



**Governing Body of the Winchcombe School  
Minutes of the Governing Board  
Thursday 28 April 2022 at 5.00pm (via zoom)**

**Present:** Neil Pilsworth (NP) Head teacher, Derek Peale (DP) (Vice Chair) co-opted governor, Natasha Grove (NG) (elected staff governor), Regina Kosa (RK) (elected parent governor), Kathryn Bowers (KB) parent governor, Liam Anderson (LA) co-opted governor

**Apologies:** Rachel Redgwell (RR) Chair of Governors

**Absent:**

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

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

**1.Apologies**

Rachel Redgwell LA governor (CoG) (RR)

The meeting was chaired by Derek Peale (Vice Chair and Chair of Finance & Human Resources Committee)

On behalf of the governing board, DP wished RR well.

*The meeting was quorate*

**2.Declaration of any other business**

None

**3.Declaration of interests**

None

**4. Minutes of the meeting of 14 February 2022**

It was agreed that the minutes were a true record of the meeting. DP gave consent to sign off electronically. Clerk to upload minutes to the school website: ASAP

**5. Matters arising**

**(i) Governor Training** It was noted that LA and KB could not get on the first available New to Governance training as it was over-subscribed, and it was felt important that they be given priority for the next course dates.

**(ii) Subject leads report to GB** this will be deferred to the next meeting. LA has contacted NP to discuss D&T needs. NP to recommend subject lead presentation, clerk to table at next FGB meeting.

**(iii) Bullying and racist incidents** breakdown was missing from last HT report, NP confirmed that the number is 2.

## **6.Head teacher update**

NP gave a verbal update:

Living with Covid; the school is beginning to normalise day to day school life, with the reintroduction of assemblies and starting to include parental involvement. A full programme of clubs is ready to go from September 2022.

NP has been coaching Phase Leaders in instructional coaching, with a view to embedding this practice throughout the school. DP applauded this as part of the school's vision and asked about accreditation for staff. NP conceded that this was a valid point but first it should become part of the school's culture.

NP has undertaken executive head teacher professional training to further improve his leadership. The School Improvement Plan has been refined, details to follow in next HT report.

It was requested that SIP is circulated well in advance of the next FGB meeting and NP agreed to share documents when finalised, (NP/clerk)

Senior Leadership Team (SLT) continue to develop the curriculum. NP advised that SLT are working on streamlining the school's values: instead of 11 values NP wants to refine to 3 core values that everyone will remember. To this end, a parents' forum will be held on Friday 20<sup>th</sup> May, to hear parents' views on the key driving values. Parents will be invited to a workshop in school and this was extended to governors. NP/Clerk to arrange.

## **7.Safeguarding Report**

Deferred to next meeting due to RR absence. NP had no concerns to report.

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

No premises related incidents to report. RK and SP have completed a school walk through this term, no issues to report. Summer term walk through due, SP and RK to arrange date.

## **9. Report from the Finance & Human resources Committee (F&HR) and 2022-23 budget plan and 2-yeat forecast**

DP reported that the substantive part of the last F&HR meeting was to consider the 2022/23 budget plan. Firstly, DP commended SP on her stewardship of the 2020/21 budget; the school is in a somewhat favourable position due to careful financial management. NP pointed out that it had been a challenge to align financial management with being operationally effective.

DP and SP have discussed plans on a number of occasions and DP reiterated the recommendation of the F&HR Committee that as a Committee, they were confident that the modelling underpinning the budget plan was robust. DP and SP last met on 27<sup>th</sup> April after receipt of period 13 data from WBC and SP advised that the carry forward had increased to £21k but cautioned that this was largely due to unfulfilled purchase orders carried over to 2022/23. SP went onto say that all budget lines have been cut back and staff asked to economise on resources. SP is looking at ways to reduce costs, for example the IT contract is to be re tendered. DP pointed out that the budget plan has to be agreed by 1<sup>st</sup> May but the deadline for teacher resignations is 31<sup>st</sup> May, therefore a number of staffing scenarios have been considered, although governors understood the dilemma of retaining staff alongside financial pressure. NP mentioned that the school was struggling with the current level of support staff, but acknowledged that all schools are under similar financial pressure. DP drew attention to the Phoenix Club's success this year, the carry forward is £12,200.

DP asked governors approve the budget plan 2022/23, a vote was taken and approval was unanimous. SP advised that as the meeting was virtual, the budget plan sign off sheet would have to signed via an email thread from DP and NP which would be forwarded to WBC. Budget sign off to be completed via email: SP/DP/NP. Clerk to forward to schools' accountancy by deadline 29<sup>th</sup> April 2022.

**10. Review of school catering costs**

SP asked governors for their views on increasing dinner money from £2.40 to £2.50 per day. SP was reluctant to increase costs to parents, but because of rising prices of catering supplies, utilities and equipment, the school was left with no choice. KB asked about the catering arrangements in school and the actual cost per meal. KB learnt that the school employs its own kitchen staff and catering is all in house. SP advised that the cost was between £1.70 to £1.90 per meal. KB felt £2.50 was fair and the quality of the meals was good. She asked SP if the meals are nutritionally balanced and SP confirmed that the school cook follows the nutritional guidance for school lunches. NP suggested he ask HT colleagues what their school charge, but agreed that The Winchcombe School lunches were very good. The GB gave their support for an increase in dinner money and SP concluded that the discussion had been helpful.

**11. AOB**

None

**Date and time of next meeting**

Monday 11 July 2022 at 5.00pm

*The meeting closed at 5.39pm*

	<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 14 <sup>th</sup> February	<b>4.</b>
<b>3.</b>	Minutes of the F&HR meeting of 5.4.2022, Report to F&HR Committee March 2022, Draft 3 year budget Fund 01, 08, 13,50,55, 99	<b>9.</b>