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 26th SEPTEMBER 2022 @ 7.00 PM

PRESENT: Mrs Sally Bull (Chair), Mrs Lynn Pennington (Head teacher), Mrs Emma Limburn, Miss Rebecca Mullen, Mr Philip Smith, Ms Gemma Read, Mrs Debra Adams, Alison Harris (observer), Daniela Di Vico (Clerk)

APOLOGIES: Mrs Helen Evans, Rev Sarah Haslam, Rev Peter Francis

Item no		Action
01.09.22	**Prayer and Welcome** The Chair opened the meeting with a prayer and welcomed new governors, observer and new clerk to the board; all members introduced themselves. The Chair reminded the board that all points of discussion were confidential and should not be shared.	
02.09.22	**Apologies** Apologies were received from Mrs Helen Evans, Rev Sarah Haslam, Rev Peter Francis and they were accepted by the board.	
03.09.22	**Election of Officers:** **Chair:** Mrs Bull was nominated verbally as Chair; there were no other nominations. Mrs Bull was duly elected as Chair for a one-year term. **Vice Chair:** There were no nominations for the position of Vice Chair. **Treasurer:** Ms Gemma Read self-nominated as the Treasurer; there were no other nominations. The above appointments were unanimously agreed by the Governing Body.	
04.09.22	**Minutes of last meeting:** Mrs Lynn Pennington proposed that the minutes from the meeting held on 23rd May 2022 were accepted as a true record, this was seconded by Mr Philip Smith. The Chair signed the minutes.	
05.09.22	**Matters arising:** The Chair declared that there were no outstanding matters to address which were not covered by the agenda.	
06.09.22	**Governor Documents** All Governors signed the Declaration of Interest, Code of Conduct for Governors and Keeping Children Safe in Education.	

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07.09.22	**Safeguarding** **Updates on KCSiE** – This will be covered in the Head Teachers Report. **Single Central Record Training** – Completed by the Chair Sally Bull. **Review of Online Responsibility** – Someone needs to check the website is meeting requirements. Daniela Di Vico put herself forward for this role. ***A meeting is to be arranged to discuss the website requirements***.	**HT & Clerk**
08.09.22	**Head Teacher's Report:** The Chair thanked the HT for her report which had been circulated to all Governors prior to the meeting with supporting Data and Documentation. Areas covered included details of class sizes, numbers of children receiving Free School Meals, Pupil Premium, SEND, EHCP and so forth. There was also information regarding staffing news, safeguarding, premises, curriculum, and staff wellbeing. The HT presented the Statutory Assessment Data and In-Year Assessment Data and explained the results. She went on to add that two Teachers had attended moderation training and visited other primary schools in the area to ensure that children were assessed accurately. She added that Maths Mastery is having a very positive impact and will continue with it. The HT went on to explain the purpose of the SEF Summary and how it is a working document that needs updating regularly.	
09.09.22	**Governors' Questions on HT's Report:** GQ – Do children that are EAL receive any additional support? HT – The children are fluent in English but need to develop their vocabulary and expression further. GQ – What does Summer Born mean? HT – This means that children that are born late in the summer can sometime be a year younger than others and allowances can be made for these. GQ – What does Post Lac mean? HT – These are children that have been cared for/looked after. GQ – There appears to be very low numbers in boys in year 5, how will this affect them socially? HT – Year 4 and Year 5 is a split year group so the year 5 boys will socialise with 4 and 5's. GQ – Is there a reason that the Year 3 intake numbers are low? HT – No there isn't, it is simply a low intake year. GQ – Is 4 days enough time for the new SENCO to do this role effectively? HT – It worked well previously so there is no reason why this wouldn't work well. GQ – Have there been any parental concerns over the Class Teacher job share? HT – No none at all. GQ – The DfE states that Governors are responsible for attendance, how is this viable? HT – The DfE encourages the Governors to ensure that I am doing all that I can to address any attendance issues. GQ – The changes in KCSiE recommend that employees are checked online, writing a policy for this would be problematic as there is no guidance. HT – Discussing online safety and digital footprint needs to be understood.	

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10.09.22	**Wellbeing** The Chair stated that Governors are responsible for staff wellbeing. It was agreed that the Staff Governor is best placed to check with staff if there are particular concerns we should address. ***Feedback to the Governing Board and concerns staff have.***	**DA**
11.09.22	**Priorities for the Committees** The Chair stated that the Finance and Resources, Ethos and Curriculum, Standards and Communication Committees are to have their own priorities.	
12.09.22	**GDPR** There had been no data breaches.	
13.09.22	**Governor Roles** The Chair went through the Governor and Committee roles, explaining what was involved in each and compiled the Role and Responsibilities of the Governors. She informed the governors that the visit forms were easy to fill in and urged them to contact their subject lead sooner rather than later. The Chair added that it was now time to start visiting classes again and watching lessons, she explained that this could be part of the subject lead visit. The Chair also offered mentorship if anyone would like it.	
14.09.22	**Governor Audit, Training and Newsletter** The Chair stated that the board requires more governors with a finance background and that the board were short of a Foundation Governor. Prior to the meeting the HT sent out a training document if Governors would like/need more training. The Chair asked the board for their input in the Governors' Newsletter which is due out before half-term. Biographies from new governors with a small photo were requested asap.	
15.09.22	**Fundraising** The Chair informed the board that if the sale of the house next to the school goes through, apparently the school will receive funds for the driveway and this is partially why meetings have temporarily ceased. The Chair added, The Cake Bar seems to be raising £150 per session but the rise in the cost of living may impact future sales.	
16.09.22	**Policies** Prior to the meeting, the following policies had been sent to the Governors: Safeguarding and Child Protection, Acceptable User Policy, Child Missing in Education, Attendance, Code of Conduct for Staff, Whistleblowing Policy, Recruitment and Ex-Offenders. The Chair reminded all board members to use the school email address only. GQ – Do children bring mobile phones to school? HT – Occasionally they do yes, they are locked in the office. GQ – On what device are photos taken?	

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	HT – They are taken on the school ipad. GQ – Do parents abide by the rules in the policy? HT – The policy isn't sent directly to the parents but is on the website for them to read. GQ – Where is the "worry box?" HT – Each classroom has a worry box and the class teacher is responsible. Mrs Emma Limburn proposed that all policies were accepted and this was seconded by Sally Bull, the Chair.	
17.09.22	**AOB:** The Chair stated that the Head Teachers performance management was held on 20th September 2022	
18.09.22	**Dates of Next Meeting:** FGB – Monday 6th February 2023 at 7.00 pm **The Meeting closed at 9.00 pm**	

Signed as a true record ……

Dated ……

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