

Governing Body of The Winchcombe School

**Minutes of the meeting of
Monday 27th April 2020 at 11:00 am**

Present: Neil Pilsworth, (NP) Head teacher, Rachel Redgwell (RR) Chair, Abhinav Sahai (AS) Vice chair, Sophie Kain (SK), Nida Ahmed (NA), Roy Wood (RW), Natasha Grove (NG), Chris Harding (CH), and Regina Kosa (RK)

Apologies: Derek Peale (DP), Paul Williamson (PW), Vickie Smith (VS)

Absent:

In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP) (School Business Manager)

Agenda item		Action
	Introduction RR introduced inaugural virtual meeting due to Covid-19 lockdown.	
1.	Apologies <i>The meeting was quorate</i>	
2.	Declaration of any other business None	
3.	Declaration of interests None	
4.	Minutes of the meeting of 10 February 2020 It was agreed that the minutes were a true record of the meeting. RR to sign electronically.	Update website By 01.05.2020
5.	Matters arising (i) Student Council RW requested an update on student council report. NP advised that although many of the actions are currently on hold, plans are being made for a 'you said, we did' board. NP went onto say that before lockdown, requests from the school council were being fed back to Senior Leadership Team (SLT) and had influenced decisions, such as playground procedure.	
6.	Approval of Virtual Governing Board Meeting Protocol WBC's model policy was approved.	

Minutes of the meeting of 27.4.2020

Signed  Date 06.07.2020

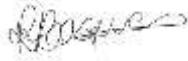
		Action
7.	<p>Head teacher update Covid-19</p> <p>In addition to regular GB communication, NP gave an update on the school's response to Covid-19 crisis.</p> <p>2 children with high needs are attending The Winchcombe, NP advised that PPE has been sourced and provided to staff for use at their discretion and risk assessments completed. Vulnerable children and families are being contacted by family support workers (FSW) on a weekly basis and NP and NG even made a home visit for one family. In addition, teachers are 'phoning pupils at least once a month and have also made contact where they have seen pupils who are not accessing the online learning platform. RR asked how many children fall into the vulnerable category, NP advised that it was between 20 to 30, but constantly being reviewed as concerns are raised. SK asked if it was just children eligible for support and NP advised that FSWs were helping parents as well. RR asked about procurement of supplies in school and SP confirmed that operationally contractors and suppliers working normally and supplies of PPE and hand sanitiser had been sourced.</p> <p>NP informed governors that FSM vouchers have been organised by SP, the voucher website is often overwhelmed, and SP has been accessing the voucher scheme in the evenings. NP thanked SP on behalf of the GB.</p> <p>A discussion took place about schools re opening. NP advised that it was not likely to be before 1 June and with a staggered return but cautioned that this was speculation pending any announcement from The DfE. CH suggested that other groups of keyworkers could be identified; NP indicated that certain year groups could be given priority. SK pointed out that this would not be a great solution to families with more than one child. AS asked if the Government were listening to schools' and HTs' views on re opening. NP counselled that the DfE were in consultation with teachers' and HTs' unions.</p>	

Minutes of the meeting of 27.4.2020

Signed  Date **06.07.2020**

		Action
	<p>AS also wanted to know if the school could sustain the level of support to vulnerable families in the long term. NP made governors aware that the school engages with vulnerable families even during the Summer holidays so there will always be a support system in place. RR directed that the school has a responsibility to all pupils and cautioned governors that children will be returning to school with social and emotional issues; NP concurred that well-being and safety of pupils was paramount. NP gave an overview of curriculum planning and pupil reports. NA asked if children would be given a chance to re cap on the previous year. NP informed governors that the emphasis would be a re cap on what the children know, not what they have been taught. This approach would have been adopted even without school closure. The GB concurred that it was too early to guess if the lockdown would be lifted by the Summer holidays and NP's view was that the school would be open as per current arrangements for keyworkers if instructed by the DfE. Governors were pleased to learn that admission numbers were up. Lastly, the GB concurred that during this crisis the well-being and safety of the children was the most important priority with learning on the back burner for now. RW opined that there was no perfect solution and the school must continue to be flexible in responding to the advice/instruction from the government.</p>	
8.	<p>2020/21 Budget and two-year forecast/report from the Finance & Human Resources Committee</p> <p>RW summarised the minutes of the F&HR meeting of 6.4.2020 and drew attention to SP's notes to final budget submission. SP cautioned that some expenditure in 2019/20 will show in 2020/21 due to an oversight by WBC schools accountancy. Governors conceded that Covid-19 expenses and loss of income from the Phoenix</p>	

Minutes of the meeting of 27.4.2020

Signed  Date 06.07.2020

		Action
	<p>Club would have an impact and the measure of this is unknown, although £15k rent from Phoenix Club to MSB has been removed from the final budget submission.</p> <p>RW advised that the budget plan 2020/21 had been recommended for approval by the F&HR Committee. The FGB voted unanimously to approve the 2020/21 Budget Plan.</p> <p>SP advised the protocol for signing off final budget submission in a virtual meeting. The summary sheet to be emailed to HT and CoG for electronic signature prior to submission to WBC.</p>	<p>Submit budget to WBC. SP by 1.5.2020</p>
9.	<p>Safeguarding and adoption of WBC Covid - 19 Safeguarding Amendments & Interim Safeguarding Guidance Approved.</p>	<p>Clerk to circulate to school staff and Upload to website By 1.5.2020</p>
10.	<p>AOB None, although RR acknowledged the sense of community and huge effort of the school staff during this crisis and governors passed on their Thanks to NP and his staff.</p>	
17.	<p>Date & time of next meeting Monday 6th July 2020, time TBA</p> <p>The meeting closed at 11.50 am</p>	

Documents circulated with this agenda:

Virtual Governing Board Meeting Protocol
WBC Covid-19 Safeguarding Amendments & Interim Safeguarding Guidance March 2020

Minutes of the FGB meeting of 10.02.2020
Minutes of the F&HR Committee meeting of 6.4.2020

Report to Finance Committee 23 March 2020:
2020/21 Budget and Two-Year Forecast Budget
2020-2021 Allocation
2021-2024 Allocation
2020/21 Fund 01 (MSB) CFR Budget
2020/21 Fund 08 (PPG) CFR Budget
2020/21 Fund 13 (Sports) CFR Budget
2020/21 Fund 50 (SAL) CFR Budget

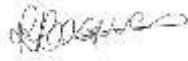
Minutes of the meeting of 27.4.2020

Signed  Date **06.07.2020**

2020/21 Fund 55 (LAL) CFR Budget
2020/21 Fund 76 (DFC) CFR Budget
2020/21 Fund 99 (Phoenix Club) CFR Budget

V2 Fund 01 draft budget
V2 Fund 99 draft budget
Notes to amended draft budget 3.4.2020 & 24.4.2020

Minutes of the meeting of 27.4.2020

Signed  **Date 06.07.2020**