



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 Wednesday 19th July 2023 at 7.00 pm at the school

The meeting was quorate with 6 governors. The meeting began at 7.09 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Kim Wyrley-Birch KWB (Joint Vice Chair of Governors, Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor & Temporary Acting Head), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC).		
APOLOGIES: Anna Partridge AP (Joint Vice Chair of Governors, Foundation Governor, PCC), Kath Burns KB (Head Teacher, Ex-officio), Terry Webster TW (Foundation Governor, Diocese), Carly Madders CM (Foundation Governor, Diocese), Martin Harding MH (Parent Governor), Kelly Mitchell KMI (Parent Governor), James Mottram JM (Associate Member).		
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 KM.	
1.3	Apologies and Absences Apologies received from AP, KB, TW, CM, MH, KMI & JM – 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) The governors continue to keep the Governing Body's priorities in mind: Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources	
3.	Leadership Report	

Mins of Full Governing Body 19 th July 2023	Signature:
Page 1 of 7	Date:



A parental concern regarding social media had been resolved. The school had also received several "thank yous" coming to the end of the summer term. The school had subscribed to Perspective Lite giving access to the same live data as seen by Ofsted. RC said it is an expensive service, but very good.

In EYFS (Early Years Foundation Stage) 64% of children had achieved GLD (Good Level of Development) in all areas.

In Year 1 80% of children had passed the required level in phonics with 100% for KS2 (Key Stage 2) re-takes.

In Year 4 20 of the 25 children had achieved the required level in the multiplication test.

It was noted within end of KS2 SAT's one child is 6% and this affects the data from above to below average for some areas.

There had been seven visits by the SIA (School Improvement Advisor) which RC had found very helpful. The school had paid for three of these and been given the further free support, which will continue. One for a deep dive on Phonics and one for reading.

Question: Have the staff found these visits reassuring?

Response: RC said the staff had found the sessions relating to Ofsted preparation useful.

The behaviour of the children has been very good with positive attitudes to learning. The behaviour of the Year 6 children during their residential trip had been particularly good. There had been some minor issues at break and lunch times which were being dealt with. Staff had recorded 39 behaviour incidents which involved 15 boys, all had been spoken with. Some had involved SEND (Special Educational Needs & Disabilities) children.

Question: Were different activities needed during break and lunchtimes?

Response: RC said, from September the Gem points system will be used more effectively at lunchtimes.

Comment: The younger children tend to respond better to Gem points, the older KS2 children are not as motivated.

RC said the behaviour incidents have generally been among the younger children but there is nothing that is of particular concern. A TA (Teaching Assistant) is having training to help deliver different games. The Year 6 children also lead clubs. All incidents are recorded on CPOMS (Child Protection Online Management System). RC also keeps a separate log.

Sharon Lester (teacher) has completed the Mental Health Lead training. A TA has completed the ELSA (Emotional Literacy Support Assistant) training. A TA is also trained to offer sand play and empathy drawing to support needs. At TA and the ELSA will be going on maternity leave in the Autumn Term, additional funding would be needed to replace them. A teacher from the Year 2 & 3 class is leaving at the end of this term. A new teacher will join the school for two days a week from January 2024. In the meantime another teacher is increasing their hours to four days a week.

It has continued to be a difficult term without KB as head teacher. Staff remain aware there could be an Ofsted inspection soon.

The Sports Premium Impact Report was presented to the Finance & Resources Committee. The school underwent a finance audit and the SBM (School Business Manager) is following up actions from this. The SBM is also working through actions from the Health & Safety audit carried out in the Spring Term. An audit on the minibus was completed in July and the report is awaited.

The children's end of year production had been very good.

The governors thanked RC for her report and updates and continuing hard work as well as that of all the school staff.



	<p><i>Action:- RC agreed to upload a copy of her Leadership Report (July 2023) to the Drive for governors to access.</i></p> <p>The SDP (School Development Plan) has been reviewed. The majority will continue to be embedded in the next academic year. Not everything within the SDP needs to be done again but several areas will be taken forward. The SDP for 2023 – 24 will be shared with the governors at the September FGB meeting.</p>	RC
4.	<p>Initial Staffing Structure</p> <p>Teachers and TA's are in place to cover all classes from September 2023. RC will continue as temporary acting head which will be reviewed at the October half term. The governors were concerned about the workload being placed upon RC and consistency for the Year 6 children. They acknowledged the option for an outside acting head at some point, but this would also bring challenges in not knowing the school. Money is being ring-fenced that could be used for this. The governors were very supportive of RC and recognized the great job she had done this term. RC said the staff had also been very supportive and subject lead roles had been distributed among the other teachers. The governors also wanted to consider the best options to support KB's transition back, as and when that can happen.</p> <p>Question: Is communication going to the parents regarding changes in the Year 2 & 3 and Year 6 classes?</p> <p>Response: RC said the supply teacher being used is able to provide consistency to the school. In Year 6 the children know the teacher who has increased their working days. NJ will write a letter to parents with all updates and will copy this to the governors.</p>	
ADMINISTRATIVE & PROCEDURAL MATTERS		
5.	<p>Minutes of the previous FGB (Full Governing Body) Meeting</p> <p><u>Minutes of the FGB Meeting dated 27th April 2023</u></p> <p><i>The Governing Body approved the Minutes of the FGB meeting held on 27th April 2023, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
5.1		
5.2	<p><u>Matters Arising from the FGB Minutes dated 27th April 2023</u></p> <p><u>Item 10.2 – Parish Magazine Articles – Governors Rota</u></p> <p>SFS to write the next Parish Magazine Article (deadline 17th May for Community Magazine and 20th May for online newsletter) for June publication.</p> <p>SFS had completed this. KWB had also written her article for July.</p> <p>The governors felt it would be useful to have reminders on the 10th of each month for submitting articles.</p>	
6.	<p>Policies for Approval</p> <p><u>Attendance Policy</u></p> <p>Based upon Local Authority's model policy and modified for Woolhampton. Reflects changes ready for the beginning of the Autumn Term.</p> <p>Governors clarified, fines would be per parent per child, therefore both parents would be fined. If a fine is implemented, the school completes the required paperwork and the West Berkshire Council issues the fine. Governors appreciated these would be difficult steps for the school to take, especially regarding relationships with parents.</p> <p><i>Approved.</i></p> <p><u>Online Safety Policy</u></p> <p>Reviewed annually. ICT manager reference replaced with Subject Lead.</p>	



	<p><i>Approved.</i></p> <p><u><i>Decision:- The governors approved the Attendance Policy and Online Safety Policy.</i></u></p>	
COMMITTEES		
7.	<p>Finance & Premises Committee Update</p> <p>Draft minutes from the meeting held on 27th June 2023 were circulated to governors prior to the meeting.</p> <p>The governors discussed plans regarding the Old School House. Money is being given by the Diocese for specific work, such as windows. This is separate to other fundraising taking place. It is understood that at some point in the past the church had given the school house to the school. It was also noted that the church's water supply is linked to that of the school house. It was not clear why the project was not moving forward and governors were curious about the progress. It was assumed delays could be due to renovation costs being more expensive than initially thought and the need to ensure changes are fit for purpose.</p> <p>The governors would welcome a report on the progress of the school house project at an upcoming FGB meeting.</p> <p><i>Action:- School House Project update to be agenda item at November FGB meeting.</i></p>	Clerk (RHG)
8.	<p>Teaching Learning & Care (TLC) Committee Update</p> <p><u>Update from meeting held on 12th July 2023</u></p> <p>The committee had discussed holding informal "exit interviews" with the Year 6 pupils leaving the school. These had been carried out by KM and SFS and had been very positive (although the focus had not been on negatives). They spoke with the children in groups of three and focused on different areas relating to SIAMS (Statutory Inspection of Anglican & Methodist Schools) and the wider curriculum. The children had been very polite, articulate and engaged. The governors agreed it had been a worthwhile activity to be repeated next year. The committee had also talked about the question "What do we want for the children when they leave Woolhampton?" and this process had encapsulated this.</p> <p>Question: Could anything else be done with the information gathered? How could it be captured?</p> <p>Response: Governors agreed utilizing some of the quotes from the children would be a good idea, maybe including them on the school website.</p> <p>The governors thanked KM and SFS.</p> <p>The committee had also discussed the governors giving the Year 6 leavers postcards from the governors. These had been produced and included the ROCK values and school prayer and presented to the children at the Leaver's Service.</p>	
8.1		
8.2	<p><u>Policies for Approval</u></p> <p>The following policies had been reviewed by the committee and were recommended to the FGB for approval:</p> <p>RSE (Relationships & Sex Education) Policy – <i>Approved.</i></p> <p>Supporting Pupils with Medical Conditions Policy – <i>Approved.</i></p> <p>Teacher & Support Staff Appraisal Policy – <i>Approved.</i></p> <p><u><i>Decision:- The RSE, Supporting Pupils with Medical Conditions and Teacher & Support Staff Appraisal Policy were approved by governors.</i></u></p>	
GOVERNANCE		
9.	Governor Training & Development	



	<p>NJ and SFS had completed training regarding SIAMS. KWB spoke about a large study which is looking at re-defining dyslexia and how support is implemented in schools.</p> <p>Governors were reminded about the NGA's (National Governance Association's) Learning Links (online learning) as access to these is paid for by the school.</p> <p><i>Governors should inform the Clerk of any training they undertake to enable and support up to date record keeping.</i></p>	
10.	<p>Governing Body Monitoring The following Governor Monitoring Visits had been carried out during the summer term:</p> <ul style="list-style-type: none"> SAT's (Standard Assessment Tests) by NJ on 10th May 2023. Forest School by KWB, KM and NJ on 6th May 2023. SEND (Special Educational Needs & Disabilities) by KWB 28th April 2023. <p>The Governor Monitoring Reports for these visits were made available for all governors to read prior to this meeting.</p>	
11.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools) Update Proposal for SIAMS Working Party members: SFS, KM and KB. <i>Approved.</i></p> <p>SFS had also spoken to a member of the school office staff as part of potential stakeholder involvement.</p>	
GENERAL UPDATES		
12.1	<p>Child Protection & Safeguarding The updated KCSIE (Keeping Children Safe In Education) document coming into effect from 1st September 2023 had been circulated to all governors prior to this meeting. It is a statutory requirement that governors read the whole document, a signature sheet will be organized to confirm they have done so. RC said KCSIE updates will be covered with staff at the beginning of the autumn term inset day.</p> <p><i>Action:- All governors to read the whole of KCSIE (September 2023) document.</i></p>	All governors
12.2	<p>Health & Safety Update RC said there are some actions from the Health & Safety Audit, some things need mending and these are being organized. It was noted there are broken/damaged panes to the school hall ceiling windows. This is not recent as they have been like this for a few years. Governors wondered whether the money from the Diocese to replace windows in the school house could be used to also repair these. The Finance & Resources Committee would need to look into this. Work on hedges needs to be carried out to ensure the children cannot access any berries growing by the playgrounds. Some general updates around the school had been mentioned with FoWS (Friends of Woolhampton School). Governors felt a specific list of things that need doing should be drawn up with a "help out" session being organized during the school holidays. This would be a collaborative session between governors and FoWS. NJ agreed to organise this. There had been some issues with cleaning within the school. RC said she had asked for a deep clean to be organized over the summer holidays. It was recognized that a clean working environment supports the mental health and</p>	



	<p>wellbeing of the staff.</p> <p><i>Action:- NJ to organise collaborative session between governors and FoWS to carry out simple maintenance tasks around the school during the summer holidays.</i></p>	NJ
12.3	<p>GDPR (General Data Protection Regulation)</p> <p>No issues to report.</p>	
12.4	<p>FoWS (Friends of Woolhampton School)</p> <p>FoWS are working hard at improving communication with the school and wider parent community. The FoWS chair is very positive and there are lots of events planned going forward. The "Break the Rules Day" had been very successful for the Reception and Year 1 class.</p> <p>Comment: It is also possible for FoWS to match fund to allow each class to organise their own things.</p> <p>Question: Is FoWS represented by a cross section of the year groups?</p> <p>Response: SFS said support is mainly from parents with children in the lower years of the school at the moment.</p> <p>FoWS had written a letter for parents. It was felt this would be helpful for governors to also receive. SFS agreed to organise this.</p> <p><i>Action:- SFS to send governors copy of FoWS letter to parents.</i></p>	SFS
OTHER MATTERS		
13.1	<p>Community, Church & School Events relevant to Governors</p> <p>The governors discussed the suggestion to have a Governor's Prayer, this could perhaps be read at the end of meetings and would be separate to the prayers read at the start of meetings. Rev.JL agreed to put this together.</p> <p><i>Action:- Rev.JL to put together a draft Governor's Prayer.</i></p> <p>The Woolhampton Village Show is being held on 12th August at the village hall. Wellbeing Walks are being organized by a parent for other parents to join. It was confirmed governors will not be needed to attend the Inset Day at the start of the Autumn Term.</p>	Rev.JL
13.2	<p>Articles for publication in the Online Newsletter and/or Community Magazine</p> <p>KWB had written the article for publication in August.</p> <p><i>Action:- NJ to write article for publication in September.</i></p> <p>A rota for governor article contributions for the new academic year was included on the agenda for this meeting.</p>	NJ
14.	<p>AOB (Any Other Business) Urgent</p> <p>None.</p>	
MEETING SUMMARY		
15.	<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"> Governing Monitoring Visits. Speaking with Year 6 leavers and development of leavers postcards from the governors. 	



	<ul style="list-style-type: none"> Wellbeing of staff and pupils. School community involvement. Development of a Governor's Prayer. 	
16.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> Tuesday 19th September at 7.00 pm Wednesday 1st November at 1.00 pm – following Annual Governors Day (School House Project update) 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 governors were very grateful to RC for all the work she had done in the role of temporary acting head and presented her with some gifts to show their appreciation.</p>	

The meeting close at 8.46 pm.