

# Governing Body of The Winchcombe School

Minutes of the meeting of  
Monday 23 September 2019 at 5.00 pm

**Present:** Neil Pilsworth, (NP) Head teacher, Rachel Redgwell (RR), Natasha Grove (NG), Abhinav Sahai (AS), Sophie Kain (SK), Paul Williamson (PW), Nida Ahmed (NA), Roy Wood (RW), Derek Peaple (DP)

## Apologies:

**Absent:** Chris Harding (CH) no apologies received

**In attendance:** Harriet Skinner (HS), Clerk, Elode Scarlett (ES) (Deputy head teacher), Sheilagh Peacock (SP) (School Business Manager)

Agenda item		Action
	Items 1.2. and 3 chaired by the clerk.	
<b>1.</b>	<b>Apologies</b> CH absent. SK and NA arrived at 5:10pm The clerk advised that Gwen Mason (GM) has resigned from the GB due to ill health with effect from 23.09.2019. The Governing Board noted their Thanks for GM's contribution to the school. <i>The meeting was quorate (5 voting members for a quorum)</i>	
<b>2.</b>	<b>Approval of term of office for Chair and Vice Chair</b> After a discussion the GB agreed a term of office of <b>2 years</b> for Chair and Vice Chair.	Update Governor hub, Website By next mtg 18.11.19 Clerk
<b>3.</b>	<b>Election of Chair and Vice Chair</b> RW nominated RR for Chair, seconded by DP and agreed unanimously by the GB. AS agreed to stand as Vice Chair and this was agreed by the GB. <i>RR chaired the remainder of the meeting.</i>  <i>SK and NA joined the meeting at 5:10pm</i>	Update Governor hub, Website By next mtg 18.11.19 Clerk
<b>4.</b>	<b>Declaration of any other business</b> (i) <b>I.T. issues (NP, SP, Clerk)</b> (ii) <b>Update on roof repairs (PW)</b>	
<b>5.</b>	<b>Declaration of interests</b> None	

		<b>Action</b>
<b>6.</b>	<b>Business Interest Forms and Code of Conduct</b> Business Interest Forms were circulated and completed by Governors. Governors also signed tick list to acknowledge refresher of Code of Conduct for school governors.	Update website By next meeting 18.11.19 Clerk
<b>7.</b>	<b>Minutes of the meeting of 8 July 2019</b> Agreed. RR signed the minutes as a true record of the meeting.	Upload to website - Clerk 18.11.19
<b>8.</b>	<b>Matters arising</b> None	
<b>9.</b>	<b>Head teacher's report – verbal update on the beginning of term</b> Firstly, NP commented on the warm welcome from staff and children during his first month in post. A discussion took place on the headline data for 2018/19 academic year and governors acknowledged the strong set of data for Key Stage 2, although Key Stage 1 was less robust. AS noted that Phonics screening was below national average and asked if the school was working towards an improvement. NP advised that a new phonics lead teacher has been put in place to address this disparity and AS observed that intervention during Foundation Stage would lead to improvement as the children move through the school. NP revealed that he has worked closely with all staff on routines and procedures relating to behaviour as well as soliciting staff input to the School Improvement Plan (SIP). As a result of consultation with <b>all</b> staff a new Behaviour Policy has been created.	<i>challenge</i>
<b>10.</b>	<b>The Winchcombe School: Strengths and areas for development, feedback from governors' questionnaire</b> NP advised that all staff and pupil representatives had completed the questionnaire which fed into the SIP. NP reported that staff overwhelmingly wanted further clarity on procedure for behaviour management – resulting in a new behaviour policy.	

		<b>Action</b>
	<p>SK remarked that one of the strengths of The Winchcombe is that it is a friendly and welcoming school. SK felt the specialist Language and Literacy (LAL) and Speech and Language (SAL) resource units should be mentioned as one of The Winchcombe's strengths.</p> <p>RW felt it important to note the school's positive account balance and sound financial management as a strength and asked for consistent data reporting to governors as an area for development.</p>	
<b>11.</b>	<p><b>School Improvement Plan (SIP) and governors' roles within it</b></p> <p>NP shared the school's collaborative vision through the SIP. NP's strategy is for all governors to take ownership of a development strand and work with a member of school staff, reporting back to the GB.</p> <p>DP commented that the SIP was well structured and suggested syncing it with the Self-evaluation Form (SEF) and new Ofsted framework.</p> <p>The following development strands were assigned to governors (in consultation with the skills audit completed in July 2019):</p> <p>Strategic 1: Curriculum – DP</p> <p>Learning &amp; Teaching: Instructional coaching – SK</p> <p>Mastery teaching principles: DP/RW</p> <p>Develop evidence informed approach to English- PW &amp; NA</p> <p>Cultural: develop consistent routines &amp; procedures – RR</p> <p>SK wanted to know why there was an emphasis on English not Maths. NP pointed out that mastery of maths is already embedded in school. NP explained that school staff will contact link governors to arrange meetings/observations which link governors would report back at FGB meetings.</p> <p>RW wanted to know if costs had been assigned to the SIP; NP and SP are scheduled to meet this week to add financial spend to each strand.</p>	<p><i>Challenge</i></p> <p>Arrange link gov/teacher contact NP/clerk By next meeting 18.11.19</p> <p><i>Challenge</i></p>

		<b>Action</b>
<b>12.</b>	<b>Foundation Stage, Phonics screening, Key Stage 1 and Key Stage 2 data from July 2019</b> Covered in item 9.	
<b>13.</b>	<b>Parental engagement and consultation</b> RR would like to see enhanced communication with parents – for example to encourage parental commitment to homework, behaviour policy. NP outlined his plans for regular parent surveys as well as improved communication: all key dates published in one place (school calendar on the website), fewer newsletters.	
<b>14.</b>	<b>Safeguarding Update</b> RR (shadowed by NA) are due in school on 24.9.2019 to inspect SCR. Update on Keeping Children Safe in education document discussed – all staff received updated/refresher training on INSET day 03.09.2019. New model safeguarding policy from WB has been circulated to key staff for comment – to be ratified by GB. NP reported that the school has recently purchased CPOMS: Safeguarding and Child Protection Software for Schools as a tool to monitor and record child protection cases and incidents.	Add safeguarding policy to FGB agenda Clerk Next meeting 18.11.19
<b>15.</b>	<b>Health &amp; Safety update</b> SP advised that a H&S school walk about was long overdue. PW was concerned about the state of the roof repairs. SP reported that the site is inspected weekly by premises staff; awaiting a date for WB contractor to carry out repairs.	Contact CH and PW to arrange inspection with H&S checklist Clerk By: 24.10.2019
<b>16.</b>	<b>Summary Appraisal Governors' report 2019</b> The former HT's report for teachers' PM was approved by the GB.	
<b>17.</b>	<b>Approval of Complaints policy and Supporting pupils with medical conditions policy</b> The Complaints policy was approved, although RW was concerned that there should be a 'log' of complaints. NP advised that CPOMS could be used for this purpose.	

		<b>Action</b>
	RW raised a concern about the wording of the Medical Conditions policy. It was agreed that section 1b) be changed to 'The Governing Body of The Winchcombe School delegates responsibility to the Head teacher....' And item 4) includes 'within the limits of their capabilities' The GB approved this policy subject to the above changes.	Add to staff shared drive, Website, Policy file Clerk Next meeting 18.11.19
<b>18.</b>	<b>Behaviour Policy</b> Further to earlier discussions, the above policy was ratified by the GB. RR wanted to know how the policy would be shared with pupils and parents. NP advised that the policy would be circulated to parents and rolled out to pupils in a series of assemblies.	Add to staff shared drive, Website, Policy file Clerk Next meeting 18.11.19
<b>19.</b>	<b>Head teacher Performance Management panel</b> RR and RW are to join Donna Fox (School Improvement Advisor SIA), with SK observing.	
<b>20.</b>	<b>AOB</b> (i) <b>I.T</b> NP reported that the school's systems had been hacked due to a weakness/inadequate firewalls in the Inventory signing in system. The school's IT provider, Tri Computers have worked hard to restore data and applications from back-ups. The issue has been reported to Inventory. (ii) <b>Roof update</b> – see item 15 (iii) <b>Governor Roles and Responsibilities</b> – following GM's resignation, AS to update document.	update Gov roles document and governor hub AS/Clerk Next meeting 18.11.19
<b>18.</b>	<b>Date and time of next meeting</b> Monday 18 November at 2019 at 5:00 pm <b>Ofsted (new framework) training</b> Monday 30 September at 4:00pm <b>Learning Walk/Classroom visit</b> Wednesday 23 October at 9:00am  <i>The meeting closed at 7:00 pm</i>	

**Documents circulated with this agenda:**

Minutes of the FGB meeting of 08.07.2019  
Code of Conduct for School Governors 2019  
Register of Business interests  
Head teacher's report to Governors summer 2019 (circulated 09.09.2019)  
Headline date 2019 (circulated 09.09.2019)  
School Improvement Plan (SIP)  
Questionnaire  
Summary Appraisal report for governors  
Complaints policy  
Supporting pupils with medical conditions policy  
Behaviour Policy

**Minutes of the meeting of 23.09.2019**

**Signed ...Rachel Redgwell... Date .....18.11.2019**