



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 27th April 2023 at 7.00 pm at the school

The meeting was quorate with 9 governors. The meeting began at 7.07 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Kim Wyrley-Birch KWB (Joint Vice Chair of Governors, Foundation Governor, Diocese), Rebecca Cox RC (Staff Governor), Carly Madders CM (Foundation Governor, Diocese), Martin Harding MH (Parent Governor), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC), Kelly Mitchell KMI (Parent Governor), James Mottram JM (Associate Member).		
APOLOGIES: Anna Partridge AP (Joint Vice Chair of Governors, Foundation Governor, PCC), Kath Burns KB (Head Teacher, Ex-officio), Terry Webster TW (Foundation Governor, Diocese).		
ABSENT: None.		
IN ATTENDANCE: Julie Lowther JL (School Business Manager, SBM).		
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 KM.	
1.3	Apologies and Absences Apologies received from AP, KB and TW – all accepted. No absences.	
1.4	Any Other Business (AOB) items (urgent) Two items.	
1.5	Declarations of Interest for Agenda items or AOB None.	
ADMINISTRATIVE & PROCEDURAL MATTERS		
2.	Minutes of the previous FGB Meeting	
2.1	<u>Minutes of the FGB Meeting dated 29th March 2023</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 29th March 2023, 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 29th March 2023</u>	
2.2.1	<u>Item 6.2.3 – Matters Arising from the FGB Minutes date 14th December 2022</u> <i>Year 6 residential risk assessments to be agenda item for approval at the next FGB meeting.</i>	

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2.2.2	<p>See Item 6 below. <i>Action Closed.</i></p> <p><u>Item 17.2 – Parish Magazine Articles – Governors Rota</u> MH to write the next Parish Magazine Article (deadline 17th April for Community Magazine and 20th April for online newsletter) for May publication. MH had done this. <i>Action Closed.</i> Comment: It was also noted links to these governor written articles about the school could also be included on the village Facebook page.</p>	
3.1	<p>Policies <u>Accessibility Statement & Plan 2023 – 26</u> Reviewed thoroughly by KB and AP. Comment: It was suggested that elements of the Accessibility Statement & Plan are included in the Governing Body Strategic Plan going forward.</p> <p><u>Decision:- The governors approved the Accessibility Statement & Plan 2023 – 26.</u></p>	
3.2	<p><u>Equalities Policy – Information & Objectives</u> Also thoroughly reviewed by KB and AP.</p> <p><u>Decision:- The governors approved the Equalities Policy – Information & Objectives.</u></p>	
STRATEGIC FOCUS		
4.	<p>Governing Body Priorities 2022 – 23 (Standing Item) Governors reminded themselves of their priorities for the current academic year and how they related to this meeting: Priority 1 – Monitoring Strategy – <i>School finances, setting budget.</i> Priority 2 – Christian Distinctiveness – <i>Church and community events.</i> Priority 3 – Communication Strategy – <i>Community magazine articles.</i> Priority 4 – Learning Environment & Resources – <i>School finances, setting budget, Year 6 Residential.</i></p>	
5.1	<p>Finance & Resources Committee Update <u>Summary End of Year Position 2022 – 23</u> Main School forecasted underspend £39,782. PPG (Pupil Premium Grant) forecasted underspend £3,324. Other resources have been ordered but not yet delivered, so not all invoices fulfilled. Governors agreed there is a moral principle to ensure the PPG fund is spent to benefit those children it is given for. Information on PPG continues to be given to new families when the teachers carry out their pre-school visits.</p>	
5.2	<p><u>Budget 2023 – 24</u> Prior to the meeting MH and NJ had further reviewed the draft budget and any questions had been addressed by JL. There is an additional £500 additional spend for books. Anticipated end of year surplus of £18,000 in Main School. At the end of the 2025 – 26 academic year there is due to be a slight deficit of £1,600. Governors understood many factors could change within that time.</p> <p>The After School Club continues to work well and manages to attract and retain pupils and pay for itself. A large profit is not anticipated but governors were aware of the added benefit of attracting families to the school.</p> <p>Question: Were there any problems with the After School Club? Response: RC said it was difficult if staff were off and cover was required. RC</p>	



	<p>added the minibus system was working well with the other school and more activities were being planned for the children.</p> <p>Question: Who covers if staff are not in?</p> <p>Response: RC said there is another previously use playworker or a member of staff.</p> <p>Governors understood the impact this would have on the work-life balance for staff and felt extra pay was required for staff who provided cover.</p> <p>Comment: The possibility of a bank of teaching assistant staff who may be able to provide cover was also suggested.</p> <p>Question: What about extra costs?</p> <p>Response: JL said electricity, fuel and hiring of the space had been budgeted for.</p> <p><u><i>Decision:- The governors approved the 2023 – 24 Budget for Main School, PPG, Sports Premium and After School Club.</i></u></p>	
GOVERNANCE		
6.	<p>Year 6 Residential</p> <p>RC confirmed AP (Health & Safety Lead Governor) had reviewed the risk assessments for the Year 6 trip. One risk assessment remains outstanding as this had not yet been received by the school.</p> <p>Another teacher is undertaking DSL (Designated Safeguarding Lead) training so the school will be covered while RC is away.</p> <p>Comment: There may be church funding available for families who are struggling to pay for trips.</p> <p>RC confirmed the minibus is being used for the Year 6 Residential trip to Derbyshire 3rd to 7th July.</p> <p>The governors had given approval in November 2022 for the trip to go ahead. Risk assessment information had been made available to all governors on prior to this meeting as part of the associated papers.</p> <p>Governor agreed to AP and RC reviewing the remaining risk assessment, making any required changes and accepting it accordingly.</p> <p>Any queries would be brought to the governors if required.</p>	
7.	<p>Child Protection & Safeguarding</p> <p>No further referrals reported since the previous FGB meeting in March.</p> <p>It will be possible for some members of FoWS (Friends of Woolhampton School) to have access to safeguarding training and undertake a DBS (Disclosure and Barring) check. KMi will liaise with JL to support this.</p> <p>KMi thanked the governors for completing required safeguarding training. KMi added she is doing DSL training as part of her own work role.</p>	
8.	<p>Health & Safety Update</p> <p>No issues to report. Currently awaiting the Health & Safety Audit report.</p>	
9.	<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"> • Setting a balanced budget. • Fulfilling duty of care - Review of risk assessments for residential trip <ul style="list-style-type: none"> - Safeguarding - Staff wellbeing. 	
OTHER MATTERS		
10.1	<p>Community, Church & School events relevant to Governors</p> <ul style="list-style-type: none"> • Service for the King's Coronation – Sunday 7th June at 10.00 am at Douai Pavilion 	



10.2	<ul style="list-style-type: none"> • Benefice pet church service – Sunday 14th June at 3.00 pm at St Matthew's Church, Midgham. <p>Parish Magazine Articles – Governor Rota SFS will write the next article.</p> <p><i>Action:- SFS to write the next Parish Magazine Article (deadline 17th May for Community Magazine and 20th May for online newsletter) for June publication.</i></p>	SFS
11.	<p>AOB RC has currently taken on role of temporary acting head during KB's absence. RC is receiving extra support from the LA (Local Authority) and SIA (School Improvement Advisor). A letter updating parents will be sent tomorrow. The governors sent their best wishes of support to KB.</p> <p>The TLC (Teaching Learning & Care) Committee meeting due to take place on 3rd May was discussed. In order to best support RC and her workload, it was decided to cancel the full meeting and undertake governor monitoring of a Forest School session on the same day at 1.15 pm. There were no urgent agenda items and any other issues could be carried over to the next scheduled committee meeting in July.</p>	
12.	<p>Dates of next meetings Monday 17th July 2023 at 7.00 pm</p> <p><i>Please note this date has since been changed to Wednesday 19th July at 7.00 pm.</i></p>	

The meeting close at 8.02 pm.