



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 18th July 2024 at 7.00 pm at the school

The meeting was quorate with 9 governors. The meeting began at 7.03 pm.

Note: Items were not necessarily discussed in agenda order.

PRESENT: Nikki Jordan NJ (Chair, Local Authority Governor), Kim Wyrley-Birch KWB (Vice Chair, Foundation Governor, Diocese), Peter Thorne PT (Interim Head Teacher), Rebecca Cox RC (Staff Governor), Martin Harding MH (Parent Governor), Carly Madders CM (Foundation Governor, Diocese), Terry Webster TW (Foundation Governor, Diocese), Kate Moir KM (Foundation Governor, PCC – Parochial Church Council) – <i>Part Attendance</i> , Rev. Jane Manley Rev.JM (Ex-officio, Foundation Governor).		
APOLOGIES: Cynthia James CJ (Foundation Governor, PCC), Kelly Mitchell KMI (Parent Governor).		
ABSENT: None.		
IN ATTENDANCE: Adrian Dean – interested in becoming Foundation Governor.		
CLERK: Rachael House Gemmell RHG (Clerk to Governors).		
ITEM	PART 1 - 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 for CJ and KMI – both accepted.	
1.4	Any Other Business (AOB) items (urgent) Two items.	
1.5	Declarations of Interest for Agenda items or AOB No new declarations.	
REFLECTION – STRATEGIC PRIORITIES		
2.	Governing Body Priorities 2023 – 24 Priority 1 – Monitoring Strategy Priority 2 – Christian Distinctiveness Priority 3 – Communication Strategy Priority 4 – Learning Environment & Resources NJ had updated the Strategic Vision and Plan document for 2023 – 26. There are three broad strategic areas: <ul style="list-style-type: none"> To provide excellence in “whole child education” by enhancing the broad and balanced curriculum offer. 	

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	<ul style="list-style-type: none"> To provide effective and committed leadership, governance and financial control. To put the school at the heart of the community. <p>NJ had evaluated the 2023 – 24 academic year and the document will be looked at again with governors in September to see how the plan moves forward.</p> <p>NJ highlighted the successes for this academic year:</p> <ul style="list-style-type: none"> Governor team with diverse skill set A school of choice for parents with a full Reception cohort and overall pupil numbers increasing to over 100. Recruitment of new teachers, TA's (Teaching Assistants), leadership support, Interim Head Teacher, a new governor and potentially another. FoWS (Friends of Woolhampton School) had held great fundraising and community events. Wide range of Cultural Capital offerings for a small village school, including Year 6 residential, trips, Forest School and links with Bradfield College. Children being happy in school as seen during governor monitoring visits, children wanting to speak with governors. <p>NJ also considered some of the challenges for the year:</p> <ul style="list-style-type: none"> Continuing absence of head teacher due to ill health. Potential for Ofsted inspection, likely to be Autumn Term 2024. <p>Question: Will there be specific information available for governors to help prepare for Ofsted?</p> <p>Response: NJ said it was important to not just do things for an inspection, but information will be available for governors to help them be prepared.</p> <ul style="list-style-type: none"> Resignations of two experienced teachers. An increase in the number of pupils with additional needs including the demands placed on resources, staff and space in school, as well as the impact on other children. The budget. <p>In moving forward to the 2024 – 25 academic year, areas of focus:</p> <ul style="list-style-type: none"> Budget and financial planning Head Teacher recruitment Review of committees Staff structure Communication to and with parents. The communication strategy was going well for governors but how best to address operational communication would be beneficial. Maintain the school's place within the community, this takes effort but it is important this continues. SEND (Special Educational Needs & Disabilities) – An analysis of classes for September shows significant needs as well as children with other needs (needing intervention support). Those with EHCP's (Education Health & Care Plans) generally have a high level of need. There has been an increase in the number of requests for places for children with high needs and it is important to consider whether the school would best be able to meet their needs. NJ, as Chair of Governors, had written to WBC (West Berkshire Council) regarding this. <p>Question: Does each child with a high level of need require one-to-one support?</p> <p>Response: RC said, often a child does not need a one-to-one all the time, but to make progress and for the school to meet their needs one-to-one support is needed. Governors were aware of the challenges for September.</p>	
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COMMITTEES		
3.1	<p>TLC (Teaching Learning Care) Committee Update – Meeting 16th July 2024</p> <p>KM reported, the committee had received an update on phonics and reading. There had also been a useful document from PT looking at the changing Ofsted criteria judgements within Personal Development and how these would be implemented, a lot of which was already being done at the school. The committee had also looked at the input for more able children available from outside of the school. A pupil voice survey had been conducted with Year 6 children which it is hoped will be rolled out across the school. Governors had considered staff wellbeing and the current general uncertainties. PT and Rev.JM will attend a SIAMS (Statutory Inspection of Anglican & Methodist Schools) course run by the Diocese, after which a date for the SIAMS Working Party to meet will be arranged by KM.</p>	
3.2	<p>Policies for Approval</p> <p>Supporting Pupils with Medical Conditions – no comments. <i>Approved.</i> Teacher & Support Staff Appraisal Policy – no comments. <i>Approved.</i></p> <p><u><i>Decision:- The governors approved the Supporting Pupils with Medical Conditions and the Teacher & Support Staff Appraisal policies.</i></u></p> <p>KM left the meeting at 8.00 pm.</p>	
4.1	<p>Finance & Resources Committee Update – Meeting 25th June 2024</p> <p><u>Draft Minutes of the Finance & Resources Committee Meeting dated 25th June 2024 (circulated for information)</u></p> <p>MH reported, the Main School budget deficit is currently £14,372.00. The other funds each carry a small surplus: PPG (Pupil Premium Grant) £975.00, Sports Premium £854.00, Before & After School Clubs £1,961.00.</p> <p>In the meeting there had been discussions around SEND, the playground project (more quotes due), as well as agreement to extend the hours of the Wraparound Care provided. There are plans to make longer term savings on lighting with LED lighting which would also make the quality of lighting better.</p> <p>Comment: Guidance on priorities will be required for any potential funds which may be gained from the Parish Council.</p>	
STRATEGIC FOCUS		
5.	<p>Head Teacher Report Summer Term 2024 & SDP (School Development Plan) Review 2023 – 24</p> <p>Pupil numbers were increasing with more children joining the school. Attendance was at 95.4% with 4.6% authorized absences. PT said attendance was in line with LA (Local Authority) levels. Unauthorised absence was 1.1% having gone up in the summer from 0.9% in the spring and 0.5% in the autumn. Letters had been sent from the LA accordingly. Persistent absence is below 90%.</p> <p>Writing will be the main focus for the 2024 – 25 SDP. Some other areas from the 2023 – 24 SDP will remain going forward and some will not be included. The staff have also been asked for their input. The 2024 – 25 SDP will be brought to governors in September.</p>	
6.	<p>Staffing Structure for September 2024</p> <p>Structure consists of Head Teacher, Assistant Head, Class teachers, seven TA's, an ELSA (Emotional Literacy Support Assistant), Office Staff and Clerk to Governors. Also two Breakfast Club staff and two After School Club staff and a minibus driver. The school is fully staffed with no vacancies for September. Maternity Leave cover</p>	

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	for one teacher will begin in October.	
	<i>Decision:- The governors approved the Staffing Structure for September 2024.</i>	
ADMINISTRATIVE & PROCEDURAL MATTERS		
7.	Minutes of the last FGB (Full Governing Body) Meeting	
7.1	<p><u>Part 1 Minutes of the FGB Meeting held on 14th May 2024</u></p> <p><i>Accepted and approved.</i></p> <p><i>The Governing Body approved the Part 1 Minutes of the FGB meeting held on 14th May 2024, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p>	
7.2	<u>Matters Arising from the FGB Minutes dated 14th December 2023</u>	
7.2.1	<p><u>Item 4.2.3 – Matters Arising from the FGB Minutes dated 21st March 2024</u></p> <p><i>SIAMS Working Party (Rev.JM, KM, TW and RC) to meet end of May/beginning of June.</i></p> <p><i>The SIAMS Working Party will now meet in the autumn after the September SIAMS training. Also see item 3.1 above. Action Updated.</i></p> <p><i>Action:- KM to organize SIAMS Working Party meeting for October 2024.</i></p>	KM
7.2.2	<p><u>Item 4.2.4 – Matters Arising from the FGB Minutes dated 21st March 2024</u></p> <p><i>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>Not all governors had completed this yet. Action Updated.</i></p> <p><i>Actions:-</i></p> <ol style="list-style-type: none"> <i>Clerk to re-send Cyber Security training link to those governors yet to complete the training.</i> <i>Governors who have not yet completed Cyber Security training to do so and send their certificate to the Clerk for record keeping.</i> 	<p>Clerk (RHG)</p> <p>Governors (if not already done so).</p>
7.2.3	<p><u>Item 8 – Governing Body Monitoring</u></p> <p><i>MH to write up ICT governor monitoring visit report and send to the Clerk for record keeping.</i></p> <p><i>MH had not yet done this. Action Ongoing.</i></p> <p><i>Action:- MH to write up ICT governor monitoring visit report and send to the Clerk for record keeping.</i></p>	MH
7.2.4	<p><u>Item 14.1 – Community, Church & School events relevant to Governors</u></p> <ol style="list-style-type: none"> <i>KWB to help produce the Governing Body gift postcards for the Year 6 children leaving Woolhampton.</i> <p><i>The postcards had been produced by KWB for the Year 6 children. The governors thanked KWB for doing this. Action Closed.</i></p> <ol style="list-style-type: none"> <i>KWB and NJ to liaise with KM regarding holding Year 6 exit interviews.</i> <p><i>Year 6 Exit Interviews had been held between governors and Year 6 children. Action Closed.</i></p>	
7.2.5	<p><u>Item 14.2 – Articles for publication in the Benefice Online Newsletter and/or Community Magazine</u></p> <p><i>TW to write the June article for the July editions (deadline 17th June).</i></p> <p><i>TW had done this. Action Closed.</i></p>	

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7.3	<p><u>Part 2 Confidential FGB Minutes dated 14th May 2024</u> <i>Accepted & Approved.</i> <i>The Governing Body approved the Part 2 Confidential Minutes of the FGB meeting held on 14th May 2024, as a true and accurate account of the meeting, the minutes were signed by NJ, Chair of Governors.</i></p> <p>PT left the meeting at 7.17 pm. Discussion recorded under Confidential Part 2 Minutes.</p> <p><u><i>Decision:- The governors approved PT continuing as Interim Head Teacher until the end of December 2024.</i></u></p> <p>PT rejoined the meeting at 7.27 pm.</p>	
GOVERNANCE		
8.	<p>Wraparound Care PT had spoken to Breakfast Club staff about starting earlier, and they were happy to do this. Breakfast Club will therefore run in September from 7.30 to 8.30 am. <i>Question:</i> What is the cost per session? <i>Response:</i> PT said currently £2.45 including food. The cost had not been increased, there was a plan to do so, but this had not happened. <i>Question:</i> What about considering £3 and £4 sessions? <i>Response:</i> PT said one price is better and there needs to be a balance between time increase and price increase. <i>Comment:</i> When looking to increase the price parents could also be informed of what other schools offer, which would also help prepare for any future price increases. PT noted staffing costs will also go up with staff starting at 7.15 am in order to be ready for 7.30 am (an extra half an hour a day per staff member). Governors agreed with a proposal of £3.50 per session for the Breakfast Club, with reasons behind the price increase explained to parents. The Wraparound Care Policy will need to be updated for the Autumn Term in line with these changes.</p> <p><i>Action:- Wraparound Care Policy (with updates for Breakfast Club) to be agenda item for approval (Finance & Resources Committee).</i></p>	Clerk (RHG)
9.	<p>SIAMS (Statutory Inspection of Anglican & Methodist Schools) PT and Rev.JM had met. Both will be attending Diocese SIAMS training on 25th September. The SIAMS Working Party will then meet after that. Also see items 3.1 and 7.2.1 above.</p>	
10.	<p>Governor Training & Development NJ had attended the WBC (West Berkshire Council) Leadership Forum, which focused on catching all voices, a whole school approach and building parent relationships. NJ had also completed online courses regarding LGBTQ (Lesbian Gay Bisexual Transgender Queer/Questioning), Bereavement & Loss, Disclosure, ADHD (Attention Deficit Hyperactivity Disorder). TW had completed Prevent training. It was noted a couple of webinars from the NGA (National Governance Association) may be of benefit. One on SEND for KWB and one on Finance for MH.</p>	
11.	<p>Governing Body Monitoring</p> <ul style="list-style-type: none"> • KM had carried out a SAT's (Standard Assessment Tests) monitoring visit on 	

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	<p>16th May. Governors were grateful to KM for doing this.</p> <ul style="list-style-type: none"> A Catch up discussion had been carried out with the Interim Head & Senior Teacher/SENCO (Special Educational Needs & Disabilities Co-ordinator) following the cancellation of the May TLC Committee meeting. NJ had carried out an EYFS (Early Years Foundation Stage) monitoring visit on 16th July. Year 6 Exit Interviews had been carried out by NJ and KM on 16th July. NJ asked for thanks to be passed onto the Year 6 children as the governors had enjoyed speaking with them. The children had been thankful for their time at Woolhampton and felt ready for their next step onto secondary school. They had a good understanding of the school's ROCK (Respect Optimism Compassion Koinonia) values. They had appreciated being a separate Year 6 class and had looked forward to this when in Year 5. 	
ESSENTIAL UPDATES		
12.	Child Protection & Safeguarding	
12.1	PT reported two open cases to Children's Services.	
12.2	<p>Keeping Children Safe In Education (KCSIE) September 2024</p> <p>The updated September 2024 document had been provided for governors to read over the summer ahead of 1st September.</p>	
13.	<p>Health & Safety</p> <p>KMI had not yet been able to do a visit this half term, but would still like to do so before the end of term.</p> <p>The boundary fence between the school and church is being replaced over the summer holidays, PT said he is awaiting a date for the installation to begin.</p>	
OTHER MATTERS		
14.	<p>Friends of Woolhampton School (FoWS)</p> <p>CM reported a very successful year. From a total of £11,380 raised, £7,000 has been set aside for the playground, £1,331 for the visualisers and laptop charging station and £100 for goodbye gifts to the Year 6 leavers.</p> <p>The Lottery, fireworks event and second hand uniform sale had been successful. The Clothing bank had raised over £600. There had also been a fun run and a colour run, the latter had not been as successful but was the first time it had been done and changes may be made going forward.</p> <p>Plans are in place for a Sports Day Summer Fayre, Christmas cards and a school disco.</p> <p>Governors noted it remained important to remind parents what the money raised goes towards.</p> <p>The governors were very grateful to the members of FoWS for all their work over the last academic year.</p>	
15.1	<p>Community, Church & School Events relevant to Governors</p> <ul style="list-style-type: none"> Year 6 Leavers Service at St Peter's Church on Wednesday 24th July at 1.30 pm. Bibles will be given to the Year 6 leavers. Woolhampton Village Show on 10th August – includes classes for children to enter. 	
15.2	<p>Articles for publication in the Benefice Online Newsletter and/or Community Magazine</p> <p>The governors said they would prefer to continue with a rota system for these articles rather than volunteering at each FGB meeting. The Clerk agreed to compile a new rota for the next academic year. NJ will write the article for the September</p>	

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	<p>editions.</p> <p><i>Action:- NJ to write governors article for the September issue of the Benefice Online Newsletter and the Community Magazine publication.</i></p>	NJ
16.	<p>GDPR (General Data Protection Regulation)</p> <p>Nothing to report.</p>	
17.	<p>AOB (Any Other Business) Urgent</p> <p><u>Cleaning</u> Following previous concerns regarding cleaning quality, it was confirmed the SBM (School Business Manager) had met with the head of the cleaning company and done a walk around the school with both them and the cleaner. RC agreed to ask the SBM about organizing a deep clean of the school over the summer holidays.</p> <p><u>License Deficit</u> PT explained this includes the 5 Year Plan. PT said it had been difficult to produce the yearly balances to reduce the deficit over this time, as level of income could not be guaranteed. There remained many uncertainties but the school was required to show how they were coming out of deficit. The plan did not include any extra staff. The plan will need to be submitted annually, however, the school may come out of deficit earlier. The plan has to show the actions the school plans to take and forecasts pupil numbers. Another difficulty is the low number of PPG children.</p> <p><u><i>Decision:- The governors approved the License Deficit & 5 Year Plan for the 2024 – 25 budget.</i></u></p>	
MEETING SUMMARY		
18.	<p>How has this meeting fulfilled our strategic purpose?</p> <ul style="list-style-type: none"> Review of Strategy & Plan Document with recognition of strengths and weaknesses for the last academic year and plans for the next academic year. Appointment of Interim Head Teacher for a further school term. Potential new governor attended meeting – plan to fill remaining governor vacancy. Continuing understanding of concerns around SEND resources and provision. Plan in place to come out of deficit within next five years. <p>How has this meeting fed into our Christian vision?</p> <ul style="list-style-type: none"> Support for Year 6 leavers. Continuing care for wellbeing of staff members. Plans for SIAMS training and Working Party meeting in Autumn Term. 	
19.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> Thursday 19th September 2024 at 6.30 pm Tuesday 12th November 2024 at 1.00 pm (following Governors Morning) Monday 16th December 2024 at 6.30 pm (HT Report) Thursday 6th February 2025 at 6.30 pm Thursday 20th March 2025 at 6.30 pm (SFVS, HT Report) Monday 28th April 2025 at 6.30 pm (Budget) Wednesday 16th July 2025 at 6.30 pm 	

The meeting closed at 9.00 pm.

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Woolhampton Church of England Primary School
Enabling All To Flourish



Distribution of Part 1 Minutes

Nikki Jordan, Chair of Governors, LA Governor
Kim Wyrley-Birch, Vice Chair of Governors, Foundation Governor
Peter Thorne, Interim Head Teacher
Rebecca Cox, Staff Governor
Kate Moir, Foundation Governor
Rev. Jane Manley, Foundation Governor
Terry Webster, Foundation Governor
Carly Madders, Foundation Governor
Cynthia James, Foundation Governor
Martin Harding, Parent Governor
Kelly Mitchell, Parent Governor
Sarah Reynard, Senior Accountant, Schools Finance Services, West Berkshire Council.

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Respect

Optimism

Compassion

Koinonia