



**Governing Body of the Winchcombe School
Minutes of the Governing Board
Monday 26 April 2021 at 4.15pm (via zoom)**

Present: Rachel Redgwell LA governor (CoG) (RR), Neil Pilsworth (NP) Head teacher, Derek Peaple (DP) (Vice Chair) co-opted governor, Roy Wood (RW), Chair, F&HR Committee) Nida Ahmed (NA) (co-opted governor), Natasha Grove (NG) (elected staff governor)

Apologies: Regina Kosa (RK) (elected parent governor)

Absent:

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

	Key: Strategic direction/Challenge or Question/Answer/Action/Extract
Agenda item	
1.	Apologies Regina Kosa (RK) (elected parent governor) <i>The meeting was quorate</i>
2.	Declaration of any other business (i) Friends of Winchcombe (FoW) (RW)
3.	Declaration of interests None
4.	Minutes of the meeting of 8 February 2021 and 22 February 2021 It was agreed that the minutes were a true record of the meeting. RR gave her permission to use her electronic signature.
5.	Matters arising (i) Catch up plan RW understood from Neil that further clarity on the status of the gaps in pupils' objectives would be shared at the next meeting of the governing board.
6.	Head teacher report (verbal update) NP advised that a formal head teacher (HT) report and updated School Improvement Plan (SIP) and Self Evaluation Form (SEF) would be tabled at the next meeting of the governing board. Meanwhile, NP gave a verbal update. NP and Senior Leadership Team (SLT) are working with a new School Improvement Advisor (SIA) who has challenged the SIP/SEF, the details of which will be shared with governors at the next meeting. RR sat in on a praise assembly and went on a learning walk of the school on 23.04.2021. RR enjoyed seeing students celebrating their achievements.

	<p>NP advised that face to face assemblies in each year group were now taking place. RR walked around the school and visited all classrooms, RR reported that students appeared calm, settled and engaged. The classrooms were interactive and engaging.</p> <p>RR asked if all teachers and students were back in school after the reopening in March. NP reported that one teacher suffering from long covid has returned on reduced hours, and, after anxiety from some families, all students are back in school. NP informed governors that one of the school's family support workers (FSW) has been given responsibility for persistent absence and lateness, she is working closely with office staff to monitor this. Already persistence absence has improved, with 4 out of 7 persistent absentees regularly attending school.</p> <p>The discussion moved onto "what does knowledge mean" and NP explained the difference between primary and secondary knowledge. Governors were interested to know the staff's reaction and NG conveyed that teachers and support staff were realising that knowledge does not merely mean recalling facts. DP noted an impactful effect on school improvement and asked how teachers' performance management objectives would be measured, and how those pupils whose grasp on primary knowledge was not as advanced as others would be identified. NA also questioned the role of Special Educational and Disability (SEND) experts. NP countered that curriculum leads would work with inclusion team managing interventions and, conversely, helping those children with strong secondary knowledge, with their primary knowledge skills if needed.</p> <p>RW wanted to know if this was a generally accepted educational convention recognised by Ofsted. NP confirmed that this was the case. RR enquired about sharing "what does knowledge mean" with parents and NP advised that it would be shared in due course.</p> <p>RR enquired about 3 recent parent/children surveys and NP agreed to provide a summary of responses.</p> <p>RR was keen to resurrect governor meetings with student council and will ask governors to consider volunteering.</p> <p>RR asked NP for a brief overview of where the school is now and NP stated that in terms of overall effectiveness, quality of education and behaviour the school was, in his view, good. NG noted improvement in behaviour and attitude in the classroom.</p> <p>Lastly, Governors were pleased to note that following the latest round of admissions the school is full, and has a waiting list.</p>
7.	<p>Report from the Finance & Human Resources Committee (F&HR) & Benchmarking report</p> <p>Firstly, RW mentioned the recent WBC internal audit report, the school was rated well controlled and RW congratulated SP and HS. RW went onto say that one of the recommendations from the audit report was that variances between the budget and expenditure should be more closely scrutinised at F&HR meetings; to address this RW has created a spreadsheet which highlights the variances (traffic light colour coded) so governors can easily monitor the differences.</p> <p>The 2020-21 budget outturn varied slightly from the reports tabled at the last F&HR meeting on 22nd March, largely due to some increased Phoenix Club income. SP cautioned that the final 2020-21 budget outturn would be available at the next meeting of the F&HR Committee in June.</p>

	RW talked about the Benchmarking report summary. Areas of high expenditure: staffing, have been noted and acted upon in the 2021-22 budget plan. Staff training and learning resources, whilst showing as "red" were not considered a cause for concern.
8.	Approval of Budget Plan/Staff Structure 2021/22 and 3-year budget forecast RW drew attention to the minutes of the EFGB meeting of 22.02.2021, which record the measures taken and proposed action to clear the predicted in-year deficit. NP confirmed that he has spoken with all the staff members affected. RW advised the GB that the F&HR committee recommended the draft budget plan for approval at its last meeting and although the GB noted some minor changes to the final budget plan 2021/22 the differences were minor and closing balances show a modest carry forward across all funds. The GB agreed to approve the 2021-22 budget plan, RR to come into school to sign off budget plan ready for submission to WBC by 30.04.2021.
9.	Safeguarding Report RR inspected the Single Central Record on 21.04.2021 – all was in order. RR met with FSWs – no safeguarding concerns to report, NP and NG confirmed. NP has recently completed updated designated safeguarding lead (DSL) training. A school social media account has been launched to publicise resources for parents.
10.	Health and Safety (H&S) Report RR pointed out that as there is currently no designated H&S governor in post, RR carried out Spring H&S visit. H&S Report to follow at next FGB meeting. RR was able to confirm that the school remains compliant in all aspects of H&S (including Covid safety measures).
11.	AOB (i)FoWs RW drew attention to the F&HR minutes of 22.03.21. The issues raised in that meeting have not been addressed and the former treasurer has not delivered the FoWs financial accounts as promised. NP and RW have arranged to meet with the former treasurer on 27.04.2021. Governors were alarmed that this issue is not resolved and await further update.
11.	Date and time of next meeting Monday 5 th July at 4.30pm <i>The meeting closed at 5.15pm</i>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the FGB meeting of 08.02.201 and Part II minutes of the EFGB meeting of 22.02.2021	4.
3.	What does knowledge mean at The Winchcombe School?	6.
4.	Minutes of the F&HR meeting of 22.03.2021 Parts I & II The Winchcombe School Benchmarking Report January 2021	7.
6.	2020-21 Budget notes The Winchcombe School 2021 budget sign-off The Winchcombe School Fund 01 MSB 3yr budget The Winchcombe School Fund 08 PPG 3yr budget The Winchcombe School Fund 13 Sports 3yr budget The Winchcombe School Fund 50 SAL 3yr budget The Winchcombe School Fund 55 LAL 3yr budget The Winchcombe School Fund 76 Capital 3yr budget The Winchcombe School Fund 99 Phoenix Club 3yr budget	8.

Action No:	Summary of Actions	Lead by
1.	Finalise and circulate details of catch up plan at the next meeting of the FGB on 05.07.2021	NP
2.	Circulate HT report/SIP/SEF at least 1 week before FGB meeting of 05.07.2021	NP
3.	Provide summary of survey responses at the next meeting of the FGB on 05.07.2021	NP
4.	Arrange governor liaison with student council	RR
5.	H&S report next meeting of FGB on 05.07.2021	RR