



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 25th April 2022 at 7.00 pm at the school

The meeting was quorate with 9 governors. The meeting began at 7.08 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Anna Partridge AP (Joint Vice Chair of Governors, Foundation Governor, PCC – Parochial Church Council), Kim Wyrley-Birch KWB (Joint Vice Chair of Governors, Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor), Kath Burns KB (Head Teacher, Ex-officio), Terry Webster TW (Foundation Governor, Diocese), James Mottram JM (Associate Member), Kelly Mitchell KMI (Parent Governor), Carly Madders CM (Foundation Governor, Diocese), Sarah Fenwick-Stubs SFS (Associate Member), Martin Harding MH (Parent Governor).		
APOLOGIES: Rev. Jane Manley Rev.JM (Ex-officio, Foundation), Kate Moir KM (Foundation Governor, PCC).		
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 TW.	
1.3	Apologies and Absences Apologies received from Rev.JM and KM – both 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 21st March 2022</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 21st March 2022, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i>	
2.2	<u>Matters Arising from the FGB Minutes dated 1st March 2022</u>	
2.2.1	<u>Item 4 – Chair of Governors Update</u> <i>Uniform Policy to be agenda item at the next TLC meeting (May 2022).</i>	

Mins of Full Governing Body 25 th April 2022	Signature:
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	<p>This remained ongoing as the TLC (Teaching Learning & Care) Committee had not yet met in the summer term. <i>Action Ongoing.</i></p> <p><i>Action: Uniform Policy to be agenda item at the next TLC meeting (May 2022)</i></p>	Clerk (RHG)
STRATEGIC FOCUS/COMMITTEES		
3.	<p>Budget 2022 -23 <u>Main School Budget 2022 – 23</u> Following draft budget review by the Finance & Resources Committee, AP reported a much more positive picture than in previous years. A good carry forward of £23,094 strengthened by additional funding and reflecting good budget management. Some COVID Catch-up Premium funding also remained. Some expenditure lines to draw governor attention to related to the minibus, a 60% increase for electricity and spend doubled for oil. End of year balance predicts £17,000 carry forward. There is also a need to monitor planned and unplanned maintenance and a flexible budget helps support this. <i>The Main School Budget 2022 – 23 was recommended for approval, there were no objections.</i></p> <p><u>PPG (Pupil Premium Grant) Budget 2022 – 23</u> There remains a higher carry forward of £2,677 which had concerned the Finance & Resources Committee. The committee will conduct a budget revision in November 2022. KB had given reasons for the carry forward including increasing use of ELSA (Emotional Literacy Support Assistant) but the budget did not allow enough for employing an ELSA; investment in outdoor education (overlap with Sports Premium). KB was also looking into other ways of giving the children support through companies who offer specific provision. <i>The PPG Budget 2022 – 23 was recommended for approval, there were no objections.</i></p> <p><u>Sports Premium Budget 2022 – 23</u> Funding for this does not align with the financial year, but the academic year. Budget set based on presumption funding will continue. Carry forward of £835 to be spent by end of the summer. The Finance & Resources Committee will review this budget at the first meeting of the next academic year (September/October time). <i>The Sports Premium Budget 2022 – 23 was recommended for approval, there were no objections.</i></p> <p><u>Decision:- The governors approved the Main School, PPG and Sports Premium budgets 2022 – 23.</u></p> <p>The governors thanked KB and the SBM (School Business Manager) for their continuing prudent financial management. They also thanked AP for her leadership of the Finance & Resources Committee.</p>	
4.	<p>Head Teacher Update KB explained, unfortunately the planned Years 4 and 5 residential trip for 4th – 6th April (Osmington Bay) had not been able to go ahead. Information had been received when children and staff were already on route that a major incident had occurred at the site. All had then returned to school and parents informed accordingly. KB felt school staff had dealt with the situation very well. The decision had then been made to take the children for day trips to a zoo, seaside, cinema and hold a disco.</p> <p>The residential trip has been re-arranged for 4th – 6th May 2022 and the school had spoken with both Osmington and Evolve regarding risk assessments. Security measures have been strengthened at the site including more cameras, gates and</p>	



	<p>fences. Parents have been asked to donate towards a coach for the trip rather than school staff driving a minibus which had caused extra stress.</p> <p>Question: A governor asked how the day trips had been funded.</p> <p>Response: KB said it had been possible to use money budgeted for the minibus, and some trips had been free.</p> <p>It was agreed that AP, as Health & Safety Lead Governor, would review the risk assessments on behalf of the Governing Body, for the new residential trip 4th – 6th May 2022.</p> <p><u><i>Decision:- The governors approved the Years 4 and 5 residential trip to Osmington Bay from 4th to 6th May 2022 with the proviso that all appropriate risk assessments are in place as reviewed by Health & Safety Lead Governor.</i></u></p> <p><u><i>Action:- AP to review risk assessments for the Years 4 and 5 residential trip to Osmington Bay, 4th – 6th May 2022.</i></u></p>	AP
GOVERNANCE		
5.	<p>Vice Chair of Governors Election</p> <p>The proposal was suggested to have either one vice chair or joint vice chairs of governors. NJ explained, AP and KWB were willing to stand for election. AP and KWB confirmed this and were happy to do this as a joint role. AP and KWB left the meeting at 7.37 pm. Governors discussed the experience both governors both would bring. NJ added, AP had offered to move to vice chair as long as another governor was prepared to become chair of the Finance & Resources Committee from September 2022. The governors agreed to both AP and KWB as joint vice chairs and voted unanimously in favour of this with a show of hands. AP and KWB re-joined the meeting (7.42 pm). The joint vice chair term of office was confirmed at just over one year, until the first meeting of the 2023 – 24 academic year (September 2023).</p> <p><u><i>Decision:- The governors approved AP and KWB as Joint Vice Chairs of Governors until the first meeting of the 2023 – 24 academic year, due to be held in September 2023.</i></u></p>	
6.	<p>Child Protection & Safeguarding</p> <p>KMI (as new Safeguarding Lead Governor) has arranged to meet with KB. They will review the most recent Safeguarding Audit as part of this. KB confirmed there had been no new referrals so far this term.</p>	
7.	<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"> Budget set and approved for 2022 – 23. Joint Vice Chairs of Governors elected. 	
OTHER MATTERS		
8.	<p>AOB (urgent)</p> <p><u>Staff & Link Governors Meet up</u></p> <p>Date and time arranged for Wednesday 8th June, 3.30 – 5.00 pm. NJ will send message to staff to help explain purpose for meeting with link governors.</p> <p><u>Daoui Pavilion</u></p> <p>A poster advertising the school to be included within the pavilion.</p> <p><u>Plans for the School House</u></p>	



	<p>TW and KB had had a successful meeting with the builders. Suggested plans include one main room upstairs which could be used as a break-out space, there would also be extra storage space; changes to the stairs; two main rooms downstairs with toilets on one side and a galley-style kitchen. The outside of the building would also be restored. The builders are also meeting with the SBM to ensure appropriate regulations are followed. Fundraising for the project has begun (approximately £20,000). The proposed budget is £100,000, with £50,000 coming from fundraising and £50,000 from Match Funding (Greenham Trust, The Good Exchange). If there is money left over this could be used for the minibus. Further monitoring of this project will be done by the Finance & Resources Committee and reported to FGB accordingly.</p> <p><i>Action:- School House Project to be ongoing agenda item for the Finance & Resources Committee.</i></p> <p>The governors thanked TW for his work on this and taking it forward.</p>	AP & RHG (Clerk)
9.1	<p>Parish/Church news relevant to the school <u>Woolhampton Meet & Greet Day</u> KB is putting together information about the school for this parish event. KWB is organising a timetable of governors available to help with set up and attend.</p>	
9.2	<p>Parish Magazine Articles – Governor Rota Article needed for June edition.</p> <p><i>Action:- KWB to write article for the June Parish Magazine (deadline 12th May).</i></p>	
10.	<p>Dates of next meetings Thursday 14th July at 7.00 pm.</p>	

The meeting close at 7.58 pm.