



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Monday 15 July 2024 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; Alex Hawkins (AH) 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:**

**Absent:**

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

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

**1. Apologies & Introductions**

*The meeting was quorate*

**2. Declaration of any other business**

**(i) EYFS parents' evening (RB)**

**(ii) Friends of Winchcombe Summer event 2025 (KB)**

**(iii) School Improvement Plan (SIP) (RB)**

**(iv) AH resignation**

**3. Declaration of interests**

None

**4. Minutes of the meeting of 25<sup>th</sup> April 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 present at attendance meetings in school. KB reported challenges but there are robust measures in place to support families in getting their children to school. School staff monitor patterns of attendance and challenge families appropriately. Improvement is marked with a letter of congratulation. **RB questioned the current attendance rate. MP confirmed that as of 15.7.24 rate of attendance was 93.8%. Governors noted this was 1.2% below target of 95%. LA asked about the link with pupil premium (PP) and Special Educational Needs (SEN) and attendance. KB and MP pointed out that lateness was more of an issue with SEN pupils. LA went on to challenge the connection of PP children, attendance and the gap in attainment. ACTION: investigate number of PP children with low attendance and the effect on data – MP/ES by next FGB meeting.**

**(ii) Link Governors**

HP (curriculum) has met with ES and Lesley Quirk – HP to share her observations under item. 7: curriculum reports.

AH (SEN) has met with Kate Betts (KB) – Inclusion manager. AH noted change in language around SEN provision. General teaching assistants (TA) adapt well to 1:1 SEN TA, however it is difficult to recruit experienced TAs and releasing TAs for SEN training has been a problem with cover in class.

### **(iii) Allegations of Abuse Against Staff Policy**

The clerk drew attention to section 18. of The Winchcombe School's Child Protection and Safeguarding Policy. Governors concurred that there was no need for a separate policy for allegations against staff.

### **6. Head teacher report & data**

MP's report to governors was considered. LA asked for clarification of the changes to Penalty Charge Notices (PCN), MP provided a brief summary of the changes.

RB asked for the date of the fire drill/false alarm. MP to confirm date of fire drill evacuation by next meeting.

RB asked for an overview of data and noted a pleasing set of results for Year 6.

ES cautioned that the headline data was provisional and subject to change due to appeals, moderation and confirmation from the local authority (LA).

ES shared *estimated* 2024 data for Key Stage 2 (KS2):

**Reading:** Expected 72%, National 73%

**Writing:** Expected 64.5%, National 72%

**Maths:** Expected 77%, National 73%

Governors noted aspirational targets in reading: 69%, writing 76%, maths 85%.

ES acknowledged writing data would bring down combined score. AH mentioned gender difference in the cohort would have an effect, particularly in writing and maths.

LA asked about the gap between PP and non-PP and the barriers in raising attainment.

ES pointed out that was a strong correlation between PP and SEN. LA raised a concern about the current year 5 which has a similar PP/SEN/gender profile to 2023-24 year 6.

Actions agreed for next meeting: Full data report to governors (ES/MP), Analysis of PP in data and attendance (ES/MP), Focus on writing to be incorporated in the School Improvement Plan (SIP), Early Years Foundation Stage (EYFS) data to be tabled (ES/MP).

### **7. Curriculum review reports from subject leads**

ES advised that one of the recommendations from the Ofsted report dated January 2022 was for subject leads to monitor the impact of their subject. ES elaborated those subject leads were taking ownership of their subject and measuring the impact in class teaching.

HP concurred that her understanding (from her meeting with ES and LQ) was that the focus was on the impact of delivery of the curriculum and a monitoring schedule releasing subject leads to observe their subject in classes was in place however ES highlighted the challenges of class cover to allow subject leads to pursue their observations.

APR asked that the "word of the week" be shared with families. MP announced that this will be included in the weekly HT round up from September.

APR suggested appealing for Art resources from families.

DC shared Phonics programme from Nursery to Year 2.

Governors were pleased to read the report and found it enlightening.

### **8. Approval of offsite activities 2024-25**

The programme of offsite activities (including Year 6 residential to Isle of Wight and Year 4 camping trip) was approved.

### 9. Health & Safety/premises update

GS, LA and SP completed H&S inspection. GS reported that H&S in school was good and was pleased to note H&S high on the agenda at HT/staff briefings.

LA drew attention to renovations to EYFS outside space scheduled for the summer holidays.

RB queried H&S incidents involving pupils, SP confirmed that there were none to report.

### 10. Safeguarding Report

SW conducted safeguarding visit on 23.5.24 and found the school to be compliant, no issues to report.

Safeguarding compliance and monitoring report to be circulated with these minutes.

### 11. Report from the Finance Committee

LA summarised the minutes of the last meeting. LA drew attention to the estimated £50K over spend and advised the GB that it was necessary to employ additional staff in order for the school to operate safely and maintain standard of teaching.

SP advised that budget monitoring reports to be circulated during August/early September

### 12. Catering Contract

Governors considered catering proposal. The GB learnt that catering had been in house since 2019 but now it was felt that task had become onerous in terms of administration and debt management. The quality of meal offer was not of the standard the school provided from 2019 – October 2023. Furthermore, SP pointed out that paid meal income for May – July 2023 was £7.5k and for the same period this year May-July 2024 was £5.5k.

Although there was a small surplus in 2023-24 financial year of £5k – this does not reflect background management and administration costs and is being further eroded by declining uptake of paid meals. GS noted that although outsourcing catering contract would take responsibility for dietary requirements and allergies a separate allergen policy was still needed for other aspects of school life. Complete allergen policy – SP/MP by September 2024.

The GB agreed unanimously to accept SP's recommendation and appoint Dolce as catering provider for The Winchcombe School.

Implement handover SP/HS by November 2024.

### 13. AOB

#### (i) EYFS parents' evening (RB)

RB reported that this was well attended and noted an excellent presentation to new parents.

#### (ii) Friends of Winchcombe Summer event 2025 (KB)

2025 Summer event to be held on a Saturday, governor support welcome.

#### (iii) School Improvement Plan (SIP) (RB)

SIP to be on the agenda of the next FGB meeting (MP/ES/clerk)

#### (iv) AH resignation

AH to step down with effect from 15.7.2024. RB thanked AH for his contribution to the GB.

### 14. Date & time of next meeting

Monday 23<sup>rd</sup> September 2024 at 5.00pm

*The meeting closed at 6.30 pm*

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 25.04.24	4.,5
3.	HT Report for governors July 2024 Attainment and progress summary 2024 Casual Arrivals Sept 22-July 324	6.

	Context Group Summary 2024 Phonics breakdown	
<b>4.</b>	Subject leads report to governors July 2024	<b>7.</b>
<b>5.</b>	H&S checklist	<b>9.</b>
<b>6.</b>	Minutes of the FC meeting of 12.06.2024	<b>11.</b>
<b>7.</b>	Catering contract proposal	<b>12.</b>

**Minutes of the meeting of 15.07.2024**

**Signed ...RB..... Date .....23.09.2024.....**