

Governing Body of The Winchcombe School

Minutes of the meeting of
Monday 8 July 2019 at 5.00 pm

Present: Angela Hay, (AH) Head teacher, Gwen Mason (GM), Chair, Rachel Redgwell (RR) vice Chair, Natasha Grove (NG) , Abhinav Sahai (AS), Sophie Kain (SK), Paul Williamson(PW), Nida Ahmed(NA), Roy Wood (RW), Chris Harding (CH),

Apologies: Derek Peale (DP)

Absent:

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

Agenda item	Introductions:	Action
1.	Apologies (see above) Chris Harding arrived at 5:20pm <i>The meeting was quorate</i>	
2.	Declaration of any other business None	
3.	Declaration of interests None	
4.	Minutes of the meeting of 2 April 2019 Agreed. GM signed the minutes as a true record of the meeting.	Upload to website - clerk
5.	Matters arising None	
6.	Appoint co-opted governor The clerk advised that DP's term of office expires on 16/09/2019, but he would like to stand for another 2 year term. In DP's absence RW proposed DP be co-opted to the governing board for a term of 2 years, this was agreed unanimously by the GB.	Update website/ Governor Hub Inform Gov Services Clerk
7.	Approval of Chair of Governors annual statement AH pointed out the Ofsted inspection due date was in the <i>2020/21 academic year</i> . The GB approved the statement subject to this amendment.	Update Website Clerk

8.	H&S update (incident report & fire drill) AH drew attention to the H&S section of the HT report (which gives details of fire drills and incidents). AH also updated governors on the roof repairs. Governors were concerned about the lack of response from West Berkshire Council and CH agreed to monitor the situation and inspect the damage.	Action
9.	Safeguarding update RR shared her observations on her visits to school. RR hoped the pastoral coffee mornings would be more widely attended in the future. RR cautioned that safeguarding was prominent in the new Ofsted framework.	
10.	Policy review: Complaints, supporting Children with medical conditions, GDPR RW had some concerns about the Complaints and Medical conditions policies and agreed to liaise with the clerk; therefore the review of these policies will be deferred to the next meeting of the FGB. The GDPR policies: Data Protection and Privacy Notices were re approved, no changes. The clerk invited governors to inspect the GDPR file.	Review policies RW/Clerk Upload to website/policy File Clerk
11.	Report from the Finance & Human Resources (F&HR) Committee RW summarised the minutes of the meeting of 17 th June. There were further discussions about the roof repairs and RW was keen to monitor the situation.	
12.	Head teacher's report/School Improvement Plan review At the time of the meeting FS, KS1 and KS2 were not published and AH promised to inform governors when this data becomes available this term. AH advised that she would populate the HR report template with Summer term data in preparation for the new HT. AH pointed out changes to the SEF – in line with new Ofsted framework. Discussions took place about the assessment tools used in school.	

		Action
	<p>RW would like to see something more user friendly – AH counselled governors that the headline data which is benchmarked nationally for FS, KS 1&2 was central to governors' understanding of attainment.</p> <p>RW raised a question about the persistent absence data.</p> <p>The SIP was reviewed and it was agreed that governors would spend more time in school observing classes and speaking to staff etc.</p>	
13.	<p>Governor roles & responsibilities</p> <p>GM thanked governors for completing SEF's and circulated National Governors' Association Skills Audit. GM asserted that this demonstrated a highly skilled GB and produced a chart outlining governor roles and responsibilities based on governors' interests and experience. AS agreed to maintain this record of skills and training.</p> <p>When the training and development programme is published for the Autumn term, governors will be encouraged to attend training as appropriate.</p>	
13.	<p>AOB</p> <p>SK echoed RR's positive feedback shared with governors via email following the recent sports days and governors who attended agreed that it was great event which showed The Winchcombe's strong sense of community and inclusiveness.</p> <p>Lastly GM presented AH with a bouquet of flowers on behalf of the GB to thank her for her many years of service and dedication to children.</p>	
14.	<p>Date and time of next meeting</p> <p>Monday 23 September 2019 at 5:00 pm</p> <p><i>The meeting closed at 6:45 pm</i></p>	

Documents circulated with this agenda:

Minutes of the FGB meeting of 2 April 2019
 Minutes of the F&HR meeting of 17.06.2019
 Complaints Policy
 Supporting Children with medical conditions policy
 GDPR Policies
 Annual Governance Statement July 2019
 Head teacher report to governors Spring Term 2019
 Notes from safeguarding mtg 29.4.2019

Minutes of the meeting of 08.07.2019

SignedRachel Redgwell Date 23.09.2019

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