



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 14th December 2022 at 7.00 pm

The meeting was quorate with 8 governors at any one time. The meeting began at 7.01 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Anna Partridge AP (Joint Vice Chair of Governors, Foundation Governor, PCC – Parochial Church Council), Kath Burns KB (Head Teacher, Ex-officio), Rebecca Cox RC (Staff Governor), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC), Terry Webster TW (Foundation Governor, Diocese), Martin Harding MH (Parent Governor), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), James Mottram JM (Associate Member).		
APOLOGIES: Kate Moir KM (Foundation Governor, PCC), Kim Wyrley-Birch KWB (Joint Vice Chair of Governors, Foundation Governor, Diocese), Carly Madders CM (Foundation Governor, Diocese), Kelly Mitchell KMI (Parent Governor).		
ABSENT: None.		
IN ATTENDANCE: None.		
CLERK: Rachael House Gemmell RHG (Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	Welcome NJ welcomed everyone and thanked them for agreeing to hold the meeting via Zoom due to the current very cold weather.	
1.2	Opening Prayer This was led by Rev.JM.	
1.3	Apologies and Absences Apologies received from KM, KWB, CM, KMI – all accepted. No absences.	
1.4	Any Other Business (AOB) items (urgent) None.	
1.5	Declarations of Interest for Agenda items or AOB None.	
STRATEGIC FOCUS		
2.	Governing Body Priorities 2022 – 23 (Standing Item) Governors reminded themselves of their priorities for the current academic year: Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources	
3.	EYFS (Early Years Foundation Stage) Update	

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	As this was a virtual meeting, the decision had been made to postpone this item to a future FGB meeting.	
4.	<p>Head Teacher Report – Autumn Term 2022, including SDP (School Development Plan) update</p> <p>KB said she had tried to capture all that goes on within school within the report.</p> <p>After School Club: Aim is to TUPE (Transfer of Undertakings Protection of Employment) over current staff from 1st February 2023. May also be possible to use minibus from the other local primary school due to also use the provision. Woolhampton continues to provide interim care.</p> <p>Question: Are there parents who want to use the after school club?</p> <p>Response: KB confirmed there are families who want to use the provision. The price for sessions will be increased and places must be booked in advance. It is hoped this will provide a good source of income for the school. There are plans to have a separate Admissions Policy to ensure priority of places.</p> <p>Question: How are staff coping with the interim provision, how is it affecting their wellbeing?</p> <p>Response: KB said it had been very hard for the staff with the additional stress and responsibilities, especially for RC, the SBM (School Business Manager) and KB. It was also not feasible to provide after school care for longer each day at present.</p> <p>Comment: A governor noted the wide variety and number of enrichment activities taking place, which was particularly good for a small primary school.</p> <p>Comments: A governor appreciated the work which had gone into producing the Head Teacher report. KB was grateful and added the SEF (Self Evaluation Form) had been difficult to compile.</p>	
ADMINISTRATIVE & PROCEDURAL MATTERS		
5.	Minutes of the previous FGB (Full Governing Body) meeting	
5.1	<p><u>Minutes of the FGB Meeting dated 2nd November 2022</u></p> <p><i>The Governing Body approved the Minutes of the FGB meeting held on 2nd November 2022, as a true and accurate account of the meeting, the minutes will be signed by NJ, Chair of Governors, outside of the meeting.</i></p>	
5.2	<u>Matters Arising from the FGB Minutes dated 2nd November 2022</u>	
5.2.1	<p><u>Item 4 – Feedback on Governors Morning</u></p> <p><i>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> <p>The majority of these had been done. NJ and TW to complete. <i>Action Updated.</i></p> <p><i>Action:- NJ and TW to complete a Governor Monitoring Report Form regarding maths or pupil voice relating to the Governors Morning, and send them to the Clerk for record keeping.</i></p>	NJ & TW
5.2.2	<p><u>Item 5.2.2 – Minutes of the FGB meeting dated 22nd September 2022</u></p> <p><i>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> <p>JM apologised for not having yet done this and will do so as soon as possible. Action Ongoing.</p> <p><i>Action:- Completion of annual forms (Code of Conduct, Governor Declaration,</i></p>	JM



	<i>Register of Business Interests) and confirmation of having read KCSIE (Keeping Children Safe In Education) September 2022, to be given by JM.</i>	
5.2.3	<u>Item 5.2.5 – Minutes of the FGB meeting dated 22nd September 2022</u> <i>KB to send any event dates for governors to attend to the Clerk to add to the Governing body Annual Planner.</i> This had been done. <i>Action Closed.</i>	
5.2.4	<u>Item 7.2 – Admissions Policy 2024 – 25 (Finance & Resources Committee)</u> <i>Clerk to send Admissions Policy 2024 – 25 to the Diocese and West Berkshire Admissions.</i> The Clerk had done this. <i>Action Closed.</i>	
5.2.5	<u>Item 10 – Year 6 Residential Trip</u> <i>AP to review risk assessments for the Year 6 residential trip to Derbyshire (3rd to 7th July 2023).</i> Not all information was yet available to complete this. <i>Action Ongoing.</i> <i>Action:- AP to review risk assessments for the Year 6 residential trip to Derbyshire (3rd to 7th July 2023).</i>	AP
5.2.6	<u>Item 11 – SIAMS (Statutory Inspection of Anglican & Methodist Schools)</u> <i>KB to find out if the school pays into the Diocese training programme for governors.</i> KB confirmed the school does pay for this. <i>Action Closed.</i>	
5.2.7	<u>Item 12 – Child Protection & Safeguarding</u> <i>Safeguarding Audit Action Plan to be on agenda of December 2022 FGB meeting.</i> This was done. See Item 12 below. <i>Action Closed.</i>	
5.2.8	<u>Item 17.2 – Parish Magazine Articles – Governor Rota</u> <i>CM to write the next Parish Magazine Article (deadline 13th November 2022) for December publication.</i> This was done. <i>Action Closed.</i>	
COMMITTEES		
6.	TLC (Teaching Learning & Care) Committee	
6.1	<u>Update from meeting held on 9th November 2022</u> Main strategic focus had been a report on English and updates regarding SEND (Special Educational Needs & Disabilities).	
6.2	<u>Policies for Approval</u> Capability of Staff – no comments. <i>Approved.</i> Staff Disciplinary Policy & Procedure – no comments. <i>Approved.</i> Staff Grievance – no comments. <i>Approved.</i> Behaviour Policy – no comments. <i>Approved.</i> EYFS Policy – no comments. <i>Approved.</i> SEND Information Report – no comments. <i>Approved.</i> SEND Policy – no comments. <i>Approved.</i> <u><i>Decision:- The governors approved the above listed policies as recommended by the TLC Committee.</i></u>	
7.	Finance & Resources Committee	
7.1	<u>Update from meeting held on 21st November 2022</u>	

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7.2	<p>Included within the meeting had been:</p> <ul style="list-style-type: none"> Teachers Pay Policy, including 5% pay award for teachers. Curriculum led budget – less resources currently required and can be considered as needs arise. Budget – some additional costs but overall in good position. Application to Diocese for grant of £140,000 for replacing timbers. If successful, the school will need to pay 10%. School House Project – TW to meet with KB regarding further information. <p><u>Policies for Approval</u> Teachers Pay Policy – no comments. <i>Approved.</i></p> <p><i><u>Decision:- The governors approved the Teachers Pay Policy (December 2022).</u></i></p>	
GOVERNANCE		
8.	<p>Joint Vice Chair of Governors Election KWB had previously been elected Joint Vice Chair of Governors but her term as foundation governor had ended. KWB was re-appointed by the Diocese in June 2022 and was happy to be nominated again as joint vice chair. This would be until September 2023 (in line with AP, also joint vice chair). There were no other nominations or self-nominations. The governors unanimously elected KWB with a show of hands.</p> <p><i><u>Decision:- The governors elected KWB as Joint Vice Chair of Governors until the first FGB meeting of the 2023 – 24 academic year held in September 2023.</u></i></p>	
9.	<p>Governor Training & Development Rev.JM had attended a Strategic Questioning session for governors run by Barbara Hunter (West Berkshire Council). SFS had completed the NGA (National Governance Association) online training in "Ofsted and the new Inspection Framework" and "Ofsted Inspections Step-by-Step" as well as the Government's online "Prevent Awareness Course".</p>	
10.	<p>Governing Body Monitoring <u>Health & Safety</u> AP will produce monitoring report.</p> <p><u>GDPR (General Data Protection Regulation)</u> AP will produce monitoring report.</p> <p><u>Equalities</u> AP explained a recent review had resulted in a new checklist with several actions, some of which are bigger and will take time to achieve. These include, updates regarding policies, linking the curriculum with equalities, accessibility. These will need to be implemented by KB and the SBM overseen by governors, as part of Governing Body responsibilities. AP will also produce a monitoring report.</p> <p><i><u>Action:- AP to write Governor Monitoring Report Forms for her governor monitoring visits on Health & Safety, GDPR and Equalities.</u></i></p>	AP
11.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools) The pre-SIAMS Working Party meeting had been postponed. An update will be given when this has taken place.</p>	
12.	<p>Child Protection & Safeguarding</p>	



	<p>KB reported six referrals to Children's Services for the whole Autumn Term. There had been a session on safeguarding for volunteer readers.</p> <p><u>Safeguarding Audit Action Plan 2022</u></p> <p>KB said a working document action plan will be developed from this main action plan and KB and KMI will meet to do this.</p>	
13.	<p>Health & Safety</p> <p>The Health & Safety Audit is due to be carried out soon. AP said the school is in a good position. Some actions will impact finances through the Finance & Resources Committee. The SBM continues to complete all requirements.</p> <p><u>Health & Safety Policy</u></p> <p>No comments. <i>Approved.</i></p> <p><u>Decision:- The governors approved the Health & Safety Policy (December 2022).</u></p> <p><u>Action:- NJ & KB to sign the approved Health and Safety Policy outside of the meeting.</u></p>	NJ & KB
14.	<p>FoWS (Friends of Woolhampton School)</p> <p>SFS explained, it was looking unlikely that the school Christmas Fayre would be able to go ahead due to illness and may not be well attended. The plan is to carry over this over to the New Year, possibly holding a Spring Fayre instead. The end of this term will focus on the raffle.</p>	
15.	<p>GDPR (General Data Protection Regulation)</p> <p>Nothing to report.</p>	
16.	<p>How has this meeting fulfilled our strategic purpose?</p> <p>How has this meeting fed into our Christian vision?</p> <ul style="list-style-type: none"> • Head Teacher Report and SDP update. • Equalities monitoring visit action plan. • Safeguarding Audit action plan. 	
OTHER MATTERS		
17.1	<p>Community, Church & School events relevant to Governors</p> <ul style="list-style-type: none"> • Thursday 15th December at 2.30 pm – Christingle/Christmas Service at St Peter's Church. • Sunday 18th December at 4.00 pm – Carol Service • Christmas Eve 3.00 pm – Crip Service • 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>Comment: Rev.JM noted it had been nice Woolhampton had joined in with the Advent Boxes with Aldermaston and Brimpton primary schools. KB said the children had very much enjoyed the craft activities.</p> <p>Messy Church had gone well during the Autumn Term and been well attended. The Reception Class children had been to St Peter's Church to decorate the Christmas Tree.</p>	
17.2	<p>Parish Magazine Articles – Governor Rota</p> <p>RC will write the next article with a focus on reading and Forest School.</p>	



	<i>Action:- RC to write the next Parish Magazine Article (deadline 13th January 2023) for February publication.</i>	RC
18.	AOB None.	
19.	Dates of next meetings 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 The governors thanked all the staff for their continuing hard work during the Autumn Term. NJ wished all governors and staff a very happy Christmas.	

The meeting close at 8.05 pm.