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 5TH FEBRUARY 2024 7.00 PM

PRESENT: Mrs Sally Bull (Chair), Lynn Pennington, Lynne Loomes (Co-Head teachers), Phil Smith, Debra Adams, Alison Harris, Rachael Merrett, Rosie Birch, Jennifer Warner, Daniela Di Vico (Clerk)

APOLOGIES: Rev Peter Francis and Rebecca Mullen.

Item no		Action
01.02.24	**Prayer and Welcome** The Chair opened the meeting with a prayer and welcomed the new Foundation Governor Rosie Birch to the Governing Board. She reminded the board members that all points of discussion were confidential and should not be shared.	
02.02.24	**Apologies** Apologies were received from Rev Peter Francis and Rebecca Mullen. They were accepted by the board.	
03.02.24	**Minutes of last meeting:** The minutes of the meeting held on 17th October 2023, were accepted as a true record by the board, and signed by the Chair of Governors SB.	
04.02.24	**Matters arising:** ➢ *18.10.23 Look into whether the school's critical data storage is being held away from the main storage –LL* LL stated that both CPOMS and SIMS are responsible for their own security and as a school we are responsible for the paper records and the servers. We need a plan on what future actions we will need to take. ➢ *06.10.23 Contact Governors that were not present to arrange documentation to be signed off – Clerk* The Clerk collated further documentation from the Governors and stated that she believed she had everything at this point apart from Rev Peter Francis documents. ➢ *11.10.23 Edit the monitoring form for Autumn visits so these appear as a focus - SB* Complete. ➢ *17.10.23 Governors trained in Safer Recruitment and Head Teachers Performance Management.* ***Email the Chair SB if they would like training***.	**Governors**

05.02.24	**Conflicts of Interest** None were declared.	
06.02.24	**Safeguarding** The Chair SB made the following points: • Single Central Record Training took place 30th January 2024. • The new Safeguarding annual audit has taken place but is an ongoing, live document. The Chair and Co-Heads viewed this on 15.01.24. • Governors were asked to sign up for free Safeguarding training using a link to be sent out. Annual Safeguarding training for all governors is a legal requirement. ***Send out details of Safeguarding training to Governors.*** The Co-HT LL stated that with regards to Online Filtering and Monitoring, she can run a program that gives her visibility of what both, children and staff, are looking at online. She emphasised the importance of monitoring what children are looking at in the moment.	**SB/All Govs**
07.02.24	**Governor Roles** The Chair SB stated that the Governors Roles and Responsibilities have been updated and will be uploaded onto the website. ***Upload Governor Roles and Responsibilities onto the website*** ***Next Subject Leader meeting to be held in June*** ***RB to be allocated a subject***	**Clerk** **Governors** **SB**
08.02.24	**Complaint Procedure** The Chair SB pointed out that, all Governors, but particularly Parent Governors or those with children in the school, may be approached by parents who have concerns or who want to make a complaint. It is very important that we are all familiar with the policy and able to direct parents to it – Key Information – on the website. Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 2 of the procedure. However, all should be encouraged to raise a concern before recourse to the formal policy. If you hear about or are involved in any way in a complaint, do not discuss it with anyone, including other Governors. A concern (expression of anxiety/dissatisfaction) isn't a complaint and we should be careful not to use the word, possibly escalating a situation. Encourage any parent with a concern to speak to the teacher involved or to a Co-head so they can be heard and solutions found if need be. There will then be no need to use the policy. Stage One - complaint can be made if a concern is not resolved. A complaint about the Headteacher should be directed to the Chair of Governors. Complaints about the Chair go to the Clerk. Other complaints are directed to the Co-heads. There are very clear timescales laid down in the policy. Stage Two – heard by an impartial panel, made up of Governors who have not been involved up to this point. The Clerk attends and substantial paperwork is sent out to all involved.	

	It is crucial that the process is managed properly, so that all feel fairly treated and so there is no unnecessary escalation. If we do not have impartial panel members here, they have to be found from other governing bodies. A Stage 2 hearing takes enormous effort, is very stressful for all involved and should be avoided if at all possible.	
09.02.24	**Ethos and Curriculum and Standards Committee** The Chair SB summarised the: Curriculum, Standards and Communication Committee - 16.01.24 • Safeguarding updates • Governor responsibilities changes • Summary of pupil voice on RE • Policies ratified: Educational Trips, First Aid, Music. Some discussion and advice over checks for defibrillator and school First Aid kits • SEND report and policy • 14 questions for Governors' questionnaire shared. This will go out before the FGB. • Presentation on developments in teaching and assessment of MfL by subject lead. • Pupil Premium Report • Communication and Governor presence at Parents' evenings • NGA – encouragement to use our membership and problems accessing GPDR site • GPDR –decision to move this item to FGB as GPDR Governor will attend. LL reported on how and where we are protected and possible areas of vulnerability to data theft Ethos – 23.01.24 • Feedback on RE Subject link visit and follow-up pupil voice • Agreement on next steps in support of RE lead and as SIAMS preparation – visits to RE for 4 classes • Building our links with St Mary's – recruiting and using volunteers to speak in RE lessons • Possible school/governor prayer • Feedback from Diocesan Clarity and Illuminate training events • Presentation of Bibles for Year R • Experience Pentecost Event • Feedback from the Bishop's Visitor	
10.02.24	**Feedback from Governor visits** Science AH stated that she had completed a Science and a Pupil Voice visit and that it was very clear that children enjoy the practical aspect of the subject over reporting their findings. She added, the KS2 children have a greater understanding of what is happening in the experiments. RE – SIAMS preparation monitoring RB stated that she visited Juniper Class and felt that the children took a lot away from the lesson.	

	Worship Celebration JW stated that she attended Yr R/1 RE lesson where the children wrote thank you cards to God. The children achieved their success criteria for the lesson.	
11.02.24	**Head Teachers' Report** The Co -Head Teacher LP presented the reports and explained all the points. See attached. LP explained the following points in detail. • The summary of children movement within the school, highlighting leavers, and new starters. • Staffing – No applicants for Maternity cover role. GQ – What is the plan for recruitment? LP – We have the class covered until the summer. It is a very tricky time to recruit and will re-advertise when newly qualifies teachers come through the system. GQ – Will you be Teaching and being the Head Teacher? LP – I will be Teaching Head on a Wednesday and Teaching on a Thursday and Friday, Mrs Hubble will be teaching for two days; by doing this we are giving the children stability. GQ – There is one child that is dual rolled at the moment; how is that going? LP – It will be reviewed after half term • Safeguarding • Attendance. • Premises Matters. • Assessment Data **Co-HT Arrangement** DA the Staff Governor presented the board with feedback from staff regarding the Co-Head arrangement. One of the points that was raised was that the staff meetings were on different days of the week, causing difficulties with staff being able to plan ahead in their personal lives. GQ – How far ahead are the dates for the meetings planned? LP – Mostly the whole year. A lot of the UPS (Upper Pay Scale) Teachers don't attend or lead the meetings because they are part-time. GQ – Isn't the attending and taking the meeting part of the teachers' Development? LP – If a teacher isn't working the day of the meeting they are not expected to attend the meeting. GQ – What are your thoughts on this feedback about the Co-HT arrangement? LL – Some of it is quite predictable. GQ – How have you found sharing the role? LP – It has been a big adjustment, but very pleased with how it is going. It is nice to give someone else the opportunity to grow. LL explained her day in great detail and would like staff to know what it is like to do the Head role; she stated that she hadn't fully understand the demands of the role until she had experienced it. The board went onto have a discussion about UPS teachers and what the expectation is of the role.	

12.02.24	GQ – Perhaps this is an area for development? LP – I think that this can be a Performances Management focus in the future. I will definitely look into key comments that staff have made. LL – Teachers have a responsibility to attend a percentage of meetings/Insets according to the number of days they work. Staff meetings are always development and subject leaders should be leading meetings. GQ – Is there a job description for UPS Teachers? LP – Yes, there is. **Governors' Questions** No further questions were asked.	
13.02.24	**Finance** **The Finance office NA supplied the following report.** Budget 2023/24 1. Current position is that we have a Year End contingency of £12,062. This has decreased from £15,363 in November 23 due to two teachers moving up to the UPS 1 scale. The £12K received as extra for an EHCP child is still being investigated. This is likely to be an error at GCC so has not been included in budget. The contingency will be reduced further due to maternity costs in the next budget year. The maternity costs have been calculated by Sarah Saban (PAA) at a cost of £11,767. This will be reduced by £4000 (staff absence insurance claim). Total cost to school £7,767 2. Current pupil numbers are 136. However, we are likely to reduce to 135 as an EHCP child currently on a trial period at another setting. Currently dual registered for 10 weeks from the beginning of January 24 3. GCC are advising a 5% pay increase for future years for NJ staff and teachers. There is no funding as yet from the government for this so will impact current 3 year budget plans. 4. Most cost centres seem to be where they need to be at this point in the year. Gas/Electric costs have been higher through the last couple of months but should have enough in for the remaining months Need to keep an eye on the water cost centre due to the leak over Christmas. Some small savings made in statement support staff costs due to an EHCP child moving on January 24. 5. School were notified over the Christmas holidays of a water leak on the premises. After investigation work the leak was found to be between the stopcock and the point of entry to school. Pipeline logistics were recommended by GCC and the investigation found the existing pipework was extremely old and school advised to replace the pipe to prevent recurrence. This work was carried out on 27.01.24 at a cost of £4,320.00. This will be paid out of DFC capital money. The invoice for this has not yet come through so is not reflected in the DFC account figures.	

	6. Limbird Lighting will be in school over the February half term to fit LED's throughout school. Again this money will be spent from the DFC Energy Efficiency Grant at a cost of £8497.01. 7. Governor Account Update: BIA: £6,122.33 Coventry: £2752.56 DFC (Poor Person Account) £29,512.95 (£13,768.08 is Energy Efficiency Grant 16.12.22) Allocation of: £5,972.40 in June 90%. 23/24 Purchases so far: Interactive touchscreen and mount in hall £2.057.88 4 New Teacher Dell Laptops £2,131.20 At risk funding amount for 23/24 £3,468.63 (2021/22 allocation) – has now been spent. The board discussed the use of the money that has been made available from the sale of the driveway; the issue will be taken to the next Finance meeting. LP stated that some of the money has been used to pay off the debt GQ – Can the money be spent on play equipment? LP – We have contacted GCC about completing a play survey and discovered that we don't pay into that service. We may upgrade pour package to include this. The Chair SB informed the board that Woodchester School Trust has been set up and still needs to be registered; the trustees from the school are SB, GR, LL and PF. The trust will make decisions around the money and whether some will be invested and how it will be spent. The School Fund audit for 2021/2022 was independently examined and agreed by the board and the FN12 was signed off by the Chair SB.	
14.02.24	**Communication** The Chair SB stated that the Governor Questionnaire is now ready to go out. She asked the board to support the school by attending the Parents' Evening that is coming up. JW and SB will attend Monday and AH and JW will attend on Tuesday. Sb added that JW has written up a piece for the newsletter and requested a contribution from RM and RB ***Write up a small piece for the Newsletter***	**RB & RM**
15.02.24	**Governor 3 Year Plan** The Chair SB stated that a small working party should meet to review the existing 3-Year Plan and suggest priorities for the next one and asked for volunteers to assist her. PS, DA and LP volunteered.	
16.02.24	**GDPR** The GDPR checklist needs to be completed. ***Complete the GDPR checklist before the next meeting.***	**RM**
17.02.24	**Governor Training** Jenny Warner completed GCC New Training for new Governors on	

	11/16.01.2024 and Diocese Training Governance in a Church School on 31.01.2024 The Chair SB gave the following summary of her GLOSSI Chair and Head Training that was delivered by Kirsten Harrison – GCC Director of Education that was held on 24.01.24 via Teams. 1. Local Education System Performance, covering improvement in Gloucs EYFS performance from below to above national average. Above too in most areas for KS1 except Writing and GLD. At KS2 she noted an improvement in RWM combined performance scores. 2. Academies: fewer options than there were. There was only one new academy chain this year. Our key role is to do the right thing for our school in our community. Small trusts are being urged to merged with larger ones (some national). GCC role is to ensure a school is in the right place and to ensure helpful, informative conversations are taking place. Of recent conversions, 7 were forced as a result of 2 RI Ofsted. Gloucs currently has 300 state-funded and 114 academies. There are 17 MATs and 66% of academies belong to one but there are a lot of single academy trusts. School Funding - Dedicated Schools Grant 1.National Funding Formula has not kept pace with inflation for years and 24/25 increase is lower, in fact a cut 2. Local SEND pressures – a high needs block deficit of £29million. Gloucs high needs block allowance is the 10th lowest per pupil in the country, 18.9% lower than for some other similar authorities. 3. Growth in EHCPs from 2000 to 5000 from 2010. 2 local strategies in response: delivery better value programme (55 LAs involved with this), telling the DfE things they didn't know and Change Partnership Programme Headteacher Feature – Lee Pajak from Kingsway Primary School on dealing with complaints 1. Manage emotions – acknowledge complaint and take time to think, research, respond. Discuss/offload with colleague. 2. Communicate clearly – acknowledge, dialogue better than email, get to root cause, seek first to understand and then to be understood, inquire what solution they want. 3. Actions that may deescalate – find common ground, acknowledge genuine mistakes 4. Managing the process: only 1 person for the complainant to go to, treat every complaint as if it might go all the way so follow procedure 5. Governors must be familiar with the policy BEFORE complaints happen • Altus of 3rd Sector Provision • Emerging and Ongoing Challenges • Attendance • Suspensions and exclusions • Elective home education trends	

	• Inclusion in mainstream • Special school placer sufficiency • School funding • Staff remuneration and retention	
18.02.24	**Policies** Prior to the meeting, The Co-HT's distributed the following Policies for the Governors to review. • Admissions • Governor Allowances GQ – Is there any way that copies can be paid for without a receipt? LP – Unfortunately not, but I will encourage Governors to use the office facilities. • Lone Working The Co-HT's recognise that teachers use the old entrance and come into school without their knowledge, they asked the board for approval to allow them to change the locks. The Governors were all in agreement. ***Change the locks to the old entrance*** • Behaviour • Governor Behaviour and Principles The Chair SB noted that there were inconsistencies in the Behaviour and Governor behaviour and Principles Policies. ***The Behaviour Policy and Governor Behaviour Principles Policy need to be reviewed to ensure they align.*** SB proposed the policies and they were seconded by AH.	**HT** **Co-Heads**
19.02.24	**Review all Action Points** ➢ ***Email the Chair SB if they would like training in safer Recruitment or Head Teachers Performance Management.*** ➢ ***Send out details of Safeguarding training to Governors.*** ➢ ***Upload Governor Roles and Responsibilities onto the website*** ➢ ***Next Subject Leader meeting to be held in June*** ➢ ***RB to be allocated a subject*** ➢ ***Write up a small piece for the Newsletter*** ➢ ***Complete the GDPR checklist before the next meeting.*** ➢ ***Change the locks to the old entrance*** ➢ ***The Behaviour Policy and Governor Behaviour Principles Policy need to be reviewed to ensure they align.***	**Governors** **SB** **Clerk** **Governors** **SB** **RB & RM** **RM** **HT** **Co-Heads**
20.02.24	**AOB** None was declared	
21.02.24	**Progress on Head Recruitment (without Co-Heads)** The Chair SB reported that the recruitment process is being run by GCC with Roland assisting; she added that the Staff Governor DA can be involved. GCC	

	informed SB that a 2-week deadline is the norm even though it doesn't seem long enough, the 6-month notice period for current HTs has to be taken into account. If there are no successful candidates, they will have to readvertise. SB went on to explain the stages of recruitment and what is required in the package. She asked the board members not to discuss the Head recruitment at this stage as it is highly confidential. She asked the Governors if they were happy with the process, the Governors agreed with it. SB asked the Governors who is available to be involved in the process, RM and PS said they were happy to join SB in this process. She informed the governors that they would receive a template to fill out for each activity they observed in the interview process.	
22.02.24	**Meeting Dates** Ethos – Tuesday 21th May at 6.30pm Finance and Resources – Friday 22nd March 9.30am, 17th May 9.30am Curriculum, Standards and Communication – Tuesday 16th April 4.30pm FGB – Monday 3rd June 7pm, (8th July)	

Signed as a true record …….

Dated …….