



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Monday 19<sup>th</sup> May 2025 at 5.00pm**

**Present:** Richard Blofeld (RB) (Chair) co-opted governor; Liam Anderson (LA) (Vice 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; Kathryn Bowers (KB) (co-opted governor); Sarah Whatmore (SW) co-opted governor

**Apologies:**

**Absent:**

**In attendance:** Harriet Skinner (HS), Clerk, Lynda Jones (LJ) (School Business Manager) (SBM) Elode Scarlett (ES) (Deputy Head teacher), Jo Brisland (JB) (Class teacher and PPG lead)

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

**1. Apologies**

*The meeting was quorate*

**2. Declaration of any other business**

None

**3. Declaration of interests**

None

**4. Minutes of the meeting of 3 March 2025**

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) Nursery Admissions Policy** – MP confirmed that material changes could not be made to a WBC model policy. Therefore, the current policy stands and can be displayed in the school's website.

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

MP gave a verbal update. LA commented on the strength of personal development and asked if there has been any impact from the author in residence project. MP felt there had been a surge in enthusiasm and engagement in writing. RB questioned attendance data and MP advised that attendance is at 94-95%. RB queried the number of exclusions – MP confirmed 1 fixed term. RB asked if there had been any complaints, governors learnt that there has been 2: 1 resolved by the HT and 1 heard by the CoG.

RB enquired about Standard Assessment Tests (SATs) and learnt that KS2 SATs have been completed, KS1 still to take optional SATs. RB asked about assessments for Years 4 and 5 and ES advised that the school used White Rose Maths and National Foundation for Education Research (NFER). RB probed writing moderation within the school and MP informed governors that year 6 are being moderated externally. RB asked if moderation is done in collaboration with other schools and ES advised that the school works with an advisor from WBC.

RB asked for MP's comments on the data reports circulated. MP conceded the data was lower than he hoped across the board. ES pointed out that 25% (111) of the school (excluding EYFS) were English as an additional language (EAL). LA questioned how many of these pupils has a significant language barrier and how is that being addressed – training? ES stated that the emphasis on oracy had made a difference.

RB asked if the school expected the data to improve when SATs results are in, MP hoped that it would but cautioned that the adult support for high needs pupils had an impact across the whole school. LA enquired if anything was done differently this year to close the gap for PPG/SEN pupils. MP countered that the number of children with complex needs has increased which is why the gap has not narrowed more. ES shared that teaching time in the morning is disrupted as teachers struggle to get the SEN children into class -LA asked if SLT could support and MP advised that this is happening already.

LA went onto to challenge the barriers to progress for non EHCP pupils and ES counselled that coaching and improving the pedagogy of teachers takes time to show an improvement in progress. ES gave an example: live thinking – instead of "hands up" all of the children are expected to think all of the time. GS wondered if teachers felt defensive during SLT learning walks; DC said she welcomed the challenge and believed coaching to be positive.

RB and LA expressed an interest in shadowing a learning walk in the future. **Action: governors to arrange to shadow SLT on monitoring next term to look at teaching and specific focus on SEND/PP.**

KB asked how often coaching stops because of high need children/interruptions/staff absence and if this is why children are not progressing. RB believed that this makes the school vulnerable and requested that staff absence data be included in HT report to governors. **Action: include staff absence data in next HT report. HT next FGB meeting 14.07.2025.**

LA enquired about changes to the SIP and MP advised that plans include EYFS Phonics and interventions for high needs children. **Action: SLT to update FGB (after strategy meetings) on actions to close gaps in 2025-26 academic year: by next meeting 14.07.2025.**

## 7. Pupil Premium Grant (PPG) report

JB highlighted aspects of her report: attainment in reading and maths were on track or above, writing was the biggest issue and is a priority of the School Improvement Plan (SIP).

RB asked how the data compared with last year's and JB confirmed that a comparison would be done at the end of this academic year. Governors learnt that 50% of PPG pupils are ahead of target in reading. JB acknowledged that in Early Years Foundation Stage only 3 of the 10 PPG pupils are on track. Next steps are to delve deeper into the data with more frequent pupil progress meetings. RB wanted to know if class teachers are aware of the PPG children – JB advised that teachers know who are PPG and targeted in small group interventions.

RB was pleased to see updated PPG strategy updated on the school website.

A discussion took place about raising the profile of PP throughout the school and **KB pointed out that PPG applications should be encouraged when new families join the school.**

### **8. Special Educational Needs (SEN) report**

There were no questions as covered in item 6.

### **9. Report from the Finance Committee**

HS advised that there was no budget plan to approve as the school had been granted a further extension to the budget and application for a deficit license submission deadline (midday on 16<sup>th</sup> June) – to give the school time to formulate a credible recovery plan over the next 5 years. RB thanked LJ and HS for their work on the budget plan and cautioned that difficult decisions lay ahead. To this end LA advised that all recruitment of staff must be approved by the GB – for practicality it was agreed to delegate this to the Finance Committee. RB opined that it would be negligent of SLT to appoint staff until there was a robust recovery plan in place. RB stated that this was a temporary measure. Governors learnt that the school is being advised by WBC school deficits accountant who is helping the school with a model that will balance the budget within 5 years.

Because of the time pressure, a meeting of the Finance Committee will be convened to approve the budget and 5-year recovery plan and the FC will report to FGB at the next meeting – 14.07.2025.

### **10. Safeguarding report**

There were no safeguarding concerns to report.

### **11. Health & Safety report**

MP and the school caretaker do regular walk arounds. LJ advised that there was a fire drill this term. WBC have visited to inspect perimeter fence and pot holes in the car park. LJ has requested capital funding from WBC towards replacement of fire doors.

### **12. AOB**

None

### **17. Date & time of next meeting**

Monday 14<sup>th</sup> July 2025 at 5.00pm

Finance: Before 16<sup>th</sup> June 2025 (possibly Teams meeting 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> June)

*The meeting closed at 6:15 pm*

	<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 03.03.25	<b>4.,5</b>
<b>3.</b>	Head teacher report to governors 22.4.25 School Improvement Plan (SIP) 2025 Subject monitoring and Evaluation Summary 24-25 Spring term monitoring and evaluation Mid-year data summary Spring 1 2025	<b>6.</b>
<b>4.</b>	PPG report	<b>7.</b>
<b>5.</b>	SEN report to governors SEN and Disability checklist	<b>8.</b>

**Minutes of the meeting of 19.05.2025**

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**Signed .....R Blofeld..... Date .....14.07.2025.....**