



## 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 Monday 21<sup>st</sup> March 2022 at 7.00 pm at the school

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

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

<b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Carly Madders <b>CM</b> (Foundation Governor, Diocese), Terry Webster <b>TW</b> (Foundation Governor, Diocese), Kim Wyrley-Birch <b>KWB</b> (Foundation Governor, Diocese), Kath Burns <b>KB</b> (Head Teacher, Ex-officio), Rebecca Cox <b>RC</b> (Staff Governor), Kelly Mitchell <b>KMI</b> (Parent Governor), Kate Moir <b>KM</b> (Foundation Governor, PCC – Parochial Church Council) – <i>Attended Virtually</i> , James Mottram <b>JM</b> (Associate Member), Sarah Fenwick-Stubs <b>SFS</b> (Associate Member).		
<b>APOLOGIES:</b> Anna Partridge <b>AP</b> (Foundation Governor, PCC), Martin Harding <b>MH</b> (Parent Governor), Rev. Jane Manley <b>Rev.JM</b> (Ex-officio, Foundation).		
<b>ABSENT:</b> None.		
<b>IN ATTENDANCE:</b> None.		
<b>CLERK:</b> Rachael House Gemmell <b>RHG</b> (Clerk to Governors).		
ITEM	MINUTES	ACTION
1.1	<b>Welcome</b> NJ welcomed everyone to the meeting, KMI (new parent governor) and SFS in particular. NJ also noted the resignation of PCC Foundation Governor Lottie Wadsworth (LW) and was very grateful for all LW's work and contributions during her time as governor. KMI will be a member of the TLC (Teaching Learning & Care) Committee.	
1.2	<b>Opening Prayer</b> This was led by TW.	
1.3	<b>Apologies and Absences</b> Apologies received from AP, MH and Rev.JM – all accepted.	
1.4	<b>Any Other Business (AOB) items (urgent)</b> Three items.	
1.5	<b>Declarations of Interest for Agenda items or AOB</b> None.	
<b>ADMINISTRATIVE MATTERS</b>		
2.	<b>Minutes of the previous FGB (Full Governing Body) meeting</b>	
2.1	Minutes of the FGB Meeting dated 16 <sup>th</sup> February 2022 <b><i>The Governing Body approved the Minutes of the FGB meeting held on 16<sup>th</sup> February 2022, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></b>	

Mins of Full Governing Body 21 <sup>st</sup> March 2022	Signature:
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2.2	<b>Matters Arising from the FGB Minutes dated 16<sup>th</sup> February 2022</b>	
2.2.1	<u>Item 2.2.3 – Matters Arising from the FGB Minutes dated 8<sup>th</sup> December 2021</u>	
	1. <i>AP to liaise with RC regarding residential trip risk assessments, on behalf of the FGB.</i>	
	RC confirmed this had been done. Also see Item 7. <i>Action Closed.</i>	
	2. <i>Residential Trip for approval to be FGB agenda item at the March 2022 FGB meeting.</i>	
	This was done. See Item 7. <i>Action Closed.</i>	
2.2.2	<u>Item 2.2.5 – Matters Arising from the FGB Minutes dated 8<sup>th</sup> December 2021</u>	
	<i>LW to send cyber security webinar recording to KB.</i>	
	KB confirmed this had been done. <i>Action Closed.</i>	
2.2.3	<u>Item 7 – Admissions</u>	
	<i>Clerk to send the approved 2023 – 24 Admissions Policy to both the Local Authority and Diocese for their records.</i>	
	The Clerk had done this. <i>Action Closed.</i>	
2.2.4	<u>Item 16.2 – Parish Magazine Articles – Governor Rota</u>	
	<i>NJ to remind MH he is on the rota to write the April article for the Parish Magazine (deadline 12<sup>th</sup> March).</i>	
	NJ confirmed MH had written an article for the April magazine. <i>Action Closed.</i>	
3.	<b>Associate Member Proposal</b>	
	Following the Parent Governor election, NJ explained, SFS remained interested in being involved with the Governing Body. NJ said SFS brings educational skills from her background as a teacher and proposed SFS as an associate member of the TLC Committee. This would be for two years and included voting rights within the TLC Committee. There were no objections. The governors unanimously approved SFS as associate member with a show of hands.	
	<u><i>Decision:- The governors approved SFS as Associate Member of the TLC Committee for a term of two years (21.03.2022 – 20.03.2024) with voting rights on that committee.</i></u>	
<b>STRATEGIC FOCUS/COMMITTEES</b>		
4.	<b>Chair of Governors Update</b>	
	NJ explained, following the resignation of LW, a lead governor for Safeguarding, Vice Chair of Governors and Link for Wellbeing are needed.	
	Other link roles were also for consideration:	
	<ul style="list-style-type: none"> <li>• Whether English includes phonics and reading or if these should be separate.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Greener Governance, an NGA (National Governance Association) campaign for sustainability, considering the environment and reducing carbon.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Parent liaison, and whether this is separate to FoWS (Friends of Woolhampton School).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Assessment &amp; Data, previously link was NJ but should all govs have this responsibility.</li> </ul>	
	NJ reported that KMI will take on the role of Safeguarding Lead (already has experience within her own teaching job). LW will handover relevant information accordingly. AP will be KMI's new governor mentor.	
	<b>Question:</b> A governor queried whether more lead governor roles were needed and whether they made things over complicated.	
	<b>Response:</b> NJ agreed this was a valid point and she would think further about the model and approach to governance. NJ welcomed any other view and for governors to e-mail any ideas to her.	



	<p>The Parent Forum is being introduced (a form of Parent Voice). The intention is to hold termly solution focused meetings which will also be attended by a member of the SLT (Senior Leadership Team) and a governor. They will be a place for parents to make contributions and suggestions but not for complaints or any form of decision making. Potential agenda items could be communication, homework, uniform, church links, parking, community, promoting the school. The meetings are likely to be held in the evenings and will be run by CM. CM said there may be both in-person and Zoom options, but a trial meeting is likely to be held first. A means of then communicating back to parents will also be needed.</p> <p>Greenham Trust funding had not proved a helpful option. Further information is available within the Finance &amp; Resources Committee minutes.</p> <p>Since the Government's review of school uniform and affordability, schools are required to remove unnecessary branded items. For Woolhampton, branding appears on the jumpers and cardigans but there needs to be the option of plain.</p> <p><b>Comment:</b> The option of having sports hoodies with the school logo was mentioned. This could also raise money for FoWS. KB was concerned this may be an issue for families who could not afford them.</p> <p><b>Comment:</b> A governor raised whether the logos could be sold separately and then added to plain tops. The governors agreed it was important for the children to wear the logo when representing the school. A PE kit for representing the school is now being used.</p> <p>Changes to the uniform policy need to be in place by July 2022. It was agreed the Uniform Policy will be reviewed at the next TLC meeting.</p> <p><i>Action:- Uniform Policy to be agenda item at the next TLC meeting (May 2022).</i></p> <p>The school will have a stand at the Woolhampton Meet &amp; Greet on 7<sup>th</sup> and 8<sup>th</sup> May. This will be a good opportunity to market the school and there will be display boards and some samples of the children's work. The printed flyers are also available although there are not yet any open day dates. It would be good if governors could also be involved in this and KB and KWB will work together on a timetable.</p> <p>A local historian has completed a book about the school. KB has added some information and the school's vision is also included. The history of the school is very interesting and the writer has offered to speak to the children in school about it as well.</p>	Clerk (RHG)
5.	<p><b>Head Teacher Report – Spring Term 2022</b></p> <p>Currently 102 pupils on roll. One child joined. 7 claiming FSM (Free School Meals), 8 PPG (Pupil Premium Grant) children, 2 LAC (Looked After Children), 1 EHCP (Education Health &amp; Care Plan). Required fire drills had been carried out this term. KB explained there is a new format regarding persistent absence. For the Autumn Term persistent absence was 28.7%, now in the spring it is 20.8%. KB said the codes have changed. Previously isolating due to COVID did not show within absences, but now does. KB had met with the EWO (Education Welfare Officer) and KB has needed to send parents letters regarding their child's persistent absence and what they will need to do about it, such as providing a letter from their GP (General Practitioner). This will narrow down any particular concerns from the EWO's perspective, and there is pressure on the school to increase attendance.</p> <p><b>Question:</b> A governor asked whether extra work had been requested from those not attending school.</p>	



	<p><b>Response:</b> KB said work had been given, but not always completed.</p> <p><b>Question:</b> A governor queried if the school can do anything if a parent is unwell.</p> <p><b>Response:</b> KB said the school tries to be flexible and offer later starts, parent remaining in the car at drop-off etc.</p> <p>KB requested if any parents approach governors regarding their child's absence, to please direct them to her.</p> <p>There had been no bullying or racism incidents. No referrals to Children's Services (two Child in Need Plans). No Health &amp; Safety concerns. A complaint received via e-mail had been resolved and KB had received to compliment cards.</p> <p><b>Question:</b> A governor was interested in more information on the Mental Health Lead.</p> <p><b>Response:</b> KB said Sharon Lester (teacher) had been interested in taking on this role and undergoing the training within her career. Mrs Lester works very well with the children, especially emotional literacy and also with the staff, keeping morale up. Following the accredited training Mrs Lester will be Lead Mental Health Practitioner within school. More serious mental health concerns will be dealt with by KB and outside professionals.</p> <p><b>Question:</b> A governor wondered how the work of the Lead Mental Health Practitioner will be monitored.</p> <p><b>Response:</b> KB said questionnaires can be useful, but not always. KB suggested governors may like, once qualified, Mrs Lester to attend a meeting and present more information. KWB, as Lead Governor for SEND (Special Educational Needs &amp; Disabilities) felt having this new role will be especially beneficial for the SEND children.</p> <p><b>Comment:</b> A governor was keen that staff CPD (Continuing Professional Development) is shown for each individual staff member within the head's report so governors can better understand who is doing what. KB agreed to do this.</p> <p>KB had had her first meeting with the external consultant which had been very helpful. The external consultant will also help give greater clarity to the SDP (School Development Plan). KB will meet with them again in the Summer Term.</p>	
<b>COMMITTEES</b>		
6.1	<p><b>Update from Finance &amp; Resources (F&amp;R) Committee meeting held on 7<sup>th</sup> March 2022</b></p> <p>Financial situation looking good moving towards a new budget.</p>	
6.2	<p><b>SFVS (Schools Financial Value Standard) 2022</b></p> <p>Reviewed by the committee. Need to consider succession planning for the F&amp;R Committee Chair and financial skills. A statement confirming no staff earn above £100k will be included on the school website.</p> <p><u><i>Decision:- The Governors approved the SFVS 2022.</i></u></p>	
6.3	<p><b>Health &amp; Safety Update</b></p> <p>A de-carbonisation study had been carried out. KB said it is difficult for the school to make big changes as the heating system uses oil, but an effort can be made to ensure lights are turned off when not needed.</p> <p>The school's Risk Assessment regarding COVID had been updated again.</p>	
<b>GOVERNANCE</b>		
7.	<p><b>Residential Trips for Approval</b></p> <p><u>Year 6 Residential Trip</u></p> <p>Year 6 residential trip to Osmington Bay from Monday 13<sup>th</sup> June to Friday 17<sup>th</sup> June 2022. Risk Assessments have been reviewed by AP (Health &amp; Safety Lead Governor) and the trip was recommended for approval.</p>	



	<p><u><i>Decision:- The governors approved the Year 6 residential trip to Osmington Bay from 13<sup>th</sup> to 17<sup>th</sup> June 2022.</i></u></p> <p><u>Years 4 &amp; 5 Residential Trip</u>          Years 4 and 5 residential trip to Osmington Bay from Monday 4<sup>th</sup> to Wednesday 6<sup>th</sup> April 2022. Risk Assessments have been approved by the LA (Local Authority) and reviewed by AP. The trip was recommended for approval.</p> <p><u><i>Decision:- The governors approved the Years 4 and 5 trip to Osmington Bay from 4<sup>th</sup> to 6<sup>th</sup> April 2022.</i></u></p>	
8.	<p><b>SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools)</b>          NJ and KB had met and been through the SIAMS SEF (Self-Evaluation Form), in particular Strand 1. The collation of evidence is progressing. The Working Party will meet again once the SEF is up to date.  <i><b>Question:</b></i> A governor noted how good it was to have a school prayer and asked whether this will be formally adopted by the school.  <i><b>Response:</b></i> KB said yes it will, the prayer will also be added to the school website. Year 6 pupils worked with Rev.JM to write the prayer which will now be introduced to the rest of the school.</p>	
9.	<p><b>Governor Training &amp; Development</b>          The school will continue with not buying into the Governor Services SLA (Service Level Agreement). Training courses can be bought on an as required basis. The governors also have access to the NGA's online training.          KWB had recently attended SEND governor training which she said was very good. It covered what an SEND lead governor should ask, including model questions, how to work well with the SENDCo (Special Educational Needs &amp; Disabilities Co-ordinator), the structure within West Berkshire, impact of COVID on SEND children with a slower rate of catch up, and useful proformas for governor visits.</p>	
10.	<p><b>Governing Body Monitoring</b>          KB confirmed governors are able to come into school again for visits. There are plans to hold a joint governors and staff event for discussions between subject leads and lead governors as well as being a social occasion. It was hoped this could be held after the Easter holidays.</p>	
11.	<p><b>Child Protection &amp; Safeguarding</b>          No referrals this term. Two Child in Need plans. One My Family Plan.</p>	
12.	<p><b>FoWS (Friends of Woolhampton School)</b>          CM said the FoWS Chair has stepped back (not stepped down) from the role and other members have become more involved, especially parents from the Year 1 and Reception class. There is a calendar of events with different people being involved.          A breakdown of how funds raised have been spent needs to be fed back to parents. It would also be good to re-launch the voluntary school support fund.  <i><b>Comment:</b></i> It was felt, if parents knew what the money raised was being spent on, they were more likely to want to be involved with FoWS. KB said the school's main focus would be on equipment for the outdoor area. There were other fundraising possibilities such as the Silver Leaf school abroad with which Woolhampton has formed a link, but this would be done separately to FoWS.</p>	
13.	<p><b>GDPR (General Data Protection Regulation) Update</b></p>	



	Nothing to report.	
14.	<p><b>How has this meeting fulfilled our strategic purpose?</b></p> <ul style="list-style-type: none"> <li>• Head Teacher Report</li> <li>• Lead Governor Roles</li> <li>• Parent Forum strategy for engagement.</li> </ul> <p><b>How has this meeting fed into our Christian vision?</b></p> <ul style="list-style-type: none"> <li>• SIAMS</li> <li>• School Prayer.</li> </ul>	
<b>OTHER MATTERS</b>		
15.	<p><b>AOB (urgent)</b>  Woolhampton Village Fund Day happening on 4<sup>th</sup> June 2022.  Douai Fund Day taking place on 5<sup>th</sup> June 2022. KB will organise a way for the school to be involved.</p> <p>TW was grateful for the continuing foodbank donations. The sort code for donations will also be included in the school newsletter.</p> <p>KB reported the very sad news of the death of a pupil who attended a nearby school and had been diagnosed with COVID. Rev.JM and the LA are supporting the school. Governors acknowledged the importance to KB continuing to remind parents of the risks around COVID. KB will send to the funeral on behalf of the school and governors.</p>	
16.1	<p><b>Parish/Church news relevant to the school</b>  <b>Question:</b> A governor queried holding two Mothering Sunday services, when there was usually one.  <b>Response:</b> KB confirmed the school service will be on Thursday 24<sup>th</sup> March and that the St Peter's Church Service could also be advertised in the school newsletter.  <b>Comment:</b> A governor said the cost of running the local church was high and usually met through volunteer donations. Advance warning of the collection could be given to parents in the newsletter and the collection could be led by pupils.</p>	
16.2	<p><b>Parish Magazine Articles – Governor Rota</b>  Article needed for May edition. CM confirmed she was already working on this.</p> <p><i>Action:- CM to write article for the May Parish Magazine (deadline 12<sup>th</sup> April).</i></p>	
17.	<p><b>Dates of next meetings</b>  Monday 25<sup>th</sup> April at 7.00 pm (Budget)  Thursday 14<sup>th</sup> July at 7.00 pm.</p>	

The meeting close at 8.32 pm.