

Governing Body of The Winchcombe School

Minutes of the meeting of
Tuesday 2 April 2019 at 5.00 pm

Present: Angela Hay, (AH) Head teacher, Gwen Mason (GM), Chair, Rachel Redgwell (RR) vice Chair, Natasha Grove (NG), Derek Peaple (DP), Abhinav Sahai (AS), Sophie Kain (SK), Paul Williamson(PW), Nida Ahmed(NA)

Apologies: Roy Wood (RW), Chris Harding (CH),

Absent:

In attendance: Harriet Skinner (HS), Clerk, Elode Scarlett (ES) (Deputy head teacher), Sheilagh Peacock (SP) (SBM)

Agenda item	Introductions:	Action
1.	Apologies (see above) <i>The meeting was quorate</i>	
2.	Declaration of any other business None	
3.	Declaration of interests None	
4.	Minutes of the meeting of 11 February 2019 Agreed. GM signed the minutes as a true record of the meeting.	Upload to website - clerk
5.	Matters arising (i) Data Session – due to time pressures this will be postponed to next term (ii) receipt of emails AS and PW reported difficulty in receiving/opening emails from school. The clerk agreed to ask the school's IT technician (iii) Pupil Premium Grant (PPG) figures ES and AH advised that there was a discrepancy in the last Head teacher (HT) report due to a clerical error.	Arrange for Govs to attend data briefing Clerk/AH/ES Summer Term Check email Problems – clerk ASAP
6.	Report from Head teacher appointment panel (HAP) GM reported that 2 strong applicants were interviewed over the last 2 days resulting in the successful appointment of Neil Pilsworth of Francis Baily School. RR commented that the HAP was fortunate to have 2 exceptional candidates but at the end of a rigorous selection process the HAP were unanimous	

Minutes of the meeting of 02.04.2019

Signed Date

		Action
	<p>In their decision. Feedback from staff and pupils was also considered during the interview process and RR commended them for their contribution. DP pointed out that there were six components to the interview process. RR advised that she followed up applicants references verbally in line with safer recruitment best practice. AH advised that there would be a period of change for the GB and they would have the opportunity to meet Mr Pilsworth over the transition period.</p> <p>Lastly, the GB voted to approve the HAP's decision to appoint Mr Pilsworth.</p>	
7.	<p>Safeguarding update and safeguarding Training</p> <p>RR summarised her safeguarding report to governors. The single central record (SCR) of staff and volunteers will be inspected next term. RR raised a concern about safeguarding training for governors – it is recommended that all governors are trained in safeguarding. There is online training available and AH offered to deliver a face to face session to governors. AH noted the emphasis on the DfE summary, "keeping children safe in education" which all staff are aware of and it was agreed that governors should read the guidance. It was agreed that safeguarding training would be priority.</p>	<p>Inspect SCR Summer term RR</p> <p>Clerk/RR/AH to arrange safeguarding training and clerk to circulate DfE guidance</p>
8.	<p>H&S Update (incident report & fire drill) report to Governors Autumn Term 2018</p> <p>AH advised that a recent fire drill (unplanned) had taken place during SP's and the senior care takers absence. All staff and pupils were evacuated swiftly.</p> <p>There was an incident in Phoenix Club where a foundation stage child fell off a balance ball and was unconscious for a few minutes, paramedics were called but no further treatment was needed. The child made a full recovery and was back at school the next day. The incident was reported to West Berkshire Council.</p>	
9.	Governor Training – Self Evaluation Form (SEF)	

	GM and RR explained that SEFs will be circulated for governors to assess their skills and expertise in order to allocate governor roles and implement training.	Action Circulate SEF Clerk/RR/GM
10.	Behaviour Policy 2018-19 A Hay explained the procedure and sanctions detailed in the policy. The GB approved the Behaviour Policy 2018-19 and it was duly signed by GM.	Upload to website/policy File Clerk
11.	<p>Report from the Finance & Human Resources (F&HR) Committee</p> <p>Approval of 2019/20 Budget Plan and 2 year forecast</p> <p>DP explained to Governors that the draft budget plan 2019/20 was considered and recommended for approval at the F&HR meeting of 18 March 2019. However, the F&HR committee felt that further work was needed on the 2020/21 and 21/22 forecast. SP presented revised CFR reports and advised the following amendments: since submitting papers to Finance Committee a few adjustments have been made to the 2019 budget:</p> <ul style="list-style-type: none"> • less funding from MSB to SAL £37,480 not £40,840; • Early Years, increase in funding per child and, based on last year's numbers, expected income is £105,000; • SEMH resignation from end of March 2019, plus Buy in to Emotional Health Academy at 4 hours/week; • one less catering staff to be TUPE'd from ISS, but from the end of July as opposed to 1 September; • It must be emphasised that the proposed grant covering the increase in Teachers' Pensions has not yet been confirmed; • Above adjustments lead to a predicted carry forward to 2020/21 of £46,010. <p>2020/21 Assumptions have been made as follows for 2020/21:</p>	

		Action
12.	Head teacher's report – verbal update AH reported that the Year 6 residential visit to Rhos y Gwaliau was a great success. Years 5 and 6 took part in a choir concert at The Anvil. Lessons observations are taking place. Building work (Happy Kids and Phoenix Club development) is on schedule to start in May 2019. The Social, Emotional, Mental Health (SEMH) practitioner has resigned due to personal reasons. The school has a bought back into WB's emotional health academy in lieu of a replacement.	
13.	AOB None	
14.	Date and time of next meeting Monday 8 July 2019 at 5:00 pm <i>The meeting closed at 6:20 pm</i>	

Documents circulated with this agenda:

Minutes of the FGB meeting of 11.02.2019
 Minutes of the F&HR meeting of 18.03.2019
 Safeguarding report
 Behaviour Policy
 2019/20 Budget plan and Two Year Forecast Budget
 Report to Governors March 2019
 Final WBC Budget allocations for 2019/20 and subsequent years
 2019/20 Fund 01 (MSB) CFR Budget
 2019/20 Fund 08 (PPG) CFR Budget
 2019/20 Fund 13 (Sports) CFR Budget
 2019/20 Fund 50 (SAL) CFR Budget
 2019/20 Fund 55 (LAL) CFR Budget
 2019/20 Fund 76 (DFC) CFR Budget
 2019/20 Fund 99 (Phoenix Club) CFR Budget