

# Governing Board

## Agenda & Minutes



Date 2 <sup>nd</sup> October 2025	Time 6pm	Location WHJS
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<p>Member Present</p> <p>Chris McGowan (Chair) Paul Davies (Headteacher) Fiona Ashworth Gemma Duff Jo Jones Lisa Rodriguez Danny Millington Nicola Weeks</p> <p><b>In attendance:</b> Kathryn Knapp Sarah Allchurch (Clerk)</p>	<p>Apologies</p> <p>Lynsey Cooper Jon Strefford Jo Lubbers</p> <p>Meeting was quorate Meeting started at 6.05pm</p>
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TOPIC	NOTES
1. Welcome and Opening Prayer, Apologies	The Chair thanked everyone for coming and welcomed everyone to a new school year. LR said an opening prayer. There were apologies from LC, JS and JL.
2. Pecuniary interests <ul style="list-style-type: none"> <li>Pecuniary interest forms for 2025/2026 to be completed</li> </ul>	There were no pecuniary interests declared. The pecuniary interest forms for the year will be completed by the governors and signed and returned to the Clerk.
3. Governing Body <ul style="list-style-type: none"> <li>Election of Roles: Chair of Governors Vice-Chair of Governors</li> </ul>	<p>No other governors put themselves forward for the positions of Chair or Vice Chair. Therefore, CM was re-elected as Chair and GD as Vice-Chair.</p> <p><b>Safeguarding:</b> NW</p>

<p>Safeguarding Governor  SEN Governor  Health &amp; Safety Governor  Development &amp; Training Governor</p> <ul style="list-style-type: none"> <li>Committee structure and membership</li> </ul> <p>Teaching and Learning  Resources and Compliance  Headteacher's Performance Management Panel  Pay Panel</p>	<p><b>SEN:</b> FA  <b>H&amp;S:</b> DM  <b>D&amp;T:</b> CM</p> <p><b>T&amp;L Committee:</b>  GD (Chair), NW, JL, JJ, FA  (Alice Maclean has now left)</p> <p><b>Resources and Compliance:</b>  LC (Chair), DM (Policy and Compliance), CM</p> <p><b>Pay Panel:</b>  GD, NW, JL</p> <p><b>HTPM (now known as Headteacher Appraisal Panel):</b>  FA, JS, Amanda Letch (Chair of Governors of Ecchinswell)</p> <p>Recruitment now needs to be done to replace Alice Maclean as a Foundation governor. This needs to be done through the incumbent in the church community. FA can assist LR with this. Other governors can reach out to parents in search of other governors to fill the remaining vacancies.</p>
<p>4. Minutes from previous meeting (10th July 2025)</p>	<p>Approved.</p>
<p>5. Chair's comments</p> <ul style="list-style-type: none"> <li>Governor Code of Conduct</li> </ul>	<p>Thank you from the Chair for stepping up and remaining on the GB. The Governor Code of Conduct was approved and the HCC Governors' GPG was adopted.</p>

<ul style="list-style-type: none"> <li>• Adopt HCC Governors' Good Practice Guide</li> </ul>	
<p>6. Approval/review of Safeguarding Audit</p>	<p>This was submitted at the end of September and was approved at this FGB. The actions to be taken within it will be monitored and reviewed. There was discussion around the new AI policy which stems from an update to KCSIE 2025; HT explained the changes – which are highlighted in the Safeguarding Audit – and the subsequent policy.</p>
<p>7. Headteacher's written report</p> <ul style="list-style-type: none"> <li>• Feedback from inset days</li> <li>• Staff wellbeing and outcomes of the Staff Mental Health and Wellbeing Survey July 25</li> <li>• Approval of FIP 2025/2026 and any updates</li> <li>• Approval of Pupil Premium strategy statements 2025-2026</li> <li>• Target setting for pupil attainment</li> <li>• SBN update</li> </ul>	<p><b>FIP:</b> This was shared with parents who submitted positive feedback on it.</p> <p><b>Maths:</b> the new Maths Manager, Tom, has shifted to the 'spiral' curriculum, which is having a positive impact, and means topics are revisited more frequently. Staff are pleased with this approach, as indicated in the recent staff meeting, which was the key focus, and planning has already been adapted to reflect this.</p> <p>The two new ECTs are being fully inducted in the WH ways. The ECT at the infants needs extra support and Tom will ensure she gets this. The ECT at the juniors is better protected as her planning takes place within a group of three others, so has the necessary support.</p> <p>Maths is the focus for improvement for the first half of the year and on Thursday 13<sup>th</sup> November, GD will carry out a maths learning walk at both schools, starting at 9am.</p>

- Education Catering update
- Approval of Sports Premium digital reporting form

**Q: What is the provision for GD students? What does this look like?**

The gap in GD in reading and writing is too big and needs to be closed. 14% in GD writing and 52% in GD reading is too much of a gap.

**Writing:** The writing framework was brought out by the governors over the summer. This aims to do for writing what the synthetic phonics did for reading. It is vital that years 1 and 2 are covering the basics for writing. The year 2 standard of writing last year was not at a high enough level. Curious Quests did not prove sufficiently effective in teaching the basic writing skills. Therefore, this will be a focus this term, getting it off the ground at the start of the year. The English manager, Caroline, is supporting this in terms of monitoring the planning skills involved, particularly in KS1, as there was a mismatch between the task and the objective using Curious Quests. Now, the essence of CQ remains, but writing skills and SPAG have been enhanced making for a more effective structure for writing.

**Q: What follow-up is Caroline doing?**

She has leadership time every fortnight and is checking on books and planning. It was suggested that she attends the next T&L meeting to present on her focus on writing. **ACTION.**

**RE:** This is developing as a subject and generally at school in terms of spirituality which has been a focus this term and training has been given to staff by Richard Wharton, a vicar, on spirituality and acts of

worship. There is an evolving display in the hall each week. All acts of worship need to have the Christian values and the bible stories as a focus; they cannot just be assemblies. HT has spent time putting these together. He will also launch a worship rota and talk staff and the worship team through this. It is important that the children understand spirituality as part of our human make-up and the importance of worship goes hand in hand with this in a Christian school. LR comes to school once a month to lead worship. The worship team has developed to do open book with FA as well.

**Diversity:** Bea Halle leads a diversity pupil group with a focus on how to audit diversity in school. The main focus this year is to develop the understanding of the rights of a child which feeds into the curriculum. School is currently applying for Global Neighbours which ties in with lots the school does, ensuring understanding of injustice and food poverty, climate and courageous advocacy. The aim is for bronze as a starting point. Three quarters of the evidence needed has now been submitted (with evidence being refined after each training session), with the end point being in March, after which the school will hopefully receive the bronze accreditation. It all ties in with important values at school, understanding root causes and how these are addressed. A visit for School Council to the Houses of Parliament is being sought at present but is proving problematic. A visit to the local food bank is also being arranged.

**Climate:** The eco team fits in nicely with climate. Climate 180 regarding climate injustice ties in with

Global Neighbours. Stacey Macdonald, KK and JJ are the champions of Climate 180 and have done some online training. They will work with staff for one session and then with 8 pupils and will carry out an audit of the school grounds regarding their sustainability and then come up with an action plan. 400 bulbs are being planted at the infants and 1000 at the juniors and a hedge grant is being applied for – all with an aim to increase biodiversity and prevent wind erosion. Ellie from Climate 180 will be coming to talk to the Eco team about this.

**Q: Are we on track with the timetable for the FIP?**

Yes.

**Q: With regard to RE, is there any indication of when the SIAMS inspection might be?**

It will not be in this academic year as the school is not on the published list of schools to be inspected. No further information on this is available yet.

**Pupil achievement:**

Year 6 have just completed mock SATs. But the results have not yet been discussed with the year 6 team. A comparison needs to be made with where they are now with where they were last year and outcomes projected. Teacher assessment-based July scores show where children can get to by the end of the year. There are two other sets of data, a 'best case' and a 'realistic case' based on the September 2025 mocks. The children were a bit overwhelmed by these mocks and by the test process generally, especially as they took place in the third week back of the new year. The

tests took place in real test conditions and there were a lot of nerves on the day; also of course, most of the year 6 curriculum has not yet been taught.

Nevertheless, the scores came out as higher than the 2025 national averages, and the predictions have been very accurate.

**Q: How does the SLT feel about these results?**

The Higher Standard is the absolute focus. These results are not as high as we would like and so work needs to be done here. The next tests are in January. A small number of GD readers who have the potential to become GD writers have been selected as targets for increasing the scores by focusing on their writing. The writing moderation last summer has really helped staff understand what working at greater depth looks like.

**SBN:**

The application to age down the infants was approved over the summer holidays. Now, the challenge of getting it up and running begins! Firstly, an opening date needs to be decided. Enquiries have already started coming in; there seems to be real interest in the concept. PD, KK and NW have formed a working party on this. The real challenge is the funding costs. The school budget is not supposed to be used for this, but it is a chicken and egg situation with regard to costs and funding, as income will not be generated until it is up and running for which funding is necessary. The Chair contacted Gary Larcombe, who was the secretary for the previous WH pre-school, asking him whether the new nursery could access

some of their assets. He is waiting to hear on this. It seems likely that some of the school budget will need to be used (using a separate code) and paid back.

**Q: What are the legalities around this?**

This should not prove problematic as a loss will not be created as the monies will be repaid into the school budget. Diane Stone, the EFS advisor will be coming in shortly to advise in any case.

**Q: What are the current school children going to go without to fund this?**

This needs to be looked at. The business plan outlined all the costs and the budgets involved, but it is difficult to give a definitive answer until the nursery is up and running and there are children signed up. An expression of interest system might be a good idea.

The SBN project is a risk, but it is unlikely to be a disaster. There is minimum building work to be done. Owls classroom has been decided upon as the best room in the school to have the nursery as it has both its own toilets and outside space and a separate access down the side of the school, which parents could use during school hours. There are of course some costs involved, such as for the re-flooring of the room, as well as removing the gravel outside. The £10k of sports premium currently available could be used, if it is used for relevant purposes, being outdoor exercise or activities. It is not allowed to be used for 'outdoor learning'. Therefore, it could be used towards re-doing the outdoor space.

**Q: Will it not be questioned if the sports premium is used to benefit the nursery rather than the school?**

Possibly.

However, fundraising might prove tricky and asking the PTA for help is not really an option. They are already funding the pond, although this could be postponed if they were willing to contribute towards some of the set-up costs of the nursery. The funds are needed in the next couple of months though if the nursery is to open by Easter. There are limited options available for funding the nursery. The existing playgroup did have some money, but frustratingly, the Chair has chosen to spread the money around nurseries in the area, instead of benefitting the Woolton Hill children.

Staff who are involved in the creation and quality of the EY provision for the school will also be inspected by Ofsted for that of the nursery at the same time. The obvious person to set the provision up is Stacey Macdonald, who currently leads the EY provision at the infants. She has expressed interest in this, although is slightly anxious at the same time. She could take on and be paid a TLR3 lead responsibility for one year as a temporary project to ensure the provision is in place. But the necessary adverts and due processes need to be carried out to recruit a lead for this project; it cannot be assumed that Stacey will proceed on this.

Surpluses in the budget were projected, so there is a pot to delve into if necessary and this could be paid back into the school budget in due course, therefore

there would be no negative impact on the school finances initially or anytime thereafter.

Therefore, the next steps are to find funding, decide on a launch date and recruit a leader. It was also suggested that Helen and Lynsey got together to firm up the budgets for the project to ensure that the business proposal is realistic.

The working party needs to continue trying to raise funds for the project and actively working. CM and GD offered to join the working party too, therefore it is now CM, GD, PD, KK and NW. LR offered to make enquiries about getting a grant from the diocese. Fundraising can also include other grants, such as the National Lottery etc.

**Catering update:**

Chartwells is the company provider that has been chosen, but the onboarding does not officially start until January 2026. School have provided all the necessary information requested of them and there is nothing else to report at this time.

**Staff wellbeing and mental health:**

The survey did not have quite as good a return rate as last year, so there were less responses this time but overall, the responses were positive and in line with last year. An action plan is not needed, it is just a question of maintaining what we do. Every inset day, the mental health team meet to discuss initiatives for staff and pupils. 25 children applied to be on the mental health team this year, which is a lot of interest.

	<p><b>Staffing:</b></p> <p>The office has done a great job over the last 12 months keeping things going in Debbie's absence. Gemma Worthington started the new office role on Wednesday as Tierney Hawkins has been recruited for Gemma's role working 1:1 in year 2. Debbie is now back working four hours a week at school.</p> <p>An initial disciplinary investigation has been launched about a member of staff after a complaint from a parent. Support is in place for the staff member.</p> <p>JJ will shortly be on medical leave for two weeks and Donna will be covering in her absence.</p> <p>Both Pupil Premium Strategy Statements for both schools are approved.</p>
<p>8. Committee Update</p> <p>a. Resourcing and Compliance</p> <ul style="list-style-type: none"> <li>• Policies to review: <ul style="list-style-type: none"> <li>Positive Relationships Policy</li> <li>Home Learning Policy</li> <li>Child Protection Policy</li> <li>Health &amp; Safety Policy</li> <li>Safeguarding Policy</li> <li>SEN Policy</li> <li>SEND information report</li> <li>Manual of Personnel</li> <li>Practice MOPP</li> <li>AI Policy</li> </ul> </li> </ul>	<p>a) Resourcing – LC was not present at the meeting, so no update here.</p> <ul style="list-style-type: none"> <li>• Policies: The H&amp;S policy and the AI policy need to be reviewed. <b>ACTION.</b> All other policies put to the FGB are approved. MOPP has also been adopted.</li> </ul> <p>b) T&amp;L – nothing further to report.</p> <p>c) Safeguarding – no updates. NW and PD will be scheduling a meeting shortly. The SCR also needs to be done.</p> <ul style="list-style-type: none"> <li>• KCSIE: approved. Clerk will chase the absentees for their confirmation.</li> </ul>

<p>b. Teaching &amp; Learning</p> <p>c. Safeguarding</p> <ul style="list-style-type: none"> <li>• Confirm read KCSiE 2025</li> </ul>	
<p>9. AOB</p> <ul style="list-style-type: none"> <li>• Finalising FGB meeting dates</li> </ul>	<p><b>New meeting dates for FGBs:</b></p> <ul style="list-style-type: none"> <li>• Thursday 27<sup>th</sup> Nov: Tuesday 25<sup>th</sup> Nov at St Thomas'</li> <li>• 29<sup>th</sup> January: Wed 28<sup>th</sup> January at WHJS</li> <li>• 26<sup>th</sup> March: Thurs 19<sup>th</sup> March at St Thomas'</li> </ul> <p><b>WGB training:</b> 12<sup>th</sup> February at 6pm at WHJS: Understanding Data in Primary Schools</p> <p><b>GB Development Plan:</b> Chair to look at this for the next FGB. <b>ACTION.</b></p> <p><b>Governor Review meeting:</b> an option is to dedicate the last 20 minutes of the July FGB to this as the last meeting was not well attended.</p> <p><b>Ecchinswell:</b> HT outlined the current situation at Ecchinswell, to be kept under review and discussed at the next FGB. <b>ACTION.</b></p>
<p>10. Next meeting(s)</p> <p>FGB 25<sup>th</sup> November – St Thomas'</p> <p>15<sup>th</sup> October T&amp;L/Pay 4pm – St Thomas'</p> <p>13<sup>th</sup> November Resources 9.30am – WHJS</p>	<p>Meeting ended at 8.11pm.</p>

### Summary of Actions

	<b>Action</b>	<b>Actioned by</b>	<b>Agenda Item</b>
1.	Invite Caroline to next T&L meeting	GB	7
2.	Review AI and H&S policies for next FGB	GB	8
3.	Look at Governor Development Plan for next FGB	Chair	8
4.	Ecchinswell update at next FGB	HT	8