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 17TH OCTOBER 2023 7.00 PM

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

APOLOGIES: Rev Peter Francis, Mr Philip Smith, Rebecca Mullen and Gemma Read.

Item no		Action
01.10.23	**Prayer and Welcome** The Chair opened the meeting with a prayer and welcomed the new Co-Head Lynne Loomes, the newly elected Parent Governor Rachel Merrett to the board and the potential Foundation Governor candidate, Jenny Warner, to the meeting. Introductions were made. She reminded the board members that all points of discussion were confidential and should not be shared.	
02.10.23	**Apologies** Apologies were received from Rev Peter Francis, Mr Philip Smith, Rebecca Mullen and Gemma Read. They were accepted by the board.	
03.10.23	**Election of Chair, Vice Chair and Treasurer.** 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: There were no nominations for the position of Treasurer but Ms G Read will be asked to continue. The above appointment was unanimously agreed by the Governing Body.	
04.10.23	**Minutes of last meeting:** The minutes of the meeting held on 22nd May 2023, were accepted as a true record by the board, and signed by the Chair of Governors SB.	
05.10.23	**Matters arising:** ➢ *04.05.23 The Chair stated that the Head Teacher's performance management was held on 20th September 2022.* This took place on 13.09.2023 for LP and 19.09.2023 for LL with the Chair Sally Bull, Rev Peter Francis and Elspeth Murano. ➢ *07.05.23 Send out subject lead meeting record form to all Governors.* Completed. ➢ *16.05.23 Health and Safety Training to be organised.* It was suggested that the minutes should have referred to Safeguarding, not H and S.	

	Not completed. ➢ *18.05.23 The Governors discussed the letter and the HT LP agreed to change the wording of the letter to make the intention clearer.* LL stated that a meeting was held and few parents turned up. Several questions were asked and answered.	
06.10.23	**Governor Documents** All Governors in attendance signed the Declaration of Interest, Code of Conduct for Governors and Keeping Children Safe in Education. Governors that were not present will be contacted by the Clerk. *Contact Governors that were not present to arrange documentation to be signed off.*	**Clerk**
07.10.23	**Safeguarding** The Chair SB attended an update to KCSiE training run by the SWGfL on 21.09.2023. The focus was on school's new responsibilities in managing use of IT, in particular the internet. Areas that were covered were: • Filtering online content and monitoring of filtering. • AI • Cyber security There was a discussion around how to maintain online security and how to regularly monitor what children are searching for online. The Chair stated that she ideally, would like to appoint a Governor to look specifically at this area. RM put herself forward for this role (Online Safety) and her offer was accepted. The Chair offered to send the clerk a document, already shared with Governors, which summarised the training – see attached.	**Chair**
08.10.23	**Governor Roles** The Chair SB explained the roles of the governors to the board and how committees are formed. Governors Roles and responsibilities and subject link Governors were decided. See attached. The Chair went onto remind the board members of the monitoring procedures and how to arrange visits with the subject lead. She explained that we were already behind with the published schedule as a result of the postponement of the first FGB of the year.	
09.10.23	**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. • What was involved in a child having/obtaining a EHCP. • The summary of children movement within the school, highlighting leavers, and new starters. • Staffing – staff member has completed ELSA training, • Staff absence – covering classes and the impact on the budget. The Chair SB thanks LP for covering classes for these absences and helping to keep the school consistently in budget. • Safeguarding – SCR and how it is monitored.	

10.10.23	• KCSiE – Changes, filtering and monitoring and Children absent from education. • Attendance. • School Development Plan LP asked anyone who would like to see the more in-depth version of the School Development Plan to let her know. The Chair stated that as Governors we should all have these priorities in mind as we undertake any monitoring LP stated that the priorities continue to focus on achieving the school vision, 'Love Learn and Flourish Together.' • Assessment Data **Governors' Questions** GQ – I notice you have Forces Children listed. Do parents have to declare that they are? LP – No not necessarily; it is their choice. GC – When was Monster Phonics brought in? LP – We started in Spring Term 2021. GC – Are you happy with how it's working? LL – Yes, we are seeing positive results. It's consistent and assists the Teaching staff identify gaps in learning. GC – It shows that writing is the weakest area, can you expand? LP – Covid affected the teaching. LL – Children were given worksheets to go through and parents couldn't offer the same support as teaching staff. GQ – Is it communicated to children that we are above average in this school? LP – I want children to be the best they can be but some children won't make ARE so wouldn't want these children drifting academically or feeling inadequate.	
11.10.23	**SDB Summary** The Chair suggested the following focuses, taken from 'Quality of Education' in the SDP, and explained that these would be the focus when Governors complete a visit. • Promote 'Culture' of the expectations and learning ensuring whole school consistency in all areas and subjects. • Review and develop assessment in all subjects so that it is purposeful and effective in both identifying and supporting learning. • Improve attainment in writing throughout the school. She explained that she would edit the monitoring form for Autumn visits so these appear as a focus	**Chair**
12.10.23	**Finance** The Co-head LP stated that the budget remains in good condition as do the Governor accounts. BIA: £6,091.01 Poor Person (DFC): £31,644.15 Coventry: £2,752.56	

	The signatories on the Poor Person Account need updating *Find out how to take money out of Lloyds* The Chair SB stated that the school is due money from the sale of the driveway, although there is currently no sight of it. She explained that there are trust conditions on how the money is spent. It can be used to pay off debt and or building work. The Charity Commission has to give approval for release of funds. SB explained that the Cake Bar will only be once a term and run in conjunction with 'Stay and Play.'	**SB** **SB/GR**
13.10.23	**Academisation** The Co-Head LP attended a meeting covering Academisation and she explained that there didn't appear to be the same urgency to convert, as there once was. GQ – Who makes the decision to join an Academy? LP – The Governors do. GQ – Who decides which Academy we go into? LP – The Academy has to be the right fit for the school and the school the right fit for the Academy. As a church school, few of the academy options are open to us.	
14.10.23	**Communication** The Chair SB stated that she has been contributing to the school newsletter and asked Governors if they would like to contribute. She went onto explain that she feels that this is more effective than an annual Governor letter. SB stated that the notice board in the church is being maintained by Alison Harris.	
15.10.23	**Governor 3 Year Plan** The Chair SB stated that there was not time to review this at the end of a long meeting. She went onto ask the Governors if they felt there was something missing to let her know. *Working group to be formed to write the next 3 Year Plan later in the academic year.*	**Governors**
16.10.23	**GDPR** There is nothing to report at this time.	
17.10.23	**Governor Training** The Chair stated that she would like more Governors trained in Safer Recruitment and Head Teachers Performance Management.	
18.10.23	**Policies** Prior to the meeting, The HT LP distributed the following Policies for the Governors to review.	

	• Complaints • Child Protection and Safeguarding • Whistleblowing • Staff Code of Conduct • Lockdown Policy and Procedure • Acceptable User Governors discussed the policies and asked questions and made comments about them. Rachael Merrett proposed the policies and they were seconded by Alison Harris. *Look into whether the school's critical data storage is being held away from the main storage.*	**LL**
19.10.23	**AOB** None was declared	
19.05.23	**Meeting Dates** Ethos – Tuesday 7th November 2023 6.30pm Finance and Resources – Friday 17th November 2023 9.30am Curriculum, Standards and Communication – 21st November 2023 4.30pm FGB – Monday 10th 5th February 2024 7pm	

Signed as a true record ……..

Dated ……..