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 16th June 2025 6.30 PM

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

Item no		Action
01.06.25	**Prayer and Welcome** The Chair SB welcomed everyone to the meeting and introduced Dries Potier the Parent Governor whose term will begin on 1st July 2025. She reminded Governors that the content of the meeting is strictly confidential and asked Rev Peter Francis to say a prayer.	
02.06.25	**Apologies** Apologies were received from Rachael Merrett and they were accepted.	
03.06.25	**Conflicts of Interest** The Chair SB asked the board members if they had any conflicts of interest; none were declared.	
04.06.25	**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 13th May 2025. The minutes were accepted as a true record by the board; they were proposed by DA and seconded by PS. The Chair of Governors SB signed the minutes.	
05.06.25	**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.	
06.06.25	**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. • Summary of key issues GQ – As well as successes, wouldn't it be a good idea to summarise the challenges? HT – Yes, this can be done. • SIP GQ – What options are there for additional leadership capabilities?	

	HT – We will address this later on in the meeting GQ – When will the outstanding items be addressed? HT – These will be actioned next year. • Admissions GQ – The child that is on flexitime, was this because the child is being home schooled? HT – Yes, it was the parents' choice to take the child out. Also, we had to refuse a reception child because we are full and the parents are appealing this. • Attendance/lateness GQ – With regards to lateness, Hawthorn is quite high, is that a standard percentage for this class? HT – Yes, this class has one family that has difficulties. • Safeguarding The Chair SB once again stated that a Safeguarding Governor needs to take her place. JW volunteered to take on this role. • SEND DA the Staff Governor stated that she has made up a SEN toolbox to support children and that is it currently with the HT LL to ensure that it is useful. GQ – When will the SEND review take place? HT – The Government were supposed to review the white paper this week but it won't be out now until the autumn. • Behaviour GQ – Can you see an improvement in behaviour? HT – Yes, I really can. GQ – When will you use the £3k funds from the GCC inclusion team? HT – The money has been ring fenced for next year for when Play Gloucestershire are ready. GQ – How are you using the Pupil Premium funding? HT – The school receives £13k of Pupil Premium funding per year. £10k is put into the staffing pot and covers TA costs; remainder pays for monsterphonic subscriptions and resources, trip subsidies for pupil premium children – class trips, Y6 residential, sports activities. • School Performance GQ – 30% of Ash Class are below ARE in Writing, what is being done about this? HT – The next data drop will be more accurate and will give us more accurate results. • Health & Safety GQ – Aren't Fowes funding the new benches? HT – Yes, we are currently leasing them from the same company that we intend to buy new benches from. • Staffing • Parental Engagement • Future Proofing	Check the date for Stroud Heads Safeguarding training and inform JW - LL
07.06.25	**Finance** No current update.	

08.06.25	**Staffing** • Roles and Responsibilities The HT LL gave the board members a summary of the reasoning behind her outlining the expectation for Upper Pay Scale roles. GQ – Will the Job Description be used in the appraisals? HT – Yes they will be used. GQ – How will you introduce them? HT – I will approach it gently; I am future proofing the school through performance management. GQ – What happens if the teachers don't conform? HT – This is the difficulty and one that I would have to address in the unfortunate circumstance of it occurring. Staff Governor DA proposed that these Job Descriptions were accepted and AH seconded this. • Well being The HT LL proposed as part of staff wellbeing she would like to propose that all staff have 1 day off in the school year, or two half days. She added that there will be caveats to this including, 4 weeks' notice, time of year etc. All Governors were in favour of giving all staff members a day off. The HT LL also stated that she would like to do some work on how school reports are written; she added that Insight can generate reports and this will go some way in assisting staff wellbeing. She added that the Marking and Feedback Policy and Assessment Policy need reviewing. GQ – If there are less data drops, would they be more accurate? HT – Yes as there is more time to spend on 3 a year rather than the current 6. GQ – When do you intend to start this process? HT – I think September would be appropriate but I don't think everything will be completed. • Structure for 2026/27 The HT LL stated that there currently isn't a leadership team and the options are to stay as we are or change things a little to distribute responsibilities more widely. She added that she would like to see the TAs under the SENCO for consistency, the Midday Supervisors under the business manager and an Assistant HT on a TLR for 12 months so that they can take part of the SDP and focus on the curriculum. GQ – What are your barriers? HT – Time that I don't currently have. The Staff Governor DA stated that Academisation is another option and as a Governing Board it shouldn't be ruled out.	Arrange a date for HT appraisal – LL/SB
09.06.25	**Parent Forum Proposals** The HT LL stated that she would like to hold 3 Parent Forums in a year, these will give parents the opportunity to voice their feedback. I feel that Governors should be present, visible and will keep it on track. GQ – Will there be a focus? HT – Yes there will. The first one is about behaviour; Governors agreed that this would take place in September. We can then also ask parents what	

	they would like to have as future topics	
10.06.25	**Feedback from Ethos Committee and GLOSSI Training** The Chair SB gave the following feedback on the Ethos Committee meeting and GLOSSI Training. • Ethos Committee ➢ Update on Action Points with removal of those no longer appropriate ➢ Consistency from worship leaders, particularly as regards invitational approaches to prayer ➢ The Foundation Governor shortage and the role and response of the PCC. Appeals to the Diocese and their response. Change in requirements from the Diocese for Foundation Governors - particularly the acceptance of candidates without faith ➢ Brief summary of meeting with RE subject lead and plans for a lesson visit and pupil voice ➢ Delay of consideration of Worship and Spirituality Polices to the Autumn Term • GLOSSI Training 1. Sandra Shepherd on Sustaining Effective Governance ➢ What impact does governance have in your school? Where is the evidence? ➢ The challenges - getting a full board; understanding what skills governors have; staying strategic; everyone having time to do the work required, effective, trained clerk; monitoring - operational matters. ➢ 6 to 7 hours a month required from all governors ➢ Governance review recommended ➢ Use DFE Guide on maintained school's governance 2. Sharing the Experience of a Gloucestershire School's Governing Body - Sara Wade-West, Chair at Clearwell ➢ Took over a period of instability and change for governors and school leadership ➢ Two newish governors became co-chairs with a vice chair ➢ Had a governance review shortly afterwards ➢ Shared a list of crucial training, most of which we have completed but joint Chair, Head, Clerk course looks like a good booking from September? We need to train on Exclusions. ➢ Their chief weakness was a lack of knowledge of education - which hasn't been the case for us up until now but may now be? No longer a surfeit of teachers. ➢ A very cheering report, showing that with focus a governing body can address challenges caused by changes of personnel and not just cope but improve how things are done with fresh eyes. 3. Introduction to proposed changes to Ofsted Inspection – Emma Balchin NGA Review of the new practice is still underway as Ofsted responds to the outcome of a recent consultation on its proposals.	

	Principles of Good governance Are we complying with statutory requirements? • What does our cycle of board evaluation look like? • Is our vision clear and ambitious? What is the strategy for achieving the vision - who determines this? • How are we monitoring the impacts of teaching and learning? • Do our pupils feel safe and happy whilst at school? How do we know? ➢ NGA identifies 8 elements of effective governance ➢ Recommends external review - undertaken by only 20% of boards ➢ 3 meetings a year is too few, making it difficult to build relationships ➢ Needs of the children must be the driving force Bad effects of Ofsted: ➢ It's never enough ➢ Competition between schools ➢ Excessive workload driven by fear ➢ Head resignations and sickness New framework delayed until November 25 when there will be a guarantee that all schools get the same information and toolkit. She described a move to a culture of sustained improvement, minimising a focus on inspection readiness. Good questions for Governors to ask Are we complying with statutory requirements? ➢ What does our cycle of board evaluation look like? ➢ Is our vision clear and ambitious? What is the strategy for achieving the vision - who determines this? ➢ How are we monitoring the impacts of teaching and learning? ➢ Do our pupils feel safe and happy whilst at school? How do we know?	
11.06.25	**Governor Succession Planning** The Chair SB stated that there are two possible candidates for Foundation Governors and that she is waiting for PCC to approve the candidates. She added that she will putting dates together for meetings being held in 2025/26.	
12.06.2025	**Policies** • Anti-bullying • Appraisal • Capability • Pay • Serial and Vexatious Complaints • Suspensions and Exclusions The Governors went through the policies and discussed their findings and what actions were required. DA proposed that the policies were ratified and this was seconded by Rev PF.	Strengthen the definition of 'Inclusion' on the website and Reception packs – LL Add appropriate online usage to Cyber Bullying and online safety web page – LL A Governor needs to be trained in Exclusions - Governors
13.06.25	**AOB** JW attended a NGA Webinar on Parental Complaints on 12.06.2025 and gave the following feedback.	

	➢ When approached by parent always refer parent to complaints policy. ➢ Values need to shine through the complaints procedure e.g. trust, openness, mutual respect ➢ Complaints often complex and contain more than one element. Sort through documentation to get to the complaint other issues may be dealt with under other policies. If it is SEN or EHCP consider external advice. ➢ Check with GDPR policy what you are allowed to share. ➢ Try and ignore social media ➢ If parent wants to bring an advocate they are only allowed to be there for support and accompanying rather than representing the parent/carer. ➢ If parents' behaviour is an issue you can deal with the complaint just from the papers. ➢ If parents have used "scattergun" approach and have involved other agencies keep to complaints policy and moving things forward. Decipher carefully what information you give the other agencies. Top Tips 1. Good Communication 2. Inclusion with parents involved 3. Sensitivity and well being of staff 4. Produce a detailed letter with reasoned conclusion 5. Recommendations - monitor whether these were effective. NGA have support packs for schools. Complaints are on the increase and becoming more complex. Government looking to streamline process. DA attended a presentation on Academisation and gave the board members a summary of the contents. It was agreed that Academisation cannot be ruled altogether but for now it isn't an option. The HT LL informed the board that Elspeth Murano will be walking around the school on Thursday 26th June.	
14.06.25	**Meeting Dates** TBC	

Signed as a true record …….

Dated …….