



## 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 19<sup>th</sup> September 2024 at 6.30 pm at the school

The meeting was quorate with 8 governors. The meeting began at 6.35 pm.

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

<b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Kim Wyrley-Birch <b>KWB</b> (Vice Chair, Foundation Governor, Diocese), Rev. Jane Manley <b>Rev.JM</b> (Ex-officio, Foundation Governor), Kelly Mitchell <b>KMI</b> (Parent Governor), Terry Webster <b>TW</b> (Foundation Governor, Diocese), Jackie Livermore <b>JL</b> (Interim Headteacher), Rebecca Cox <b>RC</b> (Staff Governor), Adrian Dean <b>AD</b> (Foundation Governor, PCC – Parochial Church Council).		
<b>APOLOGIES:</b> Kate Moir <b>KM</b> (Foundation Governor, PCC), Cynthia James <b>CJ</b> (Foundation Governor, PCC), Martin Harding <b>MH</b> (Parent Governor), Carly Madders <b>CM</b> (Foundation Governor, Diocese).		
<b>ABSENT:</b> None.		
<b>IN ATTENDANCE:</b> None.		
<b>CLERK:</b> Rachael House Gemmell <b>RHG</b> (Governance Professional/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 Rev.JM.	
1.3	<b>Apologies and Absences</b> Apologies KM, MH, CM and CJ – all accepted.	
1.4	<b>Any Other Business (AOB) items (urgent)</b> Four items.	
1.5	<b>Declarations of Interest for Agenda items or AOB</b> No new declarations.	
<b>ADMINISTRATIVE MATTERS</b>		
2.	<b>Annual Statutory Forms</b> <ul style="list-style-type: none"><li>West Berkshire Code of Conduct for Governors &amp; Associate Members 2024 – 25 – Accepted by the Governing Body and signed by those present.</li><li>Governor Declaration Form – completed by those present.</li><li>Register of Business Interests – completed by those present.</li><li>KCSIE (Keeping Children Safe In Education) September 2024 – those present signed to confirm they had read this.</li></ul> <i>Action:- Clerk to follow up signing the Code of Conduct; completing the Governor Declaration Form and Register of Business Interests; and confirmation of having</i>	Clerk (RHG)

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	<i>read KCSIE 2024 from those governors not at this meeting.</i>	
3.	<p><b>Policies for Approval</b>  <u>Child Protection &amp; Safeguarding Policy</u>            Updated for September 2024. The training log had been removed as this was recorded elsewhere. No comments. <i>Approved.</i></p> <p><u>Attendance Policy</u>            JL said the model version with the changes brought in over the summer had not yet been made available by West Berkshire. This will therefore be put forward for approval at the next FGB (Full Governing Body) meeting.</p> <p><i>Action:- JL to review Attendance Policy for Woolhampton when West Berkshire model version is available. Attendance Policy to be agenda item for approval at the next FGB meeting (November).</i></p> <p><u>Teachers Pay Policy</u>            Pay band needed to be tightened up for Headteacher role as banding had been different on the previous policy. This change had been recommended by HR (Human Resources). Change to L8 – 15 for headteacher pay. Governors were happy with this as per HR recommendation. <i>Approved.</i></p> <p><u><i>Decision:- The governors approved the Child Protection &amp; Safeguarding (September 2024) and Teachers Pay policies.</i></u></p>	JL Clerk (RHG) Agenda item.
4.	<p><b>Full Governing Body (FGB) Terms of Reference 2024 – 25</b>            No specific changes. No comments. <i>Accepted and approved.</i></p> <p><u><i>Decision:- The governors approved the FGB Terms of Reference 2024 – 25.</i></u></p>	
<b>STRATEGIC FOCUS</b>		
5.	<p><b>Update on start to the new academic year 2024 – 25</b>            JL said she had attended the Woolhampton Inset Day and will be at Woolhampton on Mondays, Wednesdays and Thursdays. She had been made to feel very welcome at the school and the Inset Day had gone well. There had been some requirements to organize regarding contracts while the SBM (School Business Manager) was currently not in. Schools Accountancy at West Berkshire had also been helpful regarding the budget. JL had also done some teaching with Year 6. JL was covering the DSL (Designated Safeguarding Lead) role and RC had attended relevant panels as had greater familiarity with the children. JL had been getting to know the children and staff and had also met with Kate Parietti (School Improvement Advisor) and West Berkshire's Early Years lead. JL was now able to access the school budget and SIMS (Schools Information Management System). Overall there had been a lot in a short time.</p> <p>JL had begun organizing some collaboration with her school (Curridge Primary) as there was a similar class structure. This would mean teachers visiting each school and sharing good practice.</p> <p><b>Question:</b> How was JL getting on with the parents?  <b>Response:</b> JL said there had not been any issues from Curridge. JL had held a session to meet with some of the parents at Woolhampton which had been positive. There were some concerns regarding how long JL would be at the school and she had been able to reassure parents that she will continue until a new head teacher has been recruited. With regards communication, it can be difficult to give parents information that they want and there is some direction to the class pages on the website.</p>	

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	<p><b>Question:</b> How was JL herself getting on with everything?</p> <p><b>Response:</b> JL said she thought it was going well, she had experience of doing a similar interim head set up before.</p> <p>JL added she had been able to give some reassurances around behaviour concerns.</p> <p><b>Comments:</b> Governors felt the process of who to contact if there were concerns could be given to parents separately to the main school newsletter. JL said she would also make some changes to the newsletter layout, focusing on learning, safeguarding and events calendar.</p> <p><b>Comments:</b> It was acknowledged by governors there could be some transitional issues at the beginning of the year for some children, but parents needed to be aware of the processes if they had concerns. JL said there are challenging behaviours within the school and she believed staff were approachable for parents. In managing children who are struggling there is also concern for the wellbeing of teachers. There needs to be a clear procedure.</p> <p>JL said the Behaviour Policy had previously been reviewed and shows what to do as well as accountability from the teachers. TA's (Teaching Assistants) had been deployed to support individual children rather than having class TA's. It is important everyone works together to ensure consistency.</p> <p><b>Comment:</b> Parents also need to be aware of what the school is doing to give them reassurance.</p> <p>JL said things are very difficult when many outside agencies are no longer available – no Educational Psychology Service within the LA (Local Authority) and no SEND (Special Educational Needs &amp; Disabilities) team.</p> <p><b>Comment:</b> A governor had some "Scared Worried Safe" posters which had been produced by the Diocese which gave children information of who they could contact in school.</p> <p>Mrs Myers (class teacher) is also doing the DSL training.</p> <p><b>Question:</b> Will the SBM be returning yet?</p> <p><b>Response:</b> JL said the SBM would not be beginning a phased return just yet. A new class teacher will begin in October for the teacher who will be going on maternity leave, they will have some transition time together to help prepare for this.</p> <p>An additional temporary TA is being recruited, this will be a fixed term contract. Interventions to support gaps for the Year 1 and 2 children have begun to give them the best possible start to the new academic year. These interventions also helped behaviours.</p> <p><b>Comment:</b> This was part of a positive child centred approach within the school.</p>	
6.	<p><b>School Development Plan (SDP) 2024 – 25</b></p> <p>RC and JL had spent a lot of time updating the SDP for the new academic year and felt it better reflects what needs to be done. The SDP had been shared with staff at the Inset Day.</p>	
7.	<p><b>Governing Body Strategic Plan and Priority Setting for 2024 – 25</b></p> <p>The following focuses were agreed as the continuing priorities:</p> <p>Priority 1 – Monitoring Strategy          Priority 2 – Christian Distinctiveness          Priority 3 – Communication Strategy          Priority 4 – Learning Environment &amp; Resources</p> <p>NJ said the updated Strategic Vision and Plan document covering 2023 – 26 was available for governors on the Google Drive.</p>	
<b>GOVERNANCE</b>		

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8.	<p><b>Governing Body Structure &amp; Memberships</b></p>	
8.1	<p><u>Committees</u>          Membership of the Finance &amp; Resources committee was Confirmed as the following:</p> <p><i>Finance &amp; Resources Committee:</i> Martin Harding, Nikki Jordan, Rebecca Cox, Terry Webster, Cynthia James, Carly Madders, Adrian Dean, Headteacher/Interim Headteacher (Jackie Livermore).</p> <p><u>Decision:- The governors approved the Finance &amp; Resources Committee membership as listed above.</u></p>	
8.2	<p>Membership of the TLC (Teaching Learning &amp; Care) Committee was confirmed as the following:</p> <p><i>TLC (Teaching Learning &amp; Care) Committee:</i> Kate Moir, Nikki Jordan, Rev. Jane Manley, Kim Wyrley-Birch, Kelly Mitchell, Rebecca Cox, Headteacher/Interim Headteacher (Jackie Livermore).</p> <p><u>Decision:- The governors approved the TLC Committee membership as listed above.</u></p>	
8.3	<p><u>HTPM (Head Teacher Performance Management) Panel</u>          Membership of the HTPM Panel was confirmed as the following:</p> <p><i>HTPM Panel:</i> Nikki Jordan, Rev. Jane Manley, Terry Webster (reserve). The panel will also be joined by Kate Parietti, SIA (School Improvement Advisor).</p> <p><u>Decision:- The governors approved the HTPM Panel members as listed above.</u></p>	
8.4	<p><u>Link Governors</u>          The following Link Governor roles were confirmed:</p> <ul style="list-style-type: none"> <li>• Community – Terry Webster</li> <li>• Curriculum – Kate Moir</li> <li>• Early Years &amp; Phonics – Nikki Jordan</li> <li>• Equality &amp; Diversity – Carly Madders</li> <li>• English – Terry Webster</li> <li>• Finance &amp; Premiums – Martin Harding</li> <li>• GDPR (General Data Protection Regulation) – Nikki Jordan</li> <li>• Governor Development – Nikki Jordan</li> <li>• Health &amp; Safety – Kelly Mitchell</li> <li>• ICT (Information Communication Technology) – Martin Harding</li> <li>• Maths – Cynthia James</li> <li>• SEND (Special Educational Needs &amp; Disabilities) – Kim Wyrley-Birch</li> <li>• Parent Voice – Carly Madders</li> <li>• RE (Religious Education) – Rev. Jane Manley</li> <li>• Safeguarding – Kelly Mitchell</li> <li>• SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools) – Rev. Jane Manley</li> <li>• Website Monitoring – Carly Madders &amp; Rebecca Cox</li> <li>• HR (Human Resources) &amp; Wellbeing – Adrian Dean</li> </ul> <p><u>Decision:- The governors approved the link roles as listed above.</u></p> <p>NJ said the Roles &amp; Responsibilities document giving more information on each of these link governor areas is available on the Google Drive.</p>	

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9.	<b>Governing Body Monitoring Visits</b> NJ said the Governors Day will take place on Tuesday 12 <sup>th</sup> November and will give governors the opportunity to spend time in the school. NJ also requested that governors try and make a governor visit for their link role prior to the end of October half term. NJ asked RC and JL to ensure staff understood why governors came in for these visits.	
10.	<b>Governing Body Training &amp; Development</b> NJ reminded governors to continue to check available online courses offered by the NGA (National Governance Association), especially their Bitesize courses. West Berkshire Governor Services offer New to Governance induction sessions which may be of interest to AD. The Clerk agreed to send AD the dates for these during the Autumn Term. Ofsted have updated their inspection handbook, available via a web link. <b>Comment:</b> Governors wondered about having someone come into deliver governor training on preparing for Ofsted. JL said she knew someone who could do this and would help get this organized.  <i>Actions:-</i> <ol style="list-style-type: none"> <li>1. Clerk to send AD next available dates in the Autumn Term for the New to Governance induction sessions run by West Berkshire Governor Services.</li> <li>2. JL to work with NJ on organizing governor training in preparation for an Ofsted inspection.</li> </ol>	Clerk (RHG)  JL & NJ
11.	<b>SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools)</b> Rev. JM and RC will be attending the Diocese' SIAMS training next week. A date will then be organized for the SIAMS Working Party to meet and an update will be given at the next FGB meeting.	
12.	<b>Child Protection &amp; Safeguarding</b> KMI will attend the next West Berkshire Safeguarding Governor Network meeting on 13 <sup>th</sup> November. Relevant displays around the school have been updated. JL is DSL with RC as Deputy DSL. JL is also able to access CPOMS (Child Protection Online Monitoring System) and new staff have also been set up to use this. <b>Question:</b> Have those governors who needed to responded to the request to update training? <b>Response:</b> KMI said she will continue to work with those governors who had not yet done so. KMI will also organize a date to go into school to meet with JL and review safeguarding in school. Mrs Myers will also be doing the DSL training to cover any days in school without either JL or RC. KMI said it was important governors understood the contextual safeguarding issues which may relate to the school, mainly county lines, domestic violence and parenting concerns. KMI had some training session information which she said she would share with governors. Governors need to have awareness of these areas. Governors also need to know who to go to if they are unsure of anything (for example, if FGM – Female Genital Mutilation is reported, the police must be informed). This then forms part of the school's culture of vigilance regarding safeguarding. RC added the school is also working to make sure the after school clubs also adhere to all requirements.  There are currently two open cases to Children's Services. These did not require	

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	any actions/support from governors.	
13.	<b>Health &amp; Safety Update</b> The boundary fence between the school and church has been fitted. KMI will organize a Health & Safety walkaround the school as soon as she can. <b>Question:</b> Was a deep clean of the school carried out before the summer break? <b>Response:</b> RC said the school was officially deep cleaned over the summer holidays but unfortunately had not been done to a sufficient standard and the company had to be called back to deep clean again.	
14.	<b>GDPR (General Data Protection Regulation)</b> Nothing to report.	
<b>OTHER MATTERS</b>		
15.1	<b>Community, Church &amp; School Events relevant to Governors</b> <ul style="list-style-type: none"> <li>Macmillan Coffee Morning in Douai Pavilion tomorrow morning (Friday 20<sup>th</sup> September)</li> <li>Harvest Festival at St Peter's Church on Sunday 6<sup>th</sup> October. Rev.JM will send through details to be added to the school newsletter.</li> <li>School Harvest Service at St Peter's Church on Thursday 10<sup>th</sup> October.</li> </ul>	
15.2	<b>Articles for publication in the Benefice Online Newsletter and/or Community Magazine</b> New governor rota: KM to write October article for November issue.  <i>Action:- KM to write governors article for the September issue of the Benefice Online Newsletter and the Community Magazine publication.</i>	KM
16.	<b>AOB (Any Other Business) Urgent</b> <u>Year 6 Residential</u> RC said this is planned to be for three nights, rather than 4, staying on the Isle of Wight in the same week of the summer term as last time. Further information to be provided to governors at the next FGB meeting.  <i>Action:- Year 6 Residential to be agenda item for information and approval at the next FGB meeting in November.</i>  <u>SEND (Special Educational Needs &amp; Disabilities)</u> KWB said she had written to the area's new MP (Member of Parliament) regarding concerns for SEND children and the impact upon schools, finances and parents. KWB had received a response in which the MP said they understood the seriousness of these issues and had also had personal experience regarding SEND. The MP had also sent KWB's concerns onto the Secretary of State and assured KWB that the DfE (Department for Education) wants to make changes. KWB added she had included various recommendations within her letter. It may be possible for a community initiative to be developed.  <u>Parish Council</u> <b>Question:</b> What is the school's main focus for money if funds can be acquired from the Parish Council? <b>Response:</b> RC felt the main focus would be the School House.  <u>Headteacher recruitment</u> NJ confirmed a final date had been received for Kath Burns' retirement as headteacher. Interviews for a new headteacher are due to be held on 15 <sup>th</sup> October.	Clerk (RHG)

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	NJ reminded governors to remain available for the evening of 15 <sup>th</sup> October for an Extra FGB meeting to ratify any potential appointment.	
<b>MEETING SUMMARY</b>		
18.	<p><b>How has this meeting fulfilled our strategic purpose?</b></p> <ul style="list-style-type: none"> <li>Update on safeguarding processes and approval of new Child Protection &amp; Safeguarding policy.</li> <li>Approval of committee memberships and link governor roles.</li> </ul> <p><b>How has this meeting fed into our Christian vision?</b></p> <ul style="list-style-type: none"> <li>NJ said the HAP (Headteacher Appointment Panel) had reviewed the vision as part of the recruitment process.</li> <li>Continuing review of staff and pupil wellbeing.</li> <li>Continuing review of SIAMS.</li> </ul>	
19.	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>Tuesday 12<sup>th</sup> November 2024 at 1.00 pm (following Governors Morning)</li> <li>Monday 16<sup>th</sup> December 2024 at 6.30 pm (HT Report)</li> <li>Thursday 6<sup>th</sup> February 2025 at 6.30 pm</li> <li>Thursday 20<sup>th</sup> March 2025 at 6.30 pm (SFVS, HT Report)</li> <li>Monday 28<sup>th</sup> April 2025 at 6.30 pm (Budget)</li> <li>Wednesday 16<sup>th</sup> July 2025 at 6.30 pm</li> </ul>	

The meeting closed at 7.56 pm.

#### **Distribution of Part 1 Minutes**

Nikki Jordan, Chair of Governors, LA Governor  
Kim Wyrley-Birch, Vice Chair of Governors, Foundation Governor  
Jackie Livermore, Interim Head Teacher  
Rebecca Cox, Staff Governor  
Kate Moir, Foundation Governor  
Rev. Jane Manley, Foundation Governor  
Terry Webster, Foundation Governor  
Carly Madders, Foundation Governor  
Cynthia James, Foundation Governor  
Adrian Dean, Foundation Governor  
Martin Harding, Parent Governor  
Kelly Mitchell, Parent Governor

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