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
MONDAY 23 MAY 2022 @ 7.00 PM

PRESENT: Mrs Sally Bull (Chair), Mrs Lynn Pennington (Head teacher), Mrs Ann Bijkerk, Mrs Helen Evans, Rev Sarah Haslam, Mrs Emma Limburn, Miss Rebecca Mullen, Mr Philip Smith, Mrs Carol Rosser (Clerk)
APOLOGIES: Mr Matthew Smith (on secondment), Rev Peter Francis (on sick leave)
ABSENT: Mrs Natalie Elliott (apologies emailed at 6.23 pm, but not seen before meeting)

Item no		Action
	The Chair welcomed Miss Rebecca Mullen, newly appointed Foundation Governor, to the Governing Body. The Governors introduced themselves and explained their roles. The Chair presented a bouquet and a card to the Clerk, as it was the Clerk's last meeting prior to her relinquishing her position on 31 August 2022, thanking her on behalf of the Governors for her support.	
01.05.22	Rev Haslam opened the meeting with a bible reading and a prayer. **Apologies**: Apologies were received from Mr Matthew Smith and Rev Francis; these were accepted.	
02.05.22	**Minutes of last meeting:** Mrs Evans proposed that the minutes from the meeting held on 7 February 2022 were accepted as a true record. This was seconded by Mrs Bijkerk. The Chair signed the minutes.	
03.05.22	**Matters arising:** The Chair went through the various action points. Regarding 02.02.22, the Chair said that the Clerk had given her the outstanding FGB and Curriculum, Standards and Communication Committee meeting minutes to sign and that these had now all been filed. The Chair asked that the Chairs of the Ethos and Finance Committees also arranged to sign and file any outstanding minutes. Regarding item 07.02.22, assessment data, the Chair confirmed that the HT had provided data at the Curriculum, Standards and Communication Committee meeting held on 26 April 2022. Details are provided in the minutes of that meeting. Regarding item 12.02.22, training, the Chair said that this would be covered by an agenda item later in the meeting. Regarding 13.02.22, the HT again asked the Governors to ensure that they had read the Keeping Children Safe in Education document and to confirm this to the Clerk by email. Mrs Evans and Mrs Bull said that they had read the document. Regarding 15.02.22, the Chair said that Governors should be meeting their Subject Leaders during the focus week starting on 6 June.	**Govs** **Govs** **Govs**

04.05.22	**Conflicts of Interest/Safeguarding/SCR check:** **Conflicts of interest**: None were reported. **Safeguarding:** Covered in the HT's report. **SCR:** The Chair confirmed that she had checked the document, which was mainly in good order with one or two exceptions, which were being followed up.	
05.05.22	**Head Teacher's Report:** The Chair thanked the HT for her report which had been circulated to all Governors prior to the meeting. Areas covered included details, for example, of class sizes, numbers of children receiving Free School Meals, Pupil Premium, SEND, EHCP and so forth. There was also information, for example, regarding staffing news, safeguarding, premises, curriculum, and staff wellbeing. The HT highlighted some specific issues. She hoped that 20 pupils might join Reception class in September 2022, though this was not yet a definite figure. The HT said that the Deputy HT, Mr Matthew Smith, who was on secondment until the end of the current term, had resigned and would not be returning to Woodchester in September 2022. The HT hoped that a high-quality teacher could be recruited. Mrs Evans and Rev Haslam confirmed to the Chair that they would be available for interviews. Regarding safeguarding, the HT stressed the importance of training for all Governors and drew their attention to courses that were available. The HT apologized for not having provided data relating to absence. Regarding curriculum news, the HT said that the Unlocking Reading Fluency Project was proving effective and children were showing good progress. The Mastering Number Sense Project was also going well. The HT was pleased to announce that the school had just been awarded the Primary Quality Science Mark. Finally, the HT explained the plans for the Platinum Jubilee Focus Week, with the curriculum focus being on History.	
06.05.22	**Governors' Questions on HT's Report:** There were questions and discussion regarding responses to the Governors' Questionnaire to Parents. The HT said that communication was a main issue to focus on and that this was already being addressed through the school newsletter, links with the community and so forth.	
07.05.22	**Reports from the Committees by Committee Chairs:** Minutes from the Finance and Resources Committee meeting held on 25 March 2022 had been circulated to all Governors. Please refer to the minutes for full details. Mrs Bijkerk talked about a few points, for example she explained that the figures for 2021/22 were looking more positive than predicted at the start of the year. Some savings had been made on supply cover as the HT and HLTAs had covered classes. Savings had also been made as a result of the Deputy HT's secondment and the resignation of a member of staff, subsequently covered internally. The Governor Accounts update is as follows: Woodchester Endowed School for Poor Person: **£10,762.03** Governor Business Instant Access: **£6,570.31** Coventry Governors' Account: **£3,072.32** Minutes from the Curriculum, Standards and Communication Committee meeting held on 26 April 2022 had been circulated to all Governors. Please refer to the	

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	minutes for full details. The Chair of the Committee talked about a few points, for example about improved communication and links with the church and the PTA; COVID catch up and the impact of COVID; assessment data; Subject Leader meetings and enrichment opportunities. The Chair explained that there had not been an Ethos Committee meeting since the last FGB meeting, but that one was scheduled for June, which she invited Miss Mullen to attend. The Chair and Rev Haslam confirmed that the planned focus week would now take place at the beginning of the Autumn term 2022.	
08.05.22	**Staff Wellbeing:** A Governor had raised staff wellbeing as a possible concern, as she had heard cases of parents emailing staff out of office hours and expecting quick replies. The HT said that she had made it clear to staff that they did not need to reply to emails out of working hours, but that they may do so, should they so wish. After discussion, it was agreed that the HT would include something in her next newsletter to clarify the school's position on parents contacting staff.	**HT**
09.05.22	**Fundraising for building work:** The Chair explained that two of the five scheduled instalments had now been paid and that the third instalment was nearly ready. Funds received had been boosted by a donation of £5,000, as well as by a donation of £1,000 which was due from the PTA, and proceeds from school events such as the Cake Bar.	
10.05.22	**Proposed Budget for 2022 to 2023:** Details of the proposed budget for 2022 to 2023 had been sent out to Governors ahead of the meeting. The Chair explained that the deficit had been reduced, but that fuel and salary costs were very likely to have a significant impact going forward. After discussion, Mrs Evans proposed and Mrs Bijkerk seconded that the budget was accepted; all Governors agreed.	
11.05.22	**Appointment of Local Authority Governor:** The Chair explained that Miss Gemma Read had been nominated by the Local Authority, who had confirmed their satisfaction that Miss Read met the eligibility criteria. Mrs Bull proposed and Rev Haslam seconded the appointment of Miss Read to the Governing Body as LA Governor; all Governors agreed. The Clerk explained that Miss Read's four-year term of office would run from 23 May 2022 to 22 May 2026.	
12.05.22	**Governors' 3 Year Plan:** The Chair had shared the draft Governors' 3 Year Plan ahead of the meeting. She went through the document, highlighting a few areas, such as the need to recruit two new Foundation Governors with effect from 1 September 2022. Discussion took place regarding how to recruit suitable candidates. It was also agreed that it would be helpful for the Chair to carry out a skills audit. In addition, it was agreed that it would be useful to have another Governor training session, possibly with a SIP, before July 2023. The Chair said that she wanted to show through the document that progress was being made. She also encouraged Governors to come into school in person now that restrictions had been lifted.	**Chair** **Govs**
13.05.22	**Governor training:** The Chair said that it was important that a Governor undertook training on HT	

	Performance Management and also on Safer Recruitment. She also said that there were courses designed for new Governors, which are available to attend virtually and could be booked via Jane Smith, Finance Officer at school. Mrs Evans agreed to attend both the HT Performance Management and the Safer Recruitment courses. The Clerk asked Governors to let her know when they had been on any training courses, so that she could update the Governor training record on the school website.	**RM/GR** **HE** **Govs**
14.05.22	**Government White Paper on academisation:** Ahead of the meeting, Governors had been provided with documents regarding the move to academisation and this was also mentioned in the HT's report. The HT explained that Governors would need to consider the implications regarding Chapter 4 of the Government White Paper which states that 'all schools will be in or joining a multi academy trust by 2030'. The HT said that Rachel Howie from the Diocese had advised at a recent meeting that Governors needed to think about what this means for the school, consider what would work best for the school and that there was no need for a 'knee jerk reaction'. She said that Nicki Wadley (Governance) would be the main point of contact at the Diocese regarding this. Discussion took place, for example, regarding the fact that this would affect the school's Instrument of Government and would also be a huge issue in terms of workload for the HT and the Chair.	
15.05.22	**Policies:** Prior to the meeting, the following policies had been sent to the Governors: Administration of Medicines; Exclusions; Supporting Pupils with Medical Conditions There was some discussion about minor details. Mrs Limburn proposed that all these policies were accepted; this was seconded by Mr Philip Smith.	
16.05.22	**Complaints Policy revisited:** The Chair explained that she wanted to ensure that Governors knew that the Complaints Policy was on the school website and that there was a clear procedure to follow. She asked Governors to read the policy so that they know the protocol, which should help to avoid any difficulties.	**Govs**
17.05.22	**GDPR:** There were no issues to report. It was agreed that a Governor would be required to take over this responsibility in September 2022, as Mrs Bijkerk's term of office ends on 31 August 2022.	**Chair**
18.05.22	**AOB:** There was none	
19.05.22	**Dates of Next Meeting:** FGB – Monday 12 September 2022 at 7.00 pm **The Meeting closed at 8.45 pm**	

Signed as a true record ……..

Dated ……