



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 25 November 2024 at 5.00pm**

Present: Richard Blofeld (RB) (Chair) co-opted governor; Matt Percy (MP) (Head teacher) Liam Anderson (LA) (Vice Chair) 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;

Apologies: Hannah Peto (HP) co-opted governor; Kathryn Bowers (KB) (co-opted governor)

Absent:

In attendance: Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk, Linda Jones (LJ) new SBM

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

1. Apologies & Introductions

HP, KB

RB introduced LJ

The meeting was quorate

2. Declaration of any other business

(i) None

3. Declaration of interests

None

4. Minutes of the meeting of 23 September 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) Happy Kids Lease RB has made contact with WBC. Lease expires 15.10.25. Contact at WBC knew little of the history of the arrangement between the school and Happy Kids/WBC. It was agreed to revisit this issue at the end of academic year.

MP reported that support from the Local Authority (LA) has increased and an attendance meeting with the LA and the school has been scheduled for 29.11.24. KB (link governor for attendance) will be present. There has also been a lot of genuine illness this term so far.

SW mentioned attendance for early years i.e., below statutory school age and offered to share a parent flyer encouraging good attendance and governors concurred that repeated absence from EYFS deprived families on the waiting list of a funded place.

LA was glad to see robust plans in place but wanted to know what teachers do catch up pupils who have been absent. MP concurred that this was a challenge and depended on the year group but where resources allow, small group interventions were used.

SW asked about parental support and MP advised that for planned absences learning materials were available. DC opined that for persistent absence, many of those families do not engage with school in any case.

The discussion moved onto year 6 mock SATS. MP shared predicted targets for 24-25:

Reading: 73%

Writing (spelling, punctuation and grammar SPAG): 66%

Maths: 71%

Reading, Writing, Maths (combined): 71%

MP shared measures to raise attainment:

Deployment of Higher-Level Teaching Assistant (HLTA) in small intervention group of 9 pupils identified at the end of year 5. 2 extra arithmetic lessons a week, 1 extra SPAG, and extra spelling. HLTAs to do English booster groups, additional support from the LA and use of Grammarsaurus resources, author in residence to encourage reading.

Governors turned to the SIP, MP advised that SIP is adaptive to advice and is evolving. RB thought SIP was clear and would like to see red, amber green (RAG) ratings as the year progresses.

Lastly, RB stated that a marginal increase in pupils meeting expected standards at the end of KS2 would be desirable.

7. Report from finance committee

LA summarised the minutes of the meeting of the meeting of 14.10.24.

The GB learnt that since the meeting additional Education, Health and Care Plan (EHCP) funding of around £16k has been identified for one pupil.

8. Approval of Terms of Reference of the Finance Committee

Approved unanimously. Clerk to update school website, Governor Hub

9. Approval of Teachers' Pay Policy, Appraisal Policy, Capability Policy

The GB understood the above policies have been recommended for approval by the Finance Committee meeting of 14.10.24. Approved unanimously. Clerk to update policy file

10. Approval of summary appraisal report (Teachers' pay award)

Governors understood that performance management meetings with teachers and teaching assistants have been completed. MP advised that a maximum of 4 targets were set for teaching staff and emphasised the importance of personal targets that bring joy and passion for a productive, enjoyable but accountable work environment.

RB queried number of teachers moving up to Upper Pay Range (UPR) and learnt that there was 1.

RB recommended Teachers' pay award for approval, approved unanimously.

<p>11. Special Educational need (SEN) report and governor visit to Foundation Stage APR highlighted aspects of her reports. Although, there are many challenges in FS, children are now settling into routines. GS asked if conditions in FS had improved and how TA recruitment was going. DC reported that a recent experienced TA appointment would be an asset to the FS team, the high number of SEN children with 1:1 TAs presented a challenge to the FS team. RB thanked APR for her reports which governors found enlightening.</p>
<p>12. Complaints' policy and persistent complaints policy – not due for review but RB and the clerk have re-examined in the light of the increase in complaints across the authority. Approved unanimously. Clerk to update policy file, website.</p>
<p>13. Behaviour Policy MP has made a few modifications but kept the essence of the policy as staff find it works well. SW queried the use of the words "sanctions" and "consequences" and MP agreed to replace reference to sanctions with consequences.</p> <p>SW queried use of policy for certain SEN children and MP confirmed that individual support plans are put in place for those pupils who cannot access the schools' behaviour expectations.</p> <p>The GB approved the Behaviour Policy unanimously (subject to word change above)</p> <p>Clerk to update website, staff shared, policy file, staff handbook– ASAP.</p>
<p>14. Safeguarding report SW had no safeguarding concerns. SCR inspection due this term – SW. Safeguarding audit due by end of Jan 2025 – MP/SW.</p>
<p>15. Health and Safety (H&S) report GS, SP and LJ did school walkabout on 20.11.24. No issues to report. Governors discussed CREST referrals – no underlying trends. Inspection of play equipment was mentioned and GB noted robust maintenance programme and the use of signage advising parents not to allow children on the equipment when dropping off and collecting from school. GS to circulate H&S checklist.</p>
<p>16. AOB None</p>
<p>17. Date & time of next meeting Monday 3rd March 2024 at 5.00pm Finance: Monday 27th January 2024</p>
<p><i>The meeting closed at 6.36 pm</i></p>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 23.09.24	4.,5
3.	HT report to governors, SIP Oct 24, SIP 21-24, Year G mock SATS	6.
4.	Minutes of finance meeting 14.10.24	7.
5.	Terms of Reference of the Finance Committee	8.
6.	Teachers' pay, appraisal and capability policies	9.
7.	Governor visit reports – SEN and FS	11.
8.	Complaints and persistent complaints policies	12.
9.	Behaviour Policy	13.

Minutes of the meeting of 25.11.2024

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Signed: R Blofeld..... Date03.03.25.....