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 3RD June 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, Gemma Read, Rebecca Mullen, Daniela Di Vico (Clerk)

APOLOGIES: None

ABSENT: Rev Peter Francis

Item no		Action
01.06.24	**Prayer and Welcome** The Chair opened the meeting with a prayer and welcomed everyone.	
02.06.24	**Apologies** No apologies were sent in; Rev Peter Francis was absent.	
03.06.24	**Minutes of last meeting:** The minutes of the meeting held on 5th February 2024 were accepted as a true record by the board, they were proposed by AH and seconded by PS. The Chair of Governors SB signed the minutes.	
04.06.24	**Matters arising:** ➢ *06.10.23 Contact Governors that were not present to arrange documentation to be signed off.* Rev Peter Francis has not completed this. ➢ *Email the Chair SB if they would like training in safer Recruitment or Head Teachers Performance Management.* Complete ➢ *Send out details of Safeguarding training to Governors.* Complete ➢ *Upload Governor Roles and Responsibilities onto the website* Complete ➢ *Next Subject Leader meeting to be held in June* Complete ➢ *RB to be allocated a subject* RB was given PCHSE ➢ *Write up a small piece for the Newsletter* *Not Complete**. It was agreed that RM will visit a class and answer questions from the children. She will feedback her experience back via a small article for the newsletter.***	**RM**

	➢ ***Complete the GDPR checklist before the next meeting.*** *Not Complete* ➢ *Change the locks to the old entrance* ***Not Complete – This will happen in the Summer Holidays*** ➢ *The Behaviour Policy and Governor Behaviour Principles Policy need to be reviewed to ensure they align.* Pending	**RM** **LL** **LL**
05.06.24	**Conflicts of Interest** None were declared.	
06.06.24	**Safeguarding** The Chair SB stated that she was holding back on the SCR visit as there have been changes with what is now required. The Co-Head LL has updated the checklist and will meet with the Chair to complete it ***SCR Visit to be completed*** The Chair SB reminded the Board members that it is a Governor requirement to complete Safeguarding training. ***Governors to complete Safeguarding Training be the end of September 2024*** ***Send the Governors a link to complete the Safeguarding Training*** Co-Head LP stated that there is a whole school Safeguarding Training on 2nd September 2024 from 1 to 1.30 if Governors would like to attend.	**SB/LL** **Govs** **JW/AH**
07.06.24	**Governors' Questionnaire** The Governors had access to the questionnaire prior to the meeting. The Chair SB stated that the report is very positive and that it has already been shared at the Curriculum, Standards and Communication Committee meeting. GQ – What happens with the Parents' comments on the questionnaire? LL – There was a comment about clubs; as a result of this I am running a sewing club. GQ – I believe Religious Education is delivered in a well rounded form; how can this be shared with parents so they get a better understanding of what a faith school is? LL – Preparation for SIAMS is underway; we need to understand how educate our community on what it means to be a church school.	
08.06.24	SIAMS The Co-HT LL had a mock SIAMS inspection. The outcomes were: • The school had a good feel about it. • The children were engaged. • There were strong links with the bible. • Lots of Values and children didn't always understand which ones to use. They will need simplifying. • Children couldn't recall bible stories. • Consistency in working walls. • Refection spaces are invitational and inclusive. • 6 Core values to be agreed and focus on. Co-HT LP delivered "Our Vision, Courage and Advocacy" training to staff to help them achieve a deeper understanding of the vision and how it is delivered within the school setting and wider communities. The Chair SB altered the visit form as from June onwards, adding a question on	

	ways in which curriculum planning and delivery underpin our vision. ***How are we tracking Christian Distinctiveness' to be added to agendas for FGB and all committee meetings.*** ***The Board in the church needs refreshing with thought about how this can help track and illustrate vision and values*** The Co-HT LL stated that all Governors need to be comfortable with SIAMS. The Chair has shared a summary document she has created on the key areas for SIAMS. ***Send out the SIAMS summary document to all Governors who need to read it.***	**SB** **AH/LL** **SB**
09.06.24	**Ethos, Finance and Curriculum and Standards Committee** Prior to the meeting the Chair SB provided the board members with a summary of the Committee meetings. The board members preferred this over a verbal summary. The Chair will continue to provide a summary in the future. There were no questions at this time.	
10/ 11.06.24	**Head Teachers' Report** The Co -Head Teacher LP presented the report and explained all the points. **Governors' Questions** GQ – Do EAL pupils require and receive extra support LP – No, we don't. Our EAL children are fluent and don't require extra help. GQ – Do you know when the Dual Rolling will end? LP – Not at the moment no, we are still going through the process. GQ – Do children from Acorn School require extra support? LP – The children come to us with gaps, the later they come to us the bigger the gaps are but some children do flourish. The biggest gaps are in Maths. They take part in interventions to help fill the gaps. We understand that it has a huge impact on the children moving to this environment. LL – We need to build the relationships with the parents of the children from Acorn School as the children are used to having more freedom to do as they choose. GQ – Do we have a full intake in Reception in September? LP – Yes, we do! GQ – There appears to be lots of departures? LP – There are fewer than there has have been in recent years. LL – More parents are moving home/school because it's more practical. GQ – Why have these moves been made? LP – Some children have gone to private schools as they have smaller classes, 1 moved out of the area, 1 moved due to logistics and the others left as we weren't first choice for them so when spaces became available for them, they left. GQ – Why has Mrs Coombes been given a fixed term contract? LL – Being as the Co-Headship was only temporary, once it was confirmed the contract was given. GQ – Is attendance improving? LP – We now use a National Data platform so we can compare our school to others now. We are doing well but holiday season is coming up. GQ – How did the SATS go? LL – The children were committed and there was full attendance. GQ – Did you celebrate the end of SATS?	

	LL – Yes, we did. We extended PE, where the children had lots of fun, and also gave the children their leavers' performance parts. The Chair SB thanked Kate for the SENCO report.	
12.06.24	**SDP** The Chair SB explained what the SDP is and that her training indicates that Governors should be involved in its creation. The Co-HT LP stated that the SDP will be re-written soon. ***Review SDP at the first FGB of 2024/25***	**Governors**
13.06.24	**Finance** The Chair SB stated that the budget was ratified by email, which, she went onto explain, made her feel quite uncomfortable. She went on to say that next year we will ratify the budget via Teams at the very least and a scheduled meeting will appear on next year's business plan. ***Schedule a Teams meeting to ratify the budget at the FGB prior.*** The Chair then reported on Governors' Accounts. Coventry - £2828.41 BIA - £95,710 (£89,587 from the sale of the drive) SB explained that Woodchester Trust may would like to invest this money but would also like to spend some of it on Ash outdoor area, toilets and Beech class learning lab. Estimates are being requested.	**SB**
14.06.24	**Communication** The Chair SB thanked all those that volunteered, RM, PS, JW and AH at the Lion Hunt, ON 30TH JUNE 04.06.24 It was agreed that RM will visit a class and answer questions from the children. She will feedback her experience back via a small article for the newsletter. ***Make contact with a Class Teacher and arrange a class visit***	**RM**
15.06.24	**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 reminded volunteers (PS and DA) to assist her. ***Organise a date to re-write the Governors' 3 Year Plan*** Points to cover are: • Academisation • Building Projects • Establish new Head Teacher • SIAMS • Succession Planning for Governors	**SB**
16.06.24	**GDPR** The Co-Head Teacher LL and RM met to discuss GDPR. LL stated that there is lots to do over the summer; the priority is to change the network password. She went onto explain that this will have to be done on each of the devices in the school holidays, she added that it is an extremely big piece of work so will need to be booked in. She informed the board that the Data storage is being held in the school and does need to, ideally, be moved into a cloud. She added that the firewall is monitored. LL went onto state that there haven't been any GDPR breaches at this time.	
17.06.24	**Governor Training**	

	The Chair SB informed the board members of the GLOSSI training that she received and summarised what was covered. AH has completed HT Performance Management Training 06.02.2024 JW completed Safer Recruitment Training on 30.04.2024 Governors were reminded to pass on details of all training, dates, title, provider, to the Clerk so an accurate record of training is maintained on the website. ***Pass on details of all training to the Clerk***	**Governors**
18.06.24	**Policies** Prior to the meeting, The Co-HT's distributed the following Policies for the Governors to review. • Volunteer and Visitors Policy • Supporting Pupils with Medical Condition Policy Some minor typos were corrected. GQ - To whom do volunteers report ideas/opinions? LL - They can report to the person they are working with. It was agreed that this opportunity is important if volunteers are to feel valued. ***Check the Medicines given log annually*** RM proposed these policies were accepted and were seconded by JW.	**AH**
19.06.24	**Review all Action Points** **04.06.24** ➢ ***It was agreed that RM will visit a class and answer questions from the children. She will feedback her experience back via a small article for the newsletter. 14.06.24 Make contact with a Class Teacher and arrange a class visit - RM*** ➢ ***Complete the GDPR checklist before the next meeting - RM*** ➢ ***Change the locks to the old entrance in Summer holidays - LL*** ➢ ***The Behaviour Policy and Governor Behaviour Principles Policy need to be reviewed to ensure they align - LL*** **06.06.24** ➢ ***SCR Visit to be completed - SB*** ➢ ***Governors to complete Safeguarding Training be the end of September 2024 - Governors*** ➢ ***Send the Governors a link to complete the Safeguarding Training – JW/AH*** **08.06.24** ➢ ***How are we tracking Christian Distinctiveness' to be added to agendas for FGB and all committee meetings - SB*** ➢ ***The Board in the church needs refreshing with thought about how this can help track and illustrate vision and values – LL/AH*** ➢ ***Send out the SIAMS summary document to all Governors who need to read it - SB*** **12.06.24** ➢ ***Review SDP at the first FGB of 2024/25 - Governors*** **13.06.24** ➢ ***Schedule a Teams meeting to ratify the budget at the FGB prior - SB*** ***15.06.24***	

	➢ ***Organise a date to re-write the Governors 3 Year Plan – SB, PS, DA. 17.06.24*** ➢ ***Pass on details of all training to the Clerk - Governors 18.06.24*** ➢ ***Check the Medicines given log annually - AH***	
20.06.24	**AOB** None was declared	
21.06.24	**Meeting Dates** Next year's meeting date were discussed. It was agreed that the FGB would continue to be held on a Monday but start at 6:30.	

Signed as a true record ……..

Dated ……..