

Part A

Winterbourne Nursery and Infant School

Minutes of a business meeting of the Governing Body of Winterbourne Nursery and Infant School held at the school on Monday 24 September 2018 at 6.00 p.m.

Members present:

Patricia Salami (PS)	Co-opted Governor (Chair)
Michael Swadling (MS)	Co-opted Governor (Joint Vice Chair)
Emmanuel Preprati (EP)	Parent Governor
Des Ogg (DO)	Co-opted Governor
Ekta Sareen (ES)	LA Governor
Mary Berkeley-Agyepong (MBA)	Acting Headteacher

In attendance:

Mel Brown (MB)	Clerk
John Fennell (JF)	JCA School Support
Emma Wilson (EW)	Business Manager (WGS)

1. Welcome, Introductions and Apologies for Absence

MB welcomed everyone to the meeting.

Apologies were received and accepted from Kenny Fraser, Graham Cluer and Jawaid Syed.

2. Quorum

The meeting was quorate with all governors' present.

3. Chair and Vice Chair Elections

PS was nominated, seconded and duly elected as Chair.

MS and GC were nominated, seconded and duly elected as joint Vice Chair.

4. Declaration of Interest / Register of Business Interest

There were no declarations of interest.

5. Governing Board Business and Training

Governing body membership

MBA advised that staff and parent governor elections will take place the following week.

Action: Mary Berkeley-Agyepong

Governor DBS checks

MBA to verify with the School Business Manager that all Governors had current DBS certificates.

Action: Mary Berkeley-Agyepong

Governor contact information

Governors were asked to complete the previously circulated form if their contact details have changed.

Ensure governor information is correct on the website and Get Information for Schools (GIFS)

The governing body noted that the governor information had not transferred from the old website and that the pupil premium information should be uploaded once approved. MS agreed to lead on the website and asked MBA to forward the designers information.

Action: Michael Swadling

Governors were advised that there was no information for WNIS on the GIFS (get information for schools) website and asked MBA to ensure that this was uploaded as soon as possible.

Action: Mary Berkeley-Agyepong

6. Approval of Previous Minutes

The minutes of the meeting held on 24 September 2018 were approved as an accurate record of the meeting and signed by the Chair.

There were no matters arising from the meeting that were not already on the agenda, and the action plan was updated accordingly.

7. Governing Board Processes

Code of conduct

The Code of Conduct had been circulated for review and signature.

Disqualification declaration

The disqualification declaration had been circulated for completion and signature.

Register of interest

The register of interest had been circulated for completion and signature.

Lead governor roles

The following lead governor roles were agreed:

Area	Lead
Safeguarding	Graham Cluer
SENCO	Graham Cluer
Federation	Graham Cluer
School Development Plan	Kenny Fraser
Finance	Des Ogg
Contracts	Des Ogg
Health and Safety	Emmanuel Peprah
Premises	Emmanuel Peprah
Curriculum	Ekta Sareen
Parent Engagement	Jawaid Syed

8. Finance

Monthly finance report and virements

JF presented the August monitoring report and advised that a copy have been submitted to the Local Authority. EW was thanked for her work on the budget. Governors were advised that there were some inconsistencies with some of the coding and JF was asked to follow this up with the Finance Manager. Governors spoke about the fact that currently the school is paying for a Business Manager and Budget support if this is not being delivered then this will need to be considered as part of the restructure. It is important that we get what we are paying for and it is for JCA to ensure that the service being paid for is supplied.

Action: John Fennel and Mary Berkeley-Agyepong

The actuals in the report were noted and JF advised that had been a few variations to date, and that the deficit of £156k remained.

Governors noted that budget line E26 (agency staff) had more than doubled and were advised that these staffing roles were previously in E01 (teaching staff), and were 4 FTE agency staff who were recruited as permanent staff could not be recruited.

Governors asked about I03 (high needs top up funding) and were advised that would be in the September Report.

Governors asked about E07 (cost of other staff) and were advised that it showed the old staff compliment and needed to be corrected.

Governors asked about E25 (catering supplies) and were advised that the budget had included universal school meals based on last year's numbers but that the funding was reduced, and the school roll had decreased.

Governors noted that the positive variation of £17k which was positive (above budget).

MBA advised that she had spoken to parents and there was a need for the school to offer wrap around care and additional hours which she was looking into. It was hoped that this would go somewhere to improving the school roll. MBA advised that she would look at the figures and report back to the board.

The governing body approved the budget monitoring report and the virements.

9. Headteacher's Report / Updates

Headteacher's report

MBA presented the report and advised on the following:

- There were 43 children on roll which was 43 less than in July 2018. These numbers included 1 nursery class and 1 year 1 class (now down to 4 form entry).
- Actual attendance is 95.2% against a national average of 96%. Persistent absence is down from 13.9% to 5.9% for the same period last year.
- 30 children were received school support. 14 were receiving higher support (extra monitoring with a view for referral to EHCP), 13 of which were waiting for EHCP's). 3 children had EHCPs.
- Staffing for the Autumn term (which included staff changes and illness), the curriculum and management responsibilities, and staff development. Governors noted that there were 3 INSET days scheduled for staff training and development and a Power Maths Day.
- Key milestones for improvement and targets
- Developmental work included a monitoring programme which was focusing on a Behaviour Policy, guided reading and Power Maths. The introduction of weekly mental arithmetic tests, weekly progress meetings with Year 2 teachers and interventions for all pupils in year 1 and those in year 2 who failed the phonics testing last year
- Co-ordinators were being used from the Girls School until all staff were trained

- Pupil Parliament met every fortnight
- There had been one incident involving a child who had since been referred to a Fair Access Panel
- The LA had been contacted regarding school trips and have advised to use a common-sense approach, ensure a full risk assessment and to parental consent is obtained
- List of forthcoming events for the autumn term to be placed on the website

Governors asked about the pupil premium report and were advised that it would be presented at the next meeting.

Action: Mary Berkeley-Agyepong

Governors asked about the school staffing and whether those who worked part time could be incentivised to extend their days and were advised that they were unlikely to take up the offer. As a result of staffing difficulties, it was noted that some teachers did not have a TA on Fridays.

Governors asked about staff resourcing in general and were advised that apart from a good spread of TAs across all days of the week, there was a need to ensure that the EYFS ratios were always maintained.

Governors asked how often the school computer suite was used and were advised they were mainly used in the afternoons. The school also had iPad and other suitable resources. MBA advised that LGFL would also be used more going forward as they offered free resources.

Governors asked about the quality of teaching and learning against set milestones. MBA that observations were 45 minutes long and would take place across the school. However, it was too early to identify themes and trends.

Governors asked about links with other schools and were advised that year 2 children visited the Girls School on occasion and had recently attended an assembly. Parents had also been given transitional information concerning the Girls School. Governors also asked about the boys' school and were informed that a meeting had taken place with the new head of the Boys School.

Governors spoke about governor responsibilities pertaining to school trips and it was agreed that all risk assessments should be sent to the governing body.

Action: Mary Berkeley-Agyepong

Data Analysis – School Performance

MBA presented the end of year results for 2016, 2017 and 2018 and highlighted the following:

- EYFS – down from 2017 – but still above National expectations – Target to at least 2017 attainment
- Phonics – Below National and National is well above any result WNIS has ever attained – focus on Read Write Inc in all year groups. Target =at least National
- Reading – up from 2017 but below National – Pupils require focus guided reading, individual reading and a daily opportunity to listen to and discuss stories. Target above National
- Writing – 20% increase from 2017 and above National – important to carry on using exemplifications and modelling expectation. Target above National
- Maths – up from 2017 but still below National – Power Math's implementation at KS1 and 'Bold Beginnings' recommendation regarding number/maths to be taken on board in the Reception classes. Target above National

- Science – steady increase but marginally below National. Target at least National.
- RWM – We are just above National expectations for the combined basic skills of Reading, Maths and Writing. Target to be comfortably above National
- There is a need to focus on our ‘Most Able’. Target to be above National expectations for RWM.

Governors were pleased to note that the school’s performance targets had been shared with staff.

Governors asked about the dip in phonics, which was below the national average, and were advised that phonics interventions had only taken place 3 weeks before the assessment. Interventions had already been started for this year.

Governors asked about maths which was below the national average and were advised that Power Plus (a DfE recognised scheme for KS1 children) is being introduced. Staff had also received training on how to deliver it during a recent INSET day. Governors referenced ‘Bold Beginnings’ which advised that numbers should be introduced as early as possible.

Governors asked whether there were any groups of concern and were advised that pupil premium children were already receiving targeted interventions. MBA highlighted that boys had done particularly well in reading, and better than girls in writing.

Governors asked where extra support was being focused and were advised that support was in place to develop skills acquisition in reading, writing and maths. Governors queried whether staff were on board with the changes and were pleased to note they were.

Governors asked about complaints, and MBA reported that there had not been many. Those which had been received had been dealt with informally by the school.

Ofsted action plan

MBA presented the plan and advised that the dates had been reset to accommodate the new academic year, and because there were several new staff in post. The governance section of the plan was reviewed and compared with the Governance Development Plan, and it was agreed that the two documents should be combined, and the governance section led by a governor. PS agreed to take this forward.

Action: Patricia Salami

Self-evaluation Framework

Governors received the SEF which had been previously circulated and were advised by MBA that a copy had been reviewed by the Link Advisor and that there was no longer a requirement to self-grade.

Link Advisors report

The Link Advisors report of 3 July 2018 was received, and governors noted that the next visit was scheduled for early October. Governors noted that despite a turbulent year with staff absences impeding the path of school improvement, school leaders had worked hard to ensure the results are largely in line with national for 2017 and that many processes, policies and curriculum plans are in place for a new start with many new staff members in September. Strong appointments have been made throughout the year which included the new Deputy Head and year 1 teacher a maths and an Inclusion lead for September.

Governors noted that the school continued to be a graded as a category 3 which represented the progress from where the school had been at points in the year, and because of its outcomes, predicted outcomes for the future and strengths in Leadership and Management.

Governance was noted to have been strengthened and provided a strong strategic lead for the school.

Governors agreed that the report represented a fair indication of the current status of the school and noted that work on most of the recommended actions had already started.

Staff restructuring update

The working group had yet to meet, and so the matter was deferred to the next meeting.

Action: Staff restructure Working Party

10. Chair's Action

PS advised that she had signed up with Governor Space (by Entrust Support Services) who deliver training and mentoring to governors and clerks. The service is part of a DfE initiative and free of charge. Governors were encouraged to sign up.

PS spoke about the forthcoming coffee morning and how best to ensure good parental engagement. It was agreed to speak about the SATs and the formation of a PTA to improve parental engagement, and to change the setup of the meeting making it less them and us and more inclusive – much more engaging.

Post Meeting Note

It was decided to postpone the Coffee morning until after the Ofsted letter was published.

Talks with Winterbourne Girls School (WGS)

PS advised that a meeting had been scheduled with WGS for Monday 8 October 2018.

Governance Development Plan

Discussed under item 9.

Memorandum of Understanding

Part B minutes.

Recent Ofsted visit

The outcome of the visit was discussed, and governors were pleased to note that the judgement was that the school was taking effective action to address the points raised in the last Ofsted inspection. PS thanked all staff and governors for their help and support and asked that parent were written to when the report was published.

Action: Mary Berkeley-Agyepong

11. Governor Visits

A Governor's in school day was discussed and it was agreed that it would take place on 6 November 2018 if all governors can attend. The Clerk was asked to circulate a doodle poll to confirm availability, and to suggest some alternative dates.

Action: Mel Brown

12. Safeguarding

GC had provided the governing body which a short note advising of the update to the Keeping Children Safe in Education guidance, and the need to revisit the school's safeguarding policy in

this regard. Governors were asked to read the revised guidance (sections 1 and 2) and were advised that they would be asked to sign to confirm they had read and understood the guidance.

MBA gave an overview of the school safeguarding profile and governors noted that there were 18 children on the list.

13. Any other Business

The Clerk gave an overview of GovernorHub and the cost, and advised that the system was GDPR compliant and could be used to file all governing documentation going forward. Governors asked about the use of the system if the Clerk was to leave, and were advised that it would be passed onto the incumbent clerk. Governors felt that GovernorHub was a good tool and user friendly and agreed to continue its use. The Clerk agreed to add MS as an administrator.

Action: Mel Brown

14. Dates of the Next Meeting

The date of the next meeting was noted as 18 October 2018. JF sent his apologies for this date and the November meeting, but he agreed to ensure that the relevant financial papers were available for each meeting.

Action: John Fennell

Chair _____

Date _____