

Governing Body of The Winchcombe School

**Minutes of the meeting of
Monday 9 July 2018 at 5.15pm**

Present: Tom Satterthwaite (TS) (chair), Angela Hay, (AH) Head teacher, Gwen Mason (GM), Derek Peale (DP), Roy Wood (RW), Rachel Redgwell (RR), Chris Harding (CH), Natalie Pearton (NP), Rowena Lewis (RL) (Vice Chair),
Apologies: Jo Brisland (JB),
Absent:
In attendance: Harriet Skinner (HS), Clerk, Elode Scarlett (ES) (Deputy head teacher), Sheilagh Peacock (SP) (SBM)

Agenda item		Action
1.	Apologies JB <i>The meeting was quorate</i>	
2.	Declaration of any other business (i) Landscape Workshops (AH) (ii) Pupil safety outside the school (RR)	
3.	Declaration of interests None	
4.	Minutes of the meeting of 23 April 2018 Agreed. TS signed the minutes as a true record of the meeting.	Upload to website - clerk
5.	Matters arising All actions arising from the last meeting have been completed or are agenda items. To follow up: (i) Language & Literacy Resource (LAL) West Berkshire Council (WBC) have given the go ahead to move LAL classroom to the community room. Numbers are down because of funding cuts; the teacher in charge of LAL will be doing some out-reach work in schools to promote the role of the LAL. (ii) Governor Learning Walks DP & AH advised that this will be scheduled in the Autumn term following the self - review with the schools partnership. AH opined that the working collaboratively with other schools	Arrange learning walks DP/AH Autumn Term

		Action
	<p>in the partnership has had a positive effect on our school.</p> <p>(iii) Primary Golden Mile This initiative will be built into the landscape project via signage and ground markings. AH cautioned that there is now a vacancy for a PE co-ordinator. The role is being advertised internally and AH intends the future co-ordinator to build this into the school's PE provision.</p> <p>(iv) Update on school build WBC are negotiating with Happy Kids about moving to a purpose built pre-school so the school can reclaim the space Happy Kids currently occupy. RL mentioned that as the community room is earmarked for LAL there is no space to hold parent coffee mornings and toddler group which has supported families. AH recognised the value of this and advised that the school is looking for a solution and will keep parents updated.</p> <p>(v) Launch of Values Lunches GM commented that the lunch she attended was very enjoyable; she talked to school staff and learnt was going on in school for the values launch. AH reiterated her invitation to governors to join school staff for lunch on the first Wednesday of the month.</p> <p>(vi) Academy trusts <i>(DP declared an interest as PH part of AFL)</i> RW was keen to keep this item on the agenda. TS pointed out that the GB had looked into the options and fully supported the school's collaborative work with local schools which is already having an impact.</p>	Update GovernorHub calendar Clerk
6.1	<p>Governor recruitment and succession planning TS confirmed his intention to resign as a governor and Chair before the start of the Autumn Term. The clerk explained the procedure for electing a Chair and confirmed that nominations would be sought in advance of the first meeting of the Autumn term. GM expressed an interest in standing and this was</p>	

		Action
	supported by the GB. The discussion moved onto governor recruitment and it was agreed that the clerk, GM and NP would meet to look at potential candidates from the recent parent governor elections. RL and RR agreed to look into advertising on social media and volunteer organisations.	By GM, NP & Clerk RL & RR – update GB Autumn Term
6.2	Governor Training and Development NP advised that the skills audit is complete and has identified skills deficit to be filled by new governors and/or training.	NP/clerk Autumn Term
6.3	Annual Governance Statement June 2018 Approved.	Upload to website
7.1	H&S review SP reported that a recent H&S review by WBC recommended that the GB consider forming a H&S committee/working party and to have school walkabouts more frequently (at least 1 a term).The GB agreed to form a working party, headed by CH (H&S governor) with DP, RW and RR to share some of the walkabouts.	CH to organise rota End Sept 2018
7.2	GDPR update SP informed that the school has bought into WBC's GDPR package and Thomas Ng from WBC is the schools Data Protection Officer. The Data Protection Policy and Privacy Notices have been updated accordingly. There is a GDPR file which governors may examine if required.	
7.3	Safeguarding report RL recently met with the pastoral team and updated the GB – there was a fall in the number of families on child protection which shows the positive impact of the team's work with families. RL formally acknowledged Rachel Wallace's (Family Support Worker) contribution during her time at The Winchcombe school. RL to inspect single central record (SCR) by the end of term.	Inspect SCR By 20.7.2018

<p>7.4</p>	<p>Staffing Update AH shared with governors recent appointments and staff changes. The GB were pleased to note that the school is fully staffed for September.</p>	<p>Action</p>
<p>7.5</p>	<p>Curriculum, Learning & Standards Committee The merits of forming a separate committee to focus on educational performance were discussed. TS pointed out that scrutiny of education standards was the most important task of a GB, and having a dedicated committee would enhance this function. AH argued that it should be a responsibility shared by all governors. DP commented that from his experience a standards committee can result in a duplication of work for senior leaders but an advantage is that the governors on that committee are very well informed. AH expressed a concern about the capacity to include another meeting and drew attention to the termly HT report to governors. TS agreed that the HT report should be considered in greater depth in FGB meetings. It was agreed to postpone a decision, with further discussion in the next academic year.</p>	
<p>8.1</p>	<p>Report from Finance & Human Resources Committee RW summarised the 2017-18 budget out-turn figures and monetary aspects of the School Improvement Plan (SIP) with the GB. RW reported on the healthy surplus of £96,787; AH cautioned that this was partly due to the growth funding the school received. CH wanted to know more about bringing the catering contract in house and if it could be tied in with the healthy pupil funding grant. AH explained that this proposal was in the exploratory stage and the GB would learn more in due course.</p>	
<p>9</p>	<p>AOB (i) Landscape Workshops AH explained that a company called Enrich has held workshops with school staff, children, governor and Friends of Winchcombe</p>	

	<p>About developing a strategy to enhance the school grounds. RW and GM were impressed with the children’s vision and AH wants to turn these ideas into reality. Many of the ideas can be implemented easily and are already in progress.</p> <p>(ii) Pupil safety outside the school RR expressed a concern about the behaviour and dangerous driving by parents in the road outside the school and the potential danger to children arriving and leaving school. AH agreed that road safety is an issue in a school built in a residential area. AH outlined the measures taken by the school to educate parents in pupil safety e.g. park and walk schemes, drop off schemes, senior staff manning school gates in the mornings, newsletters and texts to parents asking for care and consideration to children and residents outside the school. It was decided that this issue would be taken up by the H&S working party.</p> <p>(iii) Thank you Tom Lastly, AH passed on her thanks to TS for his sterling work as Chair and as a governor for many years at The Winchcombe School. AH was very grateful for TS’s support during the last Ofsted inspection. The GB reaffirmed this.</p>	<p>Action Email landscape proposal to GB Clerk ASAP</p> <p>Form action plan H&S working party Autumn Term 2018</p>
10	<p>Date and time of next meeting TBA <i>The meeting closed at 7.01 pm</i></p>	

Documents circulated with this agenda:

- Minutes of the FGB meeting of 23.04.2018
- Minutes of the F&HR meeting of 19.06.2018
- Annual Governance Statement June 2018
- Curriculum, Learning & Standards Committee Terms of Reference (Draft)

Minutes of the meeting of 09.07.2018

Signed **Date**