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 VIA TEAMS
Tuesday 13rd May 2025 6.30 PM

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

APOLOGIES: Gemma Read and Rosie Birch

Item no		Action
01.05.25	**Prayer and Welcome** The Chair SB welcomed everyone to the meeting with a prayer.	
02.05.25	**Apologies** Apologies were received from Rosie Birch and Gemma Read and they were accepted.	
03.05.25	**Conflicts of Interest** The Chair SB asked the board members if they had any conflicts of interest; none were declared.	
04.05.25	**Minutes of last meeting:** The Chair SB asked the Governors if they had any comments on the minutes of the meeting that was held on 23rd March 2025. The minutes were accepted as a true record by the board; they were proposed by AH and seconded by DA. The Chair of Governors SB signed the minutes.	
05.05.25	**Matters Arising** 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. She asked the board members if they had any further comment or questions. There weren't any.	
06.05.25	**Head Teacher's Report** The HT LL provided a copy of the HT Report to the board prior to the meeting. The Chair SB verbally listed the Headlines and asked Governors for their questions on each of them. • Executive Summary • School Improvement (SDP) GQ – With regards to the Mid-Year Performance Management for Teachers, will there be any alterations bearing in mind new job descriptions? HT – Yes, there will be revised roles which will form part of the PM process and this will be covered in the June FGB when Governors will be invited to ratify the new roles and responsibilities alongside new Capability, Appraisal and Pay Polices to be written soon. There are a number of other policies	

	outstanding including subject policies, Feedback and Marking Policy, Buildings Management etc are also outstanding and need revision. Having reviewed some English books recently, the current Feedback and Marking policy is not being followed consistently by all staff GQ – When will this be completed? HT – I am awaiting support from the English specialist at the Local Authority who will be attending school in late June to provide advice and support. The Chair SB stated she would like to point out that the HT LL is still in the role of English Lead and that it will be very challenging for her to lead the necessary review of Writing with all the other developments she is undertaking. GQ – Regarding Behaviour, are we still part of the Opal (Outdoor Play and Learning) Network? HT – Yes we are still part of it but not going for an award as our school isn't big enough to fill all the roles that the programme demands. GQ – What did the children in the school council have to say about behaviour? HT – They said that they like house points, getting stickers and certificates and they didn't like it when other children didn't listen to adults. I am hoping to meet with them again this week. GQ – Is there a cost implication to the timber building for Forest School? HT – The timber is free but we have to pay for the installation. There is still some question over planning permission and SDC aren't being very clear or helpful in the matter. • Admissions • Attendance GQ – Do parents not understand the ruling about taking your child/ren out of school for a holiday? HT – Unfortunately not, I am getting 2/3 forms a week requesting holidays within term time. GQ – You held a meeting with parents to discuss attendance, how did parents respond? HT – It was a gentle warning meeting; I explained that being late to school counts against a child's attendance record and advised that the LA can also fine for this if it's a regular occurrence. It can be classed as educational neglect. GQ – Have you covered requesting holidays in term time in the newsletter? HT – Yes, I have explained that HT can only authorise holidays in exceptional circumstances. • Safeguarding The Chair SB stated that she was the Safeguarding Governor and that another Governor needs to take this role when she leaves. • SEND GQ – Looking at the current issues in SEND, how is this being addressed? HT – There is an increase in parents requesting a referral and this process has changed. Parents used to go to their GP, now the child needs a MyPlan that is reviewed regularly, for a year before a child can be referred. Staff in the school aren't always seeing the issue that the parents are. We, as a school,	Appoint a new S/G Governor - Governors

	need to be clearer on what our SEN offer is. GQ – Will there be any further admin support for SEN? HT – No not at this time. The SENCO will have a revised job description from September with a calendar of expected activities which will include administration and monitoring tasks. • Behaviour The HT LL informed the board that since she complied this report she has had to suspend 2 Yr 1 children for one day as they were threatening another child. GQ – Juniper Class appears to have a high number of behaviour reports; is it silliness? HT – Yes and there are some friendship issues in the class. The HT LL pointed out that staff have found the Behaviour Policy difficult to follow as the resources required to do so were incomplete. She went onto explain that the restorative justice packs are now complete and staff have all the tools they require to follow the policy. JW stated that in her recent visit there were a lot of positive reactions to behaviour management strategies and the use of the emotion recognising/regulating cards. She added that the class she visited is a challenging one with a number of low level behaviour problems which made things tricky. • Pupil Premium • School performance Standards GQ – The numbers are quite concerning in reading and other areas in reception class. What is being done about this? HT – I had a Pupil Progress meeting last week; the EYFS children have 17 goals and 5 in particular weren't being met. I am looking at the quality of teaching and the teacher had been over careful with the last data drop and the next data drop will be more accurate. The results are being tracked and I have action points going to the teachers at the end of the week. GQ – When will the next data drop be? HT – In the next 4 weeks and I will look at Ash class again in June. • Health & Safety/Building The HT LL informed the board that since writing the report she has moved to Stroud Alarms. They came in to do an assessment to find the Burglar Alarm isn't working due to wiring not being connected in the new part of the building that was completed 5 years ago. They will be attending again in two weeks. • Policies See item 11.05.25 • Staffing The HT LL stated that any changes were confidential at this point. • CPD • Parental Engagement • Future Proofing The Chair SB stated that there are 2 possible expressions of interest in applying to be Foundation Governors but that they have not been in touch recently.	

07.05.25	**Parent Questionnaire** The Chair SB asked the board of Governors for their thoughts about how to respond to the results of the questionnaire. She added that she still thinks it is a good idea to write a piece in the newsletter addressing some of the points. The board discussed the following items: School Reports, Forms of communication, no Male Teachers, Energetic play and sports including football. It was decided that in the Newsletter the Chair SB would address some of the items and forward this on to the HT LL for approval.	Write a piece addressing the parent questionnaire for the newsletter - SB
08.05.25	**Budget** Prior to the meeting the HT LL provided the Governors with the budget to review. The HT LL presented a summary of the budget to Governors 2024/25 • In year contingency of £3k • Rising costs • Contingency pot of £80k due to savings over last 5 years • Maintenance costs were higher due to unexpectedly having to replace two water heaters in the school. • 2025/26 • Staff costs continue to rise – grant received for rise in NI. • Funds received from LA for extra staffing to support a particular child's needs. • Pupil Premium paying for TAs • EHCP been turned down so not getting additional funding which means the school will have to continue to meet the costs for 1 child • Budget for an experienced Teacher in upcoming recruitment • Strategic plan required on how to maintain the building. The Chair SB asked if they were happy to ratify the budget. All Governors agreed to ratify the budget. RM thanked the HT LL for the work involved in getting the grants (funding to work with Play Gloucestershire; behaviour management training from Virtual School) .	
09.05.25	**Feedback from Committee** The Chair SB gave the following feedback from the Finance and Resources Committee Meeting that was held on 2nd May 2025 • Updates for a range of Action Points • Staffing updates – resignations and appointments • Feedback from the Fire and Health and Safety Assessments • Change of contract for our administrator to School Business Manager • Budget – position with last year's and budget for 25 to 26 • The three year financial plan • Governor account updates • The findings of the last premises walk and actions completed • Building work proposals and next steps • Succession planning for clerk and governors The meeting generated a large number of action points including exploring interest rates on existing and possible investment accounts for funds held by governors, the production of a log of actions for building repair and maintenance, advertising of the clerk position in the newsletter, passing on	

	of Chair's files, removal of more unused items from the Resources cupboard.	
10.05.25	**Governor Succession Planning** The Chair SB made the following points: • There are two Foundation Governor vacancies • Clerk recommended an increase of hours for her replacement • PCC are aware that they need to find a Chair Rev PF explained that the 'Circle Model' of Governance where 6 FGB meetings are held a year and there are no committee meetings; this should be considered. The Chair SB went onto tell the board that she keeps asking the PCC to take on a governor who will support the Christian ethos but is not a worshipper at a church as the pool of regular worshippers is too small and shrinking. She added that she has advertised in The Woodchester Word, The Newsletter and at a Church service. Rev PF stated that he would be more than happy to bring up the need for Governors in Messy Church. GQ – What are the next steps of Parent Governor recruitment? Clerk – We have had 3 parent nominations: the disqualification criteria have been sent out and the parents have been asked for a statement that will be used on the ballot paper. The HT LL asked SB whether they should talk to the PCC together.	
11.05.25	**Policies** The HT LL supplied a copy of the proposed Behaviour Policy to the board members prior to the meeting for review. She stated that she hasn't been specific with regards to consequences and actions as it is impossible to cover these. LL went onto explain that she has done extensive research on behaviour science, current teaching research and looked at government research to ensure our policy matches those of other schools, takes account of educational research, legal perspective and statutory requirements and is fit for purpose. PS complimented LL on the wording in the policy and how positive it is. GQ –In "More Serious Misdemeanours there is no reference to sexual comments. Should there be? HT – This is referenced in peer on peer comments and is covered in the Safeguarding Policy. GQ – With regards to Exclusions and Suspensions and the recent incident with the 2 Yr 1 children, how will they be integrated back into school? HT – Reintegration meetings have been held. There is an action to write a new Exclusions and Suspensions policy. I can't go into detail but the child knew exactly what they were saying. Children are even more desensitised to violence and suspensions nationally are on the rise. The Staff Governor DA stated that the TAs have read the policy and are happy with it. The Chair SB proposed the policy to be ratified and all Governors were in favour – the policy was ratified. The HT is arranging a parent forum to ensure their involvement and will report back to Governors if there are any changes.	Report back to Governor the result of the forum - HT
12.05.25	**AOB** The HT LL explained that as part of GCC support available, GCC have made	

	available Refection Supervision sessions for HT and one class teacher. They have also provided sessions with an educational consultant. GCC have undertaken a risk assessment using the existing Ofsted framework. There were 2 red areas and they were SEND and Governance, with relation to Succession Planning, 1 orange area which was Leadership Capability. LL explained that this was because she was the only leader in the school. As part of the Targeted Improvement Plan, following the risk assessment, GCC may be in touch with Governors and undertake a review of governance. With regards to SEND they will fund an additional consultant to upskill some of the staff. The Chair SB stated that the visit was very matter of fact and they didn't criticise. They were supportive and positive and very accurate about the areas that need improvement. LL added that it was a very difficult position to be in but believes the SEND issues are historical.	
13.05.25	**Meeting Dates** Monday 16th June 2025	

Signed as a true record ……..

Dated ……..