



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 3rd October 2022 at 5.00pm**

Present: Rachel Redgwell (RR) Chair of Governors; Neil Pilsworth (NP) Head teacher, Natasha Grove (NG) (elected staff governor); Liam Anderson (LA) co-opted governor; Derek People (DP) (Vice Chair) co-opted governor (joined remotely)

Apologies: Kathryn Bowers (KB) parent governor; Regina Kosa (RK) (elected parent governor);

Absent: Harriet Skinner (HS), Clerk

In attendance: Elode Scarlett (ES), Deputy HT; Sheilagh Peacock (SP), School Business Manager (SBM);

Key: [Strategic direction](#)/[Challenge or Question](#)/[Answer](#)/[Action](#)/[Extract](#)

Sharon Goddard (SG) has resigned from the GB

1. Apologies

Derek People (DP) (Vice Chair) co-opted governor requested to join the meeting remotely, this was agreed and DP joined the meeting at 5.00pm via Teams call

Kathryn Bowers (KB) parent governor; Regina Kosa (RK) (elected parent governor)

The meeting was quorate

2. Declaration of any other business

(i) Curriculum visit (LA)

(ii) Annual Governance Statement (clerk)

3. Declaration of interests

None

4. Minutes of the meeting of 11 July 2022

It was agreed that the minutes were a true record of the meeting and were signed by RR.

Clerk to upload minutes to the school website: ASAP

5. Matters arising

There were no matters arising.

6. Declarations: Code of Conduct, Business Interest Forms, Safeguarding Training

The clerk reminded governors to complete the declarations tab on their own GovernorHub profile with any business interests and confirmation that they have read and understood the Code of Conduct for school governors. The Clerk cautioned that it was also a requirement for Governors to attend Safeguarding Training annually; governors should update their safeguarding training record on GovernorHub.

Governors to update their own Governor Hub Profile by 31st October 2022; and Clerk to update website

7. Keeping Children Safe in Education September 2022

Governors were reminded to update GovernorHub to confirm they have read and understood KCSIE 2022. A summary of the changes for governors was circulated prior to the meeting.

Governors to update their own GovernorHub profile by 31.10.22

8. Governor roles – SEND Governor and F&HR Committee/HT PM panel

RR confirmed that a date has been set for HT PM, the panel will consist of RR, DP and School's Improvement Advisor.

The clerk stated that there was now a vacancy for SEND governor and that the F&HR committee's membership should be bolstered. **It was agreed to ask the full GB for volunteers and to advertise for new governors, Clerk/RR ongoing**

9. Head teacher's report/School Improvement Plan (SIP)

NP gave a verbal update: Behaviour has improved with low level disruption much reduced, lining up is quiet and atmosphere in school is calm.

Changes to staffing and classes have presented some challenges for some staff. **RR asked how staff were being supported in settling into their new roles. NP advised that staff are being supported by Senior Leadership Team (SLT) and went on to say that staff movement has been stable over the last 3 years.**

RR asked if the school is full, NP confirmed that it is and mentioned that the Nursery numbers are buoyant.

DP enquired about the Local Authority footprint visit. **NP confirmed that it had taken place last term and agreed to circulate to governors via the Clerk. DP opined that these footprint visits were an opportunity to identify professional development needs from a cluster of schools.**

RR asked about attendance **which NP confirmed was good so far this term. RR enquired if there have been any exclusions since the Autumn term started. There were none so far, but NP advised that 2 pupils who have complex needs are awaiting Emotional, Health & Care Plans (EHCPs) over seen by the inclusion manager.**

The SIP was circulated in advance of the meeting – there were no comments.

10. Safeguarding Report

RR is aware that Pastoral Team are working with 2 families but had no safeguarding concerns to report.

RR to inspect Single Central Record (SCR) by 31.10.2022.

All school staff attended Safeguarding Training on INSET day 5th September (KB and RK also attended) **Governors to update GovernorHub.**

11. Health & Safety Report (update)

A school walk through is due, **RK and SP to arrange date by next meeting 21.11.22**

SP reported on maintenance carried out over the Summer holidays: Fire door maintenance and tree management survey, fitness trail play equipment (SP in discussions with provider).

There have been two unscheduled fire drills.

Lockdown drill to be arranged by 16.12.2022 – SLT

12. Behaviour Policy

RR queried if parents had been consulted; **NP advised that the policy was a result of a collaboration with all staff and a parents' forum was held. NG counselled that the policy is working well – consistently across all classes.**

The Behaviour Policy was approved unanimously. **Upload to website/staff shared school policies – Clerk ASAP**

13. Decarbonisation Programme

SP summarised the briefing paper circulated to governors. The GB understood the burden of lighting costs to the school and felt that installing LEDs was the logical first step to a greener school. Governors were happy with the lease arrangement and appreciated the estimated saving in energy costs. SP has received 3 quotations and her preference was Rock Building Services as they are a known contractor to the school having completed solid work on air handling, in addition their quote was the most competitive at £50,310 + VAT. DP, as chair of F&HR Committee gave his full support to the proposal.

RR agreed that it made sense to go with a known contractor. A timeline was discussed – SP hoping for October half term installation pending approval of School Premises Alteration Request (SPAR) form.

Lastly, the decarbonisation programme was approved by the GB.

14. AOB

(i) Curriculum – Governor report

LA met with ES and Lesley Quirk on 27.9.2022, the visit report was circulated. LA talked about The Winchcombe School curriculum and the focus to further enhance subject leaders’ expertise through networking. RR asked about access to a wider network outside of The Winchcombe as a single school rather than being part of an academy trust. ES asserted that the intention was to build a curriculum which is The Winchcombe’s own. Subject leaders were networking more, but not necessarily always with other schools; they also enriched their knowledge by drawing on the expertise of resources such as the Historical Association. ES acknowledged that the biggest challenge is time to develop within the designated subject area with challenges of class teaching.

LA wondered if the LA footprint report would recognise opportunities to network. DP concurred and NP agreed to follow up by next meeting 21.11.2022.

It was also agreed to send LA a list of the subject leaders (Clerk by next meeting 21.11.22)

(ii) Annual Governance Statement

The Clerk advised that the above is not mandatory but is recommended practice. Complete statement by next meeting 21.11.22 – Clerk, DP, RR.

Date and time of next meeting

Monday 21 November 2022 at 5.00pm

The meeting closed at 5.50pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 11 July 2022	4.
3.	Declaration of Interests 2022-23, WB Code of Conduct for School Governors 2022-23	6.
4.	Keeping Children Safe in Education Sept 2022 KCSIE Sept 2022 – Key Changes governors and trustees should be aware of	7.
5.	SIP 21-24 implementation	9.
6.	Behaviour Policy	12.
7.	Decarbonisation briefing paper and accompanying 3 quotes	13.
8.	Governor Curriculum Visit 27.9.22 Journey of The Winchcombe Curriculum	14. AOB (i)