



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 19th September 2023 at 7.00 pm at the school

The meeting was quorate with at least 9 governors at any one time. The meeting began at 7.09 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), Rebecca Cox RC (Staff Governor & Temporary Acting Head), Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Terry Webster TW (Foundation Governor, Diocese) – <i>Part Attendance</i> , Kelly Mitchell KMI (Parent Governor), Kate Moir KM (Foundation Governor, PCC), Martin Harding MH (Parent Governor), Carly Madders CM (Foundation Governor, Diocese).		
APOLOGIES: Kath Burns KB (Head Teacher, Ex-officio), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor).		
ABSENT: James Mottram JM (Associate Member).		
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 TW.	
1.3	Apologies and Absences Apologies received from Rev.JM & KB – accepted. For absences, see above.	
1.4	Any Other Business (AOB) items (urgent) One item – Staff Wellbeing.	
1.5	Declarations of Interest for Agenda items or AOB None.	
ADMINISTRATIVE & PROCEDURAL MATTERS		
2.	Statutory Annual Forms West Berkshire Governors Code of Conduct 2023 – 24 – This was accepted by the Governing Body and signed by those governors present. Governors Declaration Form, September 2023 – Completed by all governors present. Register of Business Interests, September 2023 – Completed by all governors present.	

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	<p>KCSIE (Keeping Children Safe In Education), September 2023 – Those governors present signed to confirm they had read this.</p> <p>The majority of governors had also completed the KCSIE quiz which had been circulated. This was the first time governors had used this, but it had been completed by school staff last year.</p> <p>Comments: There did seem to be some anomalies within the quiz but it had helped to make sure KCSIE is understood and supports what had been read. Regarding CSE (Child Sexual Exploitation) the quiz and leaned to one answer although KCSIE had indicated all answers were possible. Governors also discussed the importance of the demographics of the school's location and what could occur. RC added, her recent safeguarding course had highlighted governors needing understanding of context and signs to look for.</p> <p><i>Action:- Clerk to ask those not present at the meeting to complete the statutory annual forms.</i></p>	Clerk (RHG)
3.	Minutes of FGB (Full Governing Body) Meetings	
3.1	<p><u>Minutes of the FGB Meeting held on 19th July 2023</u></p> <p><i>The Governing Body approved the Minutes of the FGB meeting held on 19th July 2023, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
3.2	<u>Matters Arising from the FGB Minutes dated 19th July 2023</u>	
3.2.1	<p><u>Item 3 – Leadership Report</u></p> <p>RC agreed to upload a copy of her Leadership Report (July 2023) to the Drive for governors to access.</p> <p>RC had done this. <i>Action Closed.</i></p>	
3.2.2	<p><u>Item 7 – Finance & Premises Committee Update (27th June 2023)</u></p> <p>School House Project update to be agenda item at November FGB meeting. Ongoing for FGB meeting on 7th November 2023. <i>Action Ongoing.</i></p> <p>School House Project update to be agenda item at November FGB meeting.</p>	Clerk (RHG)
3.2.3	<p><u>Item 12.1 – Child Protection & Safeguarding</u></p> <p>All governors to read the whole of KCSIE (September 2023) document. See Item 2 above. <i>Action Closed.</i></p>	
3.2.4	<p><u>Item 12.2 – Health & Safety Update</u></p> <p>NJ to organise collaborative session between governors and FoWS to carry out simple maintenance tasks around the school during the summer holidays. NJ said it had not been possible to organise a specific event to do this but some governors and staff had gone along to the school over the summer holidays and updated areas.</p> <p>Comment: FoWS (Friends of Woolhampton School) are also keen to help in this way but more information is needed for how this would work and keep in with Health & Safety requirements.</p> <p><i>Action Closed.</i></p>	
3.2.5	<p><u>Item 12.4 – FoWS (Friends of Woolhampton School)</u></p> <p>SFS to send governors copy of FoWS letter to parents. This had been done. <i>Action Closed.</i></p>	

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3.2.6	<p><u>Item 13.1 – Community, Church & School Events relevant to Governors</u> Rev.JL to put together a draft Governor's Prayer. This had not yet been done. Governors discussed whether TW could take this forward as well. <i>Action Updated.</i></p> <p><i>Action:- KM to speak to TW regarding drafting a governors prayer with Rev.JM.</i></p>	KM, TW & Rev.JM
3.2.7	<p><u>Item 13.2 – Articles for publication in the Online Newsletter and/or Community Magazine</u> NJ to write article for publication in September. This had been done. <i>Action Closed.</i> The Clerk agreed to send governors a reminder for their article submission at the beginning of each month</p>	
3.3	<p><u>Minutes of the Extra FGB Meeting held on 8th February 2023</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 8th February 2023, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
3.4	<p><u>Matters Arising from the Extra FGB Minutes dated 8th February 2023</u> <u>Item 2.3 – Minutes of the Extra FGB Meeting held on 12th January 2023 and Matters Arising</u> <i>Governor communication with stakeholders and the wider community to be agenda item at the March FGB meeting.</i> This was not a specific agenda item at the March FGB meeting, but has since begun to be addressed through a change in standard FGB agenda items and will continue to be taken forward. <i>Action Closed.</i></p>	
4.	<p>Terms of Reference for approval FGB Terms of Reference 2023 – 24: No changes apart from dates.</p> <p><u><i>Decision:- The governors approved the FGB Terms of Reference 2023 – 24.</i></u></p> <p>TLC (Teaching Learning Care) Committee Terms of Reference 2023 – 24: No changes apart from dates. Start times for TLC meetings will revert back to 9.30 am for this academic year.</p> <p><u><i>Decision:- The governors approved the TLC Committee Terms of Reference 2023 – 24.</i></u></p> <p>Finance & Resources Committee Terms of Reference 2023 – 24: Addition of Wraparound Care Policy within non-statutory policies and changes to dates.</p> <p><u><i>Decision:- The governors approved the Finance & Resources Committee Terms of Reference 2023 – 24.</i></u></p>	
5.	<p>Policies for Approval</p>	
5.1	<p><u>Child Protection & Safeguarding Policy (September 2023)</u> Alteration required for typo regarding brackets in 12.1, the Clerk agreed to do this. Adapted from West Berkshire Model Policy.</p> <p><u><i>Decision:- The governors approved the Child Protection & Safeguarding Policy (September 2023).</i></u></p>	
5.2	<p><u>Charging & Remissions Policy</u></p>	

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5.3	<p>No changes. Recommended for approval by Finance & Resources Committee.</p> <p><u><i>Decision:- The governors approved the Charging & Remissions Policy.</i></u></p> <p><u>Freedom of Information Publication Scheme</u></p> <p>No changes. Recommended for approval by the Finance & Resources Committee.</p> <p><u><i>Decision:- The governors approve the Freedom of Information Publication Scheme.</i></u></p> <p>TW left the meeting at 7.31 pm.</p>	
6.	<p>Vice Chair of Governors Election</p> <p>NJ was very grateful to AP and KWB for their time as joint vice chairs. The governors had an open discussion regarding the vice chair role going forward. NJ was keen to think in terms of skills and succession planning. AP made it known she will not look to continue as a governor when her current term ends in March 2024. The governors were happy to continue with joint vice chairs for the time being. SFS agreed to put herself forward. Governors voted with a show of hands and AP and SFS were unanimously elected.</p> <p><u><i>Decision:- The governors elected AP as joint vice chair of governors until the end of her foundation governor term on 11th March 2024; the governors also elected SFS as joint vice chair of governors until the March 2024 FGB meeting (currently arranged for 21st March 2024).</i></u></p>	
STRATEGIC FOCUS		
7.1	<p>Start of Autumn Term 2023 update & Annual Review of our Vision and Values</p> <p>NJ informed governors, it is hoped a phased return will be possible for KB in due course which will be planned with Occupational Health as required. NJ wished to emphasize what a great job RC is continuing to do in the temporary acting head role. This had been especially evident when showing round prospective Reception Year parents at the recent open day. NJ will write a letter of welcome to the new parents of the current Reception class.</p> <p>Question: Is the staffing structure for the new academic year going well? Response: RC confirmed it was.</p> <p>In reviewing the school's Christian vision, governors confirmed they remained happy with it and did not feel it needed changing. Governors felt there was inclusivity and a positive learning environment as well as learning from any mistakes. Governors discussed the ROCK (Respect Optimism Compassion Koinonia) values and agreed "Koinonia", although an unusual word, was memorable for being different, which the school children also appreciated. There is also a narrative to explain the vision and values. NJ said it is important how these are articulated and evidence of their impact. NJ encouraged governors to look for examples when carrying out monitoring visits and the different ways the vision and values are seen in each class.</p> <p>The governors also discussed encouraging aspirations for the pupils and creating a display giving examples of what former students have gone on to do. This did not need to just be academic but inspirational in various areas and also link with the surrounding community. Governors recognized Woolhampton is a small primary school, and while that provides an important and nurturing environment, it can feel very different to a big secondary school when children move on, especially if they are the only pupil to have gone to their secondary school. RC added, the school does their best to prepare all Year 6 leavers for secondary school, getting</p>	

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7.2	<p>them as ready as possible.</p> <p>School Development Plan (SDP) 2023 – 24 RC explained, it is now a year on from the new SDP format recommended by the SIA. On advice from the new SIA the SDP includes impacts relating to both staff and children. Many of the targets remain but some have been completed and removed and some were started and require embedding. There are termly objectives as well as a longer 3 year time frame.</p> <p><i>Quality of Education</i> – Embedding grammar, new framework for reading, advice taken to improve Maths. Focus on assessment through lesson structure and use of IT (Information Technology) across the curriculum.</p> <p><i>Leadership & Management</i> – Development of governor’s Strategic Plan, support of subject leaders, continuing raising of awareness around safeguarding, improving communication with parents.</p> <p><i>Personal Development</i> – Continuing development of children’s leadership roles including collective worship. Being healthy. Enrichment activities. Developing Forest School linking with other subjects such as PSHE (Personal Social Health Economic), science and Maths.</p> <p>Question: Who would lead on these links between Forest School and the wider curriculum? Mrs Howe (Forest School Lead) or the specific subject leaders? Response: RC said she thought this would be a bit of both, Mrs Howe linking with the subject leaders. The Forest School lessons would complement not replace other lessons, although this could be dependent on what needed to be done. Comment: Governors agreed Forest School remains an important part of enrichment and the curriculum and a selling point of the school.</p> <p><i>Behaviour & Attitudes</i> – Therapeutic thinking, supporting Mental Health Lead in school (Mrs Lester) and anti-bullying accreditation.</p> <p><i>Inclusion</i> – SEND and first quality teaching.</p> <p><i>Quality of Early Years</i> – Continuous provision in outdoor learning environment, assessments and phonics. RC said the phonics scheme is going well and may be extended throughout the school.</p> <p><i>Premises, Resources & Marketing</i> – Continuing with curriculum led budget, connections with pre-schools, building works including the old school house and general building maintenance. RC raised whether creating a school prospectus was something that was still needed. Governors discussed this and felt the video on the website produced during the pandemic had been well received and it would be worth re-doing as many people would go to websites when finding out about schools.</p> <p>Question: How does the school capture what was achieved within the last SDP? Response: RC said this information is fed into the SEF (Self-Evaluation Form). Question: How can governor evidence be best recorded as part of the SDP? Could the Link Governors be added to the staff column? Response: RC agreed with this and to remove the end “governor evidence” column and include link governors with “Impact on staff success criteria”.</p> <p>Overall, RC felt the SDP was achievable. RC said the auditor had mentioned adding costings which RC did not feel was usual practice as the SDP is not a</p>	
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	<p>financial document, which governors agreed with.</p> <p>Comment: The SDP reflected well the action points identified to continue taking forward as identified by Ofsted.</p> <p>RC said she will share the new SDP with all staff at their next staff meeting, along with a reminder of the school's vision and values.</p> <p><u>Decision:- The governors approved the SDP (School Development Plan) 2023 – 24.</u></p> <p><u>Actions:-</u></p> <ol style="list-style-type: none"> 1. RC to look into re-making school promotional video for the school website. 2. RC to remove "governor evidence" column in the SDP and widen the "Impact on Staff Success Criteria" column to include Link Governors. 	RC RC
8.1	<p>Governing Body Review 2022 – 23</p> <p>NJ was in the process of updating the strategic vision document to reflect this. Once completed the new 2023 – 24 version will be added to the Drive. NJ said a lot of the action plan remains as part of requirements.</p>	
8.2	<p>Governing Body Strategic Plan 2023 – 24 & Priority Setting 2023 – 24</p> <p>The Strategic Plan continues to focus on three main areas:-</p> <ol style="list-style-type: none"> 1. <i>To provide excellence in "whole child education" by enhancing the broad and balanced curriculum offer</i> – Improvements to the school environment including the Old School House; CPD (Continuing Professional Development) and monitoring; LA and Diocese support. 2. <i>To provide effective and committed leadership, governance and financial control</i> – Working with the head teacher; ensure governor training needs are up to date. 3. <i>To put the school at the heart of the community</i> – A lot of work has been done to make the school part of the community; retain volunteers. <p>The governors also discussed other ideas, the possibility of sharing a maintenance person with another school, links with pre-schools, researching available grants, ensuring money is spent wisely on what matters, being proactive for the school, sustaining the breakfast and after school clubs.</p> <p>The priorities for the 2023 – 24 academic year will remain the same as:-</p> <ul style="list-style-type: none"> • Priority 1 – Monitoring Strategy • Priority 2 – Christian Distinctiveness • Priority 3 – Communication Strategy • Priority 4 – Learning Environment & Resources. <p><u>Decision:- The governors approved these four priorities for the 2023 – 24 academic year.</u></p> <p>NJ will continue to finalise details within the Strategic Plan and upload it onto the Drive.</p> <p><u>Action:- NJ to upload completed Strategic Plan 2023 – 24 to the Drive.</u></p>	NJ
GOVERNANCE		
9.1	<p>Governing Body Membership</p> <p>The following committee memberships were proposed and agreed by the governors. They remained largely the same except for KMI moving from TLC to Finance & Resources.</p> <p><u>Finance & Resources Committee</u></p>	

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<p>9.2</p>	<p>Martin Harding, Anna Partridge, Nikki Jordan, Terry Webster, Carly Madders, Kelly Mitchell, Rebecca Cox, Kath Burns, James Mottram.</p> <p><u>TLC Committee</u> Kate Moir, Kim Wyrley-Birch, Nikki Jordan, Sarah Fenwick-Stubbs, Rev. Jane Manley, Rebecca Cox, Kath Burns.</p> <p><u>Decision:- The governors approved the above committee memberships for the 2023 – 24 academic year. It was understood this may change during the year.</u></p> <p>HTPM (Head Teacher Performance Management) Panel NJ explained, in KB's absence, this will be done with RC in the temporary acting head role. This had been confirmed by the LA. NJ said RC had not had the head's targets and the SIA was getting advice from HR (Human Resources) on how best to proceed. NJ said it was important the process was supportive and fair for RC. NJ and AP were happy to continue as HTPM panel members with the SIA.</p> <p><u>Decision:- The governors approved NJ and AP as HTPM panel members, supported by the SIA (School Improvement Advisor).</u></p>	
<p>9.3</p>	<p>Link Governor Roles The governors discussed and agreed to the following link governor roles:</p> <ul style="list-style-type: none"> • Community – Nikki Jordan & Terry Webster • Curriculum & Forest School – Kate Moir • Development of Governors – Nikki Jordan • Early Years – Nikki Jordan • Equality & Diversity – Anna Partridge • English & Phonics – Sarah Fenwick-Stubbs • Finance & Premiums – Martin Harding • GDPR (General Data Protection Regulation) – Anna Partridge • Health & Safety – Anna Partridge • IT – Martin Harding • Maths – Terry Webster • SEND & Inclusion – Kim Wyrley Birch • Parent Voice – Carly Madders • PSHE (Personal Social Health Economic) – Rev. Jane Manley • RE (Religious Education) – Rev. Jane Manley • Safeguarding – Kelly Mitchell • SIAMS (Statutory Inspection of Anglican & Methodist Schools) – Sarah Fenwick-Stubbs & Rev. Jane Manley • Website Monitoring – Carly Madders • Wellbeing – Kelly Mitchell <p><u>Decision:- The governors approved the above listed link governor roles for the 2023 – 24 academic year.</u></p>	
<p>10.</p>	<p>Governing Body Monitoring NJ encouraged governors to ensure they are completing one governor visit per term (SEND and Safeguarding once each half term). NJ will add the 2023 – 24 monitoring timetable to the Drive for governors to fill with visit dates. Termly governor visits should be planned for:</p> <ul style="list-style-type: none"> • SIAMS • Early Years • English & Phonics • Maths 	

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	<ul style="list-style-type: none"> Curriculum (& Forest School) PSHE & RE IT Finance & Premiums GDPR Health & Safety Equality & Diversity Website monitoring <p><i>Action:- NJ to add Website Monitoring Calendar for 2023 – 24 to the Drive.</i></p>	NJ
11.	<p>Governor Training & Development</p> <p>From the NGA's (National Governance Association's) Learning Links, SFS had completed a module on wellbeing which she recommended to KMI. NJ flagged some new NGA modules which look at Greener Governance and could be of interest linking to the Old School House, sustainability and Forest School. As mentioned in Item 2 above, several governors had completed the KCSIE quiz. CM had done diversity and equality training for work. KMI was updating her safeguarding training including DSL (Designated Safeguarding Lead). NJ plans to update her safer recruitment training.</p>	
12.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools) Update</p> <p>SFS plans to come into school to discuss SIAMS in September. SFS will also meet with another interested member of staff. RC had arranged to meet with another school who has recently had a SIAMS inspection as well as meeting with a representative from the Diocese.</p> <p>There was a discussion regarding story-telling bags and whether there could be some voluntary help with required knitting from the surrounding community, possibly included in the parish newsletters.</p>	
13.	<p>Child Protection & Safeguarding</p> <p>KMI had carried out a monitoring visit yesterday when she had checked the SCR (Single Central Record). All staff training is up to date with the three year universal and refresher training completed this term. A list of training completed by volunteers is also being generated. The majority of governors training is also up to date, KMI said she has a few areas to double check. KMI highlighted the need for governors to be aware of contextual issues involved in safeguarding at the school, mainly parental neglect and domestic violence. Posters around the school relating to safeguarding will also be updated. RC confirmed CPOMS (Child Protection Online Management System) is being utilised and there is a designated laptop for staff to access.</p>	
14.	<p>Health & Safety</p> <p>AP will complete her monitoring visit on 9th October. AP had been sent the Health & Safety checklist, she will also review the Health & Safety Audit. The Action Plan will then be updated as well. A particular focus will likely be what may need attention before the winter months.</p>	
15.	<p>GDPR (General Data Protection Regulation)</p> <p>No issues to report.</p>	
OTHER MATTERS		
16.	<p>Friends of Woolhampton School (FoWS) Update</p> <p>CM mentioned thanks to TW and Mrs Howe (Forest School Lead) for their support at the Fun Run held recently, especially for their donations of drinks, food and</p>	

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	<p>running the barbeque. £590 was raised.</p> <p>Parent support for FoWS mainly comes from those with children in the younger end of the school. Class representatives have been considered in the past. A new Chair of FoWS is in place.</p> <p>The school is on track to make £842 from the school lottery. CM will add a link to the lottery on the school website and include it within the school newsletter.</p> <p>In the past, governors have supported FoWS with a joint book reading session held in the evening when children wear pyjamas and listen to stories. The governors were keen to be involved with this again.</p> <p>CM said there are several events planned including sale of pizza and cookie kits, a disco, fireworks night and Christmas cards (children could also enter the village Christmas card competition). They will ensure some of the events are much cheaper to allow as many families as possible to take part.</p> <p>Comment: Reminder of a small parish bursary that is available.</p> <p>There was also a discussion regarding the School Fund which AP offered to take forward with the Finance & Resources Committee.</p> <p><i>Action:- AP to raise School Fund with the Finance & Resources Committee.</i></p>	AP
17.1	<p>Community, Church & School Events relevant to Governors</p> <p>No updates.</p>	
17.2	<p>Articles for publication in the Online Newsletter and/or Community Magazine</p> <p>KM had written the article for the October editions.</p> <p><i>Action:- AP to write the article for the November editions.</i></p> <p>The December and February editions are due to be written by Kelly and Martin respectively.</p>	AP
18.	<p>AOB (Any Other Business) Urgent</p> <p><u>Staff Wellbeing</u></p> <p>Governors discussed having an on-call rota during weekends and school holidays relating to school issues. RC staff were used to providing cover when needed. Governors agreed it was not appropriate for RC to be disturbed when on holiday. The deep clean had not taken place during the school holidays. The cleaning company said it had been done but the school did not feel it was to the expected standard.</p> <p>Comment: There are concerns that Covid is spreading again and cleaning remains important for both health and wellbeing reasons.</p> <p>AP agreed to take forward concerns regarding the cleaning as part of her Health & Safety monitoring visit.</p> <p><i>Action:- AP to raise concerns regarding school cleaning at her next Health & Safety monitoring visit.</i></p>	AP
MEETING SUMMARY		
19.	<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"> • New joint vice chair of governors and succession planning • Review of Christian vision and values • Review of new SDP • Strategic Plan and Priority Setting • Reviewing committee memberships and link governor roles 	

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	<ul style="list-style-type: none">• New calendar of monitoring visits• Plans for SIAMS• Continuing to develop links with the community• Staff wellbeing.	
20.	Dates of next meetings Tuesday 7 th November 2023 at 1.00 pm following Annual Governors Day Thursday 14 th December at 7.00 pm Tuesday 30 th January at 7.00 pm (Admissions Policy) Thursday 21 st March at 7.00 pm (SFVS) Thursday 25 th April at 7.00 pm (Budget) Thursday 18 th July at 7.00 pm.	

The meeting close at 9.16 pm.

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