

**Governing Body of The Winchcombe School**  
**Minutes of the meeting of**  
**Monday 24 September 2018 at 5.15pm**

<b>Present:</b> Angela Hay, (AH) Head teacher, Gwen Mason (GM), Derek Peuple (DP), Rachel Redgwell (RR), Chris Harding (CH), Natalie Pearton (NP), Rowena Lewis (RL) (Vice Chair), Jo Brisland (JB),
<b>Apologies:</b> Roy Wood (RW)
<b>Absent:</b>
<b>In attendance:</b> Harriet Skinner (HS), Clerk, Elode Scarlett (ES) (Deputy head teacher)

<b>Agenda item</b>		<b>Action</b>
	Items 1-6 chaired by the clerk	
<b>1.</b>	<b>Apologies</b> Roy Wood (RW) <i>The meeting was quorate</i>	
<b>2.</b>	<b>Declaration of any other business</b> <b>(i) Year 6 residential visit to Rhos y Gwaliau and Year 4 camping trip to Rushall Farm</b> <b>(ii) Staff Governor Election</b>	
<b>3.</b>	<b>Declaration of interests</b> DP mentioned Park House school is part of Achievement for All (AFA) multi academy trust (MAT)	
<b>4.</b>	<b>Business Interest Forms and Code of Conduct</b> Forms were circulated and updated, Code of conduct circulated with the agenda.	Update website
<b>5.</b>	<b>Appointment of Local Authority (LA) Governor</b> The clerk advised that GM's application to WBC to become a LA governor had been approved by WBC. The Clerk advised that GM's term of office as a co-opted governor ends on 25.9.2018. GM's appointment as LA governor to The Winchcombe Governing Board was approved unanimously.	Advise Gov services
<b>6.</b>	<b>Election of Chair/Vice Chair and approval of term of office duration</b> Following Tom Satterthwaite's resignation, there is a vacancy for Chair of Governors. At the meeting of 9 July 2018,	

		<b>Action</b>
	GM stated her intention to stand. There were no other nominations and GM was elected Chair for a term of office of 1 year. In addition, in the light of RL's relocation it was felt that it would not be practical for her to remain Vice Chair and she agreed to step down, but will remain a governor for the time being. RR volunteered and was elected Vice Chair for a term of one year.	Advise Gov Services and update website - Clerk
<b>7.</b>	<b>Minutes of the meeting of 9 July 2018</b> Agreed. GM signed the minutes as a true record of the meeting.	Upload to website - clerk
<b>8.</b>	<p><b>Matters arising</b> All actions arising from the last meeting have been completed or are agenda items. To follow up:</p> <p><b>I. Language &amp; Literacy Resource (LAL)</b> LAL has relocated to the community room. Funding cuts still a concern for LAL resource.</p> <p><b>II. Governor Learning Walks</b> AH advised that the Schools Partnership Programme are meeting on 8<sup>th</sup> October, followed by leadership meetings the following week. It was agreed to defer learning walks until after half term.</p> <p><b>III. Governor Training and Recruitment</b> NP has completed skills audit and a meeting (NP, GM and the clerk) has been arranged for 28<sup>th</sup> September to target potential new governors from the recent parent governor election.</p> <p><b>IV. School Build Update</b> AH reported that WBC and Happy Kids have agreed in principle to relocate to a stand-alone purpose built facility thereby freeing up the Happy Kids space for use by The Winchcombe School.</p> <p><b>V. Multi Academy Trusts (MAT)</b> DP advised that RW had contacted him about attending an update meeting with Sonia Blandford, CEO of AFA: RW wanted the GB's permission to attend and wanted to be</p>	<p>Arrange learning walks DP/AH/clerk After half Term</p> <p>Report back at next FGB meeting GM/NP</p>

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**Signed .....**      **Date .....**

		<b>Action</b>
	<p>transparent about his intention to be informed on the development of AFA MAT. DP declined to comment due to his declared interest GM stated that a working party had already investigated the options and the GB had concluded that the School Partnership Programme was having a positive impact on the school. AH agreed that she was happy with the partnership and felt that the school would benefit from working collaboratively within the link group. AH added that there was no political pressure for primary schools to convert to academy status, although she understood that it was a different agenda for secondary schools. CH and RL concurred that there was little value in investigating MATs further.</p> <p><b>VI. Health &amp; Safety walkabout</b> A date was set ( Friday 5<sup>th</sup> October at 8:00am) for H&amp;S working party school walk around and checklist</p>	<p>GM to contact RW</p> <p>CH, RR, DP,GM</p>
<p><b>9.</b></p>	<p><b>Designated Governor Roles</b> The clerk reminded the GB of the governors responsibility: CH – Health &amp; Safety DP – PPG/SEN NP – Governor Development RW – Chair of F&amp;HR committee RL – Safeguarding It was felt that as RL was now living out of the area, it would be more practical if another governor took on safeguarding responsibility. RR was suggested because of her professional background and she agreed to become designated governor for safeguarding.</p>	<p>Inform Gov Services and update website</p>
<p><b>10.</b></p>	<p><b>Safeguarding Update</b> RL gave a verbal update report. The Single Central Record (SCR) was inspected at the end of last term (July 2018). RL pointed out that there were some gaps where DBS checks were being sought but understood that staff recruitment was ongoing and the appropriate checks were being carried out. RL also mentioned renewal of checks more than 3</p>	

		<b>Action</b>
	years old and was assured that the renewal programme is ongoing. RL raised a query about 3 employees who have not renewed their DBS because of a concern about their data being submitted to the school's DBS provider. AH assured RL that leadership was aware of this issue.	
<b>11.</b>	<p><b>Head Teachers' report to governors Summer 2018</b></p> <p>AH summarised data update; Foundation Stage (FS) made good progress with 75% achieving a good level of progress (GLD) just above national average.</p> <p>AH was disappointed with the KS2 results with 53% reaching expected target in combined reading, writing and maths against 64% emerging national average. Whilst not seeking to make excuses AH pointed out that the high number of SEN children and 9 children joined the school in Years 4/5 all of whom were below age related standard together with a high number of children with English as an additional language (EAL) had had an impact on KS2 data. JB gave an example of a child who joined her class for 3 months, took the SATs and failed. RL acknowledged the effects of an itinerant school population. Governors were glad to see that progress is above floor target and DP felt it important to note that from a governance point of view, these results were not a surprise and a clear trajectory for improvement is in place. AH drew attention to the expansion of the pastoral team this term to manage challenging behaviour as well as providing emotional support for vulnerable children and this is already making a difference in the classroom. DP opined that emotional support is critical for young peoples 'development.</p> <p>RL asked if the recent PPG survey had been successful in attracting additional funding and learnt that the survey had identified 3 potential claimants.</p> <p>Governors learnt that JB is PE co coordinator for 2018/19.</p>	

		<b>Action</b>
	<p>RL challenged the incidents of bullying – showing as none – are incidents recorded differently when investigated?            AH acknowledged that bullying is an emotive subject but felt it important to point out that at primary school age “bullying” is often confused with friendship issues and children not playing nicely. These instances are dealt with by staff through restorative practice. Falling out between friends (as opposed to sustained abuse over a period of time) is not bullying. The school takes part in anti-bullying week and AH advised that this month’s whole school value is friendship. CH asked for clarification of the attendance figures – do the % figures represent 1 child or days of learning lost? CH was keen to see the attendance correlates to attainment. Lastly, AH commented that the school is fully staffed; an INSET day was held on 5<sup>th</sup> September 2018 to deliver safeguarding training and H&amp;S/GDPR training to all staff.</p>	<p><i>Challenge</i></p> <p>Provide breakdown of attendance            AH/clerk            next meeting</p>
<b>12.</b>	<p><b>Teachers’ pay award 2018</b>            AH explained that recommendation had been received from the DfE – however details have not been finalised so this will be tabled at the F&amp;HR meeting on 16<sup>th</sup> October 2018.</p>	
<b>11.</b>	<p><b>AOB</b></p> <p><b>(i) Year 6 residential visit to Rhos y Gwaliau and Year 4 camping trip to Rushall Farm</b>            The GB gave approval for the above offsite residential visits.</p> <p><b>(ii) Staff Governor Election</b>            The clerk advised that JB’s (elected staff governor) term of office comes to an end on 12<sup>th</sup> October 2018. JB confirmed that she does not intend to stand again. The GB instructed the clerk to arrange staff governor elections.</p>	<p>Arrange staff Governor elections – clerk</p>
<b>10</b>	<p><b>Date and time of next meeting</b>            Monday 12 November at 5:15 pm</p> <p><i>The meeting closed at 6:45 pm</i></p>	

**Documents circulated with this agenda:**

Minutes of the FGB meeting of 09.07.2018

Code of Conduct for School Governors 2018

Keeping Children Safe in Education Sept 2018, KCSiE Part 1

Head teacher's report to Governors summer 2018

Data Sheet September 2018

Headline Data

Historical Data 2018

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