



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 14th July 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; Sarah Whatmore (SW) co-opted governor

Apologies: Kathryn Bowers (KB) (co-opted governor)

Absent:

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

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

1. Apologies

KB

The meeting was quorate

2. Declaration of any other business

None

3. Declaration of interests

None

4. Minutes of the meeting of 19 May and 12 June 2025

It was agreed that the minutes were a true record of the meeting and were signed by RB and LA respectively

Clerk to upload minutes to the school website: ASAP (not part II)

5. Matters arising

(i) None

6. Head teacher report/School Improvement Plan

MP highlighted attendance at 94%, 3 fixed term exclusions (2 pupils). MP cautioned that for budgetary reasons all LSAs are for 1:1 support and this was the minimum to operate. RB queried staffing issue in EYFS and MP advised that he would be redeploying staff to fill a vacancy. In addition, paediatric first aid training will be given to 12 LSAs which will give greater flexibility in LSA allocation.

Governors considered headline data (full analysis to be included in full HT report – Sept meeting – MP).

It was noted that FS data was below national average – MP cautioned that many of the cohort has additional needs (full analysis to follow – next meeting). A similar picture emerged for other year groups with data below national average. LA asked about progress compared with the previous year – ES advised that there have been issues with the school’s monitoring software which are still to be resolved. Governors understood that further analysis and context was required and ES recommended that governors meet with SLT to discuss in greater depth and LA welcomed this -arrange data visit: clerk, SLT, LA by September meeting

RB recommended that 'The Winchcombe Way' document contains a separate chapter dedicated to Pupil Premium (PPG) pupils.

Staff absence was discussed and MP advised that part of the SIP would look at monitoring absence, return to work, staff well-being.

RB drew attention to the English advisor’s report and asked MP if he was disappointed with attainment in writing, MP acknowledged that historically the school had not performed well in writing and LA asked if this was across the board or a particular year group. ES listed the interventions put in place: author in residence, place value of grammar recourse. MP cautioned that it took time to see these measures take effect.

RB questioned processes for moderating and LA wanted clarification on consistency in measuring impact. MP advised that Phase Leaders meet fortnightly and there is a moderation and evaluation schedule in place ready for the new academic year.

LA drew attention to Oracy (vocabulary) on the SIP and ES advised that not every teacher’s feedback has been received hence this strand of the SIP is yellow.

ES suggested LA meet with SLT to consider SIP/English report in greater depth and LA agreed that a meeting in the Autumn term would be beneficial – arrange meeting clerk, SLT, LA.

7. Governor monitoring visit- book looks and learning walk

LA highlighted many positives from recent governor visits (RB and LA): good behaviour, high expectations, good practice and LSAs used effectively for 1:1s.

LA felt it important that monitoring is robust and well documented. LA reported that staff were keen to reintroduce regular pupil progress meetings.

ES advised that last year PP meetings did go ahead with SLT, LA pointed out that phase leaders expressed an interest in being more involved in PP meetings. LA asked how often pupil progress was measured and ES advised that it was in line with data drops for Reading, Writing, Maths and Spoken Language (every “big term”) ES shared that there is also a mid-year “on track” data drop for the Foundation subjects. LA wanted to know if this was frequent enough and MP asserted that it was not feasible to add any more meetings as the data drops in Spring 1 and Summer 2 show whether pupils are on track at that point in time. Coaching conversations occur throughout the year around progress of children with individual teachers.

ES pointed out that many for SEN children these gaps would not close but that they would progress at their own level.

It was agreed that data and attainment would be analysed in more detail in HT report to be tabled at GB meeting in September: MP, ES

8. Report from the Finance Committee

HS advised that the 2025-26 budget plan approved on 12.6.25 was submitted to WBC and has been uploaded to Agresso and reconciled to our FMS system. WBC Schools Accountancy have stipulated that payroll reconciliations and budget monitoring reports are produced using the School Business Service (SBS) system, HS and LJ have attended training and will be using this format from now on.

HS has run SBS budget monitoring reports from period 3 (which is when the budget was fixed) these were not circulated as staff changes are not completed. The budget plan for 2025-26 included an AHT filling a teacher vacancy and 120 fixed term LSA hours ending at 31.8.2025. HS advised that ending of 4 LSA contracts has not happened, although there has been some resignations and reduced hours/job shares. HS explained that changes to staff contracts would take effect from 1st September 2025 so P6 budget monitoring will give a clearer picture of the position. HS advised that schools accountancy have offered to check P6.

Some expenditure ledger lines are overspent as many contracts and services are paid up for the year. HS cautioned that teaching supply budget is already overspent due to long term illness.

LJ advised WBC internal audit booked in late September for financial audit.

Budget monitoring reports from P6 to be tabled at first finance meeting of the academic year (20.10.25) HS/LJ

9. Safeguarding report

There were no safeguarding concerns to report. SW inspected single central record 11.7.2025 and found it to be up to date but **recommended improvements so documentation can be held digitally.**

SW drew attention to new EYFS framework in connection with the provision of employee references.

10. Health & Safety report

LJ reported: fire drill completed this term, issues with wasps and bees which have been dealt with by pest control. Alice Pye of WBC H&S met with LJ for training on CREST system and review of H&S, solar panels installation proceeding – scaffolding going up in summer holidays, First Aid courses booked for 2/3 September, RPZ valve inspection due this month.

GS asked about pupil absconders – LJ advised that WBC report is awaited; LTCs extra vigilant.

Fire door replacement – LJ has requested WBC capital grant.

Governor walk around still to be scheduled – **LJ and GS to arrange Sept 2025.**

11. Redundancy Policy

It was agreed to adopt Juniper HR model policy.

Clerk to update policy file and upload to staff shared/school policies

12. Equality Policy

No change to WBC model policy. Reviewed and approved.

Clerk to update policy file and upload to staff shared/school policies

13. Approval of 2025-26 offsite activities and residential visits

The GB approved Year 6 trip to Wales in November and Year 4 camping trip to Rushall Farm next year.

14. Chair of Governors term of office

RB to step down from 31.08.25. MP thanked RB for his service. LA (vice chair) to chair first meeting in September until new CoG elected.

15. AOB**Complaints/Subject Access Request (SAR)**

ES reported that a recent SAR had resulted in days sifting through emails/accident reports manually redacting personal information as the school does not have the resources/software to complete SARs electronically. ES cautioned that further SARs would have a huge impact on workload.

17. Date & time of next meeting

Monday 29th September 2025 at 5.00pm

The meeting closed at 6:28 pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 19.5.2025, 12.6.2025	4,5
3.	Head teacher report to governors July 25 School Improvement Plan (SIP) 2024-2025 The Winchcombe Way English visit notes	6.
4.	Reports to governors – book look and learning walk	7.
5.	Redundancy Policy	11.
6.	Equality Policy	12.