



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Monday 21<sup>st</sup> November 2022 at 5.00pm**

**Present:** Rachel Redgwell (RR) Chair of Governors; Neil Pilsworth (NP) Head teacher, Hannah Peto (HP) (elected staff governor); Liam Anderson (LA) co-opted governor; Derek People (DP) (Vice Chair) co-opted governor, Kathryn Bowers (KB) parent governor; Regina Kosa (RK) (elected parent governor);

**Apologies:**

**Absent:**

**In attendance:** Elode Scarlett (ES), Deputy HT; Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk

**Key:** Strategic direction/Challenge or Question/Answer/Action/Extract

HP was introduced to the GB as newly elected staff governor

**1.Apologies**

*The meeting was quorate*

**2.Declaration of any other business**

None

**3.Declaration of interests**

None

**4. Minutes of the meeting of 3<sup>rd</sup> October 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**

None

**6.Election of staff governor – Hannah Peto (HP)**

The clerk announced that Natasha Grove's term of office has ended, staff governor elections were held and HP was elected (uncontested). RR welcomed HP to the GB.

**7. Head Teachers' report (update)**

NP reported that the system of red and yellow cards under the Behaviour Policy is working well – weekly analysis showed a decrease in the number of cards issued during October and November. RK asked if there had been any feedback from parents and students about the effectiveness/clarity of the card system. NP advised that the student council is up and running as a forum for pupil views, and RR suggested a parents/student's survey in the new year. Arrange school survey – SLT by next meeting 6.2.2022. KB volunteered to attend a student council meeting and report back to governors – clerk to arrange introductions with Sara Bennett (teacher in charge of student council).

Governors were please to hear that Friends of Winchcombe had funded playground zone markings, RR asked about the rationale for creating zones in the playground. NP counselled that the additional activities (games, junk modelling etc.) would give children more to occupy them thus reducing disruption and behaviour issues.

The GB learnt that the whole school staff attended training on giving and receiving feedback led by the Winchcombe's School Improvement Partner. The training – 'radical candour' was designed to create a culture of feedback within the school – helping each other improve. LA commented that this approach linked with the shift towards professional growth – impact cycle: evidence is collected from different perspectives. RR asked how staff had reacted to the training. HP's view was that it was well received and although some staff did have reservations about giving feedback, HP felt it would become easier as a culture of feedback becomes embedded within the school. NP pointed out that the purpose of the training was as much about praise as development. LA,RR and DP queried lesson observations and how it informs performance management. NP countered that professional growth plan evidenced effectiveness and improvement. The GB were assured that teacher development was robustly evidenced. NP announced LSA appointment for a 1:1 child; RR asked if this funding was available for this pupil, NP confirmed that it was.

#### **8. Safeguarding report**

RR has inspected the Single Central Record (SCR), all up to date with current employees. There was an action to check the frequency for childcare disqualification checks – SP.

SP reminded governors that the annual safeguarding audit is due – NP/RR to completed by 30.11.22.

#### **9.Proposal to dissolve F&HR Committee/ F&HR Report**

Firstly, DP referred to the proposal to drop the F&HR committee and adopt a circle model of governance. It was agreed that the board would be more effective operating without a separate sub-committee for finance. The clerk counselled that there would still need to be a Pay Committee to be appointed at the beginning of the academic year. The decision to dissolve the F&HR Committee was approved. Clerk to revise meeting dates, update website, finance policies by next meeting 6.2.2022.

DP went onto summarise the headline points from the final F&HR Committee (no minutes available as meeting was immediately prior to FGB meeting).

The GB was made aware that that the 2022/23 year would see the school in deficit, despite an increase in Early Years funding due to the popularity of the Nursery and the efforts of Kate Betts (inclusion manager) in securing Education, Health and Care Plans (EHCPs) and additional funding for high needs pupils. DP felt it important to point out that governors and leadership had proactively planned for a forecasted deficit, considered 3 cost saving scenarios and had approached WBC head of education/schools in financial difficulty to no avail. DP concluded that the budget was under control as much as it could be in these challenging times; various rationalisation scenarios had been discussed. NP agreed that actions have already been taken and could not see how the school could cut costs anymore and operate effectively. SP pointed out that P9 budget reports would be crucial and committee agreed that the FGB would make it a priority to monitor the position with rigour.

RR asked about the success of the parental voluntary contribution scheme and it was an agreed that a follow letter would go out to all families – SP/NP.

A discussion took place about recent FoWs events and KB advised that they have been very well supported, with families very happy to attend events after 2 years of Covid restrictions.

#### **10. Teachers' pay policy/Summary Appraisal Report**

2022 pay rates have been updated, no other changes in policy. Approved.

Summary Appraisal Report approved (subject to a typo) NP to amend and circulate Clerk to update policy tracker.

#### **11. Health & Safety Report (update)**

RK and SP did a school H&S inspection, earlier this term. H&S checklist updated and circulated. No further H&S issues to report.

**12. Review of Data Protection Policy**

No changes to policy – reapproved. **Clerk to update policy tracker**

**13. AOB**

RR asked for volunteers for a link SEN governor – KB agreed.

RR requested that the next meeting includes a PPG update – (PPG lead), followed by a SEN update at the following meeting.

**14. Date and time of next meeting**

Monday 6<sup>th</sup> February 2022 at 5.00pm

*The meeting closed at 5.50pm*

	<b>Supporting documents</b>	<b>Agenda item</b>
<b>1.</b>	Agenda for this meeting	<b>1.</b>
<b>2.</b>	Minutes of the meeting of 3 October 2022	<b>4,5</b>
<b>3.</b>	Finance & Human Resources Committee Terms of Reference 2022-23 Proposal Re: dissolution of F&HR Committee Budget monitoring report to governors October 2022 Fund 01 BMF Budget P6 & Commentary Fund 08 BMF Budget P6 & Commentary Fund 13 BMF Budget P6 & Commentary Fund 50 BMF Budget P6 & Commentary Fund 55 BMF Budget P6 & Commentary Fund 99 BMF Budget P6 & Commentary	<b>9.</b>
<b>4.</b>	Teachers' Pay Policy	<b>10.</b>
<b>5.</b>	H&S Autumn Checklist	<b>11.</b>
<b>6.</b>	Data Protection Policy, Privacy Notice for Parents and Staff	<b>12.</b>