

# Governing Body of The Winchcombe School

## Minutes of the meeting of

**Monday 16<sup>th</sup> November 2020 at 4:30pm (via Zoom)**

**Present:** Neil Pilsworth, (NP) Head teacher, Rachel Redgwell (RR) Chair, Nida Ahmed (NA), Roy Wood (RW), Natasha Grove (NG), Regina Kosa (RK) , Derek Peale (DP), Paul Williamson (PW)

**Apologies:** Abhinav Sahai (AS), Sophie Kain (SK)

**Absent:** Chris Harding (CH)

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

Agenda item		Action
<b>1.</b>	<p><b>Apologies:</b> Abhinav Sahai (AS), Sophie Kain (SK) Chris Harding was absent; no apologies received. Vickie Smith has resigned. Natasha Grove has been re-elected staff governor. <i>The meeting was quorate</i></p>	
<b>2.</b>	<p><b>Declaration of any other business</b> None</p>	
<b>3.</b>	<p><b>Declaration of interests</b> None</p>	
<b>4.</b>	<p><b>Minutes of the meeting of 21<sup>st</sup> September 2020</b> It was agreed that the minutes were a true record of the meeting. RR to sign electronically.</p>	Update website ASAP
<b>5.</b>	<p><b>Matters arising</b> <b>i)Pupil Premium Grant (PPG)</b></p>	Meeting with DP, RW and Mark Taylor to be arranged
<b>6.</b>	<p><b>Head teacher up date</b> NP gave a verbal update: There have been 2 cases of Covid 19; 1 member of staff and 1 pupil. As a result, 6 members are staff and 2 bubbles are self-isolating. NP advised that the school had sought and followed guidance from the local authority, the Department of Education (DfE) and Public Health England (PHE).</p>	<b>Action</b>

	<p>Parents, staff and governors have been informed and are being kept up to date. NP reported that a recent parent survey on the return to school in September garnered 156 responses; all positive. Of the 25 who expressed concern, all related to social, emotional and mental health issues and support from Emotional Literacy Support Assistants (ELSAs) has been implemented for those children. RR asked about attendance and NP confirmed that in the first 3 weeks of the Autumn Term it was 77% but is now 95%; governors were glad to hear this.</p> <p>NP advised that a new teacher has been appointed to cover maternity leave from January 2021 and will work with the class during December to ensure a smooth transition. RR enquired about the Language and Literacy Resource (LAL) and NP advised that an experienced teacher has been appointed to lead the resource but as yet it is not certain if the LAL will operate in house or if the teacher in charge will work with children at their schools. RW and DP congratulated NP and the school team on the way the school has adapted in response to the ongoing pandemic. DP went onto say that the teaching and learning has been admirable. NP shared that parents had commented that the provision of home learning has improved and he went to say that the school has procured 4 free laptops for use by the most disadvantaged children.</p>	
<p><b>7.</b></p>	<p><b><i>School Improvement Plan (SIP)</i></b>  NP advised governors that the SIP's focus is curriculum – adapted from the intended curriculum written last year, followed by behaviour and attitude. DP continues to work with Elode Scarlett and Lesley Quirk on adapting the curriculum.</p> <p>RW was glad to see costs assigned to the SIP and asked if target dates in the SIP had been met – NP confirmed that actions and progress had been completed by published dates.</p>	<p><b>Action</b></p>

	<p>RW queried teacher coaching – and NP confirmed that currently all coaching is internal by SLT.</p> <p>RR asked NG, as a teacher, if the SIP was understood by staff, NG commented that she had used the SIP as part of the National Professional Qualification for Senior Leadership (NPQSL) studies so is fully conversant with it.</p>	<i>challenge</i>
<b>8.</b>	<p><b>Special Educational Needs (SEN) report</b></p> <p>Kate Betts' (KB) (Inclusion manager) report was circulated in advance of the meeting. RW commented that it was a very useful report in terms of understanding the school's SEN provision.</p> <p>RR pointed out 70% of SEN working below expected age seemed high – NP countered that this was to be expected with high level of SEN children attending The Winchcombe School – these children are making progress but not at the same rate as the rest of the cohort; specialist SEN staff are working hard to close the gap.</p> <p>PW raised a concern about catching up from lockdown and school closures would put extra pressure on SEN resources. NP informed governors that teachers are working to adapt the curriculum for SEN children with help from redeployed specialist SEN staff. To relieve some of the pressure on teachers, NP advised that changes have been made to the marking policy which NG said have been welcomed by teaching staff.</p> <p>NP went onto say that some actions from SEND overview have been hindered by Covid; such as liaison with external agencies.</p> <p>NA mentioned that she has a SEND visit scheduled with KB next month and NP suggested she use this report to frame her visit/questions to KB.</p>	<p><i>challenge</i></p> <p><i>challenge</i></p> <p>Report back to GB NA by next meeting 8.2.2021</p> <p><b>Action</b></p>
<b>9.</b>	<b>Approval of Safeguarding Policy</b>	Update website and policy file

	RR informed governors that this is the model WBC policy which she has read through to ensure The Winchcombe is compliant. Designated safeguarding lead (DSL) training had expired for 3 DSLs; places have been booked for them at the next available session in March 2021. The GB approved Safeguarding Policy.	Clerk ASAP
<b>10.</b>	<b>Safeguarding Report</b> RR's report to Governors was discussed. SP pointed out that the Family Support Workers (FSW) are not full time: i.e. they are term time only and 32.5 hours per week, although they are in school Monday – Friday. DP offered access to safeguarding training webinar; NP advised that he had completed (socially distanced) face to face safeguarding training with all staff just before half term. RR shared some feedback from a family who has received support from the school and was very grateful for the help from FSWs.	
<b>11.</b>	<b>Health &amp; Safety (H&amp;S) Report</b> SP advised that RW and CH had completed H&S checklist for 2019-20 academic year – nothing outstanding. CH started checklist for Autumn Term 2020; SP confirmed that there have not been any incidents relating to the premises, aside from usual minor bumps and grazes in the playground. There was 1 racist incident logged. RR asked about additional Covid 19 precautions and any problems with procuring PPE, SP stated that Risk Assessment is monitored and revised regularly and the school has reliable suppliers for masks, gloves, hand sanitiser etc. RR questioned fire procedures and NP pointed out that there had been a fire drill during September and SP mentioned that there would be one sometime this term as Happy Kids have now moved out of the main school building.	<i>challenge</i>  <b>Action</b>
<b>12.</b>	<b>Approval of summary appraisal report to governors</b> NP's report to governors was approved.	

<p><b>13.</b></p>	<p><b>Report from the Finance &amp; Human Resources Committee (F&amp;HR)&amp; Approval of Terms of Reference</b>  Minute of the last meeting of the F&amp;HR committee were circulated in advance of the meeting; there were no questions.  Terms of Reference were agreed and approved.</p>	<p>Update website with ToRs – clerk ASAP</p>
<p><b>14.</b></p>	<p><b>Update on road safety outside the school</b>  RW summarised his report and commented that he was pleased with the response from WBC though Governors understood that it would be a lengthy process to implement any of the suggestions. RW agreed that NP could share the contents of the report with parents.</p>	<p>Write to parents with summary of road safety report  NP – by End of term 17.12.2020</p>
<p><b>15.</b></p>	<p><b>AOB (not declared under item 2)</b>  RK raised a concern about safety in playground before school: children on play equipment, NP reassured governors that staff are present at the school gates before school.  RK raised another concern about individual school photographs and will take this up with SP.  NA asked about a deep clean of the school following positive Covid case; NP asserted that PHE advice had been followed and PHE would direct the school to close which was not deemed necessary in this case.</p>	
<p><b>15.</b></p>	<p><b>Date &amp; time of next meeting</b>  Monday 8 February 2021 at 4:30pm  The meeting closed at 5:50pm</p>	

**Documents circulated with this agenda:**

Minutes of the FGB meeting of 21.9.2020  
Minutes of the F&HR meeting 12.10.2020  
Terms of Reference of the F&HR Committee  
Child Protection and Safeguarding Policy 2020  
Sept 2020 H&S Governor walk around  
Safeguarding Report November 2020  
Parking Traffic Report to Governors  
Winchcombe SIP (staff version)  
Summary Appraisal Report to Governors November 2020

**Minutes of the meeting of 16.11.2020**

**Signed .....Rachel Redgwell.....Date 8.2.2021**