# Woodchester Endowed Church of England (VA) Primary School

*Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be*

**MINUTES OF FULL GOVERNING BODY TEAMS MEETING**
**MONDAY 23rd March 2025 7.00 PM**

PRESENT: Mrs Sally Bull (Chair), Lynne Loomes (Head Teacher), Debra Adams, Alison Harris, Rachael Merrett, Jennifer Warner, Daniela Di Vico (Clerk)
APOLOGIES: Phil Smith, Rev Peter Francis and Gemma Read.
ABSENT: Rosie Birch

| Item no | | Action |
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| **01.03.25** | **Prayer and Welcome**<br>The Chair SB welcomed everyone to the meeting with a prayer; she reminded the Governors that the content of the meeting is confidential and shouldn't be shared outside of the meeting. | |
| **02.03.25** | **Apologies**<br>Apologies were received from Phil Smith, Rev Peter Francis and Gemma Read and they were accepted. | |
| **03.03.25** | **Conflicts of Interest**<br>The Chair SB asked the board members if they had any conflicts of interest; none were declared. | |
| **04.03.25** | **Minutes of last meeting:**<br>The Chair SB asked the Governors if they had any comments on the minutes of the meeting held on 10th February 2025.<br>DA stated that on point 06.02.25 under safeguarding, wasn't accurate.<br>*GQ – How much time do teachers spend reporting incidents on CPOMS?*<br>*HT – Very little time as the teachers are dealing with the incident and the children in the classroom and I report the incident on CPOMS.*<br>DA continued to explain that when an incident occurs the member of staff dealing with the problem spends the time on CPOMS.<br>The HT LL stated that her response was in relation to Beech class only and agreed with DA's point.<br>The Chair SB was grateful for DA coming forward and clarifying this. The minutes were accepted as a true record by the board; they were proposed by DA and seconded by AH. The Chair of Governors SB signed the minutes. | |
| **05.03.25** | **Matters Arising**<br>The Chair SB went through each of the Action Summary items and asked that all completed items at this time were removed; she added, an updated version of the Action Summary will be recorded with these minutes.<br>The Chair asked the board members if they had any further comment or questions. There weren't any. | |
| **06.03.25** | **Head Teacher's Report (Verbal)**<br>**Successes** | |

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| | The HT LL summarised the following points.<br>• A very positive outcome came from the SIAMS report, with only two action points.<br>• She explained that the behaviour in Beech Class is improving with the help of the additional adult, GCC support and a part time timetable for the one of the children.<br>• FOWES have supplied new toy sheds and assisting the school with the funding of toys, which is having a positive impact on play times.<br>• The Mid Year performance reviews with all the TAs and one of the office staff; one member of staff is on long term sickness.<br>• Computing, History and PE have been reviewed by the LA Performance Advisor; the outcome was very positive with suggestions on how to improve further.<br>• The Staffing Timetable has now been issued for Summer terms one and two (this includes Mrs Jordan who is returning two days a week). All Subject Leads will receive at least an additional day between May and July.<br>• Behaviour Training was held on 18th March 2025 with Kate Cairns Associates, they introduced the Five to Thrive approach which details adult responses to children who become dysregulated.<br>• RotaKids are aiming to deliver a worship explaining Shelter Box an International Charity and make this a focus for fundraising. This will tie in with courageous advocacy.<br>• The Parent Questionnaire was sent out and of the 23 responses so far 7 were negative, 6 of these were parents of children in Beech Class. Very few survey responses have parent names on them.<br>**Outstanding Items**<br>• One office staff member appraisal left outstanding due to long-term sick leave.<br>• Governor Succession Planning.<br>• The work on Roles and Responsibilities is ongoing.<br>• There are a number of policies which are still outstanding including:<br>• Behaviour – draft has been reviewed by staff. Additional training has been booked for Teaching Assistants who do not routinely attend staff meetings. Next steps are to review with children via School Council and Governors before setting up a parent group.<br>• subject policies<br>• Feedback and Marking<br>• Spirituality<br>• and two new policies, Building Management and Lockdown.<br>**Attendance**<br>The National Average attendance figure has now gone down to 95% since COVID, the current attendance figure in school is 95.6%. There is big increase in holiday requests and parents are being fined for taking their children out of school.<br>**Behaviour**<br>• Behaviour in the school is very stable at the moment, apart from known issues in Beech class which are being actively managed | Action Parent Governor recruitment when the time is appropriate - Clerk |

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| | • Teachers will be looking at the proposed Behaviour Policy on 25th March.<br>**Communications**<br>The Newsletter goes out fortnightly to try and improve communications.<br>The Open Mornings are booked for 10th April, and another in May and June. This will give parents the opportunity to see their child's classroom and share their learning.<br>The Newsletter provides updates on worship and being a church school but it needs updating to include what happens in celebration worships.<br>The Chair SB congratulated the HT LL on all the work she has done to contribute to the SIAMS outcome.<br>The Chair asked the Governing Board if they had any questions.<br>GQ – With regards to Succession planning, PS's term end in June, what is the process of replacing him?<br>I explained the Parent Governor recruitment process.<br>GQ – When will the Governors hear the results of the Parent Survey?<br>HT – Once all the information is gathered I will share the results.<br>**Finance**<br>The HT LL explained that S Saban the LA Finance Officer has inputted the figures and with the predicted changes and grants to cover National Insurance and other items, it is anticipated that the End of Year will end with a £64k contingency pot. She went on to inform the board that initial indications show that the current predicted budget could allow the school to build a small in year contingency amount however if the school needs a 1:1 TA most of the anticipated in year contingency money will be used. An application for an EHCP is underway. | Share the results of the Parent Survey - HT |
| **07.03.25** | **School Building Development**<br>The HT informed the board that a surveyor has come into school and taken photos and drawn an outline plan of the developments. He has mapped out what Willow Class will look like and will explore whether Planning Permission will be required; at this stage he doesn't believe it will be required. The Chair SB asked whether the timing is right to form the working party; the board agreed that it was. | Form a Building Development working party – SB, JW + 1 |
| **08.03.25** | **Parent Questionnaire**<br>The Chair SB asked the board to consider how they will respond to the result of the Parent Questionnaire. She asked the board whether they should:<br>1. Respond to each person that has left their name individually<br>2. Write a piece in the Newsletter<br>3. Send a letter to Parents.<br>The Governors discussed this at length.<br>The HT LL stated that she had one parent survey returned where the parent provided their name and had asked the parent to come in to discuss her concerns.<br>We believe that some of the negative survey responses are from Beech class but there are no names to follow up with, 2 others alluded to bullying but the HT believes this was a hangover from last year as there has been nothing raised to the school this academic year in Y6. A governor stated that parents need to understand that the school is an inclusive school as specifically noted | |

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| | in the recent SIAMS report and children will need to learn to adapt to others and be tolerant throughout their lives.<br>Following significant discussion, it was agreed that:<br>• Where a concern or issue has been raised and the parent is named, there will be a personalised response from the CoG/HT.<br>• There will a general statement in a forthcoming newsletter thanking parents for responding to the survey and addressing some of the concerns raised anonymously.<br>This will be approved by Governors before being distributed. | Respond to parents who have put their name down on the Parent Survey – SB<br><br>Write a response for the newsletter - SB |
| **09.03.25** | **Staff Wellbeing Survey**<br>The Chair SB asked the board how they feel the distribution of the Staff Wellbeing Survey should be administered, who will collect the surveys? Where will it be collected in and how? What happens to the result? The board members discussed this thoroughly and decided that the survey would be handed out on the 4th April and returned on the 11th in a sealed envelope. It was decided that AH, SB and JW would open the envelopes together on a date that is convenient for them.<br>GQ – How will this be shared back to staff?<br>HT – It was agreed that a staff meeting would not be a suitable time to feedback as TAs and admin staff are not present during these meetings.<br>SB will provide an overview of the outcomes of the survey but specific points may be followed up during the Governor Focus Fortnight in subject lead meetings. It was agreed that it would be more constructive to issue the staff survey during the first week of the summer term when staff have had a break rather than at the end of a long term. The last week of term already has substantial time commitments for all staff. | Send out staff survey on 28/04, collect 06/05 – SB<br><br>Share the results at the C,S & C meeting and discuss the outcomes - SB |
| **10.03.25** | **Action Point**<br>• Action Parent Governor recruitment when the time is appropriate - Clerk<br>• Share the results of the Parent Survey - HT<br>• Form a Building Development working party – SB, JW + 1<br>• Respond to parents who have put their name down on the Parent Survey – SB<br>• Write a piece in the Newsletter including thanks for parents who filled in the questionnaire - SB<br>• Send out staff survey on 28/04, collect 06/05 – SB<br>• Share the results at the C,S & C meeting and discuss the outcomes - SB | |
| **11.03.25** | **AOB**<br>The Chair SB asked Governors to arrange their Focus Fortnight meeting at least two weeks before and she stressed the importance of writing up the visit.<br><br>The Chair SB updated the board on the possibility of two new Governors joining the board in September. She added that she would like to get the applications in as soon as possible due to the length of time it takes to process. It was agreed by the board that the potential Governors can visit a meeting, either the C, S & C or the Ethos. | |

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| | SB referred to the Stage 2 complaint that was received and dealt with. She asked the board if they were happy for her to follow up on the outcome recommendations at the fortnightly meetings with the Headteacher. The board agreed.<br><br>A governor stated that the Complaint Panel recommended that a member was going to do a Beech class visit as part of the follow up.<br>The HT agreed that this was acceptable at a mutually agreed date. | |
| **12.03.25** | **Meeting Dates**<br>Tuesday 13th May 2025 6.30pm (Teams)<br>Monday 16th June 2025 | |

Signed as a true record ……..

Dated ……..