



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 at the school on Wednesday 22nd September 2021 at 7.00 pm

The meeting was quorate numbering 7 governors. The meeting commenced at 7.00 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Lottie Wadsworth LW (Vice Chair, Parent Governor), Kath Burns KB (Head Teacher, Ex-officio), Rebecca Cox RC (Staff Governor), Terry Webster TW (Foundation Governor, Diocese), Kim Wyrley-Birch KWB (Foundation Governor, Diocese), Martin Harding MH (Parent Governor), Carly Madders CM (Associate Member), James Mottram JM (Associate Member).		
APOLOGIES: Anna Partridge AP (Foundation Governor, PCC), Catherine Lovell CL (Foundation Governor, Parochial Church Council, PCC), Kate Moir KM (Foundation Governor, PCC), Rev. Jane Manley Rev.JM (Ex-officio, Foundation).		
ABSENT: None.		
IN ATTENDANCE: None.		
CLERK: Rachael House Gemmell RHG		
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 AP, CL, KM and Rev.JM – all accepted.	
1.4	Any Other Business (AOB) items (urgent) Two items.	
1.5	Declarations of Interest for Agenda items or AOB None.	
ADMINISTRATIVE MATTERS		
2.	Minutes of the previous FGB (Full Governing Body) meeting	
2.1	<u>Minutes of the FGB Meeting dated 8th July 2021</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 8th July 2021, as a true and accurate account of the meeting. Due to this being a virtual meeting, the minutes were signed by NJ, Chair of Governors.</i>	
2.2	<u>Matters Arising from the FGB Minutes dated 8th July 2021</u>	
2.2.1	<u>Item 5.2 – Vision and narrative review</u> <i>1. NJ to re-word the school vision and narrative and e-mail them to governors for</i>	



	<p><i>comment.</i></p> <p>This was done and added to The Drive. The re-wording is also included within the updated Strategic Plan. <i>Action Closed.</i></p> <p>2. Rev.JM to write a draft school prayer for September 2021. This remains ongoing. <i>Action Updated.</i></p> <p><i>Action:- Rev.JM to write a draft version of a school prayer.</i></p>	Rev.JM
2.2.2	<p><u>Item 7 – School Website Compliance</u></p> <p>RC to further update on the school's website compliance.</p> <p>RC confirmed compliancy is up to date. Governors discussed adding policy information to the Parents tab. It was deemed better to keep all policies within one place but to signpost within "Useful Links". RC agreed to do this.</p> <p><i>Action:- RC to add link to policies within the "Useful Links" section of the Parents tab on the school website.</i></p>	RC
2.2.3	<p><u>Item 12 – Governor Training & Development</u></p> <p>All governors to complete some online NGA training over the summer holidays, if possible.</p> <p>NJ said access to the NGA (National Governance Association) was currently not working but membership was paid up to 11th November 2021. NJ reminded governors they can also use The Key for School Governors. <i>Action Closed.</i></p> <p><u>Item 18.2 – Parish Magazine Articles – Governor Rota</u></p> <p>MH to write the next governor's article within the Parish Magazine by 14th July 2021 (for August edition).</p> <p>This was done. <i>Action Closed.</i></p>	
3.	<p>Statutory Annual Forms</p> <p>West Berkshire Code of Conduct – This was accepted by governors and signed by those present.</p> <p><u><i>Decision:- The governors approved acceptance of the West Berkshire Code of Conduct (September 2021).</i></u></p> <p>Register of Business Interests – Signed by those governors present at the meeting.</p> <p>Governor Declaration Form – Signed by those governors present at the meeting.</p> <p><i>Action:- West Berkshire Code of Conduct (Sept 2021), Register of Business Interests and Governor Declaration Form to be completed by AP, CL, KM & Rev.JM.</i></p>	AP, CL, KM & Rev.JM
4.	<p>Full Governing Body Terms of Reference 2021 – 22</p> <p>No comments.</p> <p><u><i>Decision:- The governors approved the Full Governing Body Terms of Reference 2021 – 22.</i></u></p>	
STRATEGIC FOCUS/COMMITTEES		
5.	<p>Head Teacher Update</p> <p>KB said the office administrator had resigned. The new extra office administrator had started, but there was pressure on the SBM (School Business Manager) at the beginning of the week. The new teacher is unable to begin at the school until January 2022.</p>	



	<p>Things were going well at the start of the academic year, there had been a few positive COVID cases, the school had adjusted in accordance with the new guidance and life in school was more normal.</p> <p>It remained difficult to hold something which involves parents and children for the support staff member who had retired. Two other staff members were now running the Breakfast Club which was going well. A lunchtime staff member had also retired and this was being covered with existing staff.</p> <p>An EHCP (Education Health & Care Plan) had been secured for a pupil. The school will have to pay the first £6,000 but the child will receive 30 hours of support a week as well as lunchtimes.</p> <p>Question: A governor asked if the teaching assistant role for the child with the EHCP would be suitable for just one person.</p> <p>Response: KB said it would be an intense role but ideally an appointment would be full time but there may be the possibility of movement on this in the future.</p> <p>Question: A governor asked how the school were providing support for the child in the meantime.</p> <p>Response: KB said staff have cope very well but the pending EHCP highlights the need, especially as the child gets older.</p> <p>The governors recognized the huge amount of work which had gone into gaining the EHCP and congratulated RC as SENDCO (Special Educational Needs & Disabilities Co-Ordinator).</p> <p><u>School Development Plan (SDP) 2021 – 22</u> KB summarized the key objectives:-</p> <ul style="list-style-type: none"> • Ensuring COVID Risk Assessment and Contingency Plans reviewed and implemented in line with guidance. • Retain benefits of recovery curriculum to support the children's mental health and wellbeing. • Improve reading attainment and writing progress. • Improve attainment and progress in maths. • Ensure changes in EYFS (Early Years Foundation Stage) are implemented. • New phonics and spelling programmes. • Embed IT (Information Technology) to enhance teaching and learning. • Support SENDCO and ensure best practice. • Continue to develop a broad and balanced curriculum, including French. • Monitor impact of curriculum led budget. • Develop Forest School. • Revisit the school's vision and strengthen community links. • Implement oracy project. • Governors to maintain strategic role and develop monitoring. • Develop lead teacher role. • SBM to have clear induction process and job roles for office admin staff. • Begin process for anti-bullying accreditation. • Continue to embed ROCK values. • Re-connect with the wider Woolhampton community. The summer held barbeque had been very successful and the Fun Run had also worked really well. A coffee morning is due to be held later this week. <p>Work in many areas of the SDP had already begun.</p> <p><u>Decision:- The governors approved the SDP 2021 – 22.</u></p>	
6.	<p>Chair of Governors Update Governing Body session for parents When possible, a session for parents will be held in school regarding the Strategic</p>	



	<p>Plan and Governing Body priorities. This would also provide a good opportunity to engage in Visible Governance with parents being able to meet with the governors and understand better what they do. Ideally all governors would be involved and speak about their role. The voluntary contributions school fund could also be launched at this time.</p> <p><u>HTPM (Head Teacher Performance Management) Panel</u> The proposal was for the panel members to be NJ and AP along with the new external advisor (working for West Berkshire). There were no objections.</p> <p><u>Decision:- The governors approved NJ and AP as members of the HTPM Panel along with the external advisor.</u></p> <p><u>Governors Day</u> This will focus on updates in the Strategic Plan and provide the opportunity to carry out monitoring learning walks as well as for governors to chat with staff and children. NJ suggested governors think more about governor perception and how this impacts on what the FGB achieves.</p> <p><u>Queen's Jubilee</u> Greenham Trust are running a tree planting initiative for this event and asked if governors were in agreement with the idea of applying for a tree and how this could link with Forest School. Governors agreed with having a new tree as long as it would grow to a suitable size for the planting environment.</p> <p><u>Previous pupils</u> NJ suggested having some way of giving recognition to the achievements of past pupils of the school and how this could inspire children currently at the school. Governors liked this idea and were keen this should also include previous pupils with SEND. Information could be collated and some individuals could be invited into the school to speak with the children.</p>	
7.1	<p>Strategic Plan 2019 – 23 NJ explained, this sits with the SDP and it is important that it evolves over time, currently being at the mid-way point. The overall plan helps make it possible to consider bigger possible plans and potential budget impact. All things then being linked back to the strategic priorities, vision and values.</p>	
7.2	<p>Vision & Narrative The vision was re-worded over the summer and placed on The Drive for the governors' consideration. The updated vision links with the Bible and includes new additions "St Peter", "environment" and "outcome". NJ added, the aim is for all staff and pupils to be able to say the vision off-by-heart and possibly include actions, especially for the younger children. Updated version of the vision:-</p> <p>"Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcome 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."</p> <p><u>Decision:- The governors approved the updated version of the school vision as outlined above.</u></p> <p>The new vision will be added to policies going forward.</p>	



<p>7.3</p>	<p>NJ said the narrative then explains the thinking behind the vision. Changes had been made regarding the decision to include St Peter. Governors also felt the wording "standing side by side with our parish church" would be more effective.</p> <p><i>Action:- NJ to change the wording within the narrative to read "standing side by side with our parish church".</i></p> <p>Priority Setting 2021 – 22</p> <p>NJ explained, the FGB setting annual priorities gave the opportunity to create a better future. Prime areas of focus being effective communication, visible governance, recovery from the pandemic during the last eighteen months, wellbeing, monitoring, engaging stakeholders, SEND (Special Educational Needs & Disabilities) and how all children thrive regardless of ability, and the need to be proactive.</p> <p>FGB Priorities for 2021 – 22:-</p> <ul style="list-style-type: none"> • Priority One: <i>Communication Strategy</i> – including visibility of governance and community. • Priority Two: <i>Play Lead Role in SIAMS (Statutory Inspection of Anglican & Methodist Schools)</i> – including the SEF (Self Evaluation Form) reflecting "being" excellent, rather than just achieving it. • Priority Three: <i>Strengthen & Upskill Governing Body</i> – including focus on monitoring with link governor roles and the recovery of lost learning. • Priority Four: <i>Outcomes for pupils including SEND progress and learning opportunities in the Early Years</i> – includes extension to other groups. <p><u><i>Decision:- The governors approved the FGB priorities for 2021 – 22 as outlined above.</i></u></p> <p>Question: A governor wondered whether there were any marked issues from the children regarding their wellbeing.</p> <p>Response: RC said definitely some children had suffered more with their wellbeing, and academically, than others. CAMHS (Child & Adolescent Mental Health Service) is particularly overwhelmed and has a long waiting list. The ELSA (Emotional Literacy Support Assistant) has been going into school for an extra day each week. KB said the school tries to continually keep the focus moving forward, but issues are often pushed back into schools with limited extra resources. Parents find KB approachable as the head of the school and KB has not needed to have many formal meetings but often chats with parents at drop off/pick up time and feels this is beneficial. It is hoped parents will also be able to go back into the school again soon to see their children's work.</p> <p>Question: A governor asked whether there were any particular mental health concerns for children with SEND.</p> <p>Response: RC said the main issue was that the SEND children were still generally further behind academically than the non-SEND children. However, they were settling in well to the new term and enjoying being at school but were likely to take longer to catch up.</p>	
<p>7.4</p>	<p>Plans for SIAMS (Statutory Inspection of Anglican & Methodist Schools)</p> <p>NJ said a new SIAMS schedule had been released (NJ will be attending a webinar) with inspections re-starting in October. The focus will be on how to consistently capture excellence and the SIAMS Working Party will support KB with the SEF.</p> <p>The governors thanked NJ for both her Chair's update and work surrounding the Strategic Plan.</p>	



GOVERNANCE	
8.	<p>Committee Memberships</p> <p><u>Finance & Resources Committee</u> Anna Partridge, Kath Burns, Nikki Jordan, Terry Webster, Martin Harding, Carly Madders, James Mottram.</p> <p><u>TLC (Teaching Learning & Care Committee)</u> Kate Moir, Kath Burns, Rebecca Cox, Nikki Jordan, Catherine Lovell, Rev. Jane Manley, Lottie Wadsworth, Kim Wyrley-Birch.</p> <p><u>Decision:- The governors approved the above committee memberships for both the Finance & Resources and TLC committees for the 2021 – 22 academic year.</u></p> <p>Some governors expressed an interest in attending a meeting of the committee they were not a member of. Agendas and documents that support each meeting are available on The Drive and governors should contact the committee's chair to arrange attendance.</p>
9.	<p>Lead/Link Governor Roles</p> <ul style="list-style-type: none"> • Link for Admissions – James Mottram • Assessment & Data – Nikki Jordan • Child Protection & Safeguarding – Lottie Wadsworth • Communication & Community – Catherine Lovell • Curriculum – Kate Moir • English – Rebecca Cox • Equality & Diversity – Anna Partridge • EYFS – Nikki Jordan • Finance & Premiums – Martin Harding • Link with FoWS (Friends of Woolhampton School) – Carly Madders • GDPR (General Data Protection Regulation) – Anna Partridge • Governor Development – Nikki Jordan • Health & Safety – Anna Partridge • IT (Information Technology) – Martin Harding • Inclusion & SEND – Kim Wyrley-Birch • Maths – Terry Webster • PSHE (Personal Social Health Economic) – Rev. Jane Manley • RE (Religious Education) – Rev. Jane Manley • Website Monitoring – Rebecca Cox • Wellbeing – Lottie Wadsworth <p><u>Decision:- The governors approved the Lead Governor Roles and link roles as outlined above for the academic year 2021 – 22.</u></p>
10.	<p>Governing Body Monitoring – Academic Year 2021 – 22</p> <p>NJ will compile a new calendar of monitoring visits to tie in with lead governor roles. For example, a Maths monitoring visit would be carried out once a main term, but an extra visit could be made to see a particular new project or link with a new budgetary spend. Monitoring visits for areas such as Safeguarding and Health & Safety would have their own compliance schedules. NJ felt it was important monitoring visits were made to feel part of normal school life for governors, staff and pupils. NJ added, there is good information available on The Key for School Governors covering useful questions governors can ask. Questions are also included within the governors' Roles and Responsibilities document available on The Drive. Governors should always complete a monitoring form following a visit</p>



	and send this to the Clerk for record keeping.	
11.	Child Protection & Safeguarding	
11.1	<u>Any referrals or concerns raised</u> KB confirmed there had not been any referrals or concerns raised so far this term.	
11.2	<u>Child Protection & Safeguarding Policy</u> LW said this utilizes this West Berkshire model policy and changes reflect KCSIE (Keeping Children Safe In Education) updates for September 2021. Regarding peer-on-peer abuse, the policy does not give a specific procedure, therefore the Behaviour Policy will be updated to cover this, along with anti-bullying (the Behaviour Policy will then go to the next TLC meeting for review). The policy also includes a new section on the management of abuse against staff relating to low levels of concern. KB said she was happy with the procedure involved. LW added this can be different within a small school. <u>Decision:- The governors approved the Child Protection & Safeguarding Policy (September 2021).</u> LW said she plans to link with safeguarding governors at other local schools.	
11.3	<u>KCSIE (Keeping Children Safe In Education) September 2021 & Acceptable Use Agreement</u> All governors present signed to say they had read KCSIE (September 2021) and the Acceptable Use Agreement for accessing the internet within school. School staff are also in the process of completing KCSIE. The Governing Body remain at the forefront of how the school carries out safeguarding and evidence of this will be reported at TLC meetings. <i>Action:- LW arrange for those governors not present, AP, KM, CL, Rev.JM, to sign to say they have read KCSIE (September 2021) and the internet Acceptable Use Agreement.</i>	LW with AP, KM, CL, Rev.JM.
12.	Admissions JM reported that the Admissions Code has been updated and Diocesan guidance on recommended policy changes is awaited. Changes to Woolhampton admission policies will be taken to the next Finance & Resources Committee meeting. Potential updates, ready for the 2023 – 24 policy and retrospectively for the 2021 – 22 and 2022 – 23 policies, include: <ul style="list-style-type: none"> • Definitions of Looked After and Previously Looked After Children relating to outside of England state care. • In Year Admissions – PAN (Published Admission Number) does not apply for in-year admissions but is dependent upon school situation and resources. The LA (Local Authority) approach is currently used and this should be made clear within the policy and the LA informed by October 2021. • Fair Access Protocols – Widening of criteria for providing places for vulnerable children. The LA has not yet published this. JM wished to raise some other areas governors may like to think about regarding oversubscription criteria within the admissions policy for 2023 – 24:- <ul style="list-style-type: none"> • Definition of sibling of multiple birth when one has an EHCP. • Siblings who live within the same family unit but are not related, but considered siblings. • Siblings who do not live in the same family unit but remain siblings. 	



	<ul style="list-style-type: none"> Faith based criteria. The Diocese does not encourage this, but if it were to be included it would probably fit best after catchment. There would need to be carefully considered definitions and levels of church attendance. JM did not recommend to governors including faith based criteria within the oversubscription criteria and there was no support for the inclusion at the meeting. <p>JM confirmed, any changes to the oversubscription criteria within the 2023 – 24 policy would require consultation.</p> <p><i>Action:- JM to liaise with the Diocese on suitable changes to the admissions policies (2021 – 22, 2022 – 23, 2023 – 24) and take recommended updates to the next meeting of the Finance & Resources Committee.</i></p> <p>The governors thanked JM for his continuing work on admissions.</p>	JM
13.	GDPR (General Data Protection Regulation) Update No updates.	
14.	How has this meeting fulfilled our strategic purpose? How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> Review of Strategic Plan and Priority Setting for the new academic year. Review and approval of SDP. Updates and approval of vision and narrative. Approval of committee memberships and lead/link governor roles. Review of admissions procedures. 	
OTHER MATTERS		
15.	AOB (urgent) <u>Visible Governance</u> Information on governor meetings to be included within the headteacher's update of school newsletters. LW agreed to do this for the FGB and TLC meetings, someone from Finance & Resources will also be needed. <p><i>Actions:-</i></p> <ol style="list-style-type: none"> LW to write and send to KB information on the FGB and TLC meetings to be added to the headteacher's update within school newsletters. Governor from Finance & Resources committee to provide the same. <p><u>Readers</u> Bradfield College is supporting the school with pupil reading tutors for Years 2 and 3, peer mentors for Year 6 and science afternoons in October for Years 4, 5 and 6. Volunteer readers are now able to come back into school, KB said afternoons are generally better for this.</p>	LW F&R Committee
16.1	Parish/Church news relevant to the school There are plans to hold a Messy Church club at the school.	
16.2	Parish Magazine Articles – Governor Rota CL is due to write the next article for the parish magazine for submission by 14 th October (for November edition). Then LW is next on the rota to write the article for submission by 14 th November (for December edition). <p><i>Actions:-</i></p> <ol style="list-style-type: none"> CL to write the next governor's article within the Parish Magazine by 14th 	CL



	<i>October 2021 (for November edition).</i> 2. <i>LW to write governors article in Parish Magazine by 14th November 2021 (for December edition).</i>	LW
17.	Dates of next meetings Wednesday 3 rd November at 1.15 pm (Following Governors Morning) Wednesday 8 th December at 7.00 pm. Wednesday 16 th February at 7.00 pm. Wednesday 23 rd March at 7.00 pm (or 30 th March – to be confirmed). Monday 25 th April at 7.00 pm (Budget) Monday 18 th July at 7.00 pm. <i>Meetings may be held face-to-face or via Zoom dependent on the situation at the time.</i>	

The meeting closed at 8.55 pm.