



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 14th December 2023 at 7.00 pm at The School

The meeting was quorate with at least 8 governors at any one time. The meeting began at 7.03 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Rebecca Cox RC (Staff Governor & Temporary Acting Head), 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) – <i>Part Attendance</i> , Carly Madders CM (Foundation Governor, Diocese) – <i>Majority Attendance</i> , Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Kelly Mitchell KMI (Parent Governor), Martin Harding MH (Parent Governor).		
APOLOGIES: Anna Partridge AP (Joint Vice, Foundation Governor, PCC – Parochial Church Council), Kath Burns KB (Head Teacher, Ex-officio).		
ABSENT: None.		
IN ATTENDANCE: None.		
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 AP & KB – both accepted.	
1.4	Any Other Business (AOB) items (urgent) Footpath. Wellbeing.	
1.5	Declarations of Interest for Agenda items or AOB None.	
STRATEGIC FOCUS		
2.	Governing Body Priorities Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources The governors continued to acknowledge their four main priorities with a particular focus on monitoring.	

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3.	<p>Leadership Report</p> <p><u>Assessment Data – Autumn Term 2023</u></p> <p>The Autumn Term data had recently been collated. In Year 2 several children are below ARE (Age Related Expectation) in reading.</p> <p>Question: Was this a surprise since how the children had done in Reception?</p> <p>Response: RC agreed it was, but could have been due to the test. This will be a focus, particularly reading fluency and will be monitored closely.</p> <p>There was not much difference between boys and girls.</p> <p>Not many of the children are working towards ARE across the year groups.</p> <p>All results were based on tests rather than teacher assessments.</p> <p>Question: Did the tests look at accuracy and speed?</p> <p>Response: RC said they were standardized tests, PiRA (Progress in Reading Assessments), which have been used before.</p> <p>Overall there were more children working towards and at expected level for writing. The Year 2 children were also doing better in writing.</p> <p>Question: How did this compare to last year?</p> <p>Response: RC said several of the children were at a similar level and broadly in line, except for Year 2.</p> <p>Question: Could there be an impact from the way the tests were delivered?</p> <p>Response: RC explained they were done over two settings at 40 minutes each. The Year 2 children had done better when in Year 1.</p> <p>Comment: The current Year 2 children would have been at home during the pandemic lockdowns which could have impacted their phonological development, access to language and mixing with other children.</p> <p>There was no Greater Depth level among boys for writing, but overall writing had improved since last year.</p> <p>The children in Year 2 were doing much better in Maths. There was also more Greater Depth in Maths among boys across the school.</p> <p>There are currently six PPG (Pupil Premium Grant) children, the majority generally being below.</p> <p>Question: Do parents get any feedback on the assessments?</p> <p>Response: RC said no as parents evenings were held before the assessments took place. Any concerns regarding SEND (Special Educational Needs & Disabilities) were being picked up.</p> <p><u>Head Teacher Report – Autumn Term 2023</u></p> <p>There are currently 102 pupils on roll at the school. All year groups are full apart from Years 4 and 5.</p> <p>There are 18 children on the SEND Register.</p> <p>Authorised absence is 4.2%. Unauthorised absence is 0.5% which is better than last year and below the national average.</p> <p>Question: Had the letters sent to parents made a difference?</p> <p>Response: RC said yes, they had helped raise awareness and also had a positive difference on persistent lateness.</p> <p>RC had reviewed the SDP (School Development Plan) with the SIA (School Improvement Advisor). Most areas are on target and the SIA was very pleased with progress. RC has had five visits with the SIA supporting various areas. The SEF (Self-Evaluation Form) has also been updated.</p> <p>One teacher will be leaving at Christmas, another is also due to leave at Easter. A plan for moving forward will be put together.</p> <p>RC said behaviour in school had improved recently. 43 incidents had been recorded on CPOMS (Child Protection Online Management System) since September 2023.</p> <p>Question: What is done if there are more incidents in certain classes?</p> <p>Response: RC said advice is taking and the behaviour policy followed. Different</p>	
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	<p>things have been put in place and these have made a big difference.</p> <p>Question: How many incidents are there a week?</p> <p>Response: RC said the number was better than the last academic year. Incidents are generally isolated and involve the same children. The SIA has said behaviour at the school is outstanding.</p> <p><u>Residential Trip</u></p> <p>The Year 6 residential trip is being booked and more information will be given at a future FGB meeting. The Year 4/5 residential to Swanage is taking place between 13th and 15th March 2024. AP will review the risk assessments.</p> <p><u>Decision:- The governors approved the Years 4 & 5 residential trip for March 2024 with the understanding that relevant risk assessments will be reviewed accordingly.</u></p> <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. Further information on the Year 6 Residential Trip to be future FGB agenda item. 2. AP to review Year 4/5 residential trip risk assessments on behalf of FGB. 	<p>Clerk (RHG)</p> <p>AP</p>
ADMINISTRATION		
4.	Minutes of the last FGB (Full Governing Body) Meeting	
4.1	<p><u>Minutes of the FGB Meeting held on 7th November 2023</u></p> <p><i>Accepted and approved.</i></p> <p><i>The Governing Body approved the Minutes of the FGB meeting held on 7th November 2023, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
4.2	<u>Matters Arising from the FGB Minutes dated 7th November 2023</u>	
4.2.1	<p><u>Item 4 – Feedback from Governors Morning</u></p> <p><i>Governor Monitoring Visit Report forms to be completed covering the various sessions attended during the Governors Morning.</i></p> <p><i>Any further governor monitoring report forms to be sent to the Clerk. Action Closed.</i></p>	
4.2.2	<p><u>Item 5 – Annual Governors Skills Audit</u></p> <ol style="list-style-type: none"> 1. <i>All governors to complete the Annual Governors Skills Audit and return it to NJ as soon as possible.</i> <p><i>Any outstanding to be given to NJ. Action Closed.</i></p> <ol style="list-style-type: none"> 2. <i>All governors to complete the Annual Review of Contribution forms and return them to NJ as soon as possible.</i> <p><i>Any outstanding to be given to NJ. Action Closed.</i></p> <ol style="list-style-type: none"> 3. <i>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><i>The majority have now done this. Action Closed.</i></p>	
4.2.3	<p><u>Item 6.2.2 – Matters Arising from the FGB Minutes dated 19th September 2023</u></p> <p><i>School House Project update to be agenda item at the December 2023 FGB meeting.</i></p> <p><i>This was deferred to a later FGB meeting. Action Closed.</i></p>	
4.2.4	<p><u>Item 6.2.3 – Matters Arising from the FGB Minutes dated 19th September 2023</u></p> <p><i>Rev.JM to draft a Governor's Prayer (standard prayer personalized for</i></p>	

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	<p>Woolhampton) and bring it to the TLC meeting on 15th November 2023. This was being worked on and will go to the Spring Term TLC meeting. <i>Action Closed.</i></p>	
4.2.5	<p><u>Item 6.2.4 – Matters Arising from the FGB Minutes dated 19th September 2023</u> 1. RC to update governors on progress for re-making the school promotional video for the school website. RC said work will begin on the video, but this had not been a recent priority. <i>Action Ongoing.</i></p> <p>RC to update governors on progress for re-making the school promotional video for the school website.</p> <p>2. RC to add link governors with subject leaders with the SDP. This had been completed. <i>Action Closed.</i></p>	RC
4.2.6	<p><u>Item 6.2.7 – Matters Arising from the FGB Minutes dated 19th September 2023</u> School Fund to be agenda item for the Finance & Resources Committee November 2023 meeting. This was done. <i>Action Closed.</i></p>	
4.2.7	<p><u>Item 7.2 – Admissions Policy</u> Clerk to send the approved 2025 – 26 Admissions Policy to the LA (Local Authority) and Diocese. The Clerk had not yet done this but will do so before the 28th February 2024 deadline.</p> <p><i>Action:- Clerk to send the approved 2025 – 26 Admissions Policy to the LA (Local Authority) and Diocese.</i></p>	Clerk (RHG)
4.2.8	<p><u>Item 15.2 – Articles for publication in the Benefice Online Newsletter and/or Community Magazine</u> KMI to write governor article for the Benefice Online Newsletter and Community Magazine for submission by 17th November for December publication. This was not done. NJ will write the next one. <i>Action Closed.</i></p> <p>TW left the meeting at 7.42 pm. The meeting continued to be quorate with 9 governors.</p>	

COMMITTEES

5.	TLC (Teaching Learning & Care) Committee	
5.1	<p><u>Draft TLC Committee Minutes dated 15th November 2023</u> KM had agreed to continue as committee chair and had been re-elected accordingly. This had been a good meeting with interesting discussions regarding children moving through the year groups and transitioning to secondary school, and inclusion with a particular focus on SEND.</p>	
5.2	<p><u>Policies for Approval</u> All policies had been thoroughly reviewed by the TLC Committee and recommended for approval.</p> <ul style="list-style-type: none"> • Capability of Staff – <i>Approved.</i> • Staff Disciplinary – <i>Approved.</i> • Staff Grievance – <i>Approved.</i> • School Behaviour Policy – <i>Approved.</i> • EYFS (Early Years Foundation Stage) Policy – <i>Approved.</i> 	

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	<ul style="list-style-type: none"> SEND Policy – <i>Approved.</i> SEND Information Report – <i>Approved.</i> <p><u><i>Decision:- The governors approved the Capability of Staff, Staff Disciplinary, Staff Grievance, School Behaviour, EYFS, SEND and SEND Information Report policies.</i></u></p>	
6.	Finance & Resources Committee	
6.1	<p><u>Draft Finance & Resources Committee Minutes dated 27th November 2023</u></p> <p>MH said the main areas to draw the governor's attention to were, staffing costs within the Main School budget and consideration of any other areas where costs could be reduced; the PPG, Sports Premium, Breakfast and After School budgets were operating well. The Breakfast and After School clubs report to RC, creating an additional level, but they pay for themselves and provide good provision and positive interactions between staff and children. They are also good for attracting and retaining pupils at the school. The committee had also ratified recommendations from teacher performance management.</p>	
6.2	<p><u>Policies for Approval</u></p> <p>These two policies had been reviewed and were recommended for approval:</p> <ul style="list-style-type: none"> Health & Safety Policy – <i>Approved.</i> Financial Management Policy – <i>Approved.</i> <p><u><i>Decision:- The governors approved the Health & Safety and Financial Management policies.</i></u></p>	
GOVERNANCE		
7.	<p>Statutory Inspection of Anglican & Methodist Schools (SIAMS)</p> <p>Rev.JM and SFS would like to meet with RC in the new year. SFS had been unable to meet with Mrs Smith (staff member). The inspection is still expected in the Summer Term of 2024, but could be the autumn.</p>	
8.	<p>Governor Training & Development</p> <p>KMI plans to attend a briefing on neglect.</p> <p>NJ said it would be helpful to have some more governors trained in safer recruitment. MH offered to do this. Rev.JM said she will also be doing this training for another school. KMI was also happy to do this training.</p> <p>Some of the finance training provided by the NGA (National Governance Association) was also recommended for MH.</p> <p>KWB had attended a conference covering auditory processing, speech and language, latest neuro-science information and some autism and auditory processing.</p>	
9.	<p>Governing Body Monitoring</p> <p>KMI had done a safeguarding visit.</p> <p>The majority of governors had also been in school today for Christmas dinner with the children.</p>	
10.	<p>Child Protection & Safeguarding</p> <p>The annual Safeguarding Audit had been completed. There was one small action required regarding this which RC was addressing.</p> <p>CPOMS (Child Protection Online Management System) continues to work well.</p>	
11.	<p>Health & Safety</p> <p>The action plans continue to be monitored. The lighting is being replaced in the classrooms, as are the heaters. The SBM (School Business Manager) has been</p>	

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	organising requirements regarding asbestos.	
12.	GDPR (General Data Protection Regulation) There had been a data breach which had been reported to the Finance & Resources Committee, with no further action.	
OTHER MATTERS		
13.	Friends of Woolhampton School (FoWS) Christmas cards raised £176.00 and the disco had raised approximately £250.00. FoWS members had had a good meeting a few weeks ago when they had spoken about plans for 2024 and been mindful of affordability for parents. The fireworks event has been booked for 2024. There remains a query over how money raised is spent. £4,500 was previously utilised, but FoWS needs to improve communication around what money raised is spent on.	
14.1	Community, Church & School Events relevant to Governors The Crib Service will be at 3.00 pm at St Peter's Church on Christmas Eve. The school Christingle service is at 1.15 pm on Wednesday 20 th December at the church. The table cloths in liturgical colours are ready for the alter table in the school hall. Two members of the PCC (Parochial Church Council) had attended the school nativity and had very much enjoyed it. They had not had previous knowledge of the school. CM left the meeting at 8.10 pm. The meeting remained quorate with 8 governors.	
14.2	Articles for publication in the Benefice Online Newsletter and/or Community Magazine Upcoming governor articles: <i>Actions:</i> <ol style="list-style-type: none"> 1. NJ to write the December article for the January Benefice Newsletter. 2. MH to write an article for the February Benefice online newsletter and community magazine (deadline 17th January). 3. CM to write articles for the March editions (deadline 17th February). 	NJ MH CM
15.	AOB (Any Other Business) Urgent <u>Footpath</u> It was noted, the state of the footpath outside the school had been reported on the West Berkshire Council website, but not been acted upon. <u>Wellbeing</u> The governors were concerned about RC's wellbeing and current workload. NJ provides regular support to RC. More information on the current school leadership situation will be communicated to parents tomorrow.	
MEETING SUMMARY		
16.	How has this meeting fulfilled our strategic purpose? <ul style="list-style-type: none"> • Head Teacher report • Assessment data update • Safeguarding procedures How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • Continuing work on the governor's prayer 	

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	<ul style="list-style-type: none">Staff wellbeing, supportiveness.	
17.	<p>Dates of next meetings</p> <p>The governors thanked RC for all her work in continuing to lead the school.</p> <p>Tuesday 30th January at 7.00 pm 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 8.13 pm.

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