



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 Wednesday 29th March 2023 at 7.00 pm at the school

The meeting was quorate with 8 governors at any one time. The meeting began at 7.08 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), Martin Harding MH (Parent Governor), Carly Madders CM (Foundation Governor, Diocese), Kelly Mitchell KMI (Parent Governor), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council), Rebecca Cox RC (Staff Governor), Kath Burns KB (Head Teacher, Ex-officio), Terry Webster TW (Foundation Governor, Diocese), Sarah Fenwick-Stubs SFS (Foundation Governor, PCC), James Mottram JM (Associate Member).		
APOLOGIES: Anna Partridge AP (Joint Vice Chair of Governors, Foundation Governor, PCC), Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor).		
ABSENT: None.		
IN ATTENDANCE: Fiona Smith FS (Reception & Year 1 Teacher).		
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 and Rev.JM – both accepted. No absences.	
1.4	Any Other Business (AOB) items (urgent) Four items.	
1.5	Declarations of Interest for Agenda items or AOB None.	
STRATEGIC FOCUS		
2.	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>EYFS Presentation</i> Priority 2 – Christian Distinctiveness – <i>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</i> . Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources – <i>EYFS Presentation</i> .	

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3.	<p>EYFS (Early Years Foundation Stage) Update</p> <p>FS said there are currently 14 children in the Reception Year (more boys than girls), with another girl joining after Easter.</p> <p>FS gave a detailed presentation covering the following areas:-</p> <p><u><i>Environment</i></u></p> <p>The teachers had spent a long time planning the environment to ensure quality play, accessible continuing provision and enhance provision with activities based on specific themes. All areas of the curriculum are covered and adapted for the needs of each child. There are both indoor (storytelling, construction, curiosity) and outdoor (home corner, dens, writing, maths, performance) areas, and an art area for crafting. There is an emphasis on independence with the children being responsible for where they go and tidying up. There is a new snack area which links with maths concepts. All resources are labeled and selected to be engaging for the children.</p> <p><u><i>Structure of the Day</i></u></p> <p>When the children first join Reception they have a settling in timetable, the learning environment is introduced and the staff play, chat and model behaviour. The EYFS teachers visit the children with their parents at home, visit their nursery setting and there are stay and play sessions at the school before September as well.</p> <p>The children have a visual timetable for each day. They are taught how to use the various class areas to support their independent learning. There are high expectations for behaviour, turn taking for class responsibilities and all help to tidy up. The children have English, Maths and Phonics every day. They are encouraged to ask questions and contribute to discussions. There is also small group work and carpet time. The afternoons are used to explore and investigate other resources and attend Forest School.</p> <p><u><i>Independent Learning</i></u></p> <p>The children are able to learn through play. They are encouraged to try new things and are monitored to ensure they do not choose the same thing all the time. The approach is “plan – do – reflect”, questions can be asked first, a task carried out and showing what has been done. There is also enhanced provision, often theme related, and the children show good engagement. Staff scaffold learning, model behaviours and challenge the children’s thinking.</p> <p><u><i>EYFS (Early Years Foundation Stage) Curriculum</i></u></p> <p>Within the EYFS Framework there are seven areas of learning, prime and specific areas. During independent learning staff ensure the children are accessing as many of these as possible. They relate to the Early Learning Goals and achieving GLD (Good Level of Development).</p> <p>Reading, writing and maths do not always need to be carried out in the same place and can be applied with different resources. Physical development includes both fine and gross motor skills. Staff help the children to expand and explore their learning within activities.</p> <p>The EYFS Curriculum Statement gives the Intent, Implication and Impact of EYFS, how the curriculum is developed, implemented and evaluated. This also links with the EYFS Policy.</p> <p><u><i>SDP (School Development Plan) – EYFS</i></u></p> <p>The five main aims for EYFS are included within the SDP: Refine the curriculum, develop the outdoor area, develop assessment methods, Phonics and links with pre-schools.</p>	
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	<p><u>Tapestry</u> This is an online tool which parents can also contribute to. It forms an individual learning journal for each child and is linked to the Early Years curriculum. Both school and parents can add information. It is not used as much in Year 1. Parents tend to be supportive of Tapestry, read the comments and take any action.</p> <p><u>Skills Progression</u> A baseline for the areas of learning is established when the children join Reception. This covers language, communication, literacy and maths. There are ongoing observations to identify each child's next step, with more formal assessments three times a year. Last year 73.3% of the children achieved GLD (65.2 national average). This is moderated in school, with other local schools and via the LA (Local Authority). The main focuses for the children this year have been fine motor skills and language development. It continues to be a balance for staff teaching Reception and Year 1 in the same class.</p> <p><u>Areas for Improvement</u> FS said this was mainly the outdoor environment which would require some spend on resources. FG would be grateful if governors could consider this when planning budgets.</p> <p>The governors were very impressed with the presentation and thanked FS for being so informative.</p> <p>Question: Could this presentation be shown to new parents and maybe prospective parents? Response: FS said she could certainly use some of it to present to parents, some of it could also be included on the school website. KB added, the school was very proud of the EYFS provision, which had also been praised by the SIA (School Improvement Advisor).</p> <p>FS left the meeting at 7.52 pm.</p>	
4.	<p>Chair of Governors Update No separate updates to report.</p>	
5.	<p>Head Teacher Update Writing continues to be an issue and remains a focus on the SDP. Grammar assessments are being carried out. Question: Did TA's (Teaching Assistants) need more training to support writing? Response: KB and RC said CPD (Continuing Professional Development) and moderation helped identify needs. There was also a learning walk on teaching grammar. First quality teaching is being prioritized. Some teachers have done specific training. What is being delivered is on track, but takes time. Language development had been affected following the pandemic. The children have also needed time to return to the basics of sentence structure and re-establish resilience for writing. Being below the national standard reflects the make up of the children, however, without SEND (Special Educational Needs & Disabilities) children, the level is above the national average. The staff are feeling supported ahead of an Ofsted inspection being due. It was recognized that this can bring great pressure on teachers and the head, impacting</p>	



	<p>personal lives. KB regularly meets with the staff. KB is also supported by NJ. In the classrooms the teachers are enjoying their jobs and the children are happy. Governors felt this was a positive reflection on KB and was a credit to her. RC added, KB's level of support for the staff was also helpful for continuing staff retention.</p> <p><u>SDP (School Development Plan) 2022 – 23, March 2023 Review</u> A lot had been completed and a lot was moving forward. The overall format was affective and will be taken forward to the next academic year when it will also be linked with the Governors Strategy document.</p>	
ADMINISTRATIVE & PROCEDURAL MATTERS		
6.	Minutes of the previous FGB (Full Governing Body) meeting	
6.1	<p><u>Minutes of the FGB Meeting dated 14th December 2022</u> <i>The Governing Body approved the Minutes of the FGB meeting held on 14th December 2022, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
6.2	<u>Matters Arising from the FGB Minutes dated 14th December 2022</u>	
6.2.1	<p><u>Item 5.2.1 – Matters Arising from the FGB Minutes dated 2nd November 2022</u> NJ and TW to complete a Governor Monitoring Report Form regarding maths or pupil voice relating to the Governors Morning, and send them to the Clerk for record keeping. It was decided a sufficient number of reports had now been completed. <i>Action Closed.</i></p>	
6.2.2	<p><u>Item 5.2.2 – Matters Arising from the FGB Minutes dated 2nd November 2022</u> Completion of annual forms (Code of Conduct, Governor Declaration, Register of Business Interests) and confirmation of having read KCSIE (Keeping Children Safe In Education) September 2022, to be given by JM. This had been done. <i>Action Closed.</i></p>	
6.2.3	<p><u>Item 5.2.5 – Matters Arising from the FGB Minutes dated 2nd November 2022</u> AP to review risk assessments for the Year 6 residential trip to Derbyshire (3rd to 7th July 2023). Currently awaiting for activities to be confirmed. Risk assessments to be approved at the next FGB meeting. <i>Action Updated.</i></p> <p><i>Action:- Year 6 residential risk assessments to be agenda item for approval at the next FGB meeting.</i></p>	Clerk (RHG)
6.2.4	<p><u>Item 10 – Governing Body Monitoring</u> AP to write Governor Monitoring Report Forms for her governor monitoring visits on Health & Safety, GDPR and Equalities. AP had done these. Also see Item 10 below. <i>Action Closed.</i></p>	
6.2.5	<p><u>Item 13 – Health & Safety</u> NJ & KB to sign the approved Health and Safety Policy outside of the meeting. This had been done. <i>Action Closed.</i></p>	
6.2.6	<p><u>Item 17.2 – Parish Magazine Articles – Governor Rota</u> RC to write the next Parish Magazine Article (deadline 13th January 2023) for February publication. This was done. <i>Action Closed.</i></p>	



COMMITTEES		
7.	TLC (Teaching Learning & Care) Committee	
7.1	<u>Update from meeting held on 8th March 2023</u> <ul style="list-style-type: none"> In depth update and presentation on on SEND from RC. Cultural Capital to be agenda standing item going forward. Academic update for Autumn Term 2022. New review procedure for policies going well. 	
7.2	<u>Policies for Approval</u> <ul style="list-style-type: none"> Complaints Policy & Procedure – <i>Approved</i>. Staff Code of Conduct – <i>Approved</i>. ECT (Early Career Teacher) Induction Policy – <i>Approved</i>. Written Statement of Behaviour Principles – <i>Approved</i>. Statement of Procedures for dealing with Allegations of Abuse Against Staff – <i>Approved</i>. <p><u><i>Decision:- The governors approved the above listed policies as recommended by the TLC Committee.</i></u></p>	
8.	Finance & Resources Committee	
8.1	<u>Update from meeting held on 13th March 2023</u> <ul style="list-style-type: none"> The After School Club was going well and proving to be a positive asset to the school. Main School budget position for 2022 – 23 was a lower surplus than previously planned, but was broadly in line with predictions. Next year is the last year the school will receive minibus funding. The current minibus is getting older. Options going forward will be considered further. For the 2023 – 24 budget the school will receive sparsity funding at £28,000 to £30,000 and a Mainstream School Support Grant of £17,500. Overall the school remains in a good position. 	
8.2	<u>SFVS (Schools Financial Value Standard) 2023</u> Thoroughly reviewed by MH and the SBM (School Business Manager). Recommended for approval by the Finance & Resources Committee. <u><i>Decision:- The governors approved the SFVS 2023.</i></u> This was then signed by NJ and KB.	
8.3	<u>SLA's (Service Level Agreements) 2023 – 24</u> <u><i>Decision:- The governors approved the SLA's for 2023 – 24 (as listed within the supporting document for agenda item 8.3).</i></u>	
8.4	<u>Policies for Approval</u> <ul style="list-style-type: none"> Data Protection – <i>Approved</i>. Governor Allowances – <i>Approved</i>. Financial Management – <i>Approved</i>. <p><u><i>Decision:- The governors approved the policies listed above, as recommended by the Finance & Resources Committee.</i></u></p>	
GOVERNANCE		
9.	Governor Training & Development	

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	<p>NJ had attended a Diocese led event "Working Together" on academies. Academy conversion would involve a lot of work and change and did not seem worthwhile considering at the present time. Further research would be useful so more informed conversations could be had in the future. Keeping up to date with current thinking on MATs (Multi Academy Trusts) will be included in the Strategic Plan going forward.</p> <p>KMi had attended the Safeguarding Governors Network Meeting.</p> <p>KWB had been to an ADHD (Attention Deficit & Hyperactivity) relating to nutrition workshop.</p> <p>NJ reminded governors again, to review the NGA's (National Governance Association) Bitesize training modules.</p>	
10.	<p>Governing Body Monitoring</p> <p>Several very well written reports on history and music within the wider curriculum, SIAMS (Statutory Inspection of Anglican & Methodist Schools), EYFS, Whole School Collective Worship, Health & Safety, GDPR, Equalities and Diversity.</p> <p>Comment: Shows how the wider curriculum really counts and how the school is very committed to this. Teachers had said they were very much in favour of the curriculum led budget.</p> <p>The next Staff & Governors Collaboration session will be held on Wednesday 3rd May at 3.30 pm.</p>	
11.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</p> <p>A meeting had been held last week when the SEF (Self Evaluation Form) had been looked at and a starting point established. Further dates to meet have been planned. There had also been discussion around the RE (Religious Education) curriculum and collective worship and raising the profile of these within the school and more involvement with parents.</p>	
12.	<p>Child Protection & Safeguarding</p> <p>KMi had written up monitoring report. These can be shared with governors going forward. DSL (Designated Safeguarding Lead) training is all up to date in school. The new CPOMS (Child Protection Online Management System) was being used. KMi was continuing to work with governors to ensure required training was up to date. At the Governors Safeguarding Network it was explained all teachers must do Universal Level 1 Safeguarding every year, KB will provide this. The LA is offering a free safeguarding audit to schools and are booked in for Woolhampton on 17th April.</p> <p>There had been 3 referrals in the Spring Term.</p>	
13.	<p>Health & Safety</p> <p>A Health & Safety Audit had been carried out and there was an Action Plan in place for this. AP had completed monitoring visit with the SBM.</p>	
14.	<p>FoWS (Friends of Woolhampton School)</p> <p>The new FoWS leads were settling into their roles.</p> <p>There was some discussion around families being able to afford to join in events and how this can be best achieved, especially in relation to the Christian ethos of the school.</p> <p>Next goal for raising money will be the adventure playground.</p> <p>A booklet to improve communication with parents could be produced which would outline objectives for the year. This and payments for events should be discussed at the next AGM (Annual General Meeting).</p>	



15.	GDPR (General Data Protection Regulation) An e-mail had been sent to the wrong address but had not contained any personal information.	
16.	How has this meeting fulfilled our strategic purpose? How has this meeting fed into our Christian vision? <ul style="list-style-type: none"> • EYFS Presentation. • SDP review. • Head Teacher Report. • Safeguarding. • Low income families and paying for FoWS events. 	
OTHER MATTERS		
17.1	Community, Church & School events relevant to Governors <ul style="list-style-type: none"> • Holy Week – all dates available in the online newsletter. • Good Friday – Children’s Service at St Matthew’s Church. • School Easter Service at St Peter’s Church – 30th March at 2.00 pm. 	
17.2	Parish Magazine Articles – Governor Rota MH will write the next article. <i>Action:- MH to write the next Parish Magazine Article (deadline 17th April for Community Magazine and 20th April for online newsletter) for May publication.</i>	MH
18.	AOB <u>School House</u> £55,000 will be likely amount provided by the Diocese for specific work, including project management. Previously asked for over £100,000. Potential issues regarding match funding for lower amount. TW will discuss further with the Diocese. It should then be possible to tender for building works. TW and CM will also contact Greenham Trust. Some community fundraising may also be needed. There is also the possibility of money from the Parish Council and the school’s trust funds that can be used for buildings and maintenance work. <u>Finance Audit</u> A draft report will be sent by the auditor two to three weeks after the visit. This will be shared with the chair of governors and finance committee chair. There will be a number of points to take forward. A response will be put together to form an action plan for moving forward. <u>King’s Coronation</u> It was hoped the school would mark this occasion with the children. There will be a Coronation and Cupcake event and Benefice Service at 10.00 am and 11.00 am respectively, followed by cricket at 1.30 pm (Sunday 7 th May, Douai Pavilion). <u>Parents Evening</u> This will be held face-to-face again in September 2023.	
19.	Dates of next meetings Thursday 27 th April 2023 at 7.00 pm Monday 17 th July 2023 at 7.00 pm	

The meeting close at 9.01 pm.

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