



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 on Wednesday 2nd November 2022 at 1.00 pm at Douai Pavilion

The meeting was quorate with at least 6 governors at any one time. The meeting began at 1.10 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Carly Madders CM (Foundation Governor, Diocese) – <i>Majority Attendance</i> , Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Kath Burns KB (Head Teacher, Ex-officio), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC – Parochial Church Council), Terry Webster TW (Foundation Governor, Diocese), Kate Moir KM (Foundation Governor, PCC).		
APOLOGIES: Kelly Mitchell KMI (Parent Governor), Rebecca Cox RC (Staff Governor), Martin Harding MH (Parent Governor), Anna Partridge AP (Vice Chair of Governors, Foundation Governor, PCC).		
ABSENT: Rev. Jane Manley Rev.JM (Ex-officio, Foundation), James Mottram JM (Associate Member).		
IN ATTENDANCE: Helena Painter HP (class teacher and Maths Subject Lead) – <i>Part Attendance</i> .		
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 TW.	
1.3	Apologies and Absences Apologies received from KWB, RC, MH and AP – all accepted. For absences, please see above.	
1.4	Any Other Business (AOB) items (urgent) Two items.	
1.5	Declarations of Interest for Agenda items or AOB None.	
STRATEGIC FOCUS		
2.	Governing Body Priorities 2022 – 23 (Standing Item) The governors will continue to focus on these at every FGB meeting. Governors acknowledged the current FGB meeting and Governors Morning focused particularly on Priority 1: Monitoring Strategy. The other priorities of Christian Distinctiveness (2), Communication Strategy (3) and Learning Environment & Resources (4) were seen as important within this.	
3.	Maths Presentation HP said that Maths Mastery is the approach to maths followed at Woolhampton and her presentation would focus on this. The governors had observed maths	

Mins of Full Governing Body 2 nd November 2022	Signature:
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lessons earlier in the day as part of their Governors Morning in school. Over the past four years HP had undertaken lots of training in Maths Mastery and is now a Mastery Specialist and in the process of passing on knowledge through CPD (Continuing Professional Development) to the rest of the school staff.

What is Mastery?

- The staff are aware of what is aimed for.
- Children remain within their year group objectives to make sure they have a deep understanding and can make connections and reason about their learning.
- Woolhampton follow the White Rose maths scheme for each unit and the teachers use for starting points.
- Previous learning is re-capped especially at the start of lessons.
- The children are encouraged to understand what and why they are learning so they gain connections within mathematics.
- They can then apply their knowledge to different problems and tasks.

How do you do Mastery?

- There is a Maths Curriculum Statement which can be viewed on the maths curriculum page of the school website.
- Lessons are creative and engaging so the children can make progress and develop mathematical language to explain their learning (use of full sentences). This then aids their problem solving skills.
- Using White Rose, the lessons are adapted to the class requirements and other resources from elsewhere can also be used.
- CPA (Concrete, Pictorial and Abstract) is used to help children work through their understanding.
- The children work together in pairs, groups and within whole class learning as well as on their own. The teachers adapt to the pupil's learning style.
- The children also have daily maths fluency. Deeper understanding of concepts helps this.
- Problem starters are used at the beginning of lessons. There are also opportunities for a deep level of skill application.

How is Maths Mastery developed?

- SDP (School Development Plan) targets are set in the Autumn Term.
- Book monitoring and learning walks look at problem solving and reasoning skills.
- Pupil Progress meetings set targets for the year and individual children who need support are identified.
- Importance of times tables revision (HP plans to relaunch Times Table Rock Stars). This is a particular focus for Year 4 and HP is working with the class teacher.
- Encouraging metacognition by way of the children taking ownership of their own learning.
- The Foundation and Year 1 teachers are working on challenge and HP is supporting them with the Year 1 curriculum.
- Pupil Voice and the importance of listening to the children and how they feel about their maths lessons.

How is Maths Mastery monitored?

- The pupil data from Summer Term 2022 has been analysed and HP supports each year group.
- Foundation/Year 1 Class – HP is supporting the teachers with early years training.



- Years 2 & 3 – Part of the Sustaining Mastery Programme (training) and the importance of same day interventions and follow up for the pupils. Use of number stacks will also be introduced.
- Years 4 & 5 – Power maths interventions for some, precision teaching and regular times tables testing.
- Year 6 – Preparation for SATs (Standard Assessment Tests).

How are the staff supported?

- There are regular staff meetings.
- Woolhampton is part of the Sustaining Schools and part of the Maths Hub, which provides free training.
- Support of TA's (Teaching Assistants)
- Class oracy, being supported by another teacher.
- Understanding SEND (Special Educational Needs & Disabilities) within maths.

HP then took questions from governors:

Question: Does more money need to be spent on teaching maths in the school?

Response: HP said, if possible, she would like some further online resources to support the teaching of maths in school, these are usually at a cost of £300 – 500 per resource. Generally the school already has good resources, online resources would be per year group.

Question: How are parents helped to support their children with maths?

Response: HP said there are plans for parent workshops in the Autumn or Spring term which focus on parent subject knowledge and give an awareness of how methods and strategies are taught. Advice is also given on how to best support children at home.

Question: How do teachers monitor that all the children understand what is being asked of them within a lesson?

Response: HP said the teachers speak with the children and are assisted by the TA's. The adults walk around and look at what the children are doing and give challenge questions. They also know the children in their classes and can anticipate who may struggle and then adapt the lessons accordingly, eg. with small groups, TA help etc. Sometimes the children are paired in mixed ages/abilities to vary the support.

Question: Is maths given for homework?

Response: HP said yes, maths homework is given across the school. The children have maths books and are set a page or two to complete each week which supports the work already done in class.

Question: Can the children complete the homework themselves especially when parents do not always know the strategies taught?

Response: HP acknowledged there have been cases where parents have provided what support they can, but the children are taught what they need to know in the class.

Question: A governor asked for clarification of the data relating to children with SEND.

Response: HP confirmed the data was based on whole class teaching. Not all of the SEND children have a SAP (Support and Achievement Plan). HP added, she is also looking again at extra tutoring provision for some pupils.

Question: Are the rest of the staff supportive of the Maths Mastery approach?

Response: HP said yes, and KB agreed. The staff do ask questions and HP works on how best to support them in the classroom, with adjustments continuing to be made.

Question: Did HP have any concerns about the teaching of maths in the school?

Response: HP said no, it was going well.

Question: Did HP have enough time as maths subject lead to deliver maths



	<p>within the school?</p> <p>Response: HP said yes, she was very well supported by the head teacher, had many staff meetings which covered the other subjects as well as maths.</p> <p>The governors thanked HP for a particularly informative and well delivered presentation.</p> <p>HP left the meeting at 1.46 pm.</p>	
4.	<p>Feedback on Governors Morning</p> <p>During their morning in school the governors had viewed maths lessons and had spoken with the pupils. Governors did not have any concerns from their time in school.</p> <p>Comment: One governor noted a supply teacher in school today had remarked on the positive atmosphere within the school.</p> <p>Governors reported the children were articulate and confident and behaviour was good. All the children knew about the ROCK (Respect Optimism Compassion Koinonia) values and these were also fed into the maths lesson. The governors were grateful to the staff for letting them to come into their lessons.</p> <p>NJ asked governors to complete Governor Monitoring report forms focusing on either maths or pupil voice.</p> <p><i>Action:- All governors who attended the Governors Morning to complete a Governor Monitoring Report Form regarding maths or pupil voice and send them to the Clerk for record keeping.</i></p>	NJ, CM, KWB, SFS, TW & KM
ADMINISTRATIVE & PROCEDURAL MATTERS		
5.	<p>Minutes of the previous FGB (Full Governing Body) meeting</p> <p><u>Minutes of the FGB Meeting dated 22nd September 2022</u></p> <p>The Governing Body approved the Minutes of the FGB meeting held on 22nd September 2022, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</p>	
5.1		
5.2	<p><u>Matters Arising from the FGB Minutes dated 22nd September 2022</u></p>	
5.2.1	<p><u>Item 3.2.1 - Matters Arising from the FGB Minutes dated 14th July 2022</u></p> <p>KMI to contact any governors/associate members with safeguarding training gaps. KMI had done this. <i>Action Closed.</i></p>	
5.2.2	<p><u>Item 4 – Statutory Annual Forms</u></p> <p><i>Completion of Annual forms (Code of Conduct, Governor Declaration, Register of Business Interests) and confirmation of having read KCSIE Sept 2022 to be given by AP, KM, CM and JM.</i></p> <p>These had been completed by AP, KM and CM. <i>Action Updated.</i></p> <p><i>Action:- Completion of annual forms (Code of Conduct, Governor Declaration, Register of Business Interests) and confirmation of having read KCSIE (Keeping Children Safe In Education) September 2022, to be given by JM.</i></p>	JM
5.2.3	<p><u>Item 7.2 – Governing Body Training & Development</u></p> <p><i>All governors to complete the on-line bitesize session on step-by-step Ofsted inspections (NGA Learning Link).</i></p> <p>A couple of governors had already done this and sent confirmation to the Clerk. NJ suggested other governors also complete this at some point if possible. <i>Action Closed.</i></p>	



5.2.4	<p><u>Item 9 – Governing Body Monitoring</u> <i>All governors to book in monitoring visit dates on the Governor Monitoring Visits Calendar saved within The Drive.</i> This was a reminder to governors to include any dates booked for Monitoring Visits within The Drive. <i>Action Closed.</i></p>	
5.2.5	<p><u>Item 16.1 – Community, Church & School events relevant to Governors</u> <i>KB to send any event dates for governors to attend to the Clerk to add to the Governing Body Annual Planner.</i> KB had not yet done this. <i>Action Ongoing.</i></p> <p><i>Action:- KB to send any event dates for governors to attend to the Clerk to add to the Governing body Annual Planner.</i></p>	KB & Clerk (RHG)
5.2.6	<p><u>Item 16.2 – Parish Magazine Articles</u> <i>KM to write next governor article for the Parish Magazine by 13th October for November publication.</i> This had been done. <i>Action Closed.</i></p>	
6.	<p>Associate Member Appointment Proposal for James Mottram to continue as Associate Member of the Finance & Resources Committee for a further one year term with voting rights. The Clerk confirmed she had received confirmation from JM that he would like to continue. There were not objections.</p> <p><u><i>Decision:- The governors approved JM as Associate Member of the Finance & Resources Committee for a further one year term from 14th November 2022 to 13th November 2023 with voting rights on that committee.</i></u></p>	
COMMITTEES		
7.	Finance & Resources Committee	
7.1	<p><u>Update from meeting held on 17th October 2022</u> AP had stood down as committee chair and MH had been elected. The budget forecast position shows the school to be where needed. KB had completed performance management with all teachers and recommended some uplifts. These were approved by the committee. The committee had also looked at creating 0.2 assistant head role (0.8 to remain senior teacher role). KB has sought advice from West Berkshire HR (Human Resources) who have advised the 0.2 role must be advertised internally and an interview process carried out. Increases to support staff pay will also have an impact.</p>	
7.2	<p><u>Admissions Policy 2024 – 25</u> Reviewed by the Finance & Resources Committee and recommended for approval. No changes.</p> <p>Comment: A governor raised that there continues to be no faith based criteria within the Oversubscription Criteria despite Woolhampton being a Church of England school. The governors noted this continues to be Diocese policy. There were no further comments.</p> <p><u><i>Decision:- The governors approved the Admissions Policy 2024 – 25.</i></u></p> <p><i>Action:- Clerk to send Admissions Policy 2024 – 25 to the Diocese and West Berkshire Admissions.</i></p>	Clerk (RHG)
GOVERNANCE		



8.	Governing Body Monitoring KWB had completed a SEND (Special Educational Needs & Disabilities) Governor Monitoring report form regarding her visit carried out on 15 th October 2022. Monitoring of maths and pupils voice was carried out during the Governors Morning and reports will be completed. Also see item 4 above.	
9.	Governor Training & Development 9.1 <u>Feedback on any training/skills knowledge undertaken</u> Safeguarding training and Prevent had been completed by KM and CM.	
9.2	<u>Governing Body Annual Skills Audit and Succession Planning</u> NJ had collated the governors annual skills audit and conducted one-to-one catch ups with all governors. These had highlighted the following points: <ul style="list-style-type: none"> • Delay in some governors responding to requests on e-mail. • Lower knowledge within key educational initiatives and developments. • Only some governors are willing to take on additional responsibilities. • All governors understand the Governing Body's strategy. • Engagement with stakeholders is good, if sometimes difficult. • Succession planning remains important and there are some initial plans regarding this. • Some Link Governors are unsure of their role. NJ has included the updated Roles & Responsibilities document on The Drive. This also gives information for carrying out governor visits. • Accountability and Engagement were previously areas for development and are now scored as good. • New areas for development are: <ul style="list-style-type: none"> ○ Financial management (possibly another member on the Finance & Resources Committee which could be an associate member). ○ Knowledge of wider educational landscape. ○ Collaboration/Engagement with other governing bodies. ○ Succession planning and ensuring a balanced skill set. 	
10.	Year 6 Residential Trip The residential trip is due to take place between 3 rd and 7 th July 2023 at Hartington Hall in Derbyshire. A minibus and car (both driven by staff members) will be used to transport the children. There will be two half days of activities likely to include river canoeing and gorge walking. There are plans to also do some other visits and outdoor walking as the set up gives the opportunity to co-ordinate the school's own trips. The stay will be fully catered and the cost is approximately £400 (installments of £80). It has been possible to keep the cost lower by not travelling by coach. A contribution of £80 has been asked for any PPG (Pupil Premium Grant) children with the remaining money coming from the PPG Fund. Parents have been told they will be alerted if their child has any behaviour issues and that parents would need to collect their child. All risk assessments will be reviewed by AP, Link Governor for Health & Safety, on behalf of the Governing Body, prior to the trip taking place. <u>Decision:- The governors approved the Year 6 Residential Trip to Hartington Hall, Derbyshire from 3rd to 7th July 2023 with the proviso that all required risk assessments are reviewed by AP, Link Health & Safety Governor, prior to the trip taking place.</u> <u>Action:- AP to review risk assessments for the Year 6 residential trip to Derbyshire (3rd to 7th July 2023).</u>	AP



	KB confirmed there is now a further member of staff trained as DSL (Designated Safeguarding Lead) within school when KB and RC are not in school.	
11.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools) SFS and KB are meeting with Rev.JM on 10th November. A date for the SIAMS Working Party to meet will then be organized.</p> <p>KB will check if the school pays into the Diocese training programme.</p> <p><i>Action:- KB to find out if the school pays into the Diocese training programme for governors.</i></p>	KB
12.	<p>Child Protection & Safeguarding KB reported two referrals this term. Advise has been sought when needed. KB is also collaborating with Aldermaston and Brimpton primary schools regarding safeguarding. KB is considering the school purchasing CPOMS (Child Protection Online Management System). This will support not just reporting safeguarding concerns but also behaviour, bullying etc incidents as well (rather than recording separately). The system would also help highlight any patterns and trends occurring. The Safeguarding Audit will be carried out before the end of term. The Safeguarding Audit Action Plan can be shared with governors at the December FGB meeting.</p> <p><i>Action:- Safeguarding Audit Action Plan to be on agenda of December 2022 FGB meeting.</i></p>	Clerk (RHG)
13.	<p>Health & Safety AP has a further review session booked for November 2022. No other issues to report.</p>	
14.	<p>FoWS (Friends of Woolhampton School) Engagement from parents is increasing. FoWS are looking to take on different projects.</p> <p>CM left the meeting at 2.30 pm. The meeting remained quorate with 5 governors.</p>	
15.	<p>GDPR (General Data Protection Regulation) Nothing to report.</p>	
16.	<p>How has this meeting fulfilled our strategic purpose? How has this meeting fed into our Christian vision?</p> <ul style="list-style-type: none"> • Returning to Governing Body priorities for the academic year. • Feedback on Governors Morning in school and monitoring of maths lessons and pupil voice. • Recognition of ROCK values being used within school lessons and understood by the children. • Curriculum presentation on Maths Mastery. • Approvals of Admissions Policy and Residential Trip. • Review of Governing Body skills and initial succession plans. 	
OTHER MATTERS		
17.1	<p>Community, Church & School events relevant to Governors</p> <ul style="list-style-type: none"> • Friday 11th November at 1.00 pm – School Remembrance Service at St 	



17.2	<p>Peter's Church.</p> <ul style="list-style-type: none"> • Sunday 13th November – Remembrance Sunday Service at St Peter's Church. • Friday 25th November at 2.30 pm – Sharing Assembly in school • Friday 2nd December at 2.30 pm – Sharing Assembly in school • Thursday 8th December – Nativity Play in school (morning and afternoon sessions). • Friday 9th December at 9.00 am – Work sharing morning in school. • Wednesday 14th December at 9.15 am – I-Rock Assembly in school. • Thursday 15th December at 2.30 pm – Christingle/Christmas Service at St Peter's Church. • Friday 16th December – School Christmas Event (after school). • Monday 19th December – Christmas Dinner in school. <p>End of term is Tuesday 20th December at 2.00 pm. Inset Day Tuesday 3rd January 2023 with children returning on Wednesday 4th January.</p> <p>Parish Magazine Articles – Governor Rota CM offered to swap rota slot with MH.</p> <p><i>Action:- CM to write the next Parish Magazine Article (deadline 13th November 2022) for December publication.</i></p>	CM
18.	<p>AOB <u>Parents Evenings</u> Question: A governor queried why, going forward, the decision had been made to hold Parents Evenings online rather than in-person. Response: KB explained, the staff were keen to engage more fully with parents at other times such as at the beginning/end of the school day, workshops, SAP (Support & Achievement Plan) review meetings etc. Parents Evenings can be very difficult for teachers if allocated time slots overrun and parents miss other appointments, when online it is easier to arrange another meeting if there is a specific problem.</p> <p><u>After School Club</u> KB reported, the charity who runs the after school club (newly based at Woolhampton) are currently unable to operate following a problem with their registration with Ofsted.</p> <p>CM re-joined the meeting at 2.59 pm.</p> <p>A plan for after school provision at the school is being arranged for the next two weeks, staffed by school staff (DSL on call). Comment: Governors acknowledged this needed to be a balance between what parents would like and what works for staff. Question: Had the parents been alright with this change? Response: KB confirmed there had not been any issues from parents. Going forward, the school could employ the after school club's existing staff and run the provision. This would require a specific set up and running system. Comment: A governor suggested childcare vouchers could be used by parents to pay for provision. KB will bring a full proposal for afterschool provision to governors as required.</p>	
19.	<p>Dates of next meetings A Staff-Governor Collaboration Session will be held after this meeting following the end of the school day.</p>	



	<u>Meeting Dates</u> Wednesday 14 th December 2022 at 7.00 pm Thursday 23 rd March 2023 at 7.00 pm Thursday 27 th April 2023 at 7.00 pm Monday 17 th July 2023 at 7.00 pm	
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The meeting close at 3.10 pm.