



## 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 Tuesday 14<sup>th</sup> May 2024 at 7.00 pm at the school**

The meeting was quorate with at least 8 governors at any one time. The meeting began at 7.06 pm.

*Note: Items were not necessarily discussed in agenda order.*

<b>PRESENT:</b> Nikki Jordan <b>NJ</b> (Chair, Local Authority Governor), Kim Wyrley-Birch <b>KWB</b> (Vice Chair, Foundation Governor, Diocese), Peter Thorne <b>PT</b> (Interim Head Teacher, Ex-officio), Rebecca Cox <b>RC</b> (Staff Governor), Cynthia James <b>CJ</b> (Foundation Governor, PCC – Parochial Church Council), Kelly Mitchell <b>KMI</b> (Parent Governor), Martin Harding <b>MH</b> (Parent Governor), Carly Madders <b>CM</b> (Foundation Governor, Diocese) – <i>attended virtually via Teams.</i>		
<b>APOLOGIES:</b> Kate Moir <b>KM</b> (Foundation Governor, PCC), Rev. Jane Manley <b>Rev.JM</b> (Ex-officio, Foundation Governor), Terry Webster <b>TW</b> (Foundation Governor, Diocese), Kath Burns <b>KB</b> (Head Teacher, Ex-officio).		
<b>ABSENT:</b> None.		
<b>IN ATTENDANCE:</b> Julie Lowther <b>JL</b> (School Business Manager, SBM)		
<b>CLERK:</b> Rachael House Gemmell <b>RHG</b> (Clerk to Governors).		
ITEM	PART 1 MINUTES	ACTION
1.1	<b>Welcome</b> NJ welcomed everyone to the meeting.	
1.2	<b>Opening Prayer</b> NJ led the Governors Prayer.	
1.3	<b>Apologies and Absences</b> Apologies KM, TW & Rev.JM – all accepted.	
1.4	<b>Any Other Business (AOB) items (urgent)</b> One item. Two items recorded under Part 2 Confidential Minutes.	
1.5	<b>Declarations of Interest for Agenda items or AOB</b> None.	
<b>STRATEGIC FOCUS</b>		
2.	<b>Governing Body Priorities</b> Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources  The governors revisited their four main priorities with a view of continuing to mindful of them throughout the meeting.	

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3.	<p><b>Budget 2024 – 25 (For Approval) and Feedback from Finance &amp; Resources Committee Meeting</b></p>	
3.1	<p><u>Summary End of Year Position 2023 – 24</u></p> <p>The Main School Budget had a deficit of £133 despite a previous carry forward of £40,000 and a predicted year end of £19,000.</p>	
3.2	<p><u>Budget 2024 – 25</u></p> <p><i>Fund 01: Main School</i></p> <p>An extension had been granted for submitting the budget. Information had been sent to West Berkshire Council's Schools Accountancy, JL had also met with PT. The school is setting a deficit budget of £18,253. Things that have been put in place have nearly halved the previously predicted £29,500. Savings have been made on electricity and curriculum spend. Money can also be saved on PPA (Planning Preparation &amp; Assessment) from September by covering within school. There may be a proposal in the Autumn to set another budget around October/November time, especially as some of the assumptions may not come about. JL has produced a five year budget although the deficit must be cleared in three years (end 2026 – 27). It is known there are other schools who are in a worse financial situation.</p> <p><b>Question:</b> What is the penalty for going into deficit?</p> <p><b>Response:</b> JL said, besides much greater scrutiny, the LA (Local Authority) may want the school to make certain financial decisions and/or justify proposed spend.</p> <p><b>Comment:</b> The school was fortunate to have had a good carry forward the previous year.</p> <p>Spend has been prudent and the school continues to reflect the same values.</p> <p><b>Comment:</b> The overall deficit equates roughly to 2% of the running costs of the school.</p> <p><b>Question:</b> Was there any financial support available from the LA?</p> <p><b>Response:</b> PT said schools with money remaining had previously had this taken back by the LA for a high needs budget, but this does not exist anymore and not many schools would be able pay into it.</p> <p>Governors agreed pupil numbers are good and a lot can happen over three years. It may also be possible to be more creative in planning the school's finances.</p> <p><b>Question:</b> Over the five years staff costs go down but then up again, is there any specific reason for this?</p> <p><b>Response:</b> JL said earlier costs related to the head teacher. Further on includes staff pay increases.</p> <p><b>Question:</b> Are staff aware of the budget situation?</p> <p><b>Response:</b> RC said not specifically, but they know finances are very tight.</p> <p><i>Fund 08: PPG (Pupil Premium Grant)</i></p> <p>Contingency of £967.32.</p> <p>Governors agreed this would need to be spent creatively going forward.</p> <p><i>Fund 13: Sports Premium</i></p> <p>Contingency of £265.86.</p> <p><i>Fund 99: Breakfast &amp; After School Club</i></p> <p>Contingency of £1,158.</p> <p><b>Question:</b> Were there any concerns regarding the Breakfast and After School Clubs?</p> <p><b>Response:</b> JL said both were going well. The carry forward was lower due to some profit being transferred to Main School.</p> <p><u><b>Decision:- The governors approved the 2024 – 25 budgets proposed for Fund 08,</b></u></p>	

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	<p><u>Fund 13 and Fund 99. The governors also approved setting a deficit budget for Fund 01 for 2024 – 25 at £18,253 requiring the application for a deficit license.</u></p> <p>The governors were very grateful to JL for preparing the budget and for all her continuing hard work regarding the school's finances.</p> <p>Some further information which required governor approval was recorded under Part 2 Confidential Minutes.</p>	
3.3	<p><u>SLA's (Service Level Agreements) 2024 – 25</u></p> <p>A list of proposed SLA's was provided to governors prior to the meeting. Governors appreciated these are things which are needed. Some support from the SIA (School Improvement Advisor) had been given for free during this year. JL said a number of things had increased this time, often by 7 – 8%. Overall costs were in line with what would be expected.</p> <p><u>Decision:- The governors approved the proposed SLA's for 2024 – 25 at a cost of £26,747.</u></p>	
3.4	<p><u>Finance &amp; Resources Committee Meeting – 18<sup>th</sup> April 2024</u></p> <p>The draft minutes had been made available to governors prior to this meeting. The main focus had been the draft budget.</p>	
3.5	<p><u>Teachers Pay Policy</u></p> <p>A proposed change to this policy (previously approved in November 2023) had been reviewed by the Finance &amp; Resources Committee and was recommended for approval. The proposal was to adjust the Assistant Head Teacher Leadership Scale for pay to L3 – L8. This was previously L3 – L6 which was considered too narrow. The governors agreed to this change.</p> <p><u>Decision:- The governors approved the Teachers Pay Policy (May 2024).</u></p>	
<b>ADMINISTRATIVE MATTERS</b>		
4.	<b>Minutes of the last FGB (Full Governing Body) Meeting</b>	
4.1	<p><u>Minutes of the FGB Meeting held on 21<sup>st</sup> March 2024</u></p> <p><i>Accepted and approved.</i></p> <p><b><i>The Governing Body approved the Minutes of the FGB meeting held on 21<sup>st</sup> March 2024, as a true and accurate account of the meeting. These minutes will be signed by NJ, Chair of Governors.</i></b></p>	
4.2	<u>Matters Arising from the FGB Minutes dated 21<sup>st</sup> March 2024</u>	
4.2.1	<p><u>Item 6.3a.2 – Minutes of the FGB Meeting held on 30<sup>th</sup> January 2024</u></p> <p><i>RC to ensure staffing is up to date on the school website.</i></p> <p>RC confirmed this was in-hand and included PT as interim head. <i>Action Closed.</i></p>	
4.2.2	<p><u>Item 8.3 – SFVS (Schools Financial Value Standard) March 2024</u></p> <p><i>NJ to sign the approved SFVS outside of the meeting and pass to the SBM for submission to WBC before the deadline of 31<sup>st</sup> March 2024.</i></p> <p>This had been done. <i>Action Closed.</i></p>	
4.2.3	<p><u>Item 10 – Statutory Inspection of Anglican &amp; Methodist Schools (SIAMS)</u></p> <p><i>Rev.JM to arrange SIAMS Working Party meeting with RC, TW and KM to take place after the Easter holidays.</i></p> <p>A meeting had been due to take place last week, but plan is now to meet in two or three weeks time. <i>Action Updated.</i></p>	

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<p>4.2.4</p> <p>4.2.5</p>	<p><i>Action:- SIAMS Working Party (Rev.JM, KM, TW and RC) to meet end of May/beginning of June.</i></p> <p><u><i>Item 11 – Governor Training &amp; Development</i></u>  <i>1. Clerk to circulate information on accessing the Cyber Security training available from the National Cyber Security Centre.</i>  This had been done. Governors were encouraged to complete this if they had not already done so. <i>Action Updated.</i></p> <p><i>Action:- Governors to complete Cyber Security training from the National Cyber Security Centre, if not already done so, and to send evidence of completion to the Clerk.</i></p> <p><i>2. RC to send KMI details of the new Prevent training which includes a quiz.</i>  This had been done and KMI had sent details to governors. <i>Action Closed.</i></p> <p><u><i>Item 12 – Governing Body Monitoring</i></u>  <i>1. All governors to check the Governor Monitoring Calendar on the Governors Drive and arrange any monitoring visits for the summer term.</i>  Governors were reminded to ensure they do this. Governor Monitoring Visits will continue to be an FGB agenda item. <i>Action Closed.</i></p> <p><i>2. NJ to update the Strategy Plan document with the new Link Governor Roles (and replace SIAMS Link Governor with SIAMS Working Party).</i>  NJ had done this. <i>Action Closed.</i></p> <p><u><i>Item 17.2 – Articles for publication in the Benefice Online Newsletter and/or Community Magazine</i></u>  <i>Actions: KWB to write the April article for the May editions (deadline 17<sup>th</sup> April).</i>  KWB had written an article which will now be used for the June publications. <i>Action Closed.</i></p>	<p>Rev.JM, KM, TW &amp; RC</p> <p>All governors.</p>
<p>5.</p>	<p><b>Policies for Approval</b>  School Behaviour Policy – <i>No comments, approved.</i>  Parent Code of Conduct Policy – New policy. <i>No comments, approved.</i>  Suspensions &amp; Permanent Exclusions Policy – <i>No comments.</i></p> <p><u><i>Decision:- The governors approved the School Behaviour, Parent Code of Conduct and Suspensions &amp; Permanent Exclusions policies.</i></u></p>	
<b>GOVERNANCE</b>		
<p>6.</p>	<p><b>Statutory Inspection of Anglican &amp; Methodist Schools (SIAMS)</b>  To be led by SIAMS Working Party. The school is due to be inspected during the next academic year. Also see item 4.2.3 above and the associated action.</p>	
<p>7.</p>	<p><b>Governor Training &amp; Development</b>  CJ had completed the first part of her induction training “Introduction to Governance” run by the LA. CJ said it had been very good.  CM had completed the Cyber Security training and an online NGA (National Governance Association) Learning Link module “Equality &amp; Diversity: a practical guide for governors and trustees”.  NJ had also completed the Cyber Security training.</p>	
<p>8.</p>	<p><b>Governing Body Monitoring</b></p>	

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8.1	<p><b><u>Monitoring Visits</u></b> Governor visits regarding Collective Worship (TW), DT (Design &amp; Technology) (KM) and SAT's (Standard Assessment Tests) Compliance (KWB) had been carried out and reports shared prior to this meeting. NJ thanked the three governors for doing these. MH had also done an ICT (Information Communication Technology) governor visit and will write up a report accordingly.</p> <p><i>Action:- MH to write up ICT governor monitoring visit report and send to the Clerk for record keeping.</i></p>	MH
8.2	<p><b><u>Plans for Summer Term 2024</u></b> NJ will do a governor visit for Early Years. KMI will do another Health &amp; Safety monitoring visit on the same day as the next safeguarding monitoring visit after the May half term. CJ will do a Maths governor visit in July.</p>	
9.	<p><b><u>Admissions</u></b> PT explained an out of year application had been received for September 2025. The child's age would have meant they started Reception in September 2024 but the request is to defer making an application until September 2025. The child is a summer born. Woolhampton is the preferred choice of school, the family does not currently live in catchment. There was a waiting list of 14 for Reception class places for September 2024.</p> <p><i><u>Decision:- The governors agreed to an out of year application being made for the September 2025 Reception Year.</u></i></p> <p>Some in year applications for places in Key Stage 2 have been received.</p>	
10.	<p><b><u>Child Protection &amp; Safeguarding</u></b> The boundary fence has been ordered and is being fitted at the beginning of the summer holidays. The entire fence needs to be taken down at the same time so there would be no boundary fence at all. As staff would want the children to be able to spend time outside during the summer term, work on replacing the fence will need to be done during the school holidays when the children are not on site.</p> <p>PT will be completing DSL (Designated Safeguarding Lead) training on 16<sup>th</sup> May. RC and JL will then be deputy DSL's. Displays around the school will be updated accordingly.</p> <p>KMI said all governor training is in date, as is staff training. KMI had reviewed the SCR (Single Central Record) and said it had been a very efficient safeguarding link governor visit.</p> <p>There is one open case and one the school is waiting to hear about. PT and RC confirmed no further support is required from governors.</p>	
11.	<p><b><u>Health &amp; Safety</u></b> A successful fire alarm practice had been held. From the Maintenance Plan, the door guards had been installed along with improvements to the hall step.</p>	
12.	<p><b><u>GDPR (General Data Protection Regulation)</u></b> No issues to report.</p>	

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<b>OTHER MATTERS</b>		
13.	<p><b>Friends of Woolhampton School (FoWS)</b></p> <p>CM reported a recent good meeting which PT had also attended, helping FoWS to work with the school regarding what money raised can be spent on. FoWS had agreed to buy a visualizer and were also awaiting further details on non-fiction books for the library.</p> <p>Events planned are the Colour Run on 7<sup>th</sup> July, a tea-towel, donuts for Father's Day. There are also plans for a fireworks display for 2024 (the last one having raised £9,000). There will also be an event after Sports Day.</p> <p>It remains important to ensure communication is getting back to parents so they are aware of what the money raised is able to be spent on and to continue the momentum being built.</p>	
14.1	<p><b>Community, Church &amp; School Events relevant to Governors</b></p> <p>The annual Sports Day will be taking place. There will also be a Leaver's Service in the church for the Year 6 children. The governors were keen to produce a postcard again (as last year) which includes the school prayer, as a gift from the governors. The governors were very grateful to KWB for agreeing to organise these. Year 6 exit interviews had also been a good addition last year and governors were keen to hold these again. KWB and NJ would liaise with KM accordingly.</p> <p><i>Actions:-</i></p> <ol style="list-style-type: none"> <li>1. KWB to help produce the Governing Body gift postcards for the Year 6 children leaving Woolhampton.</li> <li>2. KWB and NJ to liaise with KM regarding holding Year 6 exit interviews.</li> </ol>	<p>KWB</p> <p>KWB, NJ &amp; KM</p>
14.2	<p><b>Articles for publication in the Benefice Online Newsletter and/or Community Magazine</b></p> <p>Upcoming governor articles:</p> <p>KWB's article to be published in June editions.          TW to write article to be published in July editions.          NJ to write article to be published in August and September editions.</p> <p><i>Actions: TW to write the June article for the July editions (deadline 17<sup>th</sup> June).</i></p>	<p>TW</p>
15.	<p><b>AOB (Any Other Business) Urgent</b></p> <p>JL requested approval to include PT as an authorised signature while interim head teacher. There were no objections to this.</p> <p><u><i>Decision:- The governors approved PT, interim head teacher, as an authorised signature.</i></u></p> <p>Separate items recorded under Confidential Part 2 Minutes.</p>	
<b>MEETING SUMMARY</b>		
16.	<p><b>How has this meeting fulfilled our strategic purpose?</b></p> <ul style="list-style-type: none"> <li>• The Governing Body had reviewed and approved setting the budget for 2024 – 25. Although in deficit, this will continue to be monitored closely going forward for best value in resources and for the children's learning.</li> <li>• Review of boundary fence installation in line with safeguarding requirements and improving the learning environment.</li> <li>• Strengthening links with FoWS.</li> </ul>	

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	<ul style="list-style-type: none"><li>Regular governor monitoring visits.</li></ul> <p><b>How has this meeting fed into our Christian vision?</b></p> <ul style="list-style-type: none"><li>Continuing to show a supportive nature with the careful consideration for the wellbeing of all.</li><li>Governor monitoring visit for Collective Worship.</li></ul>	
17.	<p><b>Dates of next meetings</b></p> <p>Thursday 18<sup>th</sup> July at 7.00 pm.</p>	

The meeting closed at 8.35 pm.

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