



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 22nd September 2022 at 7.00 pm at the school

The meeting was quorate with 8 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), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC – Parochial Church Council), Kelly Mitchell KMI (Parent Governor), Rev. Jane Manley Rev.JM (Ex-officio, Foundation), Terry Webster TW (Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor), Martin Harding MH (Parent Governor), Kath Burns KB (Head Teacher, Ex-officio).		
APOLOGIES: Kim Wyrley-Birch KWB (Associate Member), Anna Partridge AP (Vice Chair of Governors, Foundation Governor, PCC), Kate Moir KM (Foundation Governor, PCC), Carly Madders CM (Foundation Governor, Diocese), 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 Rev.JM.	
1.3	Apologies and Absences Apologies received from KWB, AP, KM, CM and JM – all accepted.	
1.4	Any Other Business (AOB) items (urgent) Three items.	
1.5	Declarations of Interest for Agenda items or AOB None.	
PROCEDURAL/ADMINISTRATIVE MATTERS		
2.	Chair of Governors Election The Clerk confirmed the nomination for NJ to continue as chair for a further two years. NJ said she was happy to continue. There were no other nominations or self-nominations. The governors voted unanimously in favour of NJ as Chair of Governors with a show of hands. <u><i>Decision:- The governors approved Nikki Jordan as Chair of Governors until the first FGB meeting of the 2024 – 25 academic year.</i></u> The Clerk handed the meeting back to NJ.	

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3. 3.1	Minutes of the previous FGB (Full Governing Body) meeting <u>Minutes of the FGB Meeting dated 14th July 2022</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 14th July 2022, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i>	
3.2	<u>Matters Arising from the FGB Minutes dated 14th July 2022</u>	
3.2.1	<u>Item 12 – Child Protection & Safeguarding</u> 1. <i>KMI to contact any governors/associate members with safeguarding training gaps.</i> KMI said she had identified training and those governors who required safeguarding training and will be contacting them to complete this. <i>Action Ongoing.</i> <i>Action:- KMI to contact any governors/associate members with safeguarding training gaps.</i> 2. <i>KB to e-mail governors the September 2022 KCSIE document.</i> This was done. Also see Item 4. <i>Action Closed.</i>	KMI
3.2.2	<u>Item 16.2 – Parish Magazine Articles – Governor Rota</u> <i>NJ to write next governor article for the Parish Magazine.</i> NJ had written the September article for the October edition of the Parish Magazine. <i>Action Closed.</i> Rev.JM said there is consideration going forward for having the Parish Magazine on-line rather than as printed copies and welcomed any feedback from the governors and school regarding this.	
4.	Statutory Annual Forms <ul style="list-style-type: none"> West Berkshire Governor Code of Conduct 2022 – 23 <u><i>Decision:- The governors accepted the West Berkshire Code of Conduct for the 2022 – 23 academic year.</i></u> The Code of Conduct was signed by those governors present. <ul style="list-style-type: none"> Governor Declaration Form This was signed by those governors present. Register of Business Interests This was completed by those governors present. Keeping Children Safe In Education (KCSIE) September 2022 Those governors present signed to say they had read and understood this. The governors had also received a summary of the key changes ahead of the meeting. All forms and signatures were collated by the Clerk. Those governors not present will also need to complete and sign these. KWB had already confirmed these with the Clerk via e-mail. <i>Action:- Completion of Annual forms (Code of Conduct, Governor Declaration, Register of Business Interests) and confirmation of having read KCSIE Sept 2022 to be given by AP, KM, CM and JM.</i>	AP, KM, CM, JM.



5.	<p>Full Governing Body (FGB) Terms of Reference 2022 – 23 Minor updates for the new academic year. No comments.</p> <p><i>Decision:- The governors approved the FGB Terms of Reference for the 2022 – 23 academic year.</i></p>	
STRATEGIC FOCUS		
6.	<p>Preparation for Ofsted Following the Governing Body's training session with the SIP (School Improvement Partner), Barbara Hunter (BH), NJ had received a document with questions for governors to complete and familiarize themselves with ahead of an Ofsted inspection. NJ suggested this becomes an FGB agenda item for the next few meetings. Prior to each meeting the governors will be given a few questions to consider with feedback discussed in the meetings.</p>	
7.1	<p>Governing Body Annual Review 2021 – 22 NJ had put together a document for all governors which combined Governing Body self-evaluation and the annual Governor Skills Audit. The Governing Body review asked for RAG (Red Amber Green) ratings for various questions/statements, NJ had also included some specific to members of the Finance & Resources Committee and those on the TLC (Teaching Learning & Care) Committee. There were then the individual questions referring to individual skill sets. NJ added, she will also arrange governor one-to-one "role of contribution" catch-up sessions with each member of the Governing Body, hopefully to be held during the week of 17th October 2022.</p>	
7.2	<p>Governing Body Training & Development Safer Recruitment training had been completed by both NJ and KB. NJ said it would be good to have at least one more governor with this training. KMI said she was happy to do this, KB said she would send her the NSPCC (National Society for the Prevention of Cruelty to Children) training details. Rev.JM said she will also be doing Safer Recruitment refresher training with the Diocese as required every three years. NJ reiterated the usefulness of the NGA's (National Governance Association) Learning Links (which the governing body pays to have access to). NJ had completed one on finance and stakeholder engagement. NJ had also completed a bitesize session giving step-by-step information of what to expect in an Ofsted inspection. NJ recommended that all governors also complete this.</p> <p><i>Action:- All governors to complete the on-line bitesize session on step-by-step Ofsted inspections (NGA Learning Link).</i></p>	All Governors
8.	<p>Governing Body Priorities 2022 – 23 (Standing Item) The priorities had been updated for the new academic year and will be a standing item on the FGB agenda going forward to maintain focus.</p> <p><u>Governing Body Priorities for 2022 – 23 Academic Year</u> Priority 1 – Monitoring Strategy: Key areas of SDP, challenge, Link Governors, governor skills. Priority 2 – Christian Distinctiveness: School vision, ethos & Christian values, SIAMS Working Party, collaboration, Collective Worship & RE (Religious Education). Priority 3 – Communication Strategy – Parent Voice, effective communication with parents and wider community, website compliance, links with nurseries and pre-</p>	



	<p>schools, promote NGA's (National Governance Association) Visible Governance campaign.</p> <p>Priority 4 – Learning Environment & Resources: learning environment provision, school finances and funding opportunities, best value.</p> <p><i><u>Decision:- The governors approved the Governing Body priorities for the 2022 – 23 academic year.</u></i></p>	
9.	<p>Governing Body Monitoring <u>Calendar of Governor Monitoring Visits</u> NJ had put together a new calendar to collate governor monitoring visits. This is saved on The Drive and governors will need to access this and record their visit dates. Monitoring visit report forms will also be completed by governors following their visit and provide feedback to FGB meetings.</p> <p><i><u>Action:- All governors to book in monitoring visit dates on the Governor Monitoring Visits Calendar saved within The Drive.</u></i></p> <p><u>Collaborative Staff & Governor Sessions</u> The first of these staff & governor collaboration sessions will be held after the Governors Morning and FGB meeting on 2nd November. The focus for the Governors Morning will be maths and the curriculum lead will also be invited to give a presentation to governors at the FGB meeting. There will be two further staff and governor collaboration sessions this academic year (one each main term) booked in for</p> <p><u>Staff Reports within Governor Meetings</u> Presentations by staff to specific meetings during the year:</p> <ul style="list-style-type: none"> • November FGB – Maths • December FGB – English & reading • March FGB – SIAMS (Statutory Inspection of Anglican & Methodist Schools) • November TLC – EYFS (Early Years Foundation Stage) • March TLC – SEND (Special Educational Needs & Disabilities) • July TLC – Phonics. <p><u>Governing Body Annual Planner 2022 – 23</u> This document plots the various statutory tasks, decisions and topics to be covered within governor meetings throughout the academic year. It also gives information on governor memberships due for renewal, newsletter rota and school events governors can attend.</p>	All Governors
10.	<p>Head Teacher Update & Data Summary <u>Summary of Data – Summer Term 2022 – Autumn Term 2022</u> KB said she will not provide such a detailed narrative going forward to enable governors to ask more specific questions.</p> <p>Question: A governor asked if the data had been shared with staff. Response: KB said it had been shared with subject leaders who had completed Pupil Progress meetings for maths and English.</p> <p>Question: A governor wondered if there was any benchmarking information to understand the school's position more widely. Response: KB said the national level is 20% of pupils working towards ARE (Age Related Expectation) and 80% having achieved ARE, so Woolhampton was above the national average. KB added, the school were very pleased with the results but also knew where more work needed to be done and which pupils needed greater</p>	



	<p>support to reach ARE. The school had continued to use standardized tests when national tests were not being conducted.</p> <p>External moderation had not been carried out last year. This is due for KS1 (Key Stage 1) this year and possibly for KS2 (Key Stage 2) as well. However, the school has continued to organise self-moderation with other local schools through the Small Schools Network and there are plans for this to continue throughout the academic year.</p> <p>Question: A governor asked about how baselines were taken.</p> <p>Response: KB explained these were based levels at the end of the previous year. The SDP (School Development Plan) shows when baseline data is taken.</p> <p><u>Staff Update</u></p> <p>Two TA's (Teaching Assistants) had resigned, including the ELSA (Emotional Literacy Support Assistant). A ten hour one-to-one post had been advertised as well as a 27 hour TA role. The TA who had previously been an ELSA was currently covering two afternoons a week. Another TA has started training to become an ELSA. Two TA's are also undertaking Level 3 training.</p> <p>There has been some staff sickness within the start of the academic year but all staff and pupils are doing well and the new Reception pupils are settling in. There are due to be 13 children within Reception. KB had also begun showing parents of prospective new pupils around the school ahead of September 2023.</p>	
11.	<p>School Development Plan (SDP) 2022 – 23</p> <p>Priorities identified as writing and maths but also maintaining a focus on reading and the new phonics system.</p> <p>KB said the purpose of the SDP is to bring everything together and that the new format links well with the Ofsted framework. KB will get feedback from the SIP (School Improvement Partner) so there may be further adjustments, but the SDP will form part of the termly head teacher reports going forward. Subject leaders had also contributed and the current version had been shared with staff.</p> <p>The governors liked the new format and were appreciative of the work which had gone into it. The SDP will continue to be a working document across the academic year.</p> <p><u>Decision:- The governors approved the SPD for the 2022 – 23 academic year.</u></p>	
GOVERNANCE		
12.	Governing Body Membership	
12.1	<p><u>Committees</u></p> <p>There were no changes to the current committee memberships:</p> <p>Finance & Resources – Anna Partridge, Martin Harding, Kath Burns, Carly Madders, Terry Webster, Nikki Jordan, James Mottram (SBM – School Business Manager in attendance).</p> <p>TLC – Kate Moir, Kath Burns, Nikki Jordan, Rebecca Cox, Kelly Mitchell, Rev. Jane Manley, Kim Wyrley-Birch, Sarah Fenwick-Stubbs.</p> <p><u>Decision:- The governors approved the membership of both the Finance & Resources and TLC committees, as written out above, with the understanding that this may change during the 2022 – 23 academic year.</u></p>	
12.2	<p><u>Head Teacher Performance Management (HTPM) Panel</u></p> <p>Governors were happy for this to continue as NJ and AP with the SIP. A date for HTPM has been organized for 17th November.</p> <p><u>Decision:- The governors approved NJ and AP as members of the HTPM Panel</u></p>	



	<i>along with the SIP for the 2022 – 23 academic year.</i>	
12.3	<p><u>Link Governor Roles & Special Skill Areas</u></p> <ul style="list-style-type: none"> • Admissions – James Mottram • Community – Nikki Jordan & Terry Webster • Curriculum – Kate Moir • Development of Governors – Nikki Jordan • Early Years & Phonics – Nikki Jordan • Equalities & Diversity – Anna Partridge • English – Sarah Fenwick-Stubbs & Rebecca Cox • Finance & Premiums – Martin Harding • GDPR (General Data Protection Regulation) – Anna Partridge • Health & Safety – Anna Partridge • ICT (Information Communication Technology) – Martin Harding • Mathematics – Terry Webster • SEND (Special Educational Needs & Disabilities) & Inclusion – Rebecca Cox & Kim Wyrley-Birch • Parent Voice – Carly Madders • 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 & Rebecca Cox • Wellbeing – Kelly Mitchell <p><u><i>Decision:- The governors approved the above listed Link Governors and Special Skill areas for the 2022 – 23 academic year.</i></u></p> <p>NJ said she will ensure the Community Link roles and responsibilities document is updated. Rev.JM said there is training available to support SIAMS. Potential purchase of the RE Space Savers Scheme will need to go to the Finance & Resources Committee.</p>	
12.4	<p><u>SIAMS (Statutory Inspection of Anglican & Methodist Schools) Working Party</u></p> <p>Membership proposed as: Sarah Fenwick-Stubbs, Nikki Jordan, Terry Webster, Kath Burns, Rev. Jane Manley, Kate Moir. There were no objections.</p> <p><u><i>Decision:- The governors approved re-setting up the SIAMS Working Party with membership as listed above.</i></u></p> <p>SFS, Rev.JM and KB will meet initially, then SFS will organise a date for the Working Party to meet and begin considering the SIAMS SEF (Self Evaluation Form) and evidence gathering.</p> <p><i>Action:- SFS to arrange meeting date for the SIAMS Working Party.</i></p>	
13.	<p>Child Protection & Safeguarding</p> <p>Also see item 3.2.1 above. KMI confirmed she has a list of those governors who need to complete safeguarding training and will contact them individually. Action regarding this recorded within item 3.2.1.</p> <p>Child Protection & Safeguarding Policy based on the September 2022 model policy updated by West Berkshire.</p> <p><u><i>Decision:- The governors approved the Child Protection & Safeguarding Policy</i></u></p>	



	<u>September 2022.</u>	
14.	Health & Safety Update KB said she has been booked onto various relevant training sessions. KB confirmed all works carried out over the summer holidays had gone well, especially regarding Health & Safety.	
15.	How has this meeting fulfilled our strategic purpose? How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • Re-elected Chair of Governors and approved memberships • Review of Strategy Plan document • Set priorities for the new academic year and intentions for the children of the school and wider community. • Reviewed and approved SDP • Developing governor and staff links • Re-establishing effective monitoring • Re-introduction of SIAMS Working Party 	
OTHER MATTERS		
16.1	Community, Church & School events relevant to Governors Parents evenings will be continue to be held remotely for the moment. Each half term there will be classroom sharing sessions. Governors may attend prospective parent tours if they would like. Governor support at Messy Church on Wednesday lunchtimes would also be welcome. A parent-governor session may be organized. Specific church service dates already organized: <ul style="list-style-type: none"> • Harvest Festival – Thursday 20th October • Remembrance Service – Friday 11th November • Christmas – Thursday 15th December. Rev.JM said she is looking to further links with Elstree by having a joint service. <i>Action:- KB to send any event dates for governors to attend to the Clerk to add to the Governing Body Annual Planner.</i>	KB & Clerk (RHG)
16.2	Parish Magazine Articles – Governor Rota Next governor article. <i>Action:- KM to write next governor article for the Parish Magazine by 13th October for November publication.</i>	
17.	AOB <u>Parochial Church Council (PCC)</u> Rev.JM suggested it would be nice if some of the governors could meet with PCC members so there was mutual knowledge of who each other is, especially those foundation governors who are appointed by the PCC. KB wondered whether a school event could be held which could be attended by some of the school pupils as well. <u>In memory of the Queen</u> The school children had made hearts which had been sent to Windsor Castle following the death of the Queen. Those made by Woolhampton had been featured in a photograph on the new Prince & Princess of Wales' Instagram account.	



	<u>School House Project</u> Rev.JM will provide TW with relevant Diocese contact details. TW said relevant documents will be required to ensure Greenham Trust support. The builder will be re-looking at the school house and what needs to be done. Further information will be provided to the Finance & Resources Committee and fed back to FGB accordingly.	
18.	Dates of next meetings Wednesday 2 nd November 2022 at 1.00 pm (this will follow the Governors Morning there will also be the first Staff-Governor Collaboration Session after school) Wednesday 14 th December 2022 at 7.00 pm Thursday 23 rd March 2023 at 7.00 pm Thursday 27 th April 2023 at 7.00 pm Monday 17 th July 2023 at 7.00 pm	

The meeting close at 8.43 pm.