



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 16th February 2022 at 7.00 pm

The meeting was quorate with 7 governors. The meeting began at 7.02 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Anna Partridge AP (Foundation Governor, PCC – Parochial Church Council), Terry Webster TW (Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor), Kath Burns KB (Head Teacher, Ex-officio), Kate Moir KM (Foundation Governor, PCC), Carly Madders CM (Foundation Governor, Diocese), James Mottram JM (Associate Member).		
APOLOGIES: Lottie Wadsworth LW (Vice Chair, Foundation Governor, PCC), Martin Harding MH (Parent Governor), Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Rev. Jane Manley Rev.JM (Ex-officio, Foundation).		
ABSENT: None.		
IN ATTENDANCE: None.		
CLERK: Rachael House Gemmell RHG (Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone to the meeting.	
1.2	Opening Prayer This was led by NJ.	
1.3	Apologies and Absences Apologies received from LW, MH, KWB, and Rev.JM – all accepted.	
1.4	Any Other Business (AOB) items (urgent) None.	
1.5	Declarations of Interest for Agenda items or AOB None.	
ADMINISTRATIVE MATTERS		
2.	Minutes of the previous FGB (Full Governing Body) meeting	
2.1	<u>Minutes of the FGB Meeting dated 8th December 2021</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 8th 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>	
2.2	Matters Arising from the FGB Minutes dated 8th December 2021	
2.2.1	<u>Item 4.2.1 – Matters Arising from the FGB Minutes dated 3rd November 2021</u> <i>Rev.JM to arrange to go into school after Christmas to work with the children on developing a school prayer.</i>	

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	KB said she has arranged a date with Rev.JM to go into to school and work with the children on a school prayer. <i>Action Closed.</i>	
2.2.2	<u>Item 4.2.6 – Matters Arising from the FGB Minutes dated 3rd November 2021</u> <i>KB to check with the School Business Manager regarding a DBS for CM.</i> CM confirmed she had been asked to do a DBS (Disclosure & Barring Service) and she is in the process of completing this. <i>Action Closed.</i>	
2.2.3	<u>Item 4.2.7 – Matters Arising from the FGB Minutes dated 3rd November 2021</u> 1. <i>AP to liaise with RC regarding residential trip risk assessments, on behalf of the FGB.</i> Action remains ongoing. 2. <i>Residential Trip for approval to be FGB agenda item at the March 2022 meeting.</i> Action remains ongoing. <i>Actions:-</i> 1. <i>AP to liaise with RC regarding residential trip risk assessments, on behalf of the FGB.</i> 2. <i>Residential Trip for approval to be FGB agenda item at the March 2022 FGB meeting.</i>	AP & RC Clerk (RHG)
2.2.4	<u>Item 12 – Child Protection & Safeguarding</u> <i>Clerk to arrange all policies under new headings on the school website.</i> This had been done and the governors thanked the Clerk for her work with this. <i>Action Closed.</i>	
2.2.5	<u>Item 16 – AOB – Cyber Security</u> <i>LW to send cyber security webinar recording to KB.</i> This remained outstanding. <i>Action:- LW to send cyber security webinar recording to KB.</i>	LW
2.2.6	<u>Item 17.2 – Parish Magazine Articles – Governor Rota</u> 1. <i>KM to write Parish Magazine article for February edition, by 12th January.</i> This had been done. <i>Action Closed.</i> 2. <i>JM to write Parish Magazine article for March edition, by 12th February.</i> JM apologised, he had missed doing this. <i>Action Closed.</i>	
STRATEGIC FOCUS/COMMITTEES		
3.	Chair of Governors Update NJ decided to postpone this to the next FGB meeting when it was hoped the majority of governors would be able to attend.	
4.	Head Teacher Update Postponed until the March FGB meeting.	
COMMITTEES		
5.1	Update from Finance & Resources (F&R) Committee meeting held on 31st January 2022 AP said the minutes show all relevant information and financial pressures.	
5.2	Health & Safety Update	



	No updates.	
6.	<p>Update from TLC (Teaching Learning & Care) Committee meeting held on 9th February 2022</p> <p>KM said specific highlights within the meeting were the head's update and a presentation on SEND (Special Educational Needs & Disabilities). KM recommended any governors who had not been at this meeting to read the accompanying document.</p> <p><u>Policies for approval</u> Complaints Policy & Procedure – Information regarding use of virtual meetings added. <i>Approved.</i> Staff Code of Conduct – Link to Zoom Code of Conduct added. <i>Approved.</i> ECT (Early Career Teacher) Induction Policy – New Local Authority model policy. <i>Approved.</i> Written Statement of Behaviour Principles – No changes. <i>Approved.</i> Statement of procedures for dealing with allegations of abuse against staff – Link updated. <i>Approved.</i> Whistleblowing Policy & Procedure – No changes. <i>Approved.</i></p> <p><u><i>Decision:- The governors approved the Complaints, Staff Code of Conduct, ECT, Written Statement of Behaviour Principles, Statement of procedures for dealing with allegations of abuse and Whistleblowing policies.</i></u></p>	
GOVERNANCE		
7.	<p>Admissions</p> <p>JM said the consultation period for the Admissions Policy 2023 – 24 had ended. There had been no queries and no further changes were proposed. JM recommended the policy for approval.</p> <p><u><i>Decision:- The governors approved the Admissions Policy 2023 – 24.</i></u></p> <p><u><i>Action:- Clerk to send the approved 2023 – 24 Admissions Policy to both the Local Authority and Diocese for their records.</i></u></p> <p>KB and NJ had met to go through the rankings for the allocation of places in September 2022. The school had received 45 applications, five of whom are within catchment. 17 had selected the school as their first choice. KB was confident all 15 available places would be filled.</p>	Clerk (RHG)
8.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</p> <p>Postponed to the next FGB meeting.</p>	
9.	<p>Governor Training & Development</p> <p>Postponed to the next FGB meeting.</p>	
10.	<p>Governing Body Monitoring</p> <p>Two SEND Lead Governor monitoring reports (October 2021 and January 2022) had been circulated prior to the meeting.</p>	
11.	<p>Child Protection & Safeguarding</p> <p>No further update.</p>	
12.	<p>FoWS (Friends of Woolhampton School)</p> <p>Postponed to the next FGB meeting.</p>	



13.	GDPR (General Data Protection Regulation) Nothing to report.	
14.	How has this meeting fulfilled our strategic purpose? How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • Approved Admissions Policy • Reviewed work of committees and approved policies 	
OTHER MATTERS		
15.	AOB (urgent) None.	
16.1	Parish/Church news relevant to the school No updates.	NJ & MH
16.2	Parish Magazine Articles – Governor Rota Article needed for April edition. <i>Action:- NJ to remind MH he is on the rota to write the April article for the Parish Magazine (deadline 12th March).</i>	
17.	Dates of next meetings Monday 21 st March at 7.00 pm – Chair's Update, SFVS, Head's Update, SIAMS, FoWS, Governor Training & Development,. Monday 25 th April at 7.00 pm (Budget) Thursday 14 th July at 7.00 pm. <i>Meetings may be held face-to-face or via Zoom dependent on the situation at the time.</i>	

The meeting close at 7.25 pm.