



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 10th July 2023 at 5.00pm**

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

Apologies: Rachel Redgwell (RR) Chair of Governors;

Absent: Richard Blofeld (RB)

In attendance: Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk, Matt Percy (MP) Head teacher from 01.09.2023

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

1. Apologies

Rachel Redgwell (RR) Chair of Governors; The meeting was chaired by vice chair DP.

The meeting was quorate

2. Declaration of any other business

(i) None

3. Declaration of interests

None

4. Minutes of the meeting of 24th April 2023 Part I and 15th May 2023 Part II

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

Clerk to upload Part I minutes to the school website: ASAP

5. Matters arising

All actions following the meeting of 24th April 2023 have been completed.

6. Head teacher's report July 2023

NP highlighted aspects of the HT report. Governors noted that persistent absence was down by 0.5% from the previous HT report. NP went on to say that absence for summer term was at 17.7% compared to 25% nationally but accepted that figures for The Winchcombe School were still too high.

NP advised that meetings have been held with families to address repeated absence and lateness. LA asked if these face-to-face meetings have helped, NP believed that this escalation of measures had certainly had an impact and acknowledged the support of Ann Stacey (admin/attendance) and Esther Ferris (family support worker). DP passed on thanks and recognition on behalf of the GB.

NP drew attention to the high amount of English as an additional language (EAL) and children with Education, Health and Care Plans (EHCP), with 9 EHCP pupils joining foundation stage from September. KB queried this trend, NP pointed out that high needs children are now diagnosed

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earlier across the UK and the lack of capacity in alternative provision. DP reflected that high level of SEND at The Winchcombe was due, in part, to reputation as the school has proven expertise in this area.

NP advised that Key Stage 2 (KS2) data would not be available until 11th July 2023 and would therefore be tabled for the first meeting of the academic year in September but was able to share that attainment in Phonics stood at 82% continuing the 5-year trend in improvement.

Clerk to add KS2 data to the agenda by next meeting.

Lastly, DP noted that the Self Evaluation Form (SEF) embedded in the HT report was a valuable legacy document to affect a helpful handover to new HT, MP.

7. Approval of Offsite visits for 2023-24

The programme of off-site visits (including year 6 residential and year 4 camping) for 2023-24 was approved by the GB.

8. SEND/PPG report

DP noted that the gap between disadvantaged pupils and the whole school population was still high but went on to say that this was the trend across all West Berkshire Schools and beyond.

NP agreed with this assessment and reiterated the school's priorities in narrowing the gap starting with attendance and high-quality teaching.

Governors learned that a new pupil premium (PP) lead will be in post from September 2023.

9. Safeguarding report

Deferred in RR's absence. NP had no safeguarding concerns to report.

10. Health & Safety/Premises update

RK and SP completed school H&S inspection and H&S checklist for summer term 2023 was circulated. RK noted that some fire signage was obscured and display screen equipment (DSE) checklists were not all up to date. SP reported that these issues were being addressed.

LA asked about curriculum H&S e.g., DT projects; SP confirmed that risk assessments are completed for this type of activity.

11. Approval of early career teacher (ECT) induction policy

Governors agreed to adopt the current West Berkshire model policy but understood that guidance from the DfE had been updated to come into effect from September 2023.

LA pointed out that the role of the local authority has been passed to Teaching Schools Hub; it was decided to keep the ECT policy under review when further guidance and a revised model policy is available. The GB learnt that Lesley Quirk (assistant HT) is the school's induction tutor.

LQ to update ECT policy for September 2023, liaise with clerk by next GB meeting.

12. Finance: Period 2 budget monitoring reports Funds 01, 08, 13,50,55,76,99

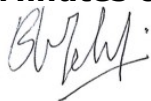
DP explained that the variance in expenditure (4.8% drift) was due to purchase of buybacks, local government pension deficit and bulk purchase of resources for 2023-24 academic year. DP expected tracking to return to usual from p6 budget monitoring. SP concurred that it was early in the financial year and could not, at this stage, anticipate staffing changes etc. SP was hopeful, though, that energy bills will decrease following installation of solar panels this summer. The school has also signed up to de-carbonisation programme.

13. School meal price review

The GB were informed that school meal prices have been increased from £2.50 to £2.60 in line with other local schools.

14. Staffing update – approval of sabbatical

NP advised that the school was fully staffed from September, 3 new teachers (including 2 ECTs) have been appointed replacing 3 leavers. This has come at a cost as the school was forced to pay agency fees to recruit high quality staff.



A sabbatical for J Brisland was approved: governors understood that this was cost neutral and recognized the importance of staff well-being and retention of a valued member of staff

15.IT Service Level Agreement (SLA)

Tender documents were circulated in advance of the meeting and SP has discussed SLA with DP, NP and MP. Governors understood that there was little to separate Soft Egg, a strong contender, with the current providers: Tri Computers. It was felt that with so many changes anticipated for 2023-24 it would be prudent for stay with the current providers. **SP asserted that the SLA was for one year and was looking for Tri to provide onboarding documents/processes for succession planning should the school wish to switch providers next year. DP agreed with this approach both strategically and pragmatically and the GB agreed unanimously to accept Tri Computers SLA.**

16. Curriculum Report

LA summarised his report to governors. LA was pleased to see the impact of drawing club in foundation stage and commented that one of the strengths in coaching was the inclusion of support staff in continuing professional development.

LA to meet with subject leads from September 2023.

17. Appointment of co-opted governors (RB and HP)

The clerk explained that HP (current elected staff governor) is leaving the school at the end of the academic year, but wished to continue to serve as a governor. It was proposed that HP switch governor category and be appointed a co-opted governor. This was agreed unanimously, term of office to commence from 10.07.2023.

Following RR's and DP's decision to step down at the end of the summer term, the clerk approached WBC governor services for support in recruitment of an experienced governor to work with the new HT. RB volunteered to join the board as a co-opted governor and agreed to stand as Chair of governors, if elected by the board. RB's profile was circulated in advance of the meeting and DP, RR, NP and MP have met with RB. DP recommended RB's appointment to the board, agreed unanimously by the GB.

Update Governor hub, website Clerk by September 2023.

18. Staff governor – Danni Clay

To fill staff governor vacancy, elections were held during summer term and Danni Clay (year 1 teacher) was elected, term of office to commence from 1.9.2023

19. Election of Chair and Vice Chair from 1.9.2023

DP proposed RB as Chair of governors – RB was elected unanimously.

LA self- nominated for Vice chair of governors – LA was elected unanimously.

Update Governor hub, website: Clerk by September 2023.

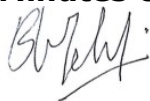
Clerk to circulate NGA skills audit checklist by end of July 2023 in order to allocate governor roles from September 2023.

20. AOB

DP thanked the clerk (HS) and SBM (SP) for their outstanding work and wished NP well for the future.

NP thanked RR and DP for their support over many years.

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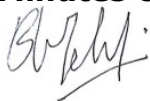


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14. Date and time of next meeting Monday 25 th September 2023 at 5.00pm
<i>The meeting closed at 5.55pm</i>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 24.4.23 Part I and 15.5.2023 Part II	4,5
3.	HT report July 2023	6.
4.	SEN/PPG report	8.
5.	Draft ECT policy	11.
6.	Period 2 budget monitoring reports Funds 01, 08, 13,50,55,76,99 Amended budget June 2023	12.
7.	ITT support Bids Analysis Shortlist Summary report of IT Support SLA	15.
8.	Curriculum report	16.
9.	Governor Profile – RB	17.
10.	LA Vice Chair nomination statement	19.

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