



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Monday 14 February 2022 at 5.00pm (via zoom)**

**Present:** Rachel Redgwell LA governor (CoG) (RR), Neil Pilsworth (NP) Head teacher, Derek Peaple (DP) (Vice Chair) co-opted governor, Natasha Grove (NG) (elected staff governor), Regina Kosa (RK) (elected parent governor)

**Apologies:**

**Absent:**

**In attendance:** Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM), Kathryn Bowers (KB) new parent governor, Liam Anderson (LA) new co-opted governor

**Key:** Strategic direction/Challenge or Question/Answer/Action/Extract

**1.Apologies & Introductions**

Regina Kosa (RK) (elected parent governor) running late, joined the meeting at item. 6.

*The meeting was quorate*

Introductions were made, and the meeting commenced.

**2.Declaration of any other business**

None

**3.Declaration of interests**

None

**4. Minutes of the meeting of 22 November 2022**

It was agreed that the minutes were a true record of the meeting. RR gave her consent to use her electronic signature. Clerk to upload minutes to the school website: ASAP

**5. Matters arising**

**(i) Peer on peer abuse** NP confirmed that training had been given to all teaching and support staff.

**6.Re appointment of Co-opted Governor (LA) and parent governor (KB)**

*KB and LA left the meeting.*

RR advised that she and NP have met with LA and KB and felt both would be an asset to the GB, moreover the CV and statement circulated to governors demonstrated knowledge and skills appropriate to the GB. A vote was taken and LA and KB were unanimously appointed to the GB; LA in the co-opted governor category and KB as parent governor (appointed by GB after unsuccessful parent governor election)

Update Governor Hub, website, arrange training: Clerk ASAP

*LA and KB re- joined the meeting*

**7.Head teacher's report to governors, Ofsted report, Sports Premium grant spend**

NP summarised key points of HT report.

Quality of Education: the emphasis this term is the curriculum, namely: history, geography, DY and Art. LA asked how much time subject leads dedicate to specialist subjects and if not their area of expertise, what training is in place? NP advised that subject leads usually spent one morning a week, which is appropriate for a primary school. Their knowledge of a particular subject is enhanced by joining national associations (e.g. history and DT) as well as support from senior leaders. NP was keen to tap into LA's DT subject knowledge (as head of DT at Trinity School) and they agreed to get in touch in the next few weeks.

RR mentioned a challenge to governors from the Ofsted inspector about governor knowledge on subjects other than maths, reading and writing. It was agreed that subject leads should contribute to governor meetings on a regular basis. NP and Clerk to arrange by next FGB meeting.

Behaviour: NG reported that phase leaders are in the process of reviewing behaviour and have consulted with all staff and pupils, the findings of which will be finalised this week (w/c 14<sup>th</sup> Feb). However, NG reported a considerable improvement in behaviour based on current practices.

RR pointed out that the Family Support Workers (FSWs) were less frequently called on to manage behaviour. RR asked about recent parents survey, NP advised that the 5% of negative responses were followed up individually to address any concerns.

Leadership and Management: NP notified governors that SLT (senior leadership team) are to decide how Covid restrictions will work next term, with a view to commencing professional learning coaching in the classroom. LA asked about continuing professional development (CPD) and in particular about the NPQEL/SL training, NP advised that NPQSL had been completed by phase leaders and was funded by the school as appropriate and where training budget allows.

RR questioned pupil mobility stats as well as increase in authorised absence. NP pointed out that the increase in authorised absence can be partly attributed to Covid – if parents are isolating they cannot get children to school; pupil mobility was as expected.

It was pointed out that there were no figures for bullying/racist incidents. NP to update this section by next FGB meeting.

RR questioned the high number of PPG children in Year 5, NG advised that year 5 is the current bulge year so 90 pupils in all.

DP thanked NP for the comprehensive report but raised a concern about the time spent in preparing it and the effect on HT workload, NP concurred that the report was a collaborative effort by SLT and Phase leaders. In addition, the self-evaluation form (SEF) which is constantly being updated, feeds into HT report.

The GB noted the sports premium spend report.

Lastly, RR congratulated the school on outcome of Ofsted report (the school continues to be good).

#### **8.Safeguarding Report (RR)**

RR has inspected the single central record (SCR) this term and met with the family support workers and had no safeguarding concerns to report to the GB.

#### **9. Health & Safety Update (SP)**

No premises related incidents to report. H&S update included with HT report.

RK and SP to do next H&S school walkthrough by next FGB meeting.

#### **10. Pupil Premium Grant (PPG) report**

DPs meeting notes were circulated and DP reported a productive meeting with Mark Taylor (PPG lead) and Kate Betts (SENCo) and summarised the actions arising.

#### **11. Report from the Finance & Human resources Committee (F&HR)**

DP reported that the key message from the meeting of 17.1.2022 was that the budget is extremely tight, despite rationalisation measures during 2021-22 financial year. Governors learnt that a bid for a WBC grant for schools in financial difficulty was rejected and DP, NP and SP are to meet with WBC head of education for an explanation of this decision.

DP thanks SP for regular budget monitoring reports. NP advised that the Teachers' Pay Policy and Appraisal policies are nearing completion ready to be tabled at the next meeting of the F&HR Committee, NP thanked DP for his input in finalising these policies.

### **12.Approval of Schools Financial Value Standard (SFVS), Benchmarking report and charts, Financial Management Policy (FMP)**

The GB accepted the F&HR's recommendations and approved the SFVS and FMP, RR to sign electronically. The findings from the benchmarking exercise were as expected and noted.

SFVS-RR to sign electronically, clerk to submit to WBC internal audit by 31.3.2022

FMP- clerk to update policy file, policy file in staff shared, circulate to staff by 28.2.22

### **13. Review of Equality Policy**

It was agreed to stay with WBC model until update issued.

Clerk to update policy tracker by next meeting.

### **14.AOB**

None

### **Date and time of next meeting**

Thursday 28<sup>th</sup> April 2022 at 5.00pm

*The meeting closed at 6.00pm*

	<b>Supporting documents</b>	<b>Agenda item</b>
<b>1.</b>	Agenda for this meeting	<b>1.</b>
<b>2.</b>	Minutes of the meeting of 22 <sup>nd</sup> November 2022	<b>4.</b>
<b>3.</b>	HT report to governors February 2022, Ofsted report Nov 2021, School Sports Premium Spend	<b>7.</b>
<b>4.</b>	PPG meeting notes 28.1.22	<b>10.</b>
<b>5.</b>	Minutes of the F&HR meeting of 17 <sup>th</sup> January 2022	<b>11.</b>
<b>6.</b>	SFVS, Benchmarking charts, FMP	<b>12.</b>
<b>7.</b>	The Winchcombe School Equality Policy	<b>14.</b>