

Governing Body of The Winchcombe School
Minutes of the meeting of
Monday 12 November 2018 at 5.15pm

Present: Angela Hay, (AH) Head teacher, Gwen Mason (GM), Rachel Redgwell (RR) (vice Chair), Chris Harding (CH), Natalie Pearton (NP), Roy Wood (RW)Natasha Grove (NG)
Apologies: Derek Peale (DP), Rowena Lewis (RL)
Absent:
In attendance: Harriet Skinner (HS), Clerk, Elode Scarlett (ES) (Deputy head teacher)

Agenda item		Action
1.	Apologies Derek Peale (DP), Rowena Lewis (RL) <i>The meeting was quorate</i>	
2.	Declaration of any other business None	
3.	Declaration of interests None	
4.	Minutes of the meeting of 24 September 2018 Agreed. GM signed the minutes as a true record of the meeting.	Upload to website - clerk
5.	Matters arising (i) Governor learning walks It was agreed that Lesley Quirk would attend the next GB meeting to give an overview of maths mastery and governors would then have the opportunity to observe a lesson. (ii) Attendance Following CH's challenge, AH provided an anonymised report of the number of children absent during the Summer term together with an explanation of the measures taken to monitor attendance and how cases are escalated to the Education Welfare Officer (EWO) (iii) Update on School Build AH reported that a recent meeting with West Berkshire Council (WBC) and Happy Kids Pre-School was positive – the plan is for Happy Kids to move to their own building by September 2019	Arrange for LQ to attend next mtg 11.2.2019 (clerk)

		Action
	So the school can reclaim the space for the Phoenix Club and community use.	
6.	<p>Governor Training and recruitment</p> <p>NP has completed a skills audit of the GB and there is a deficit in finance and local community experience. A governor recruitment appeal has been circulated in the school newsletter and the listing with Newbury Volunteer Bureau updated. RW asked the clerk to contact the parents who stood for last year's parent governor election. NP agreed to post an advertisement with Newbury and West Berkshire's Facebook page.</p>	<p>Contact parents Clerk</p> <p>Advertise on FB - NP</p>
7.	<p>School Improvement Plan (SIP)</p> <p>AH gave an overview of the SIP and the school's priorities. Governors were pleased to learn the golden mile and healthy living is progressing. RW was keen that the outdoor space project be included in the SIP, and its progress publicised. AH advised that the children involved in the workshops have been consulted and are enjoying the improvements so far which have had a positive impact on behaviour during outdoor play.</p> <p>RW asked about pupil premium grant (PPG) spend and ES pointed out that a report of PPG spending and impact is displayed on the school website.</p>	
8.	<p>Safeguarding report</p> <p>RR advised that she met with the pastoral team this term. She found the team very positive and responsible, with a number of complex families to support as well managing behaviour. RR advised that she was able to signpost organisations that may be able to provide additional support to the team and parents. CH asked about promoting the pastoral team so that parents know who to approach for help. AH mentioned that the family support workers (FSW) are outside the gates in the mornings when children are arriving to school and there are plans for a regular slot in the newsletter. AH acknowledged that the lack of space for regular coffee mornings was an issue and hoped to resurrect these in the future when the Happy Kids space becomes free.</p>	

		Action
	AH went onto to say that the school was successful in recruiting a Social, Emotional and Mental Health (SEMH) practitioner from WBC's Behaviour Intervention Team (BIT). In the light of diminishing support from the LA for these types of services, governors were glad that the school is committed to providing this support in house.	
9.	Approval of updated model Child Protection and Safeguarding Policy 2018 The GB agreed to adopt the update issued by WBC.	Upload to website/policy file
10.	Report from the Finance & Human Resources (F&HR) Committee RW summarised the minutes of the meeting of 16 th October 2018.	
11.	Approval of Terms of Reference of the F&HR Committee Approved	
12.	Approval of audited School Fund Accounts RW advised that the draft accounts had been approved at the F&HR meeting of 16 th October. Copies of the final audited accounts for the year 1 st August 2017 – 31 st August 2018 were circulated and approved.	
13.	Policy Review: Code of Conduct for School Staff, Capability Procedure for Schools, Disciplinary Procedure for Schools, Stress Policy for Schools The clerk advised that these were WBC model policies which have been reviewed & updated by the school's HR provider. The GB agreed to adopt the above polices.	Upload to website/policy file
14.	Report from Health & Safety (H&S) working party CH's report was circulated. The issue with road safety outside the school was discussed. GM advised that she has contacted head of highways at WBC about this issue. RR suggested that a flyer from WBC on considerate car use be distributed to parents. RR also mentioned a map – showing parking in the	WBC flyer to go out to parents RR/Clerk

		Action
	Adjacent roads to the school where children and parents can walk the rest of the way to school safely. CH suggested tying this in with the primary golden mile. It was agreed that the H&S working party should continue to monitor the situation.	
15.	Review of H&S Policy CH asked a question about responsibilities – the clerk advised that the Head teacher/School Business Manager/Senior Caretaker have responsibility but can hire appropriate contractor/experts. The GB approved the H&S Policy.	Upload to website/policy file and policy tracker
16.	Future Policy Review: Sex Education NG agreed to review Sex Ed policy for approval at the next meeting.	Review Sex Ed policy NG
17.	AOB one	
18.	Date and time of next meeting Monday 11 February 2019 at 5:15 pm <i>The meeting closed at 7:20 pm</i>	

Documents circulated with this agenda:

Minutes of the FGB meeting of 24.09.2018
 Minutes of the F&HR meeting of 16.10.2018
 Terms of Reference of the F&HR Committee 2018-19
 Code of Conduct for School Staff, Capability Procedure for Schools,
 Disciplinary Procedure for Schools, Stress Policy for Schools
 H&S policy
 Child Protection and Safeguarding Policy 2018
 Autumn 2018-19 SIP
 SIP Financial Spend 2018

Documents circulated at the meeting:

School Fund Accounts 2017-18 (audited)
 Health & Safety report & Checklist Oct 2018

Minutes of the meeting of 12.11.2018

SignedGwen Mason.....Date 11.02.2019.....