



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 Tuesday 7th November 2023 at 1.00 pm at Douai Pavilion

The meeting was quorate with at least 7 governors at any one time. The meeting began at 1.05 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Anna Partridge AP (Joint Vice, Foundation Governor, PCC – Parochial Church Council), Sarah Fenwick-Stubs SFS (Joint Vice Chair, Foundation Governor, PCC), Kate Moir KM (Foundation Governor, PCC), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Terry Webster TW (Foundation Governor, Diocese), Carly Madders CM (Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor & Temporary Acting Head), James Mottram JM (Associate Member).		
APOLOGIES: Kath Burns KB (Head Teacher, Ex-officio), Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Kelly Mitchell KMI (Parent Governor), Martin Harding MH (Parent Governor).		
ABSENT:		
IN ATTENDANCE: Laura Dean LD (Chair of FoWS – Friends of Woolhampton School) – <i>Part Attendance</i> , Kate Parietti KP (School Improvement Advisor, West Berkshire Council) – <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 Rev.JM.	
1.3	Apologies and Absences Apologies received from KB, KWB, KMI and MH – all accepted.	
1.4	Any Other Business (AOB) items (urgent) None.	
1.5	Declarations of Interest for Agenda items or AOB None.	
1.6	Acknowledgement of James Mottram's last meeting On behalf of all the governors, NJ thanked JM for his time both as a governor and associate member of the Finance & Resources Committee, about seven years in total. During his time as foundation governor JM had also been Vice Chair of Governors. The governors were grateful for all the work JM had done regarding school admissions. JM's current term as associate member ends on 13 th November 2023. JM offered to provide any handover information to whoever covers admissions going forward. NJ presented JM with a thank you gift.	

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STRATEGIC FOCUS		
2.	<p>Governing Body Priorities</p> <p>Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources</p> <p>The governors continued to acknowledge their four main priorities and agreed they had very much been covered during the Governors Morning which had taken place before this meeting.</p>	
3.	<p>FoWS (Friends of Woolhampton School) – Update from Chair</p> <p>LD reported that the fireworks display held at the weekend had been a huge success. FoWS had teamed up with a few other local schools with the agreement that they would keep 50% of any tickets sold. It was thought the event was attended by between 2,500 and 3,000 people and after costs and expenses FoWS profit is likely to be around £7,300.</p> <p>Question: Were the other schools pleased to have been involved?</p> <p>Response: LD said yes, the other schools had been happy to sell tickets. Helpers at the event had just been from Woolhampton and LD was particularly grateful for all their support.</p> <p>FoWS have discussed doing a couple of larger events each year along with the smaller regular occasions such as the fun run, Christmas cards and pumpkin decorating. The next big event they are considering is a Happy Circus run by a company specifically for PTA's (Parent Teacher Associations). FoWS are also looking to hold carols by candlelight and a school disco, something to tie in with Mother's Day and an Easter egg hunt. FoWS will also be providing each pupil with a gift at the school Christmas Dinner given out by Father Christmas, this year these will be seed kits to grow a Christmas tree.</p> <p>Overall last year FoWS raised £4,456 and were able to give the school £5,000 for the outdoor classroom facility.</p> <p>Comment: Governors felt it would be good if the money raised from the fireworks display could go towards things that would benefit all of the children.</p> <p>Comment: Governors were supportive of the Happy Circus idea and considered the summer term would be a good time to hold this.</p> <p>Comments: It feels like there is a positive support network within FoWS and that everything does not just rest on the chair, LD agreed with this. FoWS seems more vibrant.</p> <p>Question: In previous meetings, governors have talked about families who may not be able to afford to participate in FoWS events. Is there any way they can be supported?</p> <p>Responses: Rev.JM confirmed there is a small church fund which could be used. CM said FoWS have had discussions around affordability. When events are advertised a strapline could be added suggesting support may be available if families are struggling. Governors agreed this could still prove difficult as families may be reluctant to come forward and how would "struggling" be identified financially.</p> <p>CM raised that making payments to FoWS would be much easier if the school's online payment system could be used. CM said she would re-check with the SBM (School Business Manager) if a facility for this was possible.</p> <p>Governors were encouraged to remember the school lottery as a beneficial means or raising money for the school; also that a design by a Woolhampton pupil had been selected for the school Christmas card. These are currently being printed ready for sale.</p> <p>The governors were very grateful to LD for these updates and all the continuing hard work done by herself and the FoWS team.</p>	

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	LD left the meeting at 1.27 pm.	
4.	<p>Feedback from Governors Morning KP joined the meeting at 1.47 pm.</p> <p>Question: NJ asked the governors if they had found the Governors Morning useful.</p> <p>Response: The governors agreed they all felt spending time in the school had been a very beneficial experience.</p> <p><u><i>No Outsiders Initiative</i></u> Following some governors visiting the Breakfast Club before the start of school and governors also being in the playground as children arrived for registration, the Governors Morning had begun with looking at this new initiative. RC explained this had been introduced to staff at the last Inset Day. It looks to ensure all children understand that it does not matter who they are, everyone is welcome at the school. There is appreciation of individual differences but that everyone belongs. Story books are used to help teach the children these messages. The approach also supports the school's vision, values and aims.</p> <p>Question: NJ explained there had been a question around whether this was potentially a good fit for a Church of England school.</p> <p>Response: RC recalled how this had been discussed with the governors this morning and everyone was happy with the approach. The staff were also supportive. The story books for the children have been ordered. RC will inform parents of the initiative and the plans for including it in school ready to embed as part of the curriculum.</p> <p>Question: Will training or support for TA's (Teaching Assistants) also be put in place for this?</p> <p>Response: RC said she did not think specific extra training would be needed for TA's as teachers will provide the lead. There will also be assemblies. The approach should also work well with literacy too.</p> <p><u><i>Ofsted Statements</i></u> NJ had provided governors with some key statements found in recent Ofsted reports for local schools who are similar to Woolhampton. NJ felt it was useful for governors to see how some of the main areas are focused upon by Ofsted and written about within the reports. These had provided different areas to look out for during the morning in school.</p> <p><u><i>Overall Focus</i></u> The focus for the morning had been "looking for learning". NJ acknowledged this was a broad statement but felt it was important for governors to not just know about the curriculum but to also see the children's learning taking place. RC had provided a range of examples of the children's work for governors to look through, focusing on geography and history. The governors had discussed what they wanted to find out about in school, had carried out learning walks and covered "pupil voice" by chatting with the children.</p> <p><u><i>Learning Walks</i></u> All governors had been able to visit both Beech (Foundation and Year 1) and Chestnut (Years 4 and 5) classes. SFS and CM reported on Chestnut class. They had viewed whole class shared reading of the text at the beginning of a chapter in a book. The session had focused on punctuation, had been led by the teacher but with break-out sessions. One child had struggled to understand what they had needed to do and this was</p>	

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handled well by the teacher. The teacher and TA had moved round the class supporting different children. CM and SFS had seen how fluency was being developed within the children's reading, how it was modelled and practiced.

Question: Did CM and SFS feel they have seen learning take place within the class?

Response: CM and SFS said the children's learning was evident and there were many elements within the lesson the children were clearly used to. They did have a concern regarding differentiation within the lesson and sufficient support for this.

Question: Was there an appropriate amount of TA support within the class?

Response: RC said the school does have more TA support within the classrooms than the legal minimum requirement.

They had also noticed the displays within the classroom including vocabulary boards and working walls.

AP had viewed Phonics in Beech class. This had begun with a group carpet session. The focus had been on segmenting words. The children were very engaged and enthusiastic but it was clear there were varying abilities and some were struggling to hold a pencil. It was also evident how the technology used within the lesson helped to focus the children. Following the carpet session, there was revision of concepts, group exercises and individual work. Overall the learning environment was calm, behaviour was very good and there were bright displays on the classroom walls.

TW had also observed members of Beech class who had been taught in the school hall, which, although not a classroom, the teacher had adapted well. The children were all engaged and had participated sharing their learning.

Pupil Voice

KM had met with three Year 6 children to talk about safeguarding and the school day. The children said they felt safe at school and with a little prompting also knew who to go to if they felt unsafe. KM wondered if the children needed some reminding of the safeguarding posters on display around the school. In discussion regarding bullying and friendships, the children thought the folder created in Chestnut class with suitable responses was really helpful and the approach should be more widely used throughout the school and adapted for the different year groups. They also appreciated the worry boxes and that these were regularly checked. Sometimes the children felt concerned about coming into school in the morning, this was mainly due to worrying about their own academic abilities and not always wanting to ask for help.

Comment: It was noted that some of the older children were a bit uneasy about coming into school in the mornings, but this was not the case for those attending Breakfast Club, they seemed much more settled. Breakfast Club uses a different entrance and gave a different atmosphere.

Children from other year groups, when speaking about the school environment, had commented on it often being cold in the school hall and that there were sometimes issues with the toilets. The children understood behaviour expectations, the GEM's system and the school's values. They knew why they went on school trips and the purpose of charity days. The Year 6 children had been very articulate and gave more mature responses.

AP, TW, CM and SFS had also spoken with the children fulfilling the "pupil voice" objective.

NJ was very grateful to the governors for the time they had spent in school this morning and asked that Governor Monitoring Visit Reports are written up for each of the sessions they had covered and for these to be sent to NJ.

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	<p><i>Action:- Governor Monitoring Visit Report forms to be completed covering the various sessions attended during the Governors Morning.</i></p>	<p>All Governors who had attended Governor Morning.</p>
5.	<p>Annual Governors Skills Audit</p> <p>NJ said she had looked at the new skills audit from the NGA (National Governance Association) which allows for a more collaborative approach, but felt individual responses were preferable. NJ gave all governors a copy of the skills audit questionnaire (based on NGA version). Governors were asked to fill this in and return it to NJ. NJ had also developed Annual Review of Contribution forms which were also handed out to governors to complete and give back to NJ. NJ plans to hold one-to-one discussion catch ups with each governor in December and will contact members individually to arrange this.</p> <p>NJ had updated the Roles & Responsibilities document for Link Governors. A paper copy was handed out to each governor, this is also available on the Drive. The document is based on information available from Governorhub Knowledge (formally The Key for School Governors). This is a service the school subscribes to and governors were encouraged to ensure they are signed up for this so they are able to access further information, especially relating to their link governor roles.</p> <p>NJ also reminded governors of the NGA's learning links material. NJ gave all governors a sheet explaining courses governors are advised/need to do, should do and could do. Once a course is completed governors are asked to send their certificates to the Clerk for record keeping and evidence for their CPD (Continuing Professional Development).</p> <p>NJ added, the newest version of the Strategic Vision and plan is also available on the Drive.</p> <p><i>Actions:-</i></p> <ol style="list-style-type: none"> <i>1. All governors to complete the Annual Governors Skills Audit and return it to NJ as soon as possible.</i> <i>2. All governors to complete the Annual Review of Contribution forms and return them to NJ as soon as possible.</i> <i>3. All governors to ensure they are set up to access Governorhub Knowledge and to contact the Clerk or NJ if unable to do so.</i> <p>The governors were very grateful to NJ for providing the above information and her continuing support of their governor development.</p>	<p>All governors</p> <p>All governors</p> <p>All governors</p>
ADMINISTRATIVE MATTERS		
6.	<p>Minutes of the last FGB (Full Governing Body) Meeting</p> <p>Minutes of the FGB Meeting held on 19th September 2023</p> <p><i>The Governing Body approved the Minutes of the FGB meeting held on 19th September 2023, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
6.1		
6.2	<p><u>Matters Arising from the FGB Minutes dated 19th September 2023</u></p> <p><u>Item 2 – Annual Statutory Forms</u></p> <p><i>Clerk to ask those not present at the meeting to complete the statutory annual forms.</i></p> <p>The Clerk confirmed everyone had completed the annual statutory forms and confirmed reading of KCSIE (Keeping Children Safe In Education) September 2023. <i>Action Closed.</i></p>	
6.2.1		

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6.2.2	<p><u>Item 3.2.2 – Matters Arising from the FGB Minutes dated 19th July 2023</u> School House Project update to be agenda item at November FGB meeting. This had been deferred to December. <i>Action Updated.</i></p> <p><i>Action:- School House Project update to be agenda item at the December 2023 FGB meeting.</i></p>	Clerk (RHG)
6.2.3	<p><u>Item 3.2.6 – Matters Arising from the FGB Minutes dated 19th July 2023</u> KM to speak to TW regarding drafting a governors prayer with Rev.JM. KM had spoken to TW regarding this. Governors confirmed they would like a standard prayer for the Governing Body, this would be personalized for Woolhampton. Rev.JM agreed to take this forward and bring it to the TLC (Teaching Learning & Care) Committee meeting on 15th November 2023. <i>Action Updated.</i></p> <p><i>Action:- Rev.JM to draft a Governor's Prayer (standard prayer personalized for Woolhampton) and bring it to the TLC meeting on 15th November 2023.</i></p>	Rev.JM
6.2.4	<p><u>Item 7.2 – School Development Plan (SDP)</u> 1. RC to look into re-making school promotional video for the school website. RC said she had looked into this but would like to wait so KB can be included as well. RC agreed to update further at the December FGB meeting. <i>Action Updated.</i></p> <p><i>Action:- RC to update governors on progress for re-making the school promotional video for the school website.</i></p> <p>2. RC to remove "governor evidence" column in the SDP and widen the "Impact on Staff Success Criteria" column to include Link Governors. RC had removed the "governor evidence" column but had not yet added link governors with subject leader staff. <i>Action Updated.</i></p> <p><i>Action:- RC to add link governors with subject leaders within the SDP.</i></p>	RC
6.2.5	<p><u>Item 8.2 – Governing Body Strategic Plan 2023 – 24 & Priority Setting 2023 – 24</u> NJ to upload completed Strategic Plan 2023 – 24 to the Drive. NJ had done this. <i>Action Closed.</i></p> <p>NJ also provided RC with a copy of the Strategic Plan for the staff room along with a "Meet the Governors" document.</p>	
6.2.6	<p><u>Item 10 – Governing Body Monitoring</u> NJ to add Website Monitoring Calendar for 2023 – 24 to the Drive. NJ had done this. <i>Action Closed.</i></p>	
6.2.7	<p><u>Item 16 – Friends of Woolhampton School (FoWS) Update</u> AP to raise School Fund with the Finance & Resources Committee. AP said she had spoken with MH (Chair of Finance & Resources Committee) regarding School Fund coming to the committee. This will be an agenda item at the next committee meeting at the end of November 2023. <i>Action Closed, New Action.</i></p> <p><i>Action:- School Fund to be agenda item for the Finance & Resources Committee November 2023 meeting.</i></p>	Clerk (RHG)
6.2.8	<p><u>Item 17.2 – Articles for publication in the online newsletter and/or community</u></p>	

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6.2.9	<p><u>magazine</u> AP to write the article for the November editions. AP had done this. <i>Action Closed.</i></p> <p><u>Item 18 – AOB (Any Other Business) Urgent – Staff Wellbeing</u> AP to raise concerns regarding school cleaning at her next Health & Safety monitoring visit. AP had completed her Health & Safety monitoring visit (see also items 8 and 13 below). The Health & Safety audit and checklist are due to go to the next Finance & Resources committee meeting. <i>Action Closed.</i></p>	
COMMITTEES		
7. 7.1 7.2	<p>Finance & Resources Committee – Update from meeting held on 16th October 2023</p> <p><u>Draft Finance & Resources Committee Minutes dated 16th October 2023</u> CM feedback on the meeting. MH had been re-elected as committee chair. Budgets were on track. There had been a large increase in supply teaching costs (CM said it was unfortunate this had to show as a deficit). The committee had discussed building and maintenance needs including heaters in the Year 6 classroom and the canopy outside the main reception area. The SBM was asked to look into possible grants available for asbestos removal. The SBM had also been asked to put together a proposal of works needed around the school. The Lettings Policy had been reviewed and approved. New equipment had been delivered within the Curriculum Led Budget. The after school and breakfast clubs were continuing to work well. The School House project had been discussed, with initial estimates likely to now be out of date and input from the surveyor needed. A new contract through West Berkshire Council for the wireless area network had been discussed and approved. Overall this had been a good meeting but there were several areas which required actions from the SBM to take things forward. CM suggested some form of meeting follow up on these areas two to three weeks after each meeting would be beneficial. Other governors who are also on the committee agreed with this.</p> <p><u>Admissions Policy 2025 – 26</u> This had been reviewed by the Finance & Resources Committee. There were no required changes and apart from date changes the policy remained the same. There is therefore no need to consult on the policy this time (this is done every seven years or when substantive changes, especially to the oversubscription criteria are needed). The governors were grateful to JM for his work on admissions and recognized the need for someone to take on admissions going forward. The policy was recommended for approval.</p> <p><u>Decision:- The governors approved the 2025 – 26 Admissions Policy.</u></p> <p><u>Action:- Clerk to send the approved 2025 – 26 Admissions Policy to the LA (Local Authority) and Diocese).</u></p>	
GOVERNANCE		
8.	<p>Governing Body Monitoring The following governor monitoring visits had been made and reports circulated to all governors prior to this meeting:</p> <ul style="list-style-type: none"> • Forest School – KM on 5th October 2023 • Health & Safety – AB on 9th October 2023 • English and Phonics – SFS on 11th October 2023. 	

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	As mentioned in Item 4 above, Governor Monitoring Visit Forms were to be completed following the Governor Morning.	
9.	<p>Governor Training & Development</p> <p>KP the SIA (School Improvement Advisor) explained, on her first meeting with RC they had focused on the SEF (Self-Evaluation Form). This is a very comprehensive document which illustrates the school's journey since the last Ofsted inspection. RC had now completed the relevant updates which show not just what the school has done but the impact through such areas as data, pupil and parent voice. KP had helped RC with what was likely to be included in the initial telephone conversation with the Ofsted inspector. KP had gone through a number of questions and covered various aspects of the data and curriculum. KP said head teachers of small schools are very much the main member of staff dealing with the Ofsted inspector and that RC had done very well. There were some areas to focus on within EYFS (Early Years Foundation Stage), understanding the curriculum and Maths. KP had also looked at history and the sequencing curriculum. This had been shared with governors this morning. KB had also reviewed the SDP (School Development Plan) and felt most areas were on track, especially regarding the curriculum.</p> <p>Rev.JM left the meeting at 2.32 pm. The meeting remained quorate with 7 governors.</p> <p>More recently, KP had re-reviewed at the SEF with RC; EYFS had been reviewed the report from WBC (West Berkshire Council) being shared with NJ. It remained difficult having Reception and Year 1 in the same class and the recommendations within the report had helped the teachers. KP had also looked at guided reading for Year 1 and the school's new reading programme.</p> <p>RC said KP's support had been invaluable and she was very grateful.</p> <p>Recently completed training:</p> <ul style="list-style-type: none"> • Level 2 Mental Health Awareness certificate – NJ. • Dyscalculia Awareness training – NJ. • Dealing with disclosures (safeguarding) – NJ. <p>KM had begun the training for Greener Governance, NJ had mentioned to MH that this would be useful for him as well.</p>	
10.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</p> <p>SFS had met with Mrs Smith (staff member) regarding potential involvement with the SIAMS inspection process. SFS had shared progress with Rev.JM and KB. RC felt it would now be prudent to wait for KB to be back at school before moving things further forward. Several elements related to the curriculum and the need for collecting evidence and showing impact.</p> <p>RC said a spirituality book has been introduced to classes. SFS said there had not yet been any response to the request for knitting characters for the story bags.</p> <p>Comment: It had been noted during the Governor's Morning that some more of the children would like the opportunity to be Worship Leaders and felt the current system of being elected by the other children was a bit unfair.</p>	
11.	<p>Teachers Pay Policy (November 2023)</p> <p>This is adapted from the West Berkshire model policy and has been reviewed by NJ. NJ was requesting provisional approval from the governors as WBC had not yet confirmed their model policy was finalized (awaiting confirmation of Government approval of teacher pay rises). It was unlikely there would be further</p>	

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	changes. <i>Decision:- The governors approved the Teachers Pay Policy November 2023 with the proviso that further changes, as advised by WBC, could be required.</i>	
12.	Child Protection & Safeguarding RC reported no concerns since the last FGB meeting.	
13.	Health & Safety AP explained, WBC have changed their approach to the Health & Safety checklist and AP's recent monitoring visit (see item 8 above) had used this new checklist. The main concerns from the monitoring visit had been lighting and the school hall. AP had completed her elements of the checklist, as link governor, and asked the SBM to complete her relevant part as well. AP has requested the updated version and the updated Health & Safety audit plan go to the next Finance & Resources meeting. AP said the classrooms had seemed better since her previous visit and the children were happier. RC confirmed work to the lighting around the school was being carried out today. It should also be possible to sort the lighting in the school hall but RC had been advised this could not be done while the children are in school. Comment: The Breakfast Club is not currently well lit due to being held quite early in the school hall. RC said she would also check if the fire escape step was being repaired today. Classroom heaters have been ordered. It was unsure if there is a problem with the timer for the heating within school as the time it is on does not always seem to correspond with when the buildings are being used. The governors thanked AP for her work to ensure Health & Safety requirements are followed up and in place.	
14.	GDPR (General Data Protection Regulation) No issues to report.	
OTHER MATTERS		
15.1	Community, Church & School Events relevant to Governors <ul style="list-style-type: none"> School Remembrance Service, Friday 10th November 10.40 am. School Christmas Dinner, Thursday 14th December. St Peter's Church Carol Service, Sunday 17th December. School Christingle Service, Wednesday 20th December at 1.00 pm (St Peter's) St Peter's Crib Service, Christmas Eve (24th December). Rev.JM said she is adding an alter table in the school hall. The alter colours for this will change with the ecclesiastical year. From February 2024 half term, Rev.JM is launching WoW (Worship on Weekdays) at St Peter's church. This will be a weekly benefice opportunity for parents to join after school drop-off.	
15.2	Articles for publication in the Benefice Online Newsletter and/or Community Magazine The Benefice Newsletter does have a January edition. NJ will write the December article for this. KMI is due to do November for December publication. <i>Action:- KMI to write governor article for the Benefice Online Newsletter and Community Magazine for submission by 17th November for December publication.</i> Articles for both the Benefice and Community magazines need to be submitted by	KMI

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	17 th of each month going forward. It was noted that it is good to include photographs if possible as they make the article more eye-catching.	
16.	AOB (Any Other Business) Urgent None.	
MEETING SUMMARY		
17.	<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"> • Communication between FoWS and the governors • Monitoring, both within Governor's Morning & Link Governor visits • Pupil voice within Governor's Morning <p>Comment: The Governor's Morning had provided the opportunity to re-focus on spending time in school and how this is re-integrated within FGB meetings.</p> <ul style="list-style-type: none"> • Plans to review and further develop governors through skills audit • Feedback from SIA • Review of Health & Safety and plans for the learning environment • Governor's Prayer. 	
18.	<p>Dates of next meetings</p> <p>The governors thanked NJ for all her work in preparing the Governor's Morning also RC and asked her to pass on thanks to the staff as well. NJ thanked KP for joining the meeting and the feedback she had provided.</p> <p>Thursday 14th December at 7.00 pm Tuesday 30th January at 7.00 pm (Admissions Policy) Thursday 21st March at 7.00 pm (SFVS) Thursday 25th April at 7.00 pm (Budget) Thursday 18th July at 7.00 pm.</p>	

The meeting closed at 2.55 pm.

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