	
7.2	<p><u>Policies for approval</u></p> <p>Teachers Pay Policy – no comments. <i>Approved.</i></p> <p>Financial Management Policy – no comments. <i>Approved.</i></p> <p>Governor Allowances Policy – no comments. <i>Approved.</i></p> <p>Health &amp; Safety Policy – no comments. <i>Approved.</i></p> <p><u>Decision:- The governors approve the Teachers Pay, Financial Management, Governor Allowances and Health &amp; Safety policies.</u></p>	
7.3	<p><u>Health &amp; Safety Update</u></p> <p>The COVID Risk Assessment had been reviewed, children are back in bubbles when inside, KB will make this information clear within the school newsletter.</p>	

### GOVERNANCE

8.	<p><b>Governing Body Skills Audit</b></p> <p>NJ thanked governors for completing this. This was the third consecutive year of doing so. Points were noted:</p> <ul style="list-style-type: none"> <li>• Strategy – In 2019 more responses had been negative (red), now more green.</li> <li>• Accountability – Much more positive showing green level increased.</li> <li>• Engagement – Still an area of concern.</li> <li>• Effectiveness – Succession planning needs to be taken forward.</li> <li>• Impact – 100% positive results regarding the work of the Governing Body.</li> </ul> <p>Areas for development:</p> <ul style="list-style-type: none"> <li>• Accountability – It had been difficult to go into school during times of COVID restrictions. The TLC Committee also looks at different groups of pupils.</li> <li>• Engagement – Work has started. Parent View is due to be launched soon. Also work on links between staff and governors and the staff's perception of working with the governors.</li> <li>• Effectiveness – Developing succession planning based on feedback from governors during one-to-one reviews with chair of governors. Committee</li> </ul>	
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	chair roles, vice chair and chair of governors roles. Potential skills from new parent governor – school staff to help see who might be interested. Overall need to ensure parents understand governors and governing body's role – links with Engagement (above) of parents and community.	
9.	<b>SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools)</b> NJ had attended the Oxford Diocese' annual heads and chairs service and felt it important that the school tries to work with the Diocese as much as possible. KB will re-look at SIAMS requirements in January 2022 especially documenting evidence.	
10.	<b>Governor Training &amp; Development</b> Universal Safeguarding training has been completed by all those governors requested to do so. NJ and LW will do the refresher Safer Recruitment training available from the NSPCC (National Society for the Prevention of Cruelty to Children).	
11.	<b>Governing Body Monitoring</b> The maths lead teacher had not been available to arrange a review yet with TW. KB said there will be a lot more said regarding governor monitoring during the Inset Day in January. NJ felt it would be important to speak to the staff regarding their perception of the Governing Body. KB said governor attendance at Parents Evenings when able to be held in-person again, would benefit this. <b>Comment:</b> A governor noted that the NGA (National Governance Association) were not encouraging governor monitoring at present.	
12.	<b>Child Protection &amp; Safeguarding</b> KB reported one referral for whom a "My Family Plan" is being put together. KB said this is the responsibility of the school, but she will need to ask questions at the first meeting as has not yet received training. My Family Plans were spoken about at the Designated Person Forum. There is also one open case "Child in Need" with Children's Services. KB said she has recorded information from all relevant meetings. LW had attended the Safeguarding Governors Network meeting which covered safeguarding audits. LW wondered about the visibility of the Children Protection & Safeguarding Policy on the school's website, as well as other policies which cover safeguarding issues. The governors agreed it would be worth changing the headings under which the policies are arranged to give easier access, currently set as categories of statutory and non-statutory policies. The Clerk offered to re-organise the policies under more meaningful headings.  <i>Action:- Clerk to arrange all policies under new headings on the school website.</i>  LW also spoke about how the importance of reporting and sharing information is usually highlighted following a national incident, including any concerns regarding volunteers. KB said Woolhampton will be involved in a trail with two other schools which covers sharing reviews and work log and she has attended training ahead of this.	Clerk (RHG)
13.	<b>FoWS (Friends of Woolhampton School)</b> CM reported £270 raised at the Christmas Market and £242 from Christmas cards. Other areas such as clothes recycling are continuing. There are currently only 25 individuals taking part in the school lottery so it would be good to promote this more. CM is having regular updates with the FoWS Chair. CM will check the latest	





	figures for the end of the Autumn Term and see what FoWS have purchased and send this information to KB to report in the school newsletter.	
14.	<b>GDPR (General Data Protection Regulation)</b> Nothing to report.	
15.	<b>How has this meeting fulfilled our strategic purpose?</b> <b>How has this meeting fed into our Christian vision?</b> <ul style="list-style-type: none"> <li>• Reviews of surveys</li> <li>• Chair election</li> <li>• Discussion on collective worship.</li> </ul>	
<b>OTHER MATTERS</b>		
16.	<b>AOB (urgent)</b> <u>Uniform</u> Further review required. Secondhand uniform sales via the school website.  <u>Cyber Security</u> LW has webinar recording which she will send to KB.  <i>Action:- LW to send cyber security webinar recording to KB.</i>  <u>Tree</u> The tree applied for as part of the Queen's Diamond Jubilee celebrations has been delivered. A planting event will be arranged.  <u>Foodbank</u> Governors wished to thank parents for their contributions, especially coming up to Christmas. It was suggested the children could make a banner as a reminder donations continue to be needed, also for Foodbank to be added to Class List. KB will include information in the school newsletter including that a Direct Debit can be set up instead.	LW
17.1	<b>Parish/Church news relevant to the school</b> Messy Church had started but is being pause due to COVID case rates. It is hoped it can resume in January. Christmas church services, including the Crib Service, are due to be held online. KB said parents will not be invited to the Christingle Service this time.	
17.2	<b>Parish Magazine Articles – Governor Rota</b> Articles needed for February and March editions.  <i>Actions:-</i> <ol style="list-style-type: none"> <li>1. KM to write Parish Magazine article for February edition, by 12<sup>th</sup> January.</li> <li>2. JM to write Parish Magazine article for March edition, by 12<sup>th</sup> February.</li> </ol>	KM JM
18.	<b>Dates of next meetings</b> The governors thanked KB and all the staff for all their work during the Autumn Term.  Wednesday 16 <sup>th</sup> February at 7.00 pm. Wednesday 23 <sup>rd</sup> March at 7.00 pm (or 30 <sup>th</sup> March – to be confirmed). Monday 25 <sup>th</sup> April at 7.00 pm (Budget) Monday 18 <sup>th</sup> July at 7.00 pm.	



	<i>Meetings may be held face-to-face or via Zoom dependent on the situation at the time.</i>	
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The meeting close at 8.33 pm.