



## 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 Thursday 14<sup>th</sup> July 2022 at 7.00 pm at the school

The meeting was quorate with 9 governors. The meeting began at 7.08 pm.

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

<b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Anna Partridge <b>AP</b> (Vice Chair of Governors, Foundation Governor, PCC – Parochial Church Council), Kate Moir <b>KM</b> (Foundation Governor, PCC), Kelly Mitchell <b>KMI</b> (Parent Governor), Sarah Fenwick-Stubs <b>SFS</b> (Associate Member), Carly Madders <b>CM</b> (Foundation Governor, Diocese), Terry Webster <b>TW</b> (Foundation Governor, Diocese), Rebecca Cox <b>RC</b> (Staff Governor), Kath Burns <b>KB</b> (Head Teacher, Ex-officio), James Mottram <b>JM</b> (Associate Member).		
<b>APOLOGIES:</b> Rev. Jane Manley <b>Rev.JM</b> (Ex-officio, Foundation), Martin Harding <b>MH</b> (Parent Governor), Kim Wyrley-Birch <b>KWB</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> NJ welcomed everyone to the meeting.	
1.2	<b>Opening Prayer</b> This was led by TW.	
1.3	<b>Apologies and Absences</b> Apologies received from Rev.JM, MH and KWB – all accepted.	
1.4	<b>Any Other Business (AOB) items (urgent)</b> Two items.	
1.5	<b>Declarations of Interest for Agenda items or AOB</b> None.	
<b>PROCEDURAL/ADMINISTRATIVE MATTERS</b>		
2. 2.1	<b>Governing Body Membership</b> <u>Associate Member of TLC (Teaching Learning &amp; Care) Committee</u> KWB, who has been a foundation governor for a four year term, and is a valued member of the governing board, is currently in the process of re-applying for a further term as foundation governor appointed by the Diocese. As this has yet to be completed, NJ proposed KWB as associate member of the TLC committee until her re-appointment as foundation governor is confirmed. There were no objections.  <i>Decision:- The governors approved Kim Wyrley-Birch as Associate Member of the</i>	

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2.2	<p><u>TLC Committee until her re-appointment as foundation governor by the Diocese.</u></p> <p><u>PCC (Parochial Church Council) Foundation Governor Update</u> SFS, current associate member of the TLC Committee, has agreed to be put forward for foundation governor appointed by the PCC. The next meeting of the PCC is on 21<sup>st</sup> July 2022, when the proposal for SFS will be made on behalf of NJ. It is hoped SFS will be duly appointed and this will fill the remaining foundation governor vacancy on the Governing Body.</p>	
3. 3.1  3.2 3.2.1  3.2.2  3.2.3  3.2.4	<p><b>Minutes of the previous FGB (Full Governing Body) meeting</b> <u>Minutes of the FGB Meeting dated 25<sup>th</sup> April 2022</u> <b><i>The Governing Body approved the Minutes of the FGB meeting held on 25<sup>th</sup> April 2022, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors.</i></b></p> <p><u>Matters Arising from the FGB Minutes dated 25<sup>th</sup> April 2022</u> <u>Item 2.2.1 – Matters Arising from the FGB Minutes dated 1<sup>st</sup> March 2022</u> <i>Uniform Policy to be agenda item at the next TLC meeting (May 2022)</i> The Uniform Policy had been updated and approved by the TLC Committee at their last meeting. <i>Action Closed.</i></p> <p><u>Item 4 – Head Teacher Update</u> <i>AP to review risk assessments for the Years 4 and 5 residential trip to Osmington Bay, 4<sup>th</sup> – 6<sup>th</sup> May 2022.</i> AP confirmed these had been reviewed prior to the trip taking place. <i>Action Closed.</i></p> <p><u>Item 8 – AOB (Any Other Business)</u> <i>School House Project to be ongoing agenda item for the Finance &amp; Resources Committee.</i> The Clerk confirmed she had a note of this to be an agenda item from the beginning of the new academic year. <i>Action Closed.</i></p> <p><u>Item 9.2 – Parish Magazine Articles – Governor Rota</u> <i>KWB to write article for the June Parish Magazine (deadline 12<sup>th</sup> May).</i> This had been done. <i>Action Closed.</i></p>	
<b>STRATEGIC FOCUS</b>		
4.	<p><b>Chair of Governors Update</b> <u>Preparation for Ofsted Training</u> Governors had received training from West Berkshire the previous week. The trainer felt the school has a good realistic approach and did not foresee any particular problems. The governors need to be able to promote the Governing Body well raising their strategic impact and show why they are proud of the school and what makes Woolhampton different. A document with questions for governors was also provided and NJ will go through this over the summer and share with all governors. Some areas to improve upon are consistency in teaching and TA's (Teaching Assistants) and some deep-dive work will be carried out with staff, including TA's. Next week there will be a focus on pupil voice across all curriculum subjects. It is important the school's website is up to date with all relevant documents and includes testimonials from parents. Governors also need to be carrying out their regular monitoring visits in school again. The trainer felt the Governing Body has a very good strategic plan in place. The trainer is happy to work further with the school and governors but there would be a cost.</p> <p><u>End of 2021 – 22 Academic Year</u></p>	

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	<p>NJ is writing an end of term piece from governors to parents for the school newsletter, AP and KM will provide information from the committee they chair. NJ will also write to staff on behalf of the governors to show their appreciation.</p> <p><u>Strategic Vision &amp; Plan Document (2019 – 23)</u>          Regarding Ofsted, on page 3 of the Plan, NJ has changed the wording relating to an outstanding grading to “We are now striving to be the very best school we can be”. The Strategic Goals are listed under three main sections:</p> <ul style="list-style-type: none"> <li>• To provide excellence in ‘whole child education’ by enhancing the broad and balanced curriculum offer.</li> <li>• To provide effective and committed leadership, governance and financial control.</li> <li>• To put the school at the heart of the community.</li> </ul> <p>Within this, some areas are underway and some will move onto the next academic year.          The Link Governor roles will be updated on page 11. NJ emphasised how good it was to have a full governing body membership.          The Strategic Plan is organized around the seven themes from the Governance Handbook:</p> <ul style="list-style-type: none"> <li>• Strategic leadership</li> <li>• Effective governance &amp; statutory duties</li> <li>• Monitoring &amp; evaluation</li> <li>• Strengthening school leadership (support &amp; challenge)</li> <li>• Performance Management of the Head Teacher and staff</li> <li>• Engagement with stakeholders</li> <li>• Matching resources to vision and priorities.</li> </ul> <p>The Governing Body also has four main priorities:</p> <ul style="list-style-type: none"> <li>• Priority One – Communication Strategy</li> <li>• Priority Two – Play a lead role in SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools)</li> <li>• Priority Three – Monitoring Strategy</li> <li>• Priority Four – Outcomes for all pupils. This will become a focus for the Finance &amp; Resources Committee including the School House project.</li> </ul> <p>Governors noted the similarities between priorities three and four. KB said governor monitoring is very important including speaking with the children and looking at their books. CM is developing Parent Voice (under Priority One), collating responses and will hold a meeting to go through these. Parent Voice will also need to be included within the 2022 – 23 SDP (School Development Plan).</p> <p><u>SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools)</u>          The Diocese has produced a list of schools due for inspection. Woolhampton is likely to be within the 2023 – 24 academic year. Previously a SIAMS Working Party had been set up, but this needed to be relaunched in September when the focus will be on evidence collation for the SEF (Self-Evaluation Form).</p>	
5.	<p><b>Head Teacher Report – Summer Term 2022</b>  <b>Question:</b> A governor asked whether a fire drill will be carried out before the end of term.  <b>Response:</b> KB said there is a fire drill planned for the following day.  <b>Question:</b> A governor asked about having information on attainment across reading writing and maths (combined) for KS1 (Key Stage 1).  <b>Response:</b> KB said this would be collated and shared with governors at the September FGB meeting.  <b>Question:</b> A governor wondered whether reading should be a particular focus for KS1 next year.</p>	



	<p><b>Response:</b> KB said reading will continue to be prioritized across the school but the main focuses would need to be maths and writing.</p> <p><b>Question:</b> Was there any comparison data for the Multiplication check?</p> <p><b>Response:</b> KB said it had been the first year this had been done. The children's average score had been 15. KB added, the information will help with working on multiplication tables going forward and the overall progress of the Year 4 children in maths had been good.</p> <p><b>Question:</b> A governor queried training not undertaken by one of the teachers.</p> <p><b>Response:</b> KB said the teacher had completed two maths trainings and been involved with training other schools.</p>	
6.	<p><b>School Development Plan (SDP)</b></p> <p>KB explained there will be a new format for the 2022 – 23 SDP. This will have three monitoring points and will form part of the termly head teacher reports. The priorities will have a summary then further details will be listed in columns below, costings also need to be included and the SDP will need to reflect pupil progress meetings, test results and how things are being taken forward. The full 2022 – 23 SDP will be shared with governors ready for the September FGB meeting.</p>	
7.	<p><b>Staffing Structure for September 2022</b></p> <p>This covered all staff for the school including the head teacher, senior teacher, curriculum leads, School Business Manager (SBM) (34 hours a week), one teacher is taking on the LA (Local Authority) Advisory role for English. There are a number of staff who also have a lunchtime duty (some contracted, some extra hours). Breakfast Club and Forest School were also within the overall structure. A teaching post for one day a week had been advertised.</p> <p><u><i>Decision:- The governors approved the staffing structure for September 2022.</i></u></p> <p>There was also the possibility of Level 3 training for a TA (Teaching Assistant) to support the Reception &amp; Year 1 class.</p>	
<b>GOVERNANCE</b>		
8.	<p><b>Finance &amp; Resources Committee Update</b></p> <p><u>Draft Finance &amp; Resources Committee Minutes dated 21<sup>st</sup> June 2022</u></p> <p>The meeting had had a presentation on the Sports Premium. This had shown how this area had developed including a strong Forest School. There had been discussions on making greater links with nature and the environment and embedding PE (Physical Education) into everyday school life. Sports Premium will be looked at again by the committee in the autumn term.</p> <p>School budget at period 2, no concerns at the moment.</p>	
8.1		
8.2	<p><u>Proposal for After School Club</u></p> <p>Initial discussions had been held within the Finance &amp; Resources meeting. Currently children at Woolhampton take the minibus to another site. The Sunshine Club would like to be based at Woolhampton and children from another nearby primary school would also attend. It would be a separate entity with their own arrangements around risk assessments, liability insurance and safeguarding. The after school club would begin at Woolhampton from September, ideally in the school hall, but classrooms will need to be used while the school pipework is being completed. Take up is estimated at around ten children. Governors felt it was important the provision was not run at a loss, especially considering increases in electricity and oil costs. Rental cost would be £15 per day.</p> <p><b>Question:</b> A governor wondered whether The Sunshine Club would be taking on the Breakfast Club as well.</p>	



8.3	<p><b>Response:</b> KB said no, this would continue as the school's own concern as it was working well.</p> <p><u>Decision:- The governors agreed to The Sunshine Club being based at Woolhampton for after school provision.</u></p> <p><u>Policies for Approval</u>          Lettings Policy – Previously not charged after school clubs. Cost should be reviewed annually by Finance &amp; Resources committee and possible changes recommended to the FGB. Time of letting hours should be until 6.00 pm.  <b>Question:</b> A governor asked about key holders.  <b>Response:</b> KB said this would be covered within the Liability Contract rather than this policy.          There will also be a Hirer's Liability Agreement which AP agreed to support KB and the SBM (School Business Manager) in producing over the summer.          Governors were also keen that sufficient information regarding the after school club would also be given to parents.          Policy review to change to annual review rather than every three years.</p> <p><u>Decision:- The governors approved the Lettings Policy with the proviso of letting hours being extended to 6.00 pm and policy review being changed to annually.</u></p> <p>Charging &amp; Remissions Policy – No comments. <i>Approved.</i></p> <p>Freedom of Information – No comments. <i>Approved.</i></p>	
8.4	<p><u>Finance &amp; Resources Committee Terms of Reference – Academic Year 2022 – 23</u>          No comments.</p> <p><u>Decision:- The governors approved the Finance &amp; Resources Committee Terms of Reference for the 2022 – 23 academic year.</u></p>	
9.	<p><b>Teaching Learning &amp; Care (TLC) Committee Update</b></p>	
9.1	<p><u>Draft TLC Committee Minutes dated 29<sup>th</sup> June 2022</u>          A very good phonics presentation had been given, a large number of policies reviewed and approved (this had been very time consuming and a new system for tracking changes will be put in place), the importance of governor monitoring including looking at books, talking to the children and strengthening link roles. Other areas covered were staff wellbeing following a tough couple of years, Child Protection &amp; Safeguarding and what happens if the DSL (Designated Safeguarding Lead) is not on site, and governors attending different forms of collective worship.</p>	
9.2	<p><u>Policies for Approval</u>          Teacher &amp; Support Staff Appraisal – no comments. <i>Approved.</i>          Supporting Pupils with Medical Conditions – no comments. <i>Approved.</i>          Relationships &amp; Sex Education Policy – no comments. <i>Approved.</i></p>	
9.3	<p><u>TLC Terms of Reference – Academic Year 2022 – 23</u>          No comments.</p> <p><u>Decision:- The governors approved the TLC Committee Terms of Reference for the 2022 – 23 academic year.</u></p>	
10.	<p><b>Governing Body Monitoring</b>          A SIAMS Working Party Visit Report dated 20<sup>th</sup> June 2022 had been produced by</p>	



	<p>KM and an SEND Governor Visit Report dated 8<sup>th</sup> June 2022 had been completed by KWB.</p> <p>NJ said all governor link roles will be looked at again in September and time is needed to embed them going into the new academic year. It would also be helpful if governors could attend one staff meeting a term to meet with the staff they have link roles with.</p>	
11.	<b>Governor Training</b>	
11.1	<p><u>Feedback on any training completed during the summer term</u></p> <p>NJ had completed safer recruitment training. KB will also arrange to do this. SFS had attended West Berkshire governor induction training. KMI had attended the Safeguarding Governor Network and completed some child protection training. AP and NJ had also completed safeguarding training and will send their certificates to KMI.</p>	
11.2	<p><u>Initial plans for 2022 – 23</u></p> <p>The annual skills audit will be sent to governors in the new autumn term to complete which will help provide information on any skills gaps and training needs.</p>	
12.	<p><b>Child Protection &amp; Safeguarding</b></p> <p>KMI had met with KB and been through the proforma. KMI had a good overview as safeguarding lead. The advice from West Berkshire's Safeguarding Governor Network is that the safeguarding lead should also check on the SCR (Single Central Record). The SBM is to train as the third DSL, it will be good to have more on site.</p> <p>Some governors have safeguarding training gaps and KMI will e-mail governors individually regarding these.</p> <p>KCSIE (Keeping Children Safe In Education) is updated from September 2022, KB will e-mail governors the new document and changes.</p> <p><i>Actions:-</i></p> <ol style="list-style-type: none"> <li>1. KMI to contact any governors/associate members with safeguarding training gaps.</li> <li>2. KB to e-mail governors the September 2022 KCSIE document.</li> </ol>	<p>KMI</p> <p>KB</p>
13.	<p><b>Health &amp; Safety Update</b></p> <p><b>Question:</b> A governor wondered about the school's arrangements during the very hot weather (amber weather warning).</p> <p><b>Response:</b> KB said the children can be inside at lunchtime and the gazebo will also be put up outside. The children will be allowed to wear their PE kits and staff will ensure the children are drinking water. A letter regarding the arrangements will be sent out to parents.</p>	
14.	<p><b>How has this meeting fulfilled our strategic purpose?</b></p> <p><b>How has this meeting fed into our Christian vision?</b></p> <p>Review of Strategic Vision and Plan document</p> <p>Development of after school provision at the school</p> <p>Plans in place to take governor monitoring and governor training forward.</p>	
<b>OTHER MATTERS</b>		
15.	<p><b>AOB (urgent)</b></p> <p><u>Admissions</u></p> <p>Next academic year will be the review of the 2024 – 25 Admissions Policy. The policy had gone to consultation during this academic year and is in line with current guidance. The over-subscription criteria may need further consideration as</p>	





	<p>more homes are built within the school catchment area. Some projections on potential numbers will help this. JM reiterated, the Diocese is not keen on any form of faith based criteria for determining admissions.</p> <p><u>GDPR (General Data Protection Regulation)</u>          Freedom of Information request received (template sent to several schools) regarding specific lockdown. The Critical Incident Plan is in place, there is also a Business Continuity Response Action Plan. Extracts specific to the request should be sent.</p> <p><u>Eco-Award</u>          The school has won an eco-award given by AWE (Atomic Weapons Establishment) who will be visiting the school next week. The children had designed eco-houses and considered materials, energy and water reuse. The school will be awarded £100 and a trophy.</p>	
16.1	<p><b>Parish/Church news relevant to the school</b>          None.</p>	
16.2	<p><b>Parish Magazine Articles – Governor Rota</b>          Next governor article.</p> <p><i>Action:- NJ to write next governor article for the Parish Magazine.</i></p>	NJ
17.	<p><b>Dates of next meetings</b>          Thursday 22<sup>nd</sup> September 2022 at 7.00 pm          Wednesday 2<sup>nd</sup> November 2022 at 1.00 pm (following Governors Day)          Wednesday 14<sup>th</sup> December 2022 at 7.00 pm          Thursday 23<sup>rd</sup> March 2023 at 7.00 pm          Thursday 27<sup>th</sup> April 2023 at 7.00 pm          Monday 17<sup>th</sup> July 2023 at 7.00 pm</p>	

The meeting close at 8.58 pm.