

Governing Body of The Winchcombe School

Minutes of the meeting of
Monday 8th February 2021 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 Peaple (DP), Sophie Kain (SK)

Apologies:

Absent: Chris Harding (CH), Paul Williamson (PW),

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

Agenda item		Action
1.	Apologies: Abhinav Sahai (AS) resigned with effect from 18.01.2020 RK joining at 4.45pm <i>The meeting was quorate</i>	
2.	Declaration of any other business (i) Families on track – opportunity for virtual exercise (DP)	
3.	Declaration of interests None	
4.	Minutes of the meeting of 16th November 2020 It was agreed that the minutes were a true record of the meeting. RR gave her permission to use her electronic signature.	Update website ASAP
5.	Matters arising i) Road safety report No updates – will revisit the issue when school is open to all children.	
6.	Governors term of office ending/re appointment of co-opted governors – Roy Wood and Nida Ahmed <i>RW and NA left the meeting.</i> A vote was taken and RW and NA were re - appointed as co-opted governors for another 2 - year term of office. PW, CH and SK to step down from 10.02.2021. <i>RW & NA re-joined the meeting.</i>	Update Governor hub, Website etc.

		Action
7.	Election of Vice Chair Following AS's resignation, a vacancy for Vice Chair has arisen. RR asked for nominations, DP volunteered and was unanimously elected Vice Chair for a two-year term of office.	Update Governor hub, Website etc. Clerk ASAP
8.	Governor Roles & Responsibilities The clerk drew attention to West Berkshire Council's (WBC) roles and responsibilities for named governor roles. RR asked governors to consider taking on one of the roles. Currently, DP/RW are lead governors on PPG/disadvantaged children, RR is Safeguarding governor and NA is SEND governor. There was a concern about the vacancy left by CH for H&S governor, particularly in the light of the additional challenge of Covid. It was agreed that SP would ask for a group of volunteers for the next school walkaround/H&S inspection.	Arrange H&S visit SP/clerk End of Spring term
9.	Head teacher's report & School Improvement Plan (SIP) <i>RK joined the meeting at 4.47pm</i> NP presented the SIP – he explained that the mission statement "achieve, believe, care" has been replaced and the first page of the SIP encapsulates the school's vision. RR asked if staff had been consulted and NP advised that the SIP was very much a collaborative document. RW enquired about updates to the progress measures; NP pointed out that the evaluation demonstrates actions implemented and progress achieved. RR queried the therapeutic thinking model, and KB gave a brief overview of the training attended by the school's family support workers (FSW). The discussion moved onto the HT report. RW queried a discrepancy in the SEND figures. KB conceded that the 2019/2020-year 6 cohort had a high number of SEND pupils but on checking the data KB confirmed 42 SEND pupils in Autumn 2020 and 36 Spring 2021. Children with an Education and Health Plan was 21 last year and 20 this year.	<i>challenge</i>

		Action
	<p>Governors understood that the school would always have a higher percentage of SEND pupils than the local and national average because of the specialist speech and language resource (SAL).</p> <p>Persistent absence data was discussed-NP drew attention to the current figure of 16.5% unchanged from last term. NP assured governors that a rigorous approach to tackling lateness and absence had been adopted, including home visits. RR asked about wider agency involvement and NP confirmed that the school was working with the education welfare officer at WBC. DP opined that in the current context 'virtual absence': children not engaging with remote learning is another challenge. NP assured governors that these absences were being followed up also.</p>	
10.	<p>Curriculum Planning & Delivery</p> <p>DP gave an overview of a recent meeting with ES and Lesley Quirk (assistant HT) – a very clear summary of how the curriculum had been rationalised and adapted in the light of the Covid challenge and the online learning. Team leaders have taken ownership of the process and subject leads have developed their expertise.</p> <p>ES expressed frustration that the latest lockdown had curtailed progress on delivering the curriculum. NP suggested subject leads present to governors verbally so the board can see their passion. ES hoped to ramp up curriculum delivery when schools reopen to all children.</p>	<p>DP to continue meeting with SLT Ongoing</p>
11.	<p>Special Educational Needs & Disability (SEND) Report</p> <p>NA presented her report and gave a brief overview to governors.</p> <p>Governors noted delays in meeting with wider agencies due to Covid restrictions, although KB and team were working hard to stay on track.</p>	

		Action
12.	Safeguarding Report RR gave a verbal update: she has visited school regularly during lockdown and met with NP and FSWs as well as inspecting Cpoms (safeguarding software). There were no safeguarding concerns to report.	
13.	Pupil Premium Grant (PPG) report RW and DP presented the report from their meeting with KB and Mark Taylor (MT) (PPG lead). To summarise RW and DP felt that a great deal of effort has been made to support PPG children in school. A concern was raised about the delay in the catch-up plan published in December 2020 which has been deferred due to the latest lockdown. RW was keen to learn about progress of a revised catch-up plan. RW also reiterated that PPG should, as far as possible, be spent in year on resources for the current cohort. RW and DP thanked KB and MT for meeting with them.	<i>challenge</i>
13.	Report from the Finance & Human Resources Committee (F&HR) & Approval of Schools Financial Value Standard (SFVS) & School Fund Accounts Minutes of the last meeting of the F&HR committee were circulated in advance of the meeting; RW highlighted the impact Covid has had on the school's finances- in particular loss of income from the before and after school club (The Phoenix Club) as well as the withdrawal of nursery funding for Spring term 1 by WBC early years department. NP reported that the nursery class would open after half term now infection rates are lower and there are Covid tests available to staff. NP stood by his decision to include Acorns class as part of the wider school closure because of safety and conflicting guidance from DfE and WBC. RW agreed that the nursery children had the same provision as the older pupils in terms of remote learning and support. The GB fully supported NP's view and RW offered his assistance.	

		Action
	<p>The GB approved the School Fund Financial Accounts.</p> <p>The SFVS was also approved and RW thanked SP for her assistance. RW gave his consent to sign off SFVS with his electronic signature.</p> <p>RW went onto say that a financial benchmarking exercise against other schools would be tabled at the next meeting of the F&HR Committee.</p> <p>There were no HR issues to report.</p>	<p>Submit SFVS to School Audit</p> <p>WBC</p> <p>ASAP</p> <p>Clerk</p>
15.	<p>Sex Education Policy</p> <p>NG explained that the Sex Ed policy has been merged with the Personal, Social, Health Education (PHSE) Policy. NG added that parents may withdraw children from Sex Education but not relationships/PSHE. NA asked how sex education is taught at The Winchcombe School and NG explained that parents are consulted and are invited to view teaching resources.</p> <p>RW thought it important to note that governors do not have the expertise to conduct sex education and as such the policy wording should be amended to the effect that the GB delegates to the HT and GB's responsibility is to ensure that a policy is in place.</p> <p>The GB agreed with this view and the policy was approved subject to the above change.</p>	<p>Amend wording</p> <p>Update website and policy file</p> <p>Clerk</p> <p>ASAP</p>
16.	<p>AOB</p> <p>(i) Families on track</p> <p>DP shared an initiative from Berkshire School Games in collaboration with Paula Radcliffe to encourage families to exercise 'virtually' during half term. Information will be communicated to schools this week.</p> <p>(ii) Remote learning policy</p> <p>RK and SK raised a concern about parental controls regarding YouTube videos. ES said SLT were aware of this issue (from recent parental survey) and it is being addressed.</p> <p>Lastly, SK said she regretted that she had to step down as a co-opted governor due to other commitments and would like to be considered again in the future should there be any opportunities.</p>	

	RR thanked CH, PW, AS and SK for their contribution.	
15.	Date & time of next meeting Monday 26 April 2021 at 4:30pm The meeting closed at 5:45pm	

Documents circulated with this agenda:

Minutes of the FGB meeting of 16.11.2020

Minutes of the F&HR meeting 18.01.2021

Governor Roles and Responsibilities

Head Teacher's Report to Governors 2020-21

School Improvement Plan (SIP) February 2021

SEND report

SFVS 2021

The Winchcombe School Fund Financial Accounts 2019-20

PPG report

Sex Education Policy (circulated 08.02.2021)