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 MEETING HELD ON
TUESDAY 25 MAY 2021 @ 7.00 PM
VIA VIDEO CONFERENCING DUE TO COVID-19 PANDEMIC

PRESENT: Mrs Tessa Pemberton (Chair), Mrs Lynn Pennington (Head teacher), Mrs Ann Bijkerk, Mrs Sally Bull, Mrs Natalie Elliott, Mrs Helen Evans, Rev Sarah Haslam, Mrs Emma Limburn, Mrs Nina Robinson, Mr Ashley Smith, Mr Matthew Smith
Mrs Carol Rosser (Clerk)

APOLOGIES: Rev Peter Francis

Item no		Action
01.05.21	Rev Haslam opened the meeting with a prayer. **Apologies**: Apologies were received from Rev Francis; these were accepted.	
02.05.21	**Minutes of last meeting:** Mrs Evans proposed that the minutes from the meeting held on 8 February 2021 were accepted as a true record. This was seconded by Mrs Bull. The Chair duly signed the minutes.	
03.05.21	**Matters arising:** Regarding item 04.02.21, a Governor asked if the safeguarding audit had been sent to the LA; the HT confirmed that it had. Regarding item 08.02.21, the Chair said that she still needed to talk to Rev Haslam about which class and subject area she would be linked to. Mr Ashley Smith apologized for not yet having met up with his Subject Leader, Mr Matthew Smith; he will arrange to do so as soon as possible. Regarding item 10.02.21, Building Project, a Governor asked whether artwork had been commissioned for the glass panelled doors in the new school entrance. The Chair explained that it had been decided to have the school's name etched in the top panel of the glass with the letter 't' turned into a cross to reflect the Christian nature of the school. Regarding item 08.02.21, Mrs Bull said that the monitoring schedule would be discussed later in the meeting under item 10 of the agenda.	**Chair/SH** **AS**
04.05.21	**Conflicts of Interest/Safeguarding/SCR check:** **Conflicts of interest**: None were reported. **Safeguarding:** The HT referred to her report where she had explained that the school had been affected by a neighbour smoking cannabis during the day, causing windows in classrooms having to be shut. She had reported this to the police; a PCSO had made enquiries at local houses. The problem has since reduced and rarely occurs in the school day, but the HT will be keeping a log of incidents. Mr Ashley Smith asked the HT to keep himself and fellow Councillor Steve Robinson informed by email. The HT thanked all the Governors who had completed their on-line safeguarding	**HT/AS**

	training and for forwarding their Level 1 certificates. An LA training course is due to take place on 2 September from 1-3 pm, to which all Governors are invited. A Spirituality training session is taking place on the same day; Governors are again invited to attend. **SCR:** Mrs Robinson explained that Revs Francis and Haslam need to have a DBS check specifically for school, although they already have one for the Diocese. This will be arranged with the Finance Officer. Everything else is up to date.	**GOVS** **PF/SH**
05.05.21	**Head Teacher's Report:** The Chair thanked the HT for her report, which had been circulated to Governors ahead of the meeting, along with the report that she had presented to the Curriculum, Standards and Communication meeting held on 17 May. The HT summarised the main points – see report for full details. There are now 140 pupils on roll, which is an increase. Places remain in Years 1, 3 and 5, but other year groups are above the Pupil Admission Number. 17 children have accepted their allocated place in Reception for September. Following return to school on 8 March 2021, the school has been organised into five bubbles/classes. There are some challenges but this is working well. The HT is hoping that bubbles will be allowed to mix before the end of the Summer term. Regarding SEND, teachers have been working through My Plans, with most now completed. An EHCP application has proceeded to the next stage; if this is successful then it would mean extra funding for the pupil involved. The Educational Psychologist has been very helpful with the application process and has provided six traded sessions of support for pupils; the HT has been very grateful for her support. 22 pupils now receive SEN support and 13 pupils receive Pupil Premium funding.	
06.05.21	**Governor Questions on HT's Report:** GQ: Is it correct that 10 children are a Cause for Concern in Y4 in addition to the 2 My Plans and 1 My Plan+? If so, this is a large proportion of the class. The HT explained that she thought the teacher was being a little cautious in the number of children rated as a Cause for Concern. She will be discussing this with individual teachers. However, there are challenges in Y4 and she will be looking at those children in more detail. GQ: When will an updated version of the SDP become available? The HT said that aspects of the current SDP would be carried forward, but the updated version will be available in September. GQ: A Governor asked the Staff Governor, who teaches Y6, what is the effect of not having SATS to prepare for? The Staff Governor said that the children have missed a lot of schooling; therefore, the focus is to help them make the transition into Y7. He is trying to identify gaps in their learning and make them as ready as possible for secondary school. GQ: Regarding catch up funding, what is the recovery fund being spent on? The HT said that she would be looking very carefully to see where the need is and how best to use the funding. The aim is for there to be an impact on as many children as possible. Full details of catch-up funding are on the school website, which is a statutory requirement.	

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07.05.21	**School Budget 2021/22:** The school budget had been approved by the Finance Committee at their meeting on 4 May 2021. This needs to be sent off to the LA by 31 May 2021. Mrs Robinson proposed that the budget was accepted; this was seconded by Mrs Bijkerk. A document called Schools Financial Value Standard (SFVS) was also required to be sent to the LA by 31 May 2021. This had been completed by the Head Teacher and the Finance Officer and was signed by the Chair. Mrs Robinson proposed that this document was accepted; this was seconded by Mrs Bull.	
08.05.21	**Reports from Committees:** **Finance & Resources:** Mrs Bijkerk had sent out the minutes of the Finance Committee meeting held on 4 May 2021 to the Governors ahead of the meeting. Please see the minutes for full details. Mrs Bijkerk informed the Governors that last year's deficit budget of approximately £43,000 had been reduced to a deficit of approximately £23,000 mainly due to the huge efforts of the HT and the Finance Officer. There was discussion about the funding of the building works from the Governors' account. 10% of the total cost will be split over 5 payments. The first instalment had been paid from existing funds, but the rest will need to be raised. It was agreed to discuss this further under item 9 of the agenda. There was also discussion regarding funding for swimming, as it had been agreed to provide this just for Hawthorn and Juniper classes in 2021/22 due to budget constraints. The Staff Governor confirmed that many schools have reduced swimming sessions and that Woodchester had been unusual in providing these for children in KS1. **Ethos:** Minutes of the meeting held on 20 April 2021 had been sent out to the Governors ahead of the meeting. Please see the minutes for full details. Mrs Bull summarised the main points, for example a staff welfare survey, the children's involvement with Lunch with Friends, the Spirituality Policy, Eco Church, the Young Leaders' Scheme, SIAMS, monitoring of worships, focus week and so forth. **Curriculum, Standards & Communication:** Governors had received the minutes of the meeting held on 17 May 201. Please see those minutes for full details. Mrs Pemberton summarised the main points. For example, assessing children's emotional and academic needs has been a focus since the return in March and teachers have worked hard throughout the end of last half term and this, to meet those needs. The HT explained that the vast majority of children had made progress in their learning in Reading, Writing and Maths but a small number of children appear to have regressed in their learning and several remain off track with writing being the weakest area. Writing is a focus this term and will also be a priority area throughout the next academic year. The data shows that Y3, in particular, are causing the most concern in terms of progress. The Staff Governor said that he has compared data for Y3 with other schools in the county and it appears that many Y3 pupils are struggling. This is likely to be due to the step up from KS1 to KS2; lockdown appears to have had an impact across the county.	
09.05.21	**Building project update:** The HT said that the building work had started on the extension for the new entrance and that there had been a progress meeting on Monday 24 May with the professionals involved. Everything is on schedule and work will continue over half term, with more internal work over the summer holidays. The HT is hoping that a few extra jobs can also be fitted into the schedule, if possible. A Governor asked about the sale of the drive and whether proceeds could be	

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	used for the building project. The Chair did not know the details, but agreed to find out what was happening. The Chair explained to the Governors that the next payment was due in January 2022. Approximately £20,000 needs to be paid over 5 years. There was discussion about fundraising options, for example writing to local businesses, local individual benefactors, having a village event, involving both past and present parents and pupils, and so forth. It was also agreed to contact the PTA in order to have a joint fundraising effort. Mrs Bijkerk agreed to help the Chair complete an application form for a contribution from the Parish Council, which needs to be submitted by 31 May 2021. It was agreed to form a fundraising subcommittee; Mr Ashley Smith, Mrs Elliott, Mrs Evans, Mrs Limburn, Mrs Pennington and Mrs Pemberton agreed to meet on 8 June at 7.30 pm via Teams.	**Chair**
10.05.21	**Governor monitoring update and training:** Mrs Bull explained that she had had a meeting with the HT to discuss Governor monitoring. The HT considered it most helpful if Governors could contact their linked Subject Leaders and discuss what has been achieved this year, the challenges they have faced and what they plan for next year. Mrs Bull offered to assist Mr Ashley Smith. Mrs Bull also said that there had been no meeting for RE and this needed to be done urgently. Mrs Bull and the HT had also worked on a year planner and had set meeting dates for the year for all committees, as well as three Governor focus weeks. Meeting dates will be sent to Governors shortly.	**GOVS** **SB** **SB**
11.05.21	**Admissions Policy:** This will be discussed at a future meeting.	
12.05.21	**Parent Governor Election:** The Clerk informed the Governors that Mrs Robinson's term of office as Parent Governor expired on 30 June 2021. Therefore, an election needs to be held. The Clerk asked the HT whether this would be possible during the current restrictions. The HT confirmed that it would be possible. The Clerk will start the process after half-term.	**Clerk**
13.05.21	**GDPR:** The Safeguarding Governor reported that a new company was being used, who were cheaper and more user-friendly than the previous company. There were no issues to report.	
14.05.21	**AOB:** There was none.	
15.05.21	**Dates of Next Meetings:** **FGB** – Monday 13 September 2021 at 7.00 pm **The Meeting closed at 8.55 pm**	

Signed as a true record …….

Dated …….