



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Monday 3<sup>rd</sup> March 2025 at 5.00pm**

**Present:** Richard Blofeld (RB) (Chair) co-opted governor; Matt Percy (MP) (Head teacher); Dani Clay (DC) elected staff governor; Gary Smith (GS) parent governor; Abi Preston-Rees (APR) parent governor; Hannah Peto (HP) co-opted governor; Kathryn Bowers (KB) (co-opted governor)

**Apologies:** Liam Anderson (LA) (Vice Chair) co-opted governor, Sarah Whatmore (SW) co-opted governor

**Absent:**

**In attendance:** Harriet Skinner (HS), Clerk, Linda Jones (LJ) (School Business Manager) (SBM) Elode Scarlett (ES) (Deputy Head teacher)

**Key:** [Strategic direction](#)/[Challenge or Question](#)/[Answer](#)/[Action](#)/[Extract](#)

**1. Apologies**

LA, SW

*The meeting was quorate*

**2. Declaration of any other business**

**(i) SEND Guidance (APR)**

**(ii) HP resignation (clerk)**

**(iii) Pupil Premium Grant (PPG) (RB)**

**3. Declaration of interests**

None

**4. Minutes of the meeting of 25 November 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) None**

## 6. Head teacher report and school improvement plan (SIP)

LA circulated some questions in advance of the meeting:

My apologies that I can't be there on Monday due to parents' evening.

Thank you as always for the detailed meeting pack and collation of information - this is really useful and positive to see some excellent updates.

A few questions below, which would be good for discussion:

### **HT report:**

PPG, SEND & EAL attendance all continue to be below whole school attendance average – in particular PPG. Is a change of strategy needed here to address this gap? Is there anyone who is specifically overseeing/keeping an eye on PPG pupils' attendance – how can this be tightened further to help close this gap? This will correlate with gaps in attainment/progress/outcomes.

The detail added into SIP reflects that this may already be moving forwards and being actioned:

-Identify new PPG Champion

-PPG Champion explores current research and methodology to make biggest impact

-Ensure that the PPG strategy reflects the challenges to learning of PPG children (phonics, oracy, emotional resilience and attendance)

-Barriers to learning for PPG children explored and feedback to class teachers

One point highlighted in yellow for PPG on SIP:

Analyse attendance and liaise with attendance team

What have been the barriers for this not yet being full successful?

### **SIP review/update and subject monitoring:**

Thank you for this detailed update – this is really useful to see improvements in priorities identified and give a clear picture on areas that still need further work. It's great to see lots of progress being made and the work on writing with advisor input looks good and that this had been useful and helping to move things forwards and ensuring that there is a clear and aligned approach across all year groups.

One thing that stands out across the SIP review and subject monitoring, are a few repetition of points around 'consistency', 'implementing', 'embed', 'review' – so suggests things are in place, but not yet seeing/able to see this always being consistent.

With regards to review and monitoring (as review of curriculum SIP for retrieval for example is red) – when this is done, why is it that being embedded consistently is not always seen - what are the barriers/reasons? How often is review/monitoring taking place? Are the SIP areas being driven as a central focus that all staff know and use in their planning and being consistently discussed/revisited etc with staff. As an example, retrieval has been a key focus for a number of years and is central to developing pupils' long term memory and schema, but sticky knowledge and spaced practice is yellow. Is there a consistent whole school approach here or is a change of strategy needed and how is it being checked?

MP pointed out that subject monitoring documents were shared with governors for information, but acknowledged the repetition around 'implementing' and the challenges of review and monitoring – due to difficulty in releasing class teachers and Senior Leadership Team (SLT) covering staff absence. RB was pleased to see rag rated SIP and MP recognised that he was reluctant to grade many strands of the SIP as green because of the timeline of actions showing evidence of success.

RB also raised a concern about attendance as he felt the figures in the HT report should be categorised in more detail as per the HT report tabled at the meeting of 25.11.24. MP gave an overview of the attendance meetings with WBC and families during the Spring term.

RB asked if the primary school advisor's English report recommendations are embedded with staff; MP concurred that all staff were following them.

RB raised a concern about PPG and felt a report to governors was overdue. MP confirmed that the PPG champion was (Jo Brisland) and RB offered to assist in producing a robust report.

Action- PPG report to be tabled at next FGB meeting (28.4.25) JB to liaise with RB

RB asked when pupil data/targets will be shared with governors.

MP advised that data from internal mid- year assessments were in the process of being analysed and would be circulated to the GB in due course.

MP went onto say that it was challenging for SLT to have time to consider strategic approach because they are frequently deployed to cover staff absence.

#### **7. Report from finance committee – Schools Financial Value Standard (SFVS), Benchmarking report 2023-24**

In LA's absence HS summarised the minutes of the meeting of the meeting of 27 January 2025. Governors learnt that 2023/24 was forecasted to balance at Y/E but 2025/26 onwards was predicted to be in deficit. Governors discussed what this would mean for The Winchcombe School and HS advised that school is working with WBC schools accountancy; draft budget to be presented to finance committee on 31.03.25, final budget to FGB on 28.4.25.

SFVS checklist was noted and HS confirmed that the checklist had been submitted to WBC internal audit. Benchmarking report was circulated in advance of the meeting, there were no questions.

A concern was raised about staff absence and KB enquired if a return- to- work document was required by the employee, HS advised that staff sickness and non-sickness forms are compulsory and are authorised by MP. APR asked if any analysis of staff absence is undertaken to identify patterns of frequent absenteeism and recommended the Bradford Factor calculator tool. MP advised that return to work interviews are conducted where appropriate, however SLT do not have the resources to carry out this function. APR agreed to forward Bradford factor calculator link to RB & MP. RB to review sickness and absence policy – clerk to forward policy to RB

#### **8. Safeguarding report**

LJ advised that SW inspected Single Central Record on 15.01.25, no queries to report.

LJ ensuring all contractor DBSs up to date.

MP had no safeguarding concerns to report.

#### **9. Health and Safety Report**

LJ advised first aid training up to date (including additional paediatric first aider in FS)

First aid policy reviewed, first aid supplies audit complete, new access doors in FS to contain absconders, IT equipment audit completed by the school's IT provider free of charge, Fire doors inspected: LJ prioritising remedial works.

Fire drill due this term – LJ/MP

School walk around due – LJ/GS by end of May 2025

<p><b>10. Attendance Policy</b> Approved. Clerk to update school website, policy file</p>
<p><b>11. Early Years Foundation Stage (EYFS) Policy</b> Approved. Clerk to update school website, policy file</p>
<p><b>12. First Aid Policy</b> Approved. Clerk to update policy file, website, circulate to staff</p>
<p><b>13. Nursery Policy 2025-26</b> The GB felt the wording around SEN admissions should be checked to be inclusive but also to protect the school and keep children safe. MP to seek legal advice, update policy by next FGB meeting 28.4.25</p>
<p><b>14. Finance Committee – appointment</b> The clerk felt this committee should be expanded due to the predicted budget deficit. It was felt that there was not sufficient skills/financial experience to appoint within the existing GB. It was agreed to advertise for finance governor when recruiting – clerk.</p>
<p><b>15. AOB</b> <b>(i) SEND guidance</b> APR circulated SEN and disability checklist for governors which was included in the DfE guidance. APR to liaise with Kate Betts (inclusion manager) and report to governors by the next meeting – 28.4.25. <b>(ii) HP resignation</b> HP resigned with effect from 3.3.25. RB thanked HP for her contribution to the GB. APR suggested switching from parent governor to co-opted category, clerk to organise parent governor election. <b>(iii) PPG</b> covered in item. 6</p>
<p><b>17. Date &amp; time of next meeting</b> Monday 28<sup>th</sup> April 2025 at 5.00pm Finance: Monday 31<sup>st</sup> March 2025</p>
<p><i>The meeting closed at 6:20 pm</i></p>

	<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 25.11.24	<b>4.,5</b>
<b>3.</b>	Head teacher report to governors Autumn Term 2024 School Improvement Plan (SIP) 2025 Subject monitoring and Evaluation Summary 24-25 English updates, Primary School Advisor visit report 27.11.24 and 05.02.25	<b>6.</b>
<b>4.</b>	Minutes of finance meeting 27.01.25 SFVS Benchmarking Report 2023-24	<b>7.</b>
<b>5.</b>	Attendance Policy	<b>10.</b>
<b>6.</b>	EYFS Policy	<b>11.</b>
<b>7.</b>	First Aid Policy	<b>12.</b>
<b>8.</b>	SEN and Disability checklist	<b>15. (i)</b>

**Minutes of the meeting of 03.03.2025**

**Signed ...R Blofeld..... Date .....19/05/2025.....**