



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 24th November 2025 at 5.00pm**

Present: Liam Anderson (LA) (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;
Apologies: Harry James (HJ); Kathryn Bowers (KB) (vice chair)
Absent: Elode Scarlett (ES) (Deputy Head teacher); Lynda Jones (LJ) (School Business Manager)
In attendance: Harriet Skinner (HS), Clerk & FO; Sarah Whatmore (SW); Andy Smithyman (AS); Laurence Andrews (L Andrews)

Key: Strategic direction/Challenge or Question/Answer/Action/Extract
1.Introductions and Apologies Introductions were made <i>The meeting was quorate</i>
2.Declaration of any other business (i) SEND letter (LA & MP)
3.Declaration of interests None
4. Minutes of the meeting of 29th September 2025 It was agreed that the minutes were a true record of the meeting and were signed by LA. Clerk to upload minutes to the school website: 30.11.25
5. Matters arising (see actions log from minutes of meeting dated 29.09.25) None
6. Appointment of co-opted governors AS and L Andrews' applications were considered and they were duly co-opted to the Governing Board. AS agreed to be link governor for writing (as a SIP focus) and wellbeing (also on SIP). L Andrews volunteered to join the Finance Committee. Clerk to update Governor Hub, Website and book New to Governance training: 30.11.25

7. Re-appointment of LA governor

The clerk advised that SW's application has been approved by WBC and she was duly re-appointed for another 2-year term of office.

Clerk to update Governor Hub, Website by 30.11.25

8. Head teacher's report

LA raised the following questions in advance of the meeting.

Pleasing to see attendance is still good and this is being put onto HT roundup each week to keep a high profile. MP concurred that attendance has improved and governors were pleased to note attendance figures are shared weekly in HT round up email.

What are the key themes from SIA visit? MP advised that Ofsted placed greater emphasis on achievement and that feedback from learning walk was positive. LA requested that MP share School Improvement Adviser (SIA) feedback with the GB at the next meeting. Strengths and areas for development linked to SIP? Has this informed the SIP RAG review for Autumn 1? MP informed governors that Senior Leadership Team (SLT) were in the process of migrating to a new platform for pupil data analysis.

MP advised that a lockdown drill was carried out 24/11/25 – no issues to report.

LA asked about a lockdown policy and MP advised that there was an operational procedure in place.

MP informed the GB that phase leader of foundation stage and manager of Phoenix Club have completed Designated Safeguarding Lead (DSL) training – there are now 7 DSLs in total.

MP drew attention to a recent complaint to Ofsted – the outcome of which was a recommendation to review behaviour policy. Another stage 3 complaint is with the Local Authority (LA).

LA queried parental engagement at parents' evenings. MP advised that non attendees are being recorded on CPOMs. A particular concern was Year 6 and MP agreed that this cohort would be encouraged to attend the next parent evenings in the Spring term.

APR joined the meeting at 5:15pm

9. Self -Evaluation Form (SEF)

Deferred until the next meeting of the FGB – MP

10. School Improvement Plan (SIP) Autumn term 1 review

LA raised the following questions in advance of the meeting.

Would be useful to have some verbal commentary in meeting alongside the RAG rating – what evidence do we have and what impact have we seen for areas that are green so far?

Not sure how autumn 2 has been done yet as we are still part way through term – this needs to be reviewed at end of term.

Time needs to be protected with SLT to review this at the end of each term to plan for where we are at and adaptations which might need to be made.

Revision of Red Card cover has been done – are we seeing the effects of this yet? Does not match up with staff feedback who do not think this is working effectively.
Possibility of change of strategy/adaptions needed to plan in light of survey feedback from staff and parents.

MP acknowledged that there was much still to do. Rag rated yellow – working on delivering these strands.

LA reiterated the need for evidence MP cited learning walks, staff meetings and subject leads release time all planned and in the school calendar, phonics books purchased, new data platform purchased. LA understood that SLT would need time for training on the new system but felt it would be helpful to have at least some headline data by the next meeting – MP. LA raised a request on behalf HJ: clarity on who is responsible for each area in terms of accountability – is it SLT, phase leaders, teachers?

MP maintained that staff were clear on SIP priorities, and agreed to circulate full SIP to all staff to ensure that all have the detail to oversee and be accountable for key areas of the SIP.

11. Behaviour Policy

The Behaviour Policy was circulated and LA raised the following questions in advance of the meeting.

How much have staff been consulted in the development/review of the policy?

The staff survey feedback would suggest staff don't feel the implementation of this is working – does this need a change of strategy, working with staff? Could a staff working party alongside SLT review this and look at how we moved forward?

With stage 3 (red card) – how often is this used? Is it effective? Staff feedback suggests not. Do SLT always follow up as stated in policy? Are the Pupil Support Plans mentioned used? And are these effective?

Therapeutic plans – are these formal plans? How many do we have in place? Are they effective?

MP informed governors that the highlighted section of the behaviour policy was as a result of a complaint to OFSTED. The section highlighted enhanced our safeguarding of children and staff.

A robust discussion took place. SW maintained that it was the class teacher's responsibility to manage behaviour in class. LA pointed out that the staff survey showed that there were concerns about behaviour in school. GS asked if the policy was aimed towards mainstream pupils and not effective for SEN. SW countered that school staff should differentiate their response depending on the child.

MP asserted that when accompanying tours of the school it has been noted that general behaviour is exceptional – it is the SEN pupils that present a challenge.

LA pointed out that the policy was at least 5 years old (although reviewed annually with staff) and felt strongly that staff should be asked for their input/suggestions for a solution.

Lastly, it was agreed to approve the policy as is with a review date in 6 months – MP.

12. Staff survey/Parent survey

LA raised the following questions in advance of the meeting.

Staff survey:

Pleasing to see that overwhelmingly staff are proud to work at the school.

The vast majority of staff feel that the school challenges all pupils to make at least good progress.

Areas that need to be looked at further:

Pupils are safe – 31.3% neutral or disagree

Consistently managing behaviour – 37.5% neutral or disagree

Behaviour at least good – 56.3% neutral or disagree

Leaders support with behaviour - 78.2% neutral or disagree

Deal with bullying effectively - 56.2% neutral or disagree

CPD that encourages, challenges and supports – 65% neutral or disagree

Motivated, respected and effective teachers – 56.3% neutral or disagree

Staff are trusted to take risks and innovate - 53.1% neutral or disagree

Calm and orderly conduct and is aspirational for pupils – 50% neutral or disagree

The school is well led and managed - 75.1% neutral or disagree

Take workload into account - 55% neutral or disagree

Key themes from feedback that marry up with results above:

1. **Need presence of SLT around school during the day to ensure staff feel supported.**
2. **Further direction and clarity for staff on what is expected – staff want clarity on what is wanted from them.**
3. **Clarity on vision and strategic direction and having all staff on-board with this.** *(Also need to look at having all staff as part of appraisal/PM going forward).*
4. **Need consistent and clear approach managing behaviour across the school. Need to ensure that there is clear communication of decision making from Governors & SLT to all staff.**
5. **Need to ensure clear channels of communication and training that supports staff development to be confident and successful in their roles.**

Parent survey:

Overwhelmingly, parents say their child is happy and safe at school.

Parents feel the school has high expectations for their child.

Parents' evenings help parents to understand how their child is doing.

The vast majority of parents feel their child is doing well at school.

Parents feel staff are welcoming and approachable.

Parents appreciate Headteacher Roundup each week.

Areas that need to be looked at further from parent feedback:

1. **Not all parents clear on what children are learning throughout the year – need to ensure this is shared with parents.**
2. **Parents are not aware of the Governing Body – majority don't know – need to increase presence and communication with parents.**
3. **Parents not clear on if school has made improvements on key priorities - need to look at how communicating with parents.**
4. **Behaviour commented on not always managed well.**
5. **Safeguarding – Phoenix Club.**

The surveys were discussed at length. APR suggested separate surveys for teachers and support staff. SW proposed that next survey comes from governors as opposed to SLT.

LA felt there were many themes to address and requested a follow up survey in Spring or Summer term which could inform the SIP.

MP noted that: 32/105 staff responded to staff survey, 107/445 parents responded to school survey and felt it important to recognise for context and to check numbers increase next time.

MP reported that he and LA had inspected the Phoenix Club and found it to be secure – reminded parents to close the gate and there is adequate signage.

MP acknowledged that SLT had some follow up work to do – LA suggested a response such as 'you said – we did'

13. Link Governor Visit -SEN

LA thanked APR for her detailed report. APR noted the change since her last SEN report a year ago, APR is not sure SEN children are making progress despite efforts from staff and was concerned about the impact on the whole school.

LA commented that APR's report should form part of the SEND meeting on 1st December.

14. Link Governor Visit - Attendance

KB's report was circulated.

LA asked MP about attendance for SEND/PP pupil and an update on persistence absence. MP to include detailed breakdown in HT report.

15. Report from the Finance Committee (inc P7 budget monitoring)

HS summarised minutes of the last FC meeting and present P7 budget monitoring report to governors. There were no questions.

16. Approval of Terms of Reference of the Finance Committee

The GB concurred that these were robust and were approved unanimously.

Update Governor Hub, website clerk by 30.11.25

17. Approval of Teachers' pay policy

Approved – Update staff shared policy folder – Clerk 30.11.25

18. Summary Appraisal Report

Approved

19. Approval of Financial Management Policy

Approved – Update staff shared policy folder- clerk 30.11.25

20. Approval of Sex Education Policy

Approved – Update staff shared policy folder, website – clerk 30.11.25

21. approval of Health & Safety Policy

Approved- update staff shared policy folder, add to H&S noticeboard – clerk 30.11.25

22. Safeguarding Audit

MP to complete (with LA safeguarding lead) – by 31/01/26

23. Health & Safety report

GS, MP and senior care taker to complete school walk around and report back to governors.

24. AOB

(i) SEND letter – LA and MP sent a joint letter to Neil Goddard, Head of Education WBC dated 19 November. A visit has been arranged for 1st December 2025.

25.Date & time of next meeting

Monday 15th December 2025 at 5.00pm – Finance Committee

Monday 2nd March 2026 at 5.00pm – FGB

The meeting closed at 6:43 pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 29.9.25	4.,5
3.	Andy Smithyman and Laurence Andrews application	6.
4.	HT report	9.
5.	SIP Autumn Term review	10.
6.	Behaviour Policy	11.
7.	Staff survey, parent survey	12.
8.	Link Governor Visit - SEN	13.
9.	Link Governor Visit – Attendance	14.
10.	Minutes of the FC meeting 20.10.25, Period 7 budget monitoring report	15.
11.	Terms of Reference of the Finance Committee	16.
12.	Teachers’ Pay Policy	17.
13.	Summary appraisal report	18.
14.	Financial Management Policy	19.
15.	Sex Education Policy	20.
16.	Health & Safety Policy	21.

	Actions from meeting of 24.11.25	By whom	By when	Completed
1	Upload minutes of the FGB meeting of 29/9/25 to the school website	HS	30/11/25	YES 26/11/25
2	Update Governor Hub & website with new co-opted governors, arrange new to governance training	HS	30/11/25	YES 26/11/25
3	Update Governor Hub & website with re appointment of LA governor	HS	30/11/25	YES 26/11/25
4	Circulate SEF	MP	02/03/26	
5	Update Governor Hub & website with FC Terms of Reference	HS	30/11/25	YES 26/11/25
6	Update staff shares policy file, website with Teachers’ Pay Policy FMP, Sex Education Policy, H&S Policy Behaviour Policy	HS	30/11/25	YES 26/11/25

7	Complete safeguarding audit	MP	31/01/26	
8	H&S walk around	MP/GS	31/01/26	
9	Share SIA feedback from visit of 24.11.25	MP	02/03/26	
10	Headline data report to GB	MP	02/03/26	
11	Circulate SIP to all staff	MP	30/11/25	
12	Review Behaviour Policy (with staff)	MP	01/05/26	
13	Report back to GB on actions resulting from surveys	MP	02/03/26	
14	Attendance analysis	MP	02/03/26	
15	H&S update/walk around	GS/MP	02/03/26	

Minutes of the meeting of 24.11.2025

SignedL Anderson..... Date26.01.26.....