



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Thursday 25<sup>th</sup> April 2024 at 4.30pm**

**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; Dani Clay (DC) elected staff governor; Gary Smith (GS) parent governor; Abi Preston-Rees (APR) parent governor; Sarah Whatmore (SW) LA governor; Kathryn Bowers (KB) (co-opted governor)

**Apologies:** Alex Hawkins (AH) co-opted governor, Elode Scarlett (ES) Deputy Head teacher

**Absent:**

**In attendance:** Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk

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

**1. Apologies & Introductions**

Alex Hawkins (AH)

*The meeting was quorate*

**2. Declaration of any other business**

**(i) The Winchcombe School Nursery Policy (clerk)**

**3. Declaration of interests**

None

**4. Minutes of the meeting of 26<sup>th</sup> February 2024**

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) Attendance** KB met with MP, Family Support Worker (FSW) and administration officer to discuss attendance. KB reported robust actions in place to get children into school and on time.

**RB asked if the situation is improving, MP concurred that interventions are taking effect. KB to attend a follow up meeting and update GB, next meeting 15.7.24.**

**(ii) Link Governors**

**HP and AH to update GB at next meeting 15.7.24**

**(iii) Capability Policy**

Following clarification from HR provider the Capability Policy was adopted and approved. **Clerk to update website, staff shared school policies folder, policy review timetable: ASAP**

**(iv) Code of Conduct**

RB's amendments noted and the Code of Conduct was approved. **Clerk to update website, staff shared school policies folder, policy review timetable: ASAP**

**(v) Website**

RB has checked website for compliance and made some recommendations to MP for improvements. **Long term action is to overhaul website possibly with a new provider.**

## 6. 2024/25 budget plan and forecast to 2026/27

Following the meeting of the Finance Committee of 25.3.24 when the draft budget was approved SP explained budget variations: Main School Budget (MSB) carry forward is £ 58k over previous estimates due to:

- Energy invoices for March not yet received and missed accrual deadline. Commitment carried over to 24/25 which is about £8,500.
- £4,375 outstanding commitments carry forward to 24/25
- Income: £3,000 supply claim, £1,570 dinner monies, £2,420 lettings – debtor accruals
- Ethnic minority grant of £3540 from Autumn 23 and Spring term 24. It was understood that there would be no further grant after Summer 23 and this has now been confirmed as the final amount.
- Banking interest of £2,380, which is huge compared to former years when it was about £250 (extract from SBM report)

Further budgeting variations:

- 1xTMR 6 supply teacher to cover sabbatical originally estimated at TMR1 cost
- From July 2024, 0.6 FTE teacher over-staffed; helpful for intervention groups/absence cover. May change in after 31 May as could be resignations.
- Increase in IT maintenance package which reflects the current contract signed in Sept 23
- No Sports Affiliation fee as it has been decided not to renew
- £58,000 pupil led funding to be transferred to SAL.

Projected outturn at end of 24/25: £32,100. There is an estimated deficit in 25/26 of £45,000 and the following year, 26/27, £148,000. Every effort must be made to cut costs where possible in order to balance the budget in future years. (extract from SBM report)

Governors noted variations to draft budget and RB commended SP for clear documentation and reporting.

The GB went onto consider remaining funds:

**Fund 08 – Pupil Premium Grant (PPG)** Governors learnt that late receipt of payment for a Looked After Child (LAC) avoided a year end deficit. The GB noted projected carry forward at year end 2024/25 and raised a concern about using PPG on current year cohort. SP assured governors that PPG would be spent in year.

**Fund 13 Sports Fund** It was understood that the future of the sport fund uncertain and a government decision. There were no queries on the budget submission.

**Fund 50 Speech and Language Resource (SAL)** carry forward of £ 13 k was noted. SP explained funding model and premises/management costs.

**Fund 55 Language and Literacy (LAL)** Governors pleased to learn LAL funding increased.

**Fund 76 – Devolved Formula Capital (DFC)** No questions

**Fund 99- Phoenix Club** RB and KB commented on high staff costs of playworkers and administrative/clerical. SP assured governors that the club is not running at a loss and £22,000 has been allocated to MSB for premises and management costs. MP recognised that the club serves the community really well and fees are low in comparison with other out of hours clubs. The school wants to re-launch the club possibly with a fee increase - looking at other providers for ideas.

RB asked for clarification about T0600 (lettings income) and T0820 (rent income), SP confirmed that T0600 is for external lettings (sports clubs, choir, Happy Kids Pre-School) and T0820 is rent/premises from Phoenix Club. The discussion moved onto Happy Kids lease and who is

responsible for negotiating terms of said lease. MP advised that the school has not been involved in setting the level of rent RB felt a more commercial level of rent was appropriate and **agreed to make enquiries with WBC; RB to report back to GB by next meeting 15.7.2024.**

LA pointed out that the draft budget had been discussed in detail at the meeting of the Finance Committee of 26.3.24 and at the time asked SP where savings could be made; LA wanted to know if there were any adjustments to be made in the light of the budget variations. SP advised that the only area where costs could be cut further were resources (stationery and other classroom consumables).

Lastly RB proposed that the GB approve 2024-25 budget plan: agreed unanimously. WBC budget submission sheet was duly signed by MP and RB. **Clerk to send signed sheet to WBC schools accountancy by 26.4.24.**

### **7. Head teacher update**

The GB was happy to learn the school is full from September with a waiting list and also the increase in school events open to parents. MP shared plans for forthcoming year 6 residential trip. GS raised a concern about the short notice and also cost of the visit. MP acknowledged the impact on families but spoke about the value of the experience for the children; MP advised that the payment plan could go beyond the visit date. The GB discussed various grants available. Governors heard about recent sports events and staff/parent run clubs as well as community events and FOWs fund raising activities.

### **8. School Improvement Plan (SIP)**

MP shared proposed SIP with governors (also shared with school staff). MP recognised that the enriched curriculum is his vision with an emphasis on the Arts. APR suggested asking parents what they wish their children to have experienced in primary school.

RB asked about collaborative learning and MP explained that with 2 form entry, pupils stay with the same class throughout primary school; mixing the classes and staff working together helped prepare for secondary school.

KB enquired about networking with other local schools and MP advised that The Winchcombe School had opted out of the school sports affiliation scheme and with a dedicated sports HLTA organised our own inter-school tournaments. RB asked if the school can still access sports tournaments, MP pointed out that inter-school competitions arranged outside of the affiliation scheme are more inclusive and the school can set its own timetable of events.

MP drew attention to coaching: to further develop the quality of teaching and learning and improve outcomes for children.

LA queried why oracy and knowledge retrieval are priorities and MP advised that this was an area for improvement following from January 2022 Ofsted report.

### **9. Allegations of Abuse Against Staff Policy**

The clerk advised that the policy is a model provided from the schools HR provider. SW asked if it was aligned to Berkshire West Safeguarding Partnership and questioned the need for a separate policy as allegations of abuse against staff was covered in WNC Child Protection and Safeguarding Policy. **Check WBC CP Policy and query with HR: Clerk by next meeting 15.7.24.**

### **10. Health & Safety/premises update**

No H&S issues to report. **School walkabout with SP, LA and GS to be arranged by next meeting, SP, LA and GS to liaise.**

### **11. Safeguarding Report**

No safeguarding issues to report. SW attended safeguarding governor networking meeting on 26.3.24 and shared agenda items.

**SW/SP/MP to arrange Single Central Record (SCR) inspection by next meeting 15.7.2024.**

### **12. National Governance Association Learning link**

LA urged governors to register and explore the online modules, all included in buy back to WBC Governor Services.

Clerk asked governors to complete their Governor Hub training profile with any modules completed.
<b>13.New Governance Guides</b> The clerk advised that the new Governance Guides are now available, link available from Governor hub.
<b>14. AOB</b> <b>(i) The Winchcombe School Nursery Policy 2024-25</b> Governors felt Mother/Father should be replaced with parent/carer 1 & 2. Policy was agreed. <b>Clerk to advise School Secretary, update website.</b>
<b>15.Date &amp; time of next meeting</b> <b>Finance Committee: (note change of date)</b> Wednesday 12 <sup>th</sup> June 2024 at 4.30pm; <b>FGB</b> Monday 15 <sup>th</sup> July 2024 at 5.00pm
<i>The meeting closed at 5.45 pm</i>

	<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 26.02.24	<b>4.,5</b>
<b>3.</b>	Capability Policy Code of Conduct	<b>5.</b>
<b>4.</b>	Minutes of the FC meeting of 25.03.24 Budget 2024 report – adjustments to draft budget The Winchcombe School Budget Plan 2024-25 Main School Budget (MSB) Fund 01 budget Pupil Premium Grant (PPG) Fund 08 budget Primary School Sports Fund 13 budget Speech and Language Resource (SAL) Fund 50 budget Language and Literacy Resource (LAL) Fund 55 budget Devolved Formula Capital (DFC) Fund 76 budget Out of hours (OoH) club Fund 99 budget	<b>6.</b>
<b>5.</b>	Head teacher update report for governors April 2024 Proposed School Improvement Plan 24 and beyond	<b>7.,8.</b>
<b>6.</b>	Allegations of Abuse Against Staff Policy	<b>9.</b>