

Governing Body of The Winchcombe School
Minutes of the meeting of
Monday 13 November 2017 at 5.00pm

Present: Tom Satterthwaite (TS) (chair), Angela Hay, (AH) Head teacher, Gwen Mason (GM), Jo Brisland (JB), Natalie Pearton(NP), Chris Harding (CH), Rowena Lewis (RL), Derek Peuple (DP)
Apologies: Roy Wood (RW)
Absent:
In attendance: Harriet Skinner (HS), Clerk, Elode Scarlett (ESc) Deputy Head teacher

Agenda item		Action
1.	Apologies Roy Wood (RW), Ed Sturgess (ES) resigned 13.11.2017, Rowena Lewis (RO) running late <i>The meeting was quorate</i>	
2.	Declaration of any other business (i) General Data Protection Regulation (GDPR)(TS) (ii) Parent Governor Elections (iii) Governor Training (iv) Year 6 residential trip	
3.	Declaration of interests None	
4.	Minutes of the meeting of 26 September 2017 Agreed. (Other than school finish time on last day of term is 1.15pm) TS signed the minutes as a true record of the meeting.	Upload to website
5.	Matters arising All actions arising from the last meeting have been completed or are agenda items. To follow up: (i) Update on school build Governors learnt that WBC have agreed to the stand alone after school club/community space. Discussions are underway – completion date between May – September 2018. (ii) Parents Evening Parents evening was well attended by Governors,	

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	and raising the profile of the governing body with staff and parents.	
	(iii) SEN Local Offer This has been reviewed by the SENCo and is uploaded to the school's website.	
	Role 1: Vision, ethos & strategic direction	
6.1	Election of Vice Chair TS urged governors to consider the role. In the meantime this item will remain on the agenda.	
6.2	School Improvement Plan (SIP) AH explained that underlying the SIP were detailed action plans owned by key staff. The GB felt that they did not need that level of detail but that it would be helpful if the SIP summary could be rated Red, Amber, and Green (RAG) so governors can see progress.	RAG rate SIP AH – Next mtg
	Role 2: Educational performance of all of our pupils	
7.1	Ofsted Data Dashboard Governors were pleased with the summary of attainment and progress – scores for 2017 were above national average and showed significant progress from 2016. AH cautioned that the pressure to maintain this standard was great given the high level of SEN pupils in the current cohort. The GB recognised that parents are drawn to The Winchcombe because of the school's expertise in SEN, the Speech and Language (SAL) unit and Language & Literacy (LAL) unit. This has a knock on effect on average attainment although progress is good. TS noted that scores in grammar, punctuation and spelling (GPS) were lower than reading, writing and maths. AH agreed that the school prioritised reading and maths as the GPS curriculum was largely unknown, however this is being addressed this year. CH noted that although GPS results were lower they were still on an upward trend. Governors were delighted with the results and it was suggested that now the official data has	

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	been published they should be celebrated and shared with parents and the wider community. AH pointed out that the results were celebrated with school staff and the children but took the suggestion on board.	AH
7.2	<p>Safeguarding Audit</p> <p>AH and RL advised that they have completed annual safeguarding audit and have submitted it to WBC. Actions arising from the audit include governor training in universal safeguarding, Female Genital Mutilation (FGM) and PREVENT - RL felt this was a work in progress as governor training has not been documented centrally with other staff training records. DP & GM advised that they have received training in these areas as has AH. RL also raised a concern about the delay in training for new staff starting in September and the universal safeguarding training which is rolled out in November. RL conceded that knowledge of safeguarding is raised as part of the interview process but suggested that a checklist is included in new staff induction so it is clear that all staff have been made aware of the safeguarding procedures in school. RL advised that she has recently inspected the single central record (SCR) and found it to be in order and the rolling renewal of DBS checks is proceeding. RL recommended that 2 columns be added to the SCR to confirm that 2 references have been obtained. After a discussion it was agreed to implement this change from 1 January 2018 but not retrospectively as this information is held in individual personnel files.</p>	update SCR to include references SBM From January 2018
7.3	<p>H&S/Incident report</p> <p>No incidents to report to governors. CH has a school walk around booked on 15 December from 8.30am to observe children arriving to school.</p>	
	Role 3: Financial performance & value for money	
8.1	Approval of Terms of Reference of the Finance & Human Resources	

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	(F&HR) Committee Formally approved by the GB on recommendation of F&HR committee.	
8.2	<p>Report from the F&HR Committee meeting of 16 October 2017</p> <p>DP reported that effective tracking of expenditure against the budget plan with an explanation of variances was a key part of the meeting and commended the school in managing the budget in challenging times of diminished schools funding. Governors understood that the next 2 years of budget planning are positive but beyond 2019, the funding position is unclear and the F&HR committee are trying to understand and prepare for the challenge.</p> <p>The GB learnt that the F&HR committee supported the school's proposal to bring the cleaning contract in house.</p>	
8.3	<p>Approval of Summary Appraisal Report</p> <p>It was noted that 100% of 40 lessons observed were deemed good or better and AH praised the dedication of the staff.</p> <p>The GB approved the summary appraisal report.</p>	
9.	<p>AOB</p> <p>(i) GDPR</p> <p>The clerk advised that a data protection policy and privacy notice is in place and only needs to be tweaked to comply with the forthcoming regulations effective from May 2018. The GB will receive a revised policy for approval in due course.</p> <p>(ii) Parent Governor Elections</p> <p>TS advised that ES has resigned from the GB effective 13.11.2017. The clerk was duly appointed Returning Officer and it was agreed that parent governor election arranged as soon as possible.</p> <p>(iii) Governor training</p> <p>Governor development needs to be addressed. NP volunteered to co-ordinate completion of skills matrix for the GB.</p>	<p>Update website and advise Gov Services, Draft nomination Letter and arrange Election Clerk – by next meeting</p> <p>Send gov skills resources to NP</p>

	(v) Year 6 residential trip Next year's (Feb/march 2018) residential trip to Rhos y Gwalia in Wales was approved.	Action
10	Date and time of next meeting Tuesday 23 January 2018 at 5.15pm <i>The meeting closed at 6.40 pm</i>	

Documents circulated with this agenda:

Documents referred to at the meeting:

Minutes of the FGB meeting of 26.09.2017
 Minutes of the F&HR meeting of 16.10.2017
 Terms of reference of the F&HR Committee 2017-18
 2017 Aspire Governor Data Dashboard
 Summary Appraisal Report