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 6th FEBRUARY 2023 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 Helen Evans, Mrs Debra Adams, Mrs Alison Harris, Daniela Di Vico (Clerk)

APOLOGIES: Rev Sarah Haslam, Rev Peter Francis

Item no		Action
01.02.23	**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.	
02.02.23	**Apologies** Apologies were received from Rev Sarah Haslam, Rev Peter Francis and they were accepted by the board.	
03.02.23	**Minutes of last meeting:** The Chair SB proposed the minutes of the meeting held on 26th September 2022. They were accepted as a true record. This was seconded by Ms Gemma Read. The Chair signed the minutes.	
04.02.23	**Matters arising:** The Chair went through the following action points from the previous meeting. I. *Review of Online Responsibility – Someone needs to check the website is meeting requirements. Daniela Di Vico put herself forward for this role.* The Head Teacher LP and the Clerk DD met and went through the website. II. *The Chair stated that the board requires more governors with a finance background and that the board were short of a Foundation Governor.* The Chair SB stated that there are still no potential Governors in sight. III. *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.*	**SB/LP**
05.02.23	**Conflicts of Interest** None were declared.	

06.02.23	**Safeguarding** Single Central Record Check – Completed by the Chair Sally Bull on 31st January 2023. The HT explained that the 175 Audit is now due but the new format isn't ready for use, she added that the audit is due to be ready for use in the Autumn. The Chair SB explained that there is now a recommendation that all those working in the school who have lived/worked abroad have a full check with past employers. It has been agreed with the HT that a risk assessment may be completed instead where appropriate.	
07.02.23	**Governor Role – Ofsted** Elspeth Murano from GCC joined the meeting via Teams and presented the board with questions and advice on what to expect from an Ofsted inspection. • Ensure you are fully prepared when you have your inspection. • Any outstanding actions from your last Ofsted will be checked. • The use of a crib sheet would be helpful. • You will be asked open ended questions; full answers should be given, talking about all areas of the question asked. • Talk about under achievers. • What are the core functions as a Governor? • What's in place to support children with Pupil Premium? • Can you give examples of how Pupil premium has been spent and give examples? How is this befitting children? How do you know this? • How do you as Governors stay up to date with Safeguarding? • Who is responsible for Safeguarding? • Do all staff and Governors know the procedures and processes? • What has been the biggest challenge for the school since the last inspection? What is the impact? • Can you share what the biggest areas of improvements have been? How do you feel these have been addressed? • Can you share key areas of development that the school is working on currently? What is likely to be the next step? • What is your perception of behaviour in the school? How do staff monitor this? • How does that Head Teacher communicate with Governors, parents and carers? • Can you identify recent enrichments opportunities and the value they have been to children? • How do you go about monitoring the school and pupil progress? • How do you as Governors challenge the leaders of the school? • What is the vision for the school in the future? • British Values. • Diversity.	
08.02.23	**SEND at Woodchester** Kate Holmes the SEND lead explained the Annual SENCO report and explained each of the areas. GQ – Of the 17 SEND children, 3 have EHCPs, how many have My Plans?	

	KH – The remainder have My Plans, 14. GQ – What's the difference between a My Plan and a My Plan Plus? KH – My Plan Plus ill come with eternal support and additional funding. GQ - Would it be possible to give the lower 20% of achievers a My Plan? KH – Yes but the difficulty being how to do this without pointing fingers; the lower 20% have extra support on an informal level. KH went on to explain what SEN support looked like at Woodchester School.	
09.02.23 **10.02.23**	**HT's Report** LP the Head Teacher presented the Head Teacher's report to the board members. The Chair SB thanked the HT LP for her in depth report. The HT stated that the final snagging list, for the new reception and offices area, has been completed and the builders will be back to finally finish off. GQ – There appears to be a lot of movement in pupils since September, why is this? LP – Some families have several children in the school, making numbers of leavers look large when they move. GQ – What is the criteria for children coming in? LP – If there are spaces, the children can have the space. GQ – Does the school have an exit interview for families leaving the school? LP – We don't have an official interview no but we ask parents why they are leaving if they aren't moving out of the area. GQ – Should Governors be made aware of children leaving? LP – Yes, if there are a lot of children leaving. Information regarding new starters and leavers is shared with governors through the Headteacher's newsletter. GQ – Is it worth asking parents and children of their experiences in the school at the end of year 6? SB – This area overlaps with the Governors' questionnaire. GQ – Is dance and Atlas paid through the Sports funding? LP – Yes it is. GQ – Is COVID still causing absence? LP – No but a lot of children off with colds. Holiday absence is also increasing. SB and LP agreed that Buildings figures could be covered at the Finance meeting.	
11.02.23	**Wellbeing** The Staff Governor DA stated that she spoke to the TA's last week and overall the TA's are happy in their jobs but feel they don't have enough time. She added the following points: • The SEND TAs felt that the provision was left to them and not the Teachers. • TAs who are being left to work alone with demanding children are not always being checked on. • Most TAs have a good relationship with the Teachers; those who don't feel isolated. • If communication is better the TAs feel better. • TAs feel that performance management is a box ticking exercise, although	

	they are aware this is a new process. • The TAs understand that the HT is very busy and sometimes find it difficult to approach her unless it is absolutely necessary. • A discussion was held regarding the TAs and SEND TAs swapping roles • occasionally to give relief to the SEND TAs. DA went onto state the Teachers' comments. • More positive praise/feedback for staff (feel we're constantly being scrutinised/checked up on in a negative way. • More emotional and training support for staff. • More time for all subject leaders. • More check-ins with staff - we're doing lots for the children, what about us? GQ – When it comes to feeling isolated, was this the class TAs or SEND TAs? DA – It is a common theme with all TAs with their Class Teacher. GQ – How many meetings have you had with the TAs? DA – Just the one at the moment, the TAs know they are supported they are just frustrated. GQ – Is there anything we can do as Governors? ***DA – I can take this question to the next meeting.*** HT – What can we do to help? DA – Good quality performance management so the TAs have SMART targets. HT – There is no give in the system and time is tricky so Mrs Loomes has now taken over performance management and I take her children.	**DA**
12.02.23	**Feedback from the Committees Meetings** **Ethos Committee – 23.01.23** • Local and international community links – what the school does at present and how this could be developed. (Lunch with Friends, Posada, Rotakids project • Follow up to the Bible focus week – checking and building on the children's grasp of the Bible text at the heart of our vision • New SIAMS schedule from September 2023 – looking more straightforward than the present paperwork. A summary prepared by SB • Feedback from Worship visits and requests to visit RE • New Spirituality Policy • Organisation of distribution of Bibles to Reception children with letter from LP. **Curriculum, Standards and Communication Committee – 16.01.23** • Presentation from Mrs Loomes on the work to achieve the Primary Science Mark and the impact of on curriculum planning and teaching and learning.	

- Comments on the use of the HT's newsletter by Governors instead of a separate annual letter.

SB gave feedback on pupil voice and Reading which

- Showed the popularity of the new Orchard Library.
- Revealed a passion for Reading, pupils developing their own tastes,
- The impact of parental encouragement and support (and the negative impact for children who aren't read to or listened to at home).
- Children could not articulate what was meant by Reading skills or show understanding of why the skill is important.

AH gave feedback on her observations in Geography and History.

- She noted that the teachers were committed to their subjects and had a lot of knowledge and experience.

EL gave feedback on her observations in Maths and EYFS.

- EL found that Maths was being used across the curriculum and that children have an understanding of where they are.
- EL stated that since the change in the EYFS curriculum, there appears to be less red tape. The monitoring is far more trusted and evidence is now summarised and the recording of evidence is reduced.

Assessment

- LP shared data on Term 2 Assessments
- Governors asked questions about the accuracy of Assessments and work being done to raise standards in Writing.

Pupil Premium Strategy Statement shared

Attendance Figures were shared and LP reported that the government intends to bring in compulsory penalties for unauthorised absences e.g. holidays.

Pay and Staffing Committee

The Committee met 10.10.2022 and 13.12.2022 via Teams to discuss, agree and ratify pay of HT and staff.

Finance and Resources Committee – 18.11.2022

- Budget Review – summary of our current deficit position and explanation for any changes from planning
- Finance Officer explained Cost Centre issues
- Catch-up funding and Sports Premium use shared
- Update for Governors' Accounts
- DFC Funding – used to update iPads
- Vital support of PTA, now funding curriculum development support through KAPOW

	• Energy Audit – no money to act upon it at this time • Staffing Update • Fundraising update • Lettings Policy – strong agreement that we are substantially undercharging but that increase should not come all at once	
13.02.23	**GDPR** The Chair SB stated that there is still a vacancy for a GPDR Governor and added that she would like to know more about this role. ***Look into the roles and responsibilities of a GPDR governor and feedback to SB.***	**Clerk**
14.02.23	**Communications** The Chair SB asked the Governors to read the Newsletter and asked Governor if they would like to add to it, let her know.	**All Govs**
15.02.23	**Feedback on GLOSSI and other Training** The Chair SB gave a brief summary of training she and the HT LP had attended, the areas covered were: • Governance and Clerk • Funding Pupil Premium and closing the gap • Ofsted and other inspections • Ofsted parent view • Importance of Ofsted dashboard • Classroom Teaching and environment strategies.	
16.02.23	**Finance** The Chair SB stated that the funds received from the sale of the house driveway will have to be spent on capital projects; the Diocese will be paid off and the remainder of the money will be spent on energy saving and quotes will be obtained. This will be addressed further at the finance meeting. She added, there is currently a £7k deficit; this is partially because of having to fund pay rises and TA support. HT LP has saved us large sums of money by doing by taking on the SENCO role for two years and undertaking a lot of cover work herself. The School Fund Account was independently examined and agreed, the FN12 was signed off by the Clerk DD.	
17.02.23	**Policies** Prior to the meeting, the Admissions 24/25, RSE, and Looked after Children Policies were sent to Governors to review. Mrs Emma Limburn proposed that all policies were accepted and this was seconded by Helen Evans.	

18.02.23	**AOB** The Chair SB asked the HT LP and Staff Governor DA to leave the meeting. She went on to state that she hadn't heard anything from RR and that the starting pay point for the HT advert needed to be voted on. The options are Level 6 - £50,122 or Level 7 - £51, 470. 6 Governors voted for level 6 1 Governor abstained The Chair went on to explain that the advert will be shared for governor comment.	
19.02.23	**Meeting Dates** **FGB – Monday 22nd May 7pm** **Curriculum, Standards and Communication – Monday 24th April 2023 at 4.30** **Ethos – Monday 12th June 6:30pm** **Finance and Resources – Friday 24th March 9am**	

Signed as a true record ……..

Dated ……