



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 26th January 2026 at 5.00pm**

Present: Liam Anderson (LA) (Chair) co-opted governor; Harry James (vice chair) (HJ); Matt Percy (MP) (Head teacher); Dani Clay (DC) elected staff governor; Georgina Furr (GF) elected parent governor; Rob Clay (RC) elected parent governor; Andy Smithyman (AS) co-opted governor; Laurence Andrews (L Andrews) co-opted governor; Gary Smith (GS) co-opted governor, Abi Preston-Rees (APR) co-opted governor; Sarah Whatmore (SW) Local Authority appointed governor;

Apologies: None

Absent: Elode Scarlett (ES) (Deputy Head teacher);

In attendance: Harriet Skinner (HS), Clerk & FO;

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

1.Introductions and Apologies

Introductions were made
The meeting was quorate

2.Declaration of any other business

I. Approval of staff recruitment

3.Declaration of interests

None

4. Minutes of the meeting of 24th November 2025 and Part II meeting of 12th January 2026

It was agreed that the minutes were a true record of the meeting and were signed by LA.
Clerk to upload 24.11.25 minutes to the school website: ASAP

5. Matters arising (see actions log from minutes of meeting dated 24.11.25)

- I. Self- Evaluation Form (SEF)**
- II. H&S walkaround**
- III. Safeguarding Audit**
- IV. Headline data report**
- V. School Improvement Plan – circulated to all staff**
- VI. Behaviour Policy – working party**
- VII. Staff surveys – report to governors**
- /III. Attendance**

See Actions log below.

6. Updated School Improvement Plan (SIP)

MP gave a brief overview. Governors learnt that a new, more effectual data package is in place. more milestones per term, focus on phonics, teaching consistency and coaching to raise combined attainment, emphasis on improving outcomes for Pupil Premium (PP) children and overhaul of safeguarding records as identified in the recent Local Authority (LA) report. MP reported that the new school business manager (SBM) has completed a robust review of single central record (SCR) and all safeguarding documents.

LA concurred that milestones would allow better monitoring of progress and asked if senior leadership team (SLT) would be accountable or if this will be delegated. MP advised that subject lead time and cover schedule is being redesigned so phase leaders have time out of class for monitoring and to implement rapid improvement in phonics.

GF wanted to know what coaching conversations meant and who leads them; MP advised that they were to help teachers become better teachers and were led by SLT. HJ enquired about prioritising coaching time focussing on where need is greater. MP concurred that priorities are phonics, writing and interventions for SEN and PP pupils.

SW asked when governors would have oversight of data, MP advised that it would be available by the end of term. MP went onto say that the new package was far superior to previous assessment tool, providing detail of SEN, PP, attendance as well as photographs of pupils.

MP was pleased to share that Emotionally Based School Avoidance (EBSA) had improved after November's residential trip as well as other measures in place, which cannot be measured in data. SW pointed out that attendance data would improve as EBSA cases reduced.

Governors concurred that not all pupil progress can be seen in attainment data and felt that development in terms of confidence and self-esteem was important to acknowledge.

AS raised a concern about staff well-being and the capacity to deliver rapid improvement in the timescales set out in the SIP. LA agreed that governors should be mindful about demands on SLT for additional reports. AS volunteered to monitor staff capacity and well-being.

SW recognised that the expected outcomes were aspirational but are they achievable? SW was also concerned about staff becoming despondent.

GF and GS felt that opportunities offered in school for enrichment should be noted and HJ agreed that it was important for success to be celebrated. RC understood where the school needs to be in terms of attainment. The GB await progress updates.

Lastly, LA thanked MP and the team for their work in updating the SIP.

7. Rapid Improvement Plan (RIP)

HJ advised governors that that ES, MP, LA and HJ met with James Stuart (WBC principal advisor for school improvement) to align RIP with the SIP. Governors learnt that the RIP sits above the SIP and its purpose is to scrutinise leadership and governance and address the issues raised from LA review report.

HJ has reviewed governance and worked with multi academy trusts (MAT) and offered to drive improvement in governance in order to provide better support to the school. Part of this will be to recruit a governance professional to replace clerk to governors (leaving April 2026). RC asked if the target dates were realistic and GF pointed out that ambitious targets that are not met is acceptable if there are mitigating circumstances, however there was a great deal of actions/CPD workload for SLT.

RIP to be submitted to LA by 30/01/26 and monitored by LA/HJ.

8. Governor Monitoring

LA counselled that governors are not confident in their knowledge of where the school is in terms of attainment. To address this LA has reviewed link governor roles and training opportunities. The GB agreed with roles allocated to them. LA to share document and clerk to upload to Governor Hub.

HJ drew the attention to the importance of governor visits to school and shared guidance from (old) Ofsted framework:

Intent: ask, what are you trying to achieve?

Implementation: go into classroom and see how?

Impact: Is it working, where is evidence?

There was a discussion about governor training and the GB were directed to Governor Hub and NGA website as well as WBC training provided by governor services. New governors have been booked onto next available WBC New to Governance sessions.

Governors talked about school visits; HJ felt they should be scheduled over the year in advance. It was agreed that initially, governors email link staff member to arrange visit, copied to MP and add to Governor Hub calendar.

LA & MP to put together governor monitoring schedule to plan visits across the year.

9. Finance Update

HJ advised that he intends to work closely with SBM to implement financial good practice guide over the forthcoming FY.

Period 9 Budget monitoring and forecast reports (BMF) HS presented finance report to governors and £18,840 predicted deficit at YE was noted.

HJ, LA, MP and new SBM have met with School Resource Management Advisor (SRMA) deployed by the DfE to assist schools facing deficit budgets. SRMA report and recommendations to be shared at the next GB meeting. MP cautioned that the returning to a balanced budget position would be a long- term plan.

Schools Financial Value Standard (SFVS) HS shared updated SFVS checklist. Governors approved SFVS and actions for FY 2026-27 and was duly signed by LA. **Clerk to submit to WBC ASAP.**

Financial benchmarking report Jan 2025 – HJ presented his report, AS was concerned that benchmarking charts do not reflect context. HS advised that financial benchmarking is a tool to compare expenditure with similar sized schools and is not an exact science – governors understood and considered points highlighted in red for review over the next FY, some of which crossed over with recommendations outlined in SFVS.

10. AOB

I. Approval of staff recruitment

MP proposed that a full-time higher level teaching assistant (HLTA) is recruited, primarily to cover phonics team, lead interventions and provide additional cover. The merits of this appointment were discussed. **HJ challenged the extra cost of a HLTA when school is already in**

deficit. MP countered that the impact would be significant as well as the potential to save on supply cover. A vote was taken and it was agreed unanimously to approve recruitment of HLTA fixed term for 1 year.

11. Date & time of next meeting

Monday 2nd March 2026 at 5.00pm – FGB

Monday 23rd March 2026 at 5.00pm – Finance Committee

The meeting closed at 7:00 pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 24.11.25 and Part II minutes 12.01.26	4.,5
3.	SIP	6.
4.	RIP	7.
5.	P9 BMF and finance report to governors SFVS Financial benchmarking Jan 26 Financial good practice	9.

	Actions from meeting of 26.01.26	By whom	By when	Completed
1	Upload 24.11.25 minutes to the school website	Clerk	31/01/26	28/01/26
2	SEF	MP	02/03/26	02/03/26
3	H&S walkaround	GS/SBM	02/03/26	By 27/03.26
4	Safeguarding/SCR inspection	SW	02/03/26	10/02/26 (Ofsted inspection)
5	Headline data report (can be inc. in HT report)	MP	02/03/26	02/03/26
6	SIP – circulate to all staff	MP	13/2/26	29/01/26
7	Behaviour Policy – working party	MP	01/05/26	On going
8	Staff survey report to governors (inc. in HT report?)	MP	02/03/26	02/03/26
9	Attendance (inc. in HT report)	MP	02/03/26	02/03/26
10	Staff capacity/well-being	AS	ongoing	
11	Link Gov roles – upload to Governor Hub	Clerk	27/01/26	27/01/26
12	Arrange school visits, LA & MP to put together governor monitoring schedule to plan visits across the year.	ALL LA/MP	Ongoing 02/03/26	02/03/26
13	RIP- submit to WBC	LA/HJ	30/01/26	30/01/26

14	Submit SFVS to WBC	Clerk	30/01/26	28/01/26
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Minutes of the meeting of 26.01.2026

Signed L Anderson..... Date02.03.26.....