



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 at the school on Wednesday 3rd November 2021 at 1.15 pm

The meeting was quorate numbering 7 governors.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Lottie Wadsworth LW (Vice Chair, Parent Governor), Kath Burns KB (Head Teacher, Ex-officio), Rebecca Cox RC (Staff Governor), Terry Webster TW (Foundation Governor, Diocese), Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Anna Partridge AP (Foundation Governor, PCC), Kate Moir KM (Foundation Governor, PCC), Rev. Jane Manley Rev.JM (Ex-officio, Foundation) – <i>Majority Attendance</i> , Carly Madders CM (Associate Member) <i>Majority Attendance</i> , James Mottram JM (Associate Member).		
APOLOGIES: Catherine Lovell CL (Foundation Governor, Parochial Church Council, PCC), Martin Harding MH (Parent Governor), Rachael House Gemmell RHG (Clerk to Governors).		
ABSENT: None.		
IN ATTENDANCE: None.		
CLERK: Carly Madders and Kate Moir.		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone to the meeting.	
1.2	Opening Prayer	
1.3	Apologies and Absences Apologies received from CL and MH – both accepted. The Clerk had also sent apologies, meeting notes were taken by CM and KM.	
1.4	Any Other Business (AOB) items (urgent) Three items.	
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 22nd September 2021</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 22nd September 2021, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i>	
2.2	<u>Matters Arising from the FGB Minutes dated 22nd September 2021</u>	
2.2.1	<u>Item 2.2.1 – Matters Arising from the FGB Minutes dated 8th July 2021</u>	

Mins of Full Governing Body 3 rd November 2021	Signature:
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	<p><i>Rev.JM to write a draft version of a school prayer.</i> This remained outstanding and governors requested a deadline for completion by the end of the Autumn Term. <i>Action Updated.</i></p> <p><i>Action:- Rev.JM to write a draft version of a school prayer and send to KB by end of Autumn Term.</i></p>	Rev.JM
2.2.2	<p><u>Item 2.2.2 – Matters Arising from FGB Minutes dated 8th July 2021</u> <i>RC to add link to policies within the "Useful Links" section of the Parents tab on the school website.</i> This had been done. <i>Action Closed.</i></p>	
2.2.3	<p><u>Item 3 – Statutory Annual Forms</u> <i>West Berkshire Code of Conduct (Sept 2021), Register of Business Interests and Governor Declaration Form to be completed by AP, CL, KM & Rev.JM.</i> Completed. <i>Action Closed.</i></p>	
2.2.4	<p><u>Item 11.3 – KCSIE (Keeping Children Safe In Education) September 2021 & Acceptable Use Agreement (Child Protection & Safeguarding)</u> <i>LW arrange for those governors not present, AP, KM, CL, Rev.JM, to sign to say they have read KCSIE (September 2021) and the internet Acceptable Use Agreement.</i> LW confirmed these had been completed. <i>Action Closed.</i></p>	
2.2.5	<p><u>Item 12 – Admissions</u> <i>JM to liaise with the Diocese on suitable changes to the admissions policies (2021 – 22, 2022 – 23, 2023 – 24) and take recommended updates to the next meeting of the Finance & Resources Committee.</i> This had been done and the policies reviewed by the committee at their October meeting. A consultation will be needed for the 2023 – 24 Admissions Policy. See also Item 7.3 below.</p>	
2.2.6	<p><u>Item 15 – AOB – Visible Governance</u> 1. <i>LW to write and send to KB information on the FGB and TLC meetings to be added to the headteacher's update within school newsletters.</i> 2. <i>Governor from Finance & Resources committee to provide the same.</i> Not yet completed. Governors wondered if a focal point could be provided for each update. Governors to e-mail KB with potential ideas. <i>Actions Updated.</i></p> <p><i>Action:- 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>	All governors.
2.2.7	<p><u>Item 16.2 – Parish Magazine Articles – Governor Rota</u> 1. <i>CL to write the next governor's article within the Parish Magazine by 14th October 2021 (for November edition).</i> This was not done, deadline passed. <i>Action Closed.</i> 2. <i>LW to write governors article in Parish Magazine by 14th November 2021 (for December edition).</i> Deadline for submission of articles change to 12th date of the month. <i>Action Updated.</i></p> <p><i>Action:- LW to write governors article in Parish Magazine by 12th November 2021 (for December edition).</i></p>	LW



STRATEGIC FOCUS/COMMITTEES		
3.	<p>Feedback from Governors Morning</p> <p>The Governors Strategy Morning had begun with a reflective time to consider the school vision followed by looking at areas needing to be developed as a result of last year's governor audit. It was noted that the governors appreciation of the local and national educational landscape was very much on a personal level with access to platforms such as The Key for School Governors and NGA (National Governance Association). NJ explained that succession planning was part of the FGB agenda. The governors talked through the priorities for current academic year noting that both communication and monitoring strategies would be the driver for improvement. Governors were reminded to complete the monitoring calendar for their link governor role as well as adapting the existing frame to capture the monitoring taking place. Cross reference to the three core functions outlined within the Governance Handbook enables governors to focus their work alongside compliance. The first session ended by thinking about the composition of the school in terms of numbers of pupils in each class, girl/boy comparisons and SEND (Special Educational Needs & Disabilities)/PPG (Pupil Premium Grant) groups. This generated a lot of discussion linked to monitoring roles and the importance of challenging questions on reports from the headteacher and subject leads. NJ will add these documents to The Drive for governor information.</p> <p>Rev.JM joined the meeting at 1.27 pm.</p> <p>NJ, KB and the SBM (School Business Manager) have formed a working group for fundraising. KB will also speak to the Parish Council regarding possible funding opportunities. FoWS (Friends of Woolhampton School) continue to provide support as well.</p> <p>Comment: A governor noted the importance of carefully choosing the right people to help and to also utilise the skills of those already within the governing body. All governors agreed the Governors Morning had been very productive.</p> <p>The Governors morning had ended with an observation of Collective Worship led by the Year 6 worship leaders, who competently and creatively did this for Years 4, 5 and 6 as well as the governors present. NJ asked that all pupils be praised and thanked for their hard work. LW will write to the pupils interviewed within the child's voice and complete a short write up for both the parent newsletter and the Parish Magazine article.</p> <p>All governors agreed the morning had been useful and that it was beneficial to be back in the school.</p>	
4.	<p>Head Teacher Update</p> <p>Good pupil attendance level at 94.13%. One referral made for safeguarding. KB is currently undertaking "My Family Plan" training. Eleven behaviour incidents recorded, those pupils most involved have ELSA (Emotional Literacy Support Assistant) support. One parental complaint had been resolved.</p> <p>Monitoring activity was good with formal observations due to take place. Two phonics walkthroughs had been good. Peer and self-assessments will take place. Within Pupil Voice the children are being asked about what they enjoy, if they feel safe and happy. All responses seem positive.</p> <p>For staffing, teacher supply cover is being put in place to cover Fridays in the Year 3 & 4 class until Christmas. The Year 4 & 5 teacher is now working Monday mornings with KB covering Monday afternoons. A new teacher will join in January and will take on Monday afternoons, with KB covering Monday mornings. A new teaching assistant for one-to-one support will begin in the Year 4 & 5 class on 4th</p>	



	<p>November. A lunchtime controller post for 3 days has been advertised. Regarding equalities and diversity, one issue of gender stereotyping has been logged and discussed and will be reviewed at the next staff meeting. The model Teacher's Pay Policy is awaited from WBC (West Berkshire Council) with approval being deferred to the next FGB meeting. KB will review teacher CPD (Continuing Professional Development) for FGB meetings.</p>	
5.	<p>Contingency Plan/COVID Update and Wellbeing of both pupils and staff</p> <p><u>Wellbeing</u> LW gave a presentation on the role governors play in monitoring wellbeing. This explored good practice already taking place and further things the school will do both in the school and beyond, including staff wellbeing and Parent Voice. LW signposted some useful e-learning modules from the NGA. The governors split into two groups with members from the TLC (Teaching Learning & Care) Committee focusing on the child's voice and F&R (Finance & Resources) Committee governors having completed a learning walk to see the resources purchased in action as well as proposed larger spends externally on further projects and how the funding can be generated to achieve this.</p> <p><i>Action:- Wellbeing section to be added to the Learning Walks Template.</i></p> <p><u>COVID Update</u> There was a return to bubbles indoors. COVID cases are now three times higher than in March 2020. Pregnant staff members are allowed to work in school – not currently applicable to Woolhampton. Parents to wear masks on the school site. Remote learning plans are in place if needed.</p> <p>Question: A governor asked what happens to peers of a child who tests positive for COVID.</p> <p>Response: KB said, legally there are now no requirements. However, the school would inform parents and advise taking a PCR (Polymerase Chain Reaction) test. KB will e-mail parents of those children who have been on the same table as a child diagnosed.</p>	NJ
COMMITTEES		
6.	<p>Teaching Learning & Care (TLC) Committee</p>	
6.1	<p><u>Draft Minutes from the TLC Meeting held on 6th October 2021</u> KM had been re-appointed as committee chair. Main area had been going through the committee action plan relating to the SDP (School Development Plan). Individuals will be invite to attend meetings throughout the academic year to give an update on the specific areas of maths, English and EYFS (Early Years Foundation Stage). Had update on pupil learning, baseline assessments and SEND (Special Educational Needs & Disabilities) assessments begun. It had not been possible to officially run School Voice due to COVID bubbles, but children had some discussions with KB. A possible option is to have separate sessions for the upper and lower parts of the school. The committee also spoke about attendance and wellbeing, staff wellbeing will be a focus for the next meeting.</p>	
6.2	<p><u>Policies</u> The following policies had been reviewed by the TLC Committee and recommended for approval by the FGB:</p> <ul style="list-style-type: none"> ● School Behaviour Policy – approved ● Capability of Staff – approved ● Staff Code of Conduct – approved 	



	<ul style="list-style-type: none"> • Staff Disciplinary Policy – approved • Staff Grievance Policy – approve • EYFS (Early Years Foundation Stage) Policy – approved • SEND (Special Educational Needs & Disabilities) Policy – approved • SEND Information Report – approved. <p><u><i>Decision:- The governors approve the School Behaviour Policy, Capability of Staff, Staff Code of Conduct, Staff Disciplinary Policy, Staff Grievance Policy, EYFS Policy, SEND Policy and SEND Information Report.</i></u></p>	
7.	Finance & Resources (F&R) Committee	
7.1	<p><u>Update from the meeting held on 13th October 2021</u></p> <p>AP was re-appointed committee chair. £34,000 underspend of budget. Projected underspend within PPG (Pupil Premium Grant) of £1,000. Sports Premium projected underspend of £6,000, currently looking at ways to spend this. Health & Safety walkthrough had been undertaken. Looked at supplies required due to COVID, lighting and first aid boxes. Three building surveys had been provided, nothing critical at present, but things to look into further before they become so. A schedule for this will be create. There is currently a water leak and roof leak. A confidential matter around banking had also been discussed.</p>	
7.2	<p><u>Update from the extra F&R Meeting held on 20th October 2021</u></p> <p>Teacher pay recommendations made by KB following appraisals had been approved and letters sent to the staff affected.</p>	
7.3	<p><u>Admissions Policies</u></p> <p>Admissions Policy 2021 – 22 – statutory updates reviewed by the committee and Diocese and recommended for approval.</p> <p>Admissions Policy 2022 – 23 – statutory updates reviewed by the committee and Diocese and recommended for approval.</p> <p><u><i>Decision:- The governors approved the Admissions Policy 2021 – 22 and the Admissions Policy 2022 – 23.</i></u></p> <p>Admissions Policy 2023 – 24 – changes require consultation which will be organized shortly.</p> <p>There is a projected drop in admissions across seven smaller schools for birth year 2017, West Berkshire Council will contact those schools concerned. A nearby building development has not been taken into consideration.</p>	
GOVERNANCE		
8.	<p>Teachers Pay Policy</p> <p>The model policy from West Berkshire Council was not yet available. Hope to be able to approve at the December FGB meeting.</p>	
9.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</p> <p>No areas of concern and no imminent inspection expected. KB had a positive meeting with Diocese representative. The Working Party will organise a meeting, SIAMS needs to be a continual journey.</p>	
10.	<p>Governor Training & Development</p> <p>LW had done training on wellbeing. KWB had done training on systemic phonics. NJ had attended a stakeholders webinar and the monitoring of performance data. NJ reminded all to use the NGA (National Governance Association) and The Key for School Governors and see what is available.</p>	



	It would be good to organise a Parents Voice group in the new year and look at possible ways to collect information. A "meet the governors" afternoon is planned.	
11.	Governing Body Monitoring The Monitoring Calendar has been updated. <i>Action:- NJ to move learning walk template on The Drive.</i>	NJ
12.	Governing Body Annual Review & Succession Planning Self-evaluation forms had been given out to all governing body members. One-to-one sessions will take place with all governors and NJ (as chair). NJ advised all to look at the NGA and to consider succession planning.	
13.	Child Protection & Safeguarding 1 open case. KB is completing a new course regarding new processes. Universal Child Protection training is due every three years, LW will let governors know when they need to complete this. LW will be having a meeting with KB before the end of term to complete the safeguarding audit. <i>Actions:-</i> <ol style="list-style-type: none"> 1. CM to speak with the School Business Manager regarding her DBS (Disclosure & Barring Service). 2. LW to check with KB if Single Central Record is up to date. 3. Rev.JM to complete Leadership and Safeguarding training at the end of the month (November) and attend for Safeguarding at Brimpton Primary School. CM left the meeting at 2.30 pm. The rest of the meeting was clerked by KM.	CM LW Rev.JM
14.	FoWS (Friends of Woolhampton School) No update.	
15.	GDPR (General Data Protection Regulation) Update No update.	
16.	How has this meeting fulfilled our strategic purpose? How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • Review of Governors Morning • Focus on wellbeing. 	
OTHER MATTERS		
17.	AOB (urgent)	
17.1	<u>Bank Holidays</u> KB said the school were allowed to take an extra day as a Bank Holiday and she proposed Thursday 26 th May 2022, this was agreed by governors. <u>Decision:- Governors approved the extra Bank Holiday for 2022 on Thursday 26th May.</u>	
17.2	<u>Residential Trip</u> The Isle of Wight residential trip requires governing body approval as the letter asking for deposit payments needs to be sent out. AP asked that the F&R Committee view the proposal online and report back. AP is happy with the Health & Safety aspect, and once reviewed by the committee AP will inform RC. The record of formal approval will need to be made at the next FGB meeting.	



	<p>Actions:-</p> <ol style="list-style-type: none"> <i>F&R Committee to review residential trip proposal online and report back to AP.</i> <i>Governing Body approval of residential trip to be done at December FGB meeting.</i> 	AP, MH, TW, NJ, JM, KB. NJ
17.3	<p><u>COP (Conference Of the Parties) 26 – Climate Change</u></p> <p>Question: A governor asked whether the Governing Body considers sustainability when looking at capital projects and whether it featured in the curriculum.</p> <p>Response: KB said the school were having a climate change day at the end of the week and it was agreed the issue of sustainability should be considered by the F&R Committee when considering expenditure.</p>	
17.4	<p><u>Meet the Governors</u></p> <p>NJ proposed holding a “Meet the Governors” session. She asked that as many governors as possible be available at the school for this on Friday 19th November at 2.30 pm.</p>	
17.5	<p><u>Young Governance Network</u></p> <p>NJ drew attention to this network which is available to support younger governors below the age of 40.</p>	
18.1	<p>Parish/Church news relevant to the school</p> <p>No updates.</p>	
18.2	<p>Parish Magazine Articles – Governor Rota</p> <p>See item 2.2.7 above.</p>	
17.	<p>Dates of next meetings</p> <p>Wednesday 8th December at 7.00 pm. Wednesday 16th February at 7.00 pm. Wednesday 23rd March at 7.00 pm (or 30th March – to be confirmed). Monday 25th April at 7.00 pm (Budget) Monday 18th July at 7.00 pm.</p> <p><i>Meetings may be held face-to-face or via Zoom dependent on the situation at the time.</i></p>	