

Withycombe Raleigh C of E Primary School

Governing Body



Full Governing Body Meeting Minutes							
Date/Time	3 rd December 2024		Location		Community Room		
Attendees			Attendees		Attendees		Attendees
Emma Jones		Head	Anna Slade (ASI)		Father Robert Sellers (FrRS)		
Alison Longhorn (AL)		Chair	Janine Meecham (JM)	Clerk	Mike Smith (MS)		
Antonia Burrows (AB)			Annmaree Kain (AK)		Jenny Meredith (JMer)		
Phillip Wilson (PW)					Clare Hollingsworth (CH)		

Apologies	
Richard Moore	Jenny Meredith
	Clare Holingsworth

	Agenda		
16.24.25	Apologies	23.24.25	Safeguarding
17.24.25	Declarations of Interest	24.24.25	Christian Distinctiveness
18.24.25	Approve Minutes of last meeting	25.24.25	Chairman's Business
19.24.25	Matters arising	26.24.25	Date and Time of Next FGB Meeting
20.24.25	Correspondence		
21.24.25	Headteacher Report		
22.24.25	SDP		

Ref	Item	Action/ Decision	By whom
16.24.25	Apologies: Apologies were received as above and duly sanctioned.		
17.24.25	Declarations of interest None	Decision	All
18.24.25	Minutes:		

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	The minutes from the FGB meeting on 17 th September 2024 were agreed as an accurate record.		
19.24.25	Matters arising None		
20.24.25	Correspondence None		
21.24.25	Head Teacher Report Full head teacher report on Drive. EJ reported to Governors Head teacher report. Although this has been a challenging term in lots of ways, there is still so much to celebrate. Our pupil numbers are looking healthy and new pupils have settled into school routines very well. Our new staff have been a great addition to the team and have also settled into our school routines well. Children are enjoying their learning and have enjoyed some great 'hands on' experiences including trips off site and theme days in school. These have included: EYFS Music Day Year 1 Smoothie Making Year 2 Space Dome Year 3 Trip to Kents Cavern Year 4 Roman Day Year 5 Space Dome Year 6 Residential Sailing Year 5 Leaders have continued with a monitoring programme which has included drop ins, pupil conferencing, learning walks and book looks. We have continued to adapt our strategies around supporting children with SEND and have started the support plan cycle with plans updated half termly. Adaptive teaching continues to be a development area for us. With reading such a big focus for us...we are relocating the library to the staff room. This will provide children with a light, bright, appealing space to look at books. It will also mean it can be accessed throughout the day by whole classes or groups of children at lunchtimes. The staff room will be in the Community Room. The old KS2 library will become a meeting/PPA room We need to focus specifically on raising the attendance of children from disadvantaged groups (FSM and EHCP) We may need to look at how we can ensure these children don't miss out on key learning especially phonics and core subjects.		
22.24.25	SDP All Governors have been encouraged to arrange Monitor visits with their subject leads.		

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	<p>TW and AS met with Claire for SEND monitoring visit Monitoring form uploaded to drive.</p> <p>AK spent time with bumblebees and Dragonflies looked at Little Wandle. – Monitoring form to be uploaded to drive.</p>		
23.24.25	<p>Safeguarding</p> <p>MS updated the Governors (Full report on the Drive)</p> <p>Information share: newsletter and staff information emailed / updated handbook</p> <p>L2 training delivered to all staff – only a few people to sign. Governors?</p> <p>Relational Practice – further embedded in meetings, assemblies, competition. More staff training required to further develop / gain stronger buy-in.</p> <p>Our 3-rules are being referred to in class and by MTAs on duty e.g. “I need you to be safe by walking in the corridors”. Further work on micro-scripts and consistency.</p> <p>MTAs – plans for a different approach to zoning after Christmas.</p> <p>‘Online Safety Group’ met in Sept (James / Stacey W) First look at draft online safety policy. James suggested a one-page guide as the policy is long!</p> <p>We like this idea and have now completed 11x ‘one-page guides’ and are sharing with staff one at a time.</p> <p>Completed mobile phone policy and associated one page guide.</p> <p>Safeguarding and behaviour one-page guides.</p> <p>Curriculum – Stacey Williams shared ‘Digital Citizenship’ program in staff meeting - to enhance our computing curriculum (RSE) inc: media, cyberbullying, online relationships, privacy / security and identity.</p>		
24.24.25	<p>Skills Matrix</p> <p>All Governors completed Skills Matrix</p>		
25.24.25	<p>Christian Distinctiveness</p> <p>EJ – Christmas Nativities will be performed next week by EYFS, Year 1 and Year 2-All Governors welcome to attend.</p>		

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	We had a wonderful Christingle service		
26.24.25	Chairman's Business None		
27.24.25	Date and time of next meeting FGB 4 th February 2025		

Summary of Action Points

1.
2.