

Governing Body of The Winchcombe School

**Minutes of the meeting of
Monday 18 November 2019 at 5.00 pm**

Present: Neil Pilsworth, (NP) Head teacher, Rachel Redgwell (RR) Chair, Abhinav Sahai (AS) Vice chair, Sophie Kain (SK), Nida Ahmed (NA), Roy Wood (RW), Derek Peale (DP)

Apologies: Natasha Grove (NG), Chris Harding (CH), Paul Williamson (PW),

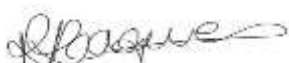
Absent:

In attendance: Harriet Skinner (HS), Clerk, Elode Scarlett (ES) (Deputy head teacher), Sheilagh Peacock (SP) (School Business Manager)

Agenda item		Action
1.	<p>Apologies Natasha Grove (NG), Chris Harding (CH), Paul Williamson (PW) Abhinav Sahai (AS) joined the meeting at 5:20pm <i>The meeting was quorate (5 voting members for a quorum)</i></p>	
2.	<p>Declaration of any other business None</p>	
3.	<p>Declaration of interests None</p>	
4.	<p>Minutes of the meeting of 23 September 2019 Agreed. RR signed the minutes as a true record of the meeting.</p>	Update website By next meeting 10.02.20
5.	<p>Matters arising None</p>	
6.	<p>Appointment of Local Authority (LA) Governor Clerk explained that RR's term of office as an elected parent governor will end in January 2020. Given that RR was elected Chair of Governors in September 2019, RR's term of office should be extended. Therefore, it was agreed that she should move to LA governor (vacated by previous Chair, Gwen Mason). The</p>	

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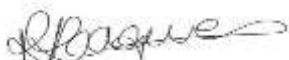


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	clerk explained that the appointment to LA governor had been approved by the	
		Action
	Head of education on 24 th October 2019 and no objections had been received from local councillors. Based on RR's skills and the experience she has as a governor the GB agreed unanimously that RR is appointed LA governor for The Winchcombe School.	Update website, Inform governor services Clerk by 30.11.2020
7.	Parent Governor Elections Now that RR has moved category to LA governor, there are now 2 vacancies for elected parent governors. It was agreed that the clerk would act as returning officer and election run during the Spring term.	Arrange parent governor elections Clerk By 28.2.2020
8.	Head teacher report/School improvement plan (SIP) NP gave a verbal update – full report to governors to be circulated January 2020. NP advised that progress has been made this term in developing vocabulary, long term retention and instructional coaching. Governor learnt that following the parents' forum, a more user friendly SIP was requested. NP has produced a parents' version of the SIP with educational jargon removed. RR wanted to know the feedback from the parents' survey. NP estimated that 25% of families had responded – the over riding themes of those responses were communication, safety and parking. RR asked if the staff had bought into the SIP and ES explained that it was very much a working document owned and understood by the staff. RR enquired if governors had a useful level of involvement in the development strands of the SIP. SK gave an overview of instructional coaching following her recent meeting with NP. Governors learnt that it was very much a collaborative approach moving away from formal lesson observations. NA wanted to know when the outcome of this approach would be known – NP counselled that by end of summer term 2020 teachers would have had 20-30	

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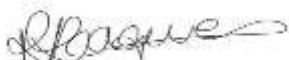


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	coaching sessions and that the impact on learning would be long term.	Action
	<p>RR asked if the new Behaviour Policy was effective; NP and ES mentioned consistency in assemblies and the shift to 'consequences' rather than 'punishment'. NP explained new lunchtime and break time procedures, which have led to a calmer atmosphere. ES pointed out that the majority of children behave well, there is a small number of children with high needs exhibiting challenging behaviour; the school is working with parents to address these concerns.</p> <p>Lastly, RR asked NP if had enjoyed his first term at The Winchcombe School – NP confirmed that he had and has been made very welcome by the staff, parents and children.</p> <p>ES gave an overview of the curriculum – the emphasis being on long term retention and a knowledge rich curriculum. Governors understood that the school already had much of this in place and is working to improve the curriculum with a focus on intent, implementation and impact. AS and NA wanted to know if the impact would be monitored by formal assessment and testing. ES cautioned that teacher assessment was ongoing with regular pupil progress meetings (PPMs) and the intention was to see a long-term enrichment of knowledge built on year on year. NP agreed to share some information about PPMs at the next meeting.</p>	NP to Provide PPM info to govs next mtg 10.02.2020
9.	<p>Ofsted New Framework</p> <p>Following the recent Ofsted inspection of Park House School – DP gave feedback on the format of the inspection process. DP circulated a briefing paper on the new framework. Governors understood that quality of education is key and a shared approach to delivering the curriculum across the school.</p> <p>SK wanted to know what individuals can do strengthen the governing board. RR suggested</p>	

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	that any questions re: Ofsted are directed to the clerk, to be collated and put to DP/NP.	
		Action
10.	Health & Safety Update CH's report was circulated. SP advised that a fire risk assessment is due. No issues to report.	
11.	Safeguarding update There were no questions on RR's safeguarding report to governors and she advised that based on her recent visits she had no concerns relating to safeguarding.	
12.	SEN report following governor visit NA reported on her visit to Kate Betts (KB) inclusion manger. NA suggested a more interactive approach to identifying SEN – NP advised that KB has introduced SEN coaching for teachers.	
13.	Policy Review and approval Policies were circulated in advance of the meeting and any comments/queries submitted after governors have read the policies. There were no amendments reported. Child Protection & Safeguarding - approved Newly qualified teacher (NQT) Policy- approved Looked after and previously looked after children WBC model policy – WBC model adopted	Upload policies to website, Staff shared folder And hard copy in policy File Clerk by 30.11.2019
14.	Report from the Finance & Human Resources (F&HR) Committee and approval of terms of reference of the F&HR Committee The Terms of reference were approved by the FGB. RW advised that since the F&HR meeting of 14.10.2019 – period 6 budget monitoring	

	reports have been circulated – indicating an in-year deficit for main school budget. NP advised that the Friends of Winchcombe (FoWs) is being revived – parents’ meeting planned for 13 December 2019.	Action
15.	Governor training update and feedback from governor day in school on 23.10.2019 Governor feedback forms have been received from everybody who attended the governor day. AS informed the GB that training records on Governor Hub have not been updated and asked governors to update their own profiles.	Update training records – all By 30.11.2019
16.	AOB None	
17.	Date & time of next meeting Monday 10 th February 2020 at 5.00 pm The meeting closed at 6:30pm	

Documents circulated with this agenda:

Minutes of the FGB meeting of 23.08.2019
 Minutes of the F&HR Committee meeting of 14.10.2019
 Terms of Reference of the F&HR Committee
 Child Protection & Safeguarding Policy
 NQT Induction Policy
 Looked after children and previously looked after children policy
 Safeguarding Report
 SIP – parents’ version
 SIP – school staff version
 Safeguarding report Autumn 2019
 SEN governor visit report
 H&S walkabout checklist 14.11.2019

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

New Ofsted Inspection Framework briefing Sept 2019

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