



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 25th September 2023 at 5.00pm**

Present: Richard Blofeld (RB) (Chair) co-opted governor; Liam Anderson (LA) (Vice Chair) co-opted governor; Matt Percy (MP) (Head teacher) Hannah Peto (HP) co-opted governor, Kathryn Bowers (KB) parent governor; Dani Clay (DC) (elected staff governor);

Apologies: Sarah Whatmore (SW) proposed LA governor

Absent: Regina Kosa (RK) (elected parent governor); resigned 18.09.2023

In attendance: Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk, Elode Scarlett (ES) Deputy Head teacher, Alex Hawkins (AH) proposed co-opted governor

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

1. Apologies & Introductions

Sarah Whatmore (SW)

Regina Kosa has resigned from the G.B, it was agreed to hold parent governor elections after half term. **Clerk to arrange election by end of Term 2.**

The meeting was quorate

2. Declaration of any other business

(i) Policy for managing serial and persistent complaints (clerk)

3. Declaration of interests

(i) RB disclosed that he is a family friend of Kate Betts (Assistant head and inclusion manager)

4. Minutes of the meeting of 10th July 2023

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

Clerk to upload minutes to the school website: ASAP

5. Matters arising

(i) Early Career Teacher (ECT) Policy

Revised ECT policy was circulated and approved unanimously. **Clerk to update Policy File and Website ASAP.**

6. Code of conduct, register of business interests, skills audit etc.

The clerk reminded governors to update their Governor Hub profile, under declarations, confirmations and training records. **All governors to update governor hub records by 19.10.2023**

7. Head teacher introduction report

MP updated the board on the first 3 weeks of term. **RB queried the earlier opening time: could the registers be kept open until 8.50am to avoid accruing late marks. ES explained that the school day had been extended to 32.5 hours a week to comply with government legislation, which has since been postponed until 1 September 2024, however operationally it was essential**

to get children in and ready to learn at 8.45am. DC emphasised the importance of early morning tasks to help pupils settle into the school day.

RB asked if extra-curricular clubs would prioritise Pupil Premium Grant (PPG) children. MP informed governors that club lists have not been finalised but PPG children would be a consideration.

LA enquired about safeguarding procedures for parent volunteers running club and learnt that volunteers were subject to the same DBS checks and safeguarding training as school staff.

8. Headline Data 2022-23

RB wanted to know if Key stage 2 data matched targets. HP cautioned that as a year group there were many high needs children and many who could not sit the tests. Those who were expected to reach national average generally did and as a data set there were no surprises. MP thought it important to note that Key stage 2 results were not all about year 6, learning starts from Foundation stage. RB went onto say that pupils joining the school within the 2 years preceding year 6 can also affect the data. ES pointed out that the 2022-23 cohort was the bulge year with a high number of PPG/SEN, Summer born, English as an additional language (EAL), higher boy to girl ratio. ES cautioned that the 2023-24 cohort had a similar profile: 13 PPG, 15 EAL, 5 Education, Health and Care Plans (EHCP), 27 Summer born. LA asked what was being done to mitigate this, ES advised that experienced year 5 teachers have carried on to year 6, interventions are being implemented; for example, extra Maths lessons have been put in place. DC suggested booster clubs and AH mentioned Easter school. LA queried the time scale for a data drop and wondered if collecting data in February could inform teaching during summer term prior to SATs; and if SLT were confident of the school's strategy to raise attainment. ES confirmed that their plan was robust and countered that ES, MP, along with year 6 teachers were committed to give every child the best chance to fulfil their potential. LA asked about parental support for SATs – revision guides, practice papers and ES advised that were parent information evenings but warned governors to be mindful of the balance between supporting families and causing anxiety to children. AH concurred that weekend school, holiday school was not part of the culture at The Winchcombe School. RB advised that attainment was now back in focus under Ofsted. ES pointed out that the current culture of the school was long term retention.

RB concluded that the discussion had been excellent and felt it important for governors to know more about pupil progress from an operational point of view. A brief follow- up report was suggested with bullet points of the measures in place for raising attainment. **ES/MP to prepare intervention report by next meeting 20/11/2023**

9. Finance Report and budget monitoring period 5

KB commented that the position at period 5 was better than period 4. SP was hopeful that if it was possible operationally to hold off on replacing staff, a balanced budget could be presented to governors for 2023-24, however, SP warned governors that the impact of losing the bulge year would result in a deficit from 2024-25.

KB enquired about EHCPs and SP advised that Kate Betts had worked hard to secure top up funding but this would not plug the gap in funding from losing the bulge year.

RB informed governors that a meeting with Sarah Reynard of WBC schools' accountancy has been arranged to be attended by SP, MP and RB on 17.10.2023.

RB to report back to governors at the next meeting.

10. Safeguarding Report & Child Protection Policy 2023-24

Safeguarding training has been delivered to all staff on the Inset day 4.9.2023. All staff have read latest Keeping Safe in Education.

The Child Protection Policy 2023-24 was approved unanimously. **Clerk to upload to website/Policy file ASAP.**

11. Health & Safety/Premises update

MP and Mark Jones, senior caretaker, have completed a school walk around. Governors were pleased to learn that there were no issues around reinforced autoclaved aerated concrete (RAAC).

12. Governor Roles, HT PM Panel, Pay Committee

NGA skills audits have been completed by the GB. Roles for 2023-24 were assigned as follows:

Finance- KB

Safeguarding-SW

H&S-LA

PPG/disadvantaged- RB

Curriculum – HP

SEND- AH

Data – no governor assigned, working party suggested.

HT PM Panel-RB, KB, LA

Pay Committee – MP, RB, KB, LA

Clerk to update Goverhub, website ASAP

13.Appointment of co-opted governor (AH)

AH left the room. A vote was taken, it was agreed unanimously to appoint AH co-opted governor for a two-year term. **Clerk to update Governor Hub, website ASAP**

14. Appointment of Local Authority Governor (SW)

SW sent her apologies; a vote was taken and SW was appointed LA governor for a two-year term. **Clerk to update Governor Hub, website ASAP**

15.AOB

(i) Policy for managing serial and persistent complaints

RB felt that the policy circulated to the GB could include more detail about how to actually deal with serial complainants and offered to work on an alternative usable policy, as an operational policy it would not need to be ratified by the GB. **RB to draft policy – by next meeting**

20.11.2023

16.Date & time of next meeting

Monday 20th November at 5.00pm

The meeting closed at 6.05pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 10.07.2023	4.,5
3.	HT report introduction report	7.
4.	Primary key stage headlines 2023	8.
5.	Period 5 budget monitoring reports Funds 01, 08, 13,50,55,76,99	9.
6.	Child Protection Policy 2023-24	10.
7.	Governor Roles and Responsibility guidance	12.

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Signed ...  **Date 20.11.23.....**

8.	AH statement	13.
9.	SW statement	14.
10.	Policy for managing serial and persistent complaints (clerk)	15.

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Signed ...  Date 20.11.23.....