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 22nd MAY 2023 7.00 PM

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

APOLOGIES: Rev Sarah Haslam, Rev Peter Francis, Mrs Helen Evans and Mr Philip Smith

Item no		Action
01.05.23	**Prayer and Welcome** The Chair opened the meeting with a prayer and welcomed the governors to the meeting. She reminded the board members that all points of discussion were confidential and should not be shared.	
02.05.23	**Apologies** Apologies were received from Rev Sarah Haslam, Rev Peter Francis, Mrs Helen Evans and Mr Philip Smith. They were accepted by the board.	
03.05.23	**Minutes of last meeting:** The minutes of the meeting held on 6th February 2023, were accepted as a true record by the board, and signed by the Chair of Governors SB.	
04.05.23	**Matters arising:** *I. The Chair stated that the Head Teacher's performance management was held on 20th September 2022.* *The mid-year review is yet to take place. A date is to be arranged.* This took place on 07.03.2023.	
05.05.23	**Conflicts of Interest** None were declared.	
06.05.23	**Finance** The Chair SB stated that the Finance Committee had ratified the finance budget. LP the HT gave the board members the headline facts on the budget and the Chair asked the board members if they were happy to ratify the budget. All members agreed and accepted the proposed budget.	
07.05.23	**Subject Lead Link Visits** The Chair of the board SB stated that the next visits will be due at the beginning of June and reminded the Governors to use the correct form using the following key points.	

	1. Quality of Education – Improve children's understanding of themselves as Learners. 2. Quality of Education – Review and develop assessment in all subjects so that it is purposeful and effective in both identifying and supporting learning. 3. Behaviour and attitudes – strengthen pupil's learning behaviours and understanding of being "an effective learner" *Send out subject lead meeting record form to all Governors.*	**SB**
08.05.23	**Safeguarding** The Chair SB stated that she completed a Single Central record check and noted that two employees from Caterlink didn't have the appropriate paperwork. No other issues were reported.	**NA**
09.05.23 **10.05.23**	**Head Teachers Report** The Head Teacher LP presented the reports and explained all the points. She also informed the board that she purchased the newly released non-fiction Monster Phonics books (for EYFS/KS1 using pupil premium funding, however, school has now received a grant from Mangotsfield Hub which covers the cost of this double pack which is excellent news. **Governors Questions** GQ – Being as the French Teacher is off sick, are there any obvious candidates to take on a foreign language? HT – The programme we follow is very in depth and can be followed simply by teaching staff or myself. To support the teaching and learning, I have signed up to a webinar which provides CPD for subject leaders. GQ - Would it be worth asking French speaking parents to come in monthly? They could speak to the children about where the French language is spoken, I believe the parent I have in mind is from the Ivory Coast. French flash cards could also be used around the school. HT – Yes, this is worth considering. GQ – I notice that on Ofsted parent view, there have only been 48 responses, is this a concern? HT - No, it is an improvement on last year, we only had 40. GQ – 21% of parents wouldn't recommend the school, this is quite concerning. HT – Ofsted have availability to the comments that apply to this percentage, they obviously don't see it as a problem. GQ – A comments box in reception could make it easier for some people to come forward to voice their concerns. GQ – It appears that those parent that are happy with the school haven't filled the questionnaire. GQ – Can you explain the staff change? The HT LP explained the staff changes and stated that, she felt the appointment of a new member of staff was a very positive one. She offered the members of the board further information if they required it.	

11.05.23	**Wellbeing** The Staff Governor DA fed back to the board the following points. • Teachers report feeling the pressures of workload but continue to report that this is due to wider expectations and targets rather than those set within school and by SLT. Many teachers mention the workload they are undertaking at home, outside of working hours. Again though, this is attributed to wider pressures and the need to 'keep up' especially given our Outstanding Ofsted result. • A small number of staff report feeling 'disjointed' in school. That possibly due to the physical divide of key stage 1 and 2 there sometimes feels to be a divide in staff. This is not reported as a particular problem, more of an observation, with one staff member saying that in a small school we should all feel united and work together. • TA's also continue to feel workload pressures and often express frustration about not having time to do things properly. • TA meetings have not been as frequent but everyone has been busy. Again, this is not reported as a problem, just an observation. However, most TA's want to see the meetings continue, maybe with less regularity to make them achievable. • When asked what might help staff wellbeing some staff members said that getting together more would be a nice thing to do. The governors discussed the staff wellbeing at length and the possible solutions. It was noted that there were no comments in the staff comments box, which is available to all staff and located in the staffroom. GQ – Can we ask the TAs what we can celebrate? What is going well? Can positivity be shared?	
12.05.23	**Feedback from the Committees Meetings** The Chair SB gave a summary of the committee meetings that have taken place. **Ethos** – does not meet until June. **Curriculum, Standards and Communication – 24.04.2023** Visits Feedback • Ali Harris on pupil voice for History and Geography. • Ali Harris on a PCHSE lesson on children's experiences of social media. • Sally Bull on the Easter Celebration end of term worship. Assessment - The HT provided the Spring Term assessment data for Reading, Writing and Maths and spoke about expected results in national assessments in the Summer Term. Some samples of Writing were handed around and the HT was asked about what is looked for in a good piece of writing. Forest School - The floorbook, a visual record of children's experiences, learning and emotional and spiritual development was much enjoyed and admired. Policies - The EYFS, Accessibility Policy and Plan and Children with Health Needs	

	Policies were ratified. Communication - The Chair is writing at least once per half-term in the HT's newsletter for parents and promised to write for the next mailing. **Finance and Resources – 19.05.2023** The budget – our Finance Officer provided updates and a prediction that we would end the year with a small contingency fund. She also provided updates on the spending of the DFC money and the governors' liability for the 10% and the balance in the two governor bank accounts. Driveway sale – SB provided an update on the challenges of accessing the money from the sale and slow movement with releasing the sum to clear our debt to the diocese. Solar panels meeting at Stroud Valley School – feedback was given on the meeting where a not for profit cooperative spoke about the solar panel lease scheme they are hoping to roll out. We are probably too small a school to take part. Policies - Lettings Policy, Charging and Remittance, Pay Policy were ratified Premises walk - was undertaken by GR and SB, initially with guidance by LP. The area outside reception may be a priority for our attentions as we consider premises maintenance and improvement.	
13.05.23	**GDPR** There are no breaches at this time. The Chair SB noted that she had heard on the news that schools had been hacked and held to ransom.	
14.05.23	**Governor 3 Year Plan** The Chair SB stated that she sent a request to PCC and pointed out that there are over 100 Foundation Governor vacancies. She went on to say that she has requested, if potential Governors who can support the religious ethos can they become Governors? She went on to inform the Governors that a parent has expressed an interest. SB asked the board of Governors whether a new 3 year plan is required. The board members discussed this and the possibility off additions to the current plan.	
15.05.23	**Co-Headship** The Chair SB clarified a few points about the upcoming Co-Headship. • Both Co-Head names should be on everything. • A clear division of responsibility although in reality, both are responsible for all areas. • The new Co-Head should be comfortable with tasks before them being handed over. GQ – How will teacher cover take place if LP isn't due to work? HT – The other Co-Head will have to cover as required, both Co-Heads will work together to ensure there is full cover, both being adaptable and working around each other's schedules. Everything will be done jointly. GQ – Have you had any questions from parents?	

	SB – The only comment I have received is that a parent was delighted that LP won't be working as hard. HT – We will be proactively promoting that the responsibility is shared in the Newsletter and any other means.	
16.05.23	**Governor Training** SB the Chair attended further training in June that was offered by GLOSSI and asked whether anyone else should be trained in Safer Recruitment. The Governors discussed this. *Health and Safety Training to be organised*	**SB**
17.05.23	**Policies** Prior to the meeting, The HT LP distributed the following Policies for the Governors to review. Governors' Allowance, Appraisal, Capability, Early Careers Teaching and H and S Policies and the Risk Assessment Toolkit. AH proposed that all the policies were accepted and this was seconded by EL.	
18.05.23	**AOB** The HT LP explained that a letter requiring parental consultation needs to go out and asked the board for their input on the suitability. The letter explain how sex education will be delivered in the classroom, was passed around to the board. GQ – What is the intention of the letter? What are we asking the parent for? The Governors discussed the letter and the HT LP agreed to change the wording of the letter to make the intention clearer.	**LP**
19.05.23	**Meeting Dates** **FGB – Monday 10th July 7pm (if required)** **Curriculum, Standards and Communication – TBC** **Ethos – Monday 12th June 6:30pm** **Finance and Resources – TBC**	

Signed as a true record …….

Dated …….