

## 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 Thursday 18 October 2018 at 6.00 p.m.

### Members present:

Patricia Salami (PS)	Co-opted Governor (Chair)
Michael Swadling (MS)	Co-opted Governor (Joint Vice Chair)
Des Ogg (DO)	Co-opted Governor
Ekta Sareen (ES)	LA Governor
Mary Berkeley-Agyepong (MBA)	Acting Headteacher
Jawaid Syed (JS)	Parent Governor
Kenny Fraser (KF)	Co-opted Governor
Graham Cluer (GS)	Co-opted Governor (Joint Vice Chair)

### In attendance:

Mel Brown (MB) Clerk

#### 1. Welcome, Introductions and Apologies for Absence

MB welcomed everyone to the meeting.

Apologies were received and accepted from Emmanuel Preprati.

#### 2. Quorum

The meeting was quorate with all governors' present.

#### 3. Declaration of Interest / Register of Business Interest

There were no declarations of interest.

#### 4. Parent and Staff Elections

##### Parent elections

MBA advised that the closing date for parent elections is 19 October 2018, and that an election may be required.

##### Staff elections

The governing body were advised that the closing date for staff elections is 2 November 2018.

#### 5. Approval of Previous Minutes

Subject to conducting a spell check, the minutes of the meeting held on 24 September 2018 were approved as an accurate record of the meeting.

Under matters arising, JS agreed to be the lead governor for parent engagement.

MB was asked to ensure that all governors had signed the 2018/19 code of conduct and register of interest.

**Action: Mel Brown**

The action plan was updated accordingly, and PS requested that all closed and completed actions were removed.

## 6. Finance

DO presented the report and highlighted the following:

- Latest estimate of in year surplus/(deficit) (£661)
- Latest estimate of bottom line surplus/(deficit) (£7436)
- **Improvement**/(worsening) of in year latest est v Q1 £130680
- **Improvement**/(worsening) of final c/fwd latest est v Q1 £130680

The improvement of £130680 since Q1 is the result of a large number of budgetary changes as can be seen on the virement form. The key change is the successful LA Contingency Fund bid.

The budget has seen quite an overhaul in recent months it was hoped that the figures produced were a more accurate reflection on where things are. Although it was inevitable that the figures would change again as we move forward, and plans change, however, the prospect of eradicating the bottom line deficit at least for this year was a real possibility.

The most significant variances were: -

I01 Delegated Funding - The successful LA Contingency Fund bid has been added here. An estimate of the teachers' pay grant to partly fund the recent pay award has also been projected.

I03 SEN funding – This has increased due to some additional funding being added by the LA. This was a share out of some Early Years Funding Block underspend accumulated by the LA. There has also been two new EHCP pupils been added.

E01 Teaching Staff – The teaching budget has reduced significantly due a number of vacant posts that were previously budgeted there being moved to E26

Agency Teachers, as the posts have been covered by agency staff from September. There are also some previously budgeted teaching costs being covered by staff from WGS including the SENCO, which are now shown in E02 Supply Teachers.

E05 Admin Staff – A post within the admin team finished in early September and has not been replaced.

E25 Catering Costs – This has increased considerably to enable any future developments.

E27 Bought in Services Curriculum – A projected figure for additional HR support has been added here, as well as a figure for support received from the SBM at the WGS until the end of the autumn term.

Q1 Outturn, with Q2 being only half way through the year and a fairly comprehensive revised budget having taking place, there are no forecast variances at this point in time.

There remained some risks in the budget, which include nursery numbers for the autumn and spring terms. A closer analysis of this will be undertaken after half term. The school premises have thrown up some additional costs in the last few months, but it is hoped that most of these have now been dealt with and there is capital funding available should any further significant costs arise? It was felt best to show a smallish deficit at Q2, so as to keep the close monitoring going and possibly by Q3 we may be out of deficit. A revised three-year financial forecast will be completed over the next couple of months, in advance of the next meeting with the LA in January after Q3.

Governors asked about the cancellation of the espresso machine and were advised that it was being offered for free by LGFL but that the school was being charged.

Governors spoke about the increase in employers' costs alongside the new pay agreement of 3.5% and a grant that was available to cover some of the cost. It was agreed that there was a need to ensure it was accounted for in the 3-year plan. Governors asked that an annual update on salaries was brought to the next meeting.

**Action: John Fennell**

## **7. Headteacher's Report / Updates**

### Headteacher's report

MBA presented the report and advised on the following:

- There were 429 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 96.1% against a national average of 96%. Persistent absence is down from 13.9% to 5.9% for the same period last year.
- The number of pupil premium children had increased to 56.
- 22 children (and 18 families) were listed on the school's safeguarding profile.
- 52 children were receiving 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. MBA advised that there could be staffing implications and associated costs, dependent on the outcome of the statement applications.
- The next set of school performance results are due in November after individual class and year group progress meetings. Governors were given details of the initial milestones for improvement which had been discussed with the Link Advisor.
- The outcome of recent observations and the establishment of new school baselines.
- An update was given on staff changes, sickness and absence.
- An update was given on progress against the school improvement plan.
- An overview was given on staff development which had taken place to date and parental engagement.
- The EYFS action plan had been written and was in use.

Governors warmly congratulated MBA on the improvements to school attendance and for helping to increase PP (pupil premium) numbers. MBA reported that she felt PP numbers were still relatively low and that parent and incentives would continue to be offered to parents to encourage them to register for free school meals.

Governors asked whether MBA had been contacted concerning a study taking place in Croydon regarding the management of EHCPs, and MBA advised that she is aware of the study but had not yet been contacted.

Governors referred to the milestone targets and in particular for year 2 writing and asked whether the milestones were ambitious enough. MBA reported that that the target was above national average and that writing assessments were particularly challenging. Governors asked MBA to add a column with the national figures in future reports.

**Action: Mary Berkeley-Agyepong**

Governors asked about the numbers of children in year two who had failed the phonics test, and MBA agreed to provide his information at the next meeting.

**Action: Mary Berkeley-Agyepong**

Governors asked whether there were any notes taken at Pupil Parliament meetings and were advised that no notes were taken. Governors queried how actions were recorded and followed up and were advised that this was dealt with by the deputy headteacher. Governors asked MBA to ensure that the pupils felt they were being listened to, were making a contribution and that action is being taken in regard to matters raised. MBA assured governors that this was being done and advised that members of pupil parliament were also 'playground buddies'.

Governors noted that a fire drill had taken place which had gone well but had thrown up a number of minor issues, some of which had an impact on the Boys School. MBA advised that discussions had already taken place with the boys' school and an agreement made to split costs. Governors noted that the action did not have any timescales and queried this. MBA were advised that action was already taking place and that walkie talkies had been purchased. GC advised he had been visiting the school when the fire drill had taken place and concurred that it had indeed gone well.

Governors asked MBA to include performance between ethnic groups in future reports.

**Action: Mary Berkeley-Agyepong**

#### Link Advisors Learning Walk

The Link Advisor had produced a short report on her observations following a learning walk on 10 October 2018. Governors noted the areas that were effective and those which were less effective. In response to a question concerning what action the school was taking, MBA advised that she had spoken to staff about the outcome of the observation and what changes needed to be made together as a team.

## **8. Chair's Action**

No Chair's action had been taken.

GC and MS had attended the Croydon Chairs briefing and spoke about the new safeguarding guidelines. The new guidelines had been circulated to the governing body and PS requested that all governors read the document and confirmed they had done so via GovernorHub. MB gave a demonstration on how to record this information on GovernorHub. MBA advised that Croydon had not yet published the new safeguarding policy template.

GC reported on discussions at the Chairs meeting pertaining to the new Ofsted guidance and stated that there was an expectation that schools offered a broader curriculum rather than just the core subjects. Governors noted that the school was consolidating the core subject and agreed to review the school's offer in more detail during the Summer term.

#### Federation update

PS introduced the item and advised that the MOU had been signed and that each school had a copy.

MS gave an overview of the meeting which was felt to have gone relatively well with both parties agreeing to further talks. MS spoke to his previously circulated paper and advised on the opportunities and risks of federating.

Governors were keen to move forward with proposals and asked what steps were being made to explore matters future and were advised that no firm commitment had been made by either party and that it was likely a second meeting would take place in December.

The governing body resolved to move forward with discussions with WGS. GC agreed to deliver a training session on Federations at the governors in-school day, and MB agreed to circulate a document on the formation of Federations.

**Action: Graham Cluer and Mel Brown**

#### Revised Governance Development Plan

PS presented the revised plan which had been consolidated and RAG rated. Governors were supportive of the revised plan and conversations were had concerning lead governors for specific areas. PS agreed to update the plan accordingly.

**Action: Patricia Salami**

PS agreed to attend the headteachers performance management training and to circulate the training link.

**Action: Patricia Salami**

#### Governor in-school Day

The date was agreed as Thursday 22 November 2018 between 08.30am – 5.00pm, to include a governing body meeting. MB agreed to circulate a draft agenda for comments.

**Action: Mel Brown**

### **9. Staff Restructure**

Part B minutes.

### **10. Governor Visits**

GC presented his report from this safeguarding visit on 3 October 2018. See item 12.

### **11. Governor Training and Development**

MS reported that he attended the Octavo training course on how to conduct investigations, which was found to be useful. MS agreed to add this training to his record on GovernorHub and to complete a training form.

**Action; Michael Swadling**

A discussion was had about what other training governors would find useful and MB was asked to see if the Link Advisor could deliver ASP and data training at the governor's in-school day.

MB reminded governors that the annual bespoke training session from Octavo will have to be used by 31 March 2018.

**Action: Mel Brown**

### **12. Safeguarding**

GC presented the previously circulated report from his visit on 3 October 2018 and governors noted that he met with the two new safeguarding leads and the School Business Manager. Governors noted the following:

- The Single Central Record was up to date and noted to be a good example of best practice.
- Induction for new staff had been completed.
- One of the DSLs is new to role and is working hard to learn all the detailed aspects of the role.
- Safeguarding was effective and embedded in the culture of the school.

GC advised that the LA had circulated their safeguarding audit the day before his visit and that it needed to be completed and returned by the end of October. Governors noted that there were considerable changes to the format of the form from past years, and that the document did not

require governing body approval before submission. GC agreed to present the submitted version at the November governing body meeting.

**Action: Graham Cluer**

### **13. School Trips**

Governors received the risk assessment for the Norbury Library visit which had already taken place. MBA advised that she was hoping for classes to have at least one trip a term. Governors agreed that there should be a lead governor to review the risk assessments. KF agreed to undertake this role. All risk assessments to be sent to KF before a school trip.

**Action: Kenny Fraser and Mary Berkeley-Agyepong**

### **14. Behaviour Policy**

The Behaviour Policy was discussed and approved without amendment. MBA agreed to ensure the policy was added to the website.

**Action: Mary Berkeley-Agyepong**

### **15. Pupil Premium Grant Spend**

The governing body received the report and noted that it had been drafted before PP numbers had increased and so changes were likely. MBA to update the report accordingly.

**Action: Mary Berkeley-Agyepong**

### **16. Pupil Premium Policy**

The Pupil Premium Policy was approved without amendment. MBA agreed to ensure the policy was added to the website.

**Action: Mary Berkeley-Agyepong**

### **17. Any other Business**

GC spoke about comments made by parents which were on Parent View. There were 76 responses some of which were concerning. Governors noted that most of the comments were 12 months old and that there was a need to send another survey to parents in the summer term. Parental engagement had also been a concern raised at the recent Ofsted inspection.

Governors noted that a letter had been sent to parents from PS with details of the recent Ofsted visit and queried the date of the next parental engagement event and the plan going forward. MBA reported that four workshops for parents were being set up. Governors spoke about having lead governors to draft a parental engagement plan, JW and ES agreed to take this forward and to present a draft at the governor's in-school day.

**Action: Jawaid Syed and Etká Sareen**

### **18. Dates of the Next Meeting**

The date of the next meeting was noted as 22 November 2018 during the governor in-school day. MS gave apologies for the meeting on 13 December 2018.