



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 6th February 2023 at 5.00pm**

Present: Rachel Redgwell (RR) Chair of Governors; Neil Pilsworth (NP) Head teacher, Liam Anderson (LA) co-opted governor; Derek Peaple (DP) (Vice Chair) co-opted governor, Kathryn Bowers (KB) parent governor; Regina Kosa (RK) (elected parent governor);
Apologies: Hannah Peto (HP) (elected staff governor);
Absent: Elode Scarlett (ES), Deputy HT;
In attendance: Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk

Key: Strategic direction/Challenge or Question/Answer/Action/Extract
1.Apologies HP <i>The meeting was quorate</i>
2.Declaration of any other business None
3.Declaration of interests None
4. Minutes of the meeting of 21st November 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 (i) Pupil Premium Grant (PPG) update deferred to next meeting. Kate Betts (Inclusion Manager) (ii) Student Council- KB met with student council and reported that it was a positive and engaging meeting
6. Head Teacher's report Autumn Term 2022 LA submitted some questions in advance of the meeting: I am aware that two members of staff are currently doing NPQs. With reference to the HT report, could further use of the NPQ programmes be used to achieve this? Have these opportunities been shared more widely with all staff to do an NPQ and if so, what are the reasons for not taking up? I am aware of logistical requirements mentioned before about having too many staff doing NPQs at once with being out to attend training etc. Also, what actions have taken place/are soon to be taking place to further support subject leads to become more confident with leading their specific subject as non-specialists?

NP advised that the school was looking to extend the NPQ (National Professional Qualification), but strategically it was more effective to roll this out gradually because of class cover thus enabling a full commitment to those embarking on NPQ.

Further empower subject leads to become more expert and drive their subject further forwards - **what is the plan of action for this? Something discussed during curriculum visit.** Subject leads continue to work with other experts in school and professional associations.

Further embed the role of the phase leader to have a positive impact on the progress of all pupils in their phase; The role of the phase leaders has been further developed to ensure that they take ownership of their phase and take responsibility for working with their staff to respond to the needs of all the pupils and raise standards and expectations in their phase - **how has this been done?** Through coaching and review of assessment data.

LA asked about accountability and consistency – through regular walk throughs by senior leadership team.

Attendance was discussed. KB noted 18.9% persistent absence/lateness. LA asked: Previously, it was discussed lateness was impacting some attendance figures and in summer term was discussed going into Autumn term, senior leaders would be more present at front of school to clamp down on improving punctuality/lateness in mornings. With reference to comment in report, has this had a positive impact on punctuality/lateness specifically? NP reported a high level of sickness during the Autumn Term and reiterated the measures taken in school to address poor attendance. NP has also challenged parents about poor attendance and punctuality. NP advised that he does not authorise holidays in term time.

LA also observed that the new professional growth model coupled with coaching work sounds great for ensuring effective professional development and assumed therefore this is more focused on pedagogy. It sounds good that EYFS have developed networking with team at Francis Bailey.

KB asked about exclusions/suspensions and NP counselled that this would only be incurred for excessive dangerous behaviour.

RR asked if NP was confident in the safeguarding referral process given the increase in referrals to Designated safeguarding leads (DSL). NP concurred that this increase could be attributed to anxiety after lockdown as well as the high level of children with special educational needs (SEN).

KB asked if an Emotional Literacy support assistant (ELSA) is used to help those with mental health issues in school. NP advised that a combination of family support workers (FSW), Emotional Health Academy and WB Mental Health Support Team supported these pupils. RR mentioned that she had seen evidence of this invention recently for a child in KS2.

RK queried provision for the high level of pupils with English as an additional language. NP explained that a teacher from the Speech and Language (SAL) resource is EAL lead with support from WBC.

Lastly, NP drew attention to staff changes to cover 2 maternity leaves and teacher cover in year 4/5. NP explained that the school was lucky to secure a long-term supply teacher to ensure consistency for pupils. RK felt it could have been better communicated to parents and

would have been reassured to have the opportunity to meet with the new teacher. NP agreed that, if it is necessary to change teachers again, parents will be invited in to a "meet the teacher" event.

7. Safeguarding Report

Safeguarding audit has been completed.
RR had no safeguarding concerns to report.

8. Finance Report: Period 9 budget monitoring and forecast reports (BMF)

DP summarised the minutes of the final meeting of the F&HR Committee and it was noted that the PPG report had been updated and published on the school's website. There were no other outstanding actions or matters arising. The discussion moved onto period 9 BMF reports. A modest carry forward for 2022-23 year-end was mentioned and governors understood that increased numbers in the nursery and increase in free school meals (FSM) funding had helped; SP cautioned that expenditure on premises (kitchen and building maintenance) had mitigated this somewhat, the position at period 9 was broadly balanced.

The increase in Education, Health and Care Plans (EHCP) was welcomed by governors although RR pointed out that EHCPs do not fully fund the provision of a 1:1 learning support assistant. Lastly NP felt it important to note that while the budget was likely to balance, the school was challenged to operate effectively.

DP to monitor P10-12 position.

9. School Financial Value Standard (SFVS) and checklist

Governors were satisfied the self-assessment checklist demonstrated robust controls of the school's finances and agreed on the action of a procurement exercise for IT provision.

RR duly signed SFVS.

Clerk to submit SFVS to WBC internal audit by 31st March 2023

10. Benchmarking report 2021-22

The GB considered benchmarking charts circulated and the self- assessment dashboard. DP explained the process of financial benchmarking against local comparators and governors understood risk thresholds of the school's characteristics. It was felt that the exercise did not raise any unexpected anomalies however the pupil to adult ratio was challenged. SP pointed out that the SAL and LAL resources as separate entities skew the figures somewhat.

An action was agreed to compare our high needs provision against the funding the school receives. SP/DP ongoing as part of budget monitoring.

11. Approval of The Winchcombe School Fund financial accounts

Accounts have been independently audited and were approved by the GB.

12. Review of Financial Management Policy (FMP) and update of Register of Authorising Officers

FMP was approved and register of authoring officers duly signed.

Insert register as an appendix to FMP, circulate FMP to staff shared/hard copy in staff room – clerk ASAP

13. Review of Complaints Policy

Approved. Clerk to update website, policy file, staff shared. ASAP

14. Health and Safety/Premises update

SP reported that new playground markings have been planned and ordered and the installation of LED lights has been completed.

RK and SP to arrange school walk around before the next meeting -27th March 2023.

15. AOB None

16. Date and time of next meeting

Monday 27th March 2023 at 5.00pm

The meeting closed at 6.30pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 21 st November 2022	4.,5
3.	Head teacher's report to governors Autumn Term	6.
4.	Minutes of the F&HR meeting 21 st November 2022 Budget monitoring and forecast reports (BMF) period 9, Funds 01, 08,13,50,55,76 & 99 Finance Report to governors February 2023	8.
5.	SFVS checklist	9.
6.	Benchmarking charts: Income, Occupation, Premises, Supplies and Services, Workforce, Total Expenditure, Self -assessment dashboard 21-22	10.
7.	The Winchcombe School Fund financial accounts 2021-22	11.
8.	FMP and register of authorising officers	12.
9.	Complaints policy	13.

Minutes of the meeting of 06.02.2023

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Signed ...R Redgwell.... Date27.3.2023.....