

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 13 December 2018 at 6.00 pm.

Members present:

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

In attendance:

Buki Asanbe (BA)	Clerk
John Fennell (JF)	Finance Officer, JCA

1. Welcome, Introductions and Apologies for Absence

PS welcomed everyone to the meeting.

Apologies were received and accepted from Mel Brown, Jawaid Syed, Kenny Fraser and Michael Swadling.

2. Quorum

The meeting was quorate with seven governors' present.

3. Declaration of Interest / Register of Business Interest

There were no declarations of interest.

4. Governing Board Business

The staff governor role remains vacant despite advertising the post. Efforts have also been made to encourage staff to apply to become union representatives without success. Discussions were had about whether to ask a governor to attend a staff meeting to encourage new applicants. MBA agreed to circulate the staff meeting dates.

Action: Mary Berkeley-Agyepong

A new parent governor, Cadian Oviawe, has been elected. The clerk was asked to forward the relevant induction material and meeting dates.

Action: Mel Brown

5. Approval of Previous Minutes

The minutes of the meeting held on 22 November 2018 were approved as an accurate record of the meeting.

There were no matters arising from the meeting that were not already on this agenda. The following actions were discussed:

Staff absence insurance claim

Discussed under item 5.

School Business Manager vacancy

The post has been advertised with a closing date of 7 January 2019. A governor volunteer was requested to sit on the interview panel.

Action: Governors

Parent engagement plan

Governors noted that there was a good turn out at the last coffee morning and that each year group had contributed to the development of the parental engagement plan.

Accessibility Policy and Pay Policy

To be uploaded to the website

Action: Mary Berkeley-Agyepong

6. Finance

DO and JF presented the finance report and highlighted the following:

Budget Monitoring Report – October 2018

Latest estimate of in year surplus/(deficit) is (£20053)

Latest estimate of in year **surplus**/(deficit) is £17572

Latest estimate of in year surplus/(deficit) Totals (£2481)

Latest estimate of bottom line surplus/(deficit) is (£26828)

Latest estimate of bottom line **surplus**/(deficit) is £17572

Latest estimate of bottom line surplus/(deficit) Total (£9256)

Improvement/(Worsening) of final c/fwd latest est v October £2781

Note re £2781 calculation: Oct est (£12037) v Nov est (£9256)

There is an overall position of £2781 since the October report as a result of a small number of budgetary changes (shown on the virement form) and a small overall positive variance of £528 (shown on the monitoring report). The most significant change is the increased SEN funding relating to EHCP's. This figure should increase further as there are a number of EHCP's and additional funding for nursery pupils that are pending. The teachers' pay grant was overfunded by 82 pupils, however, the DfE have announced that schools can keep this funding.

Virements

The £2781 improved position shown above is the difference between the cumulative budget change of -£161792 as at the October return and the current figure of -£164042 shown on the virement form (£2250) plus the variance of £528. There is a rounding difference of £3. This means the budget has improved by this figure (£164042) since the original version was agreed.

The virement form itemised the budget changes which were:-

I03 SEN Funding – As stated above, there are a number of additional EHCP's that have been confirmed and these are built into the funding. There is also a likelihood of quite a few more, that will increase this figure further.

I10 Teachers Insurance Claims – There was an accrual for some insurance claims relating to some ad hoc teachers absence at year end that remain unpaid. These now appear unlikely to materialise and so the budget has been reduced by £6540.

E01 Teaching Staff – One of the teachers has had a TLR2 added in from September and there were some other minor changes.

E05 Admin Staff – The SBM post has been reduced to four days a week. The finance officer is leaving at Christmas and this post has been replaced with a lower graded roll for four days a week, but all year round.

E04 Cleaning Staff – A cleaner has been off long-term sick since September and this has been covered by two cleaners doing the equivalent hours as overtime. Another cleaner was reducing her hours in mid-November, but this has been deferred to January.

E27 Bought in Services Curriculum – The clerking budget of £5k is insufficient to meet the projected costs, so this has been increased to allow for this. Governors were advised that the clerking budget was overspent due to panel hearings and a number of associated interviews.

November Monthly Outturn

There are a few variances projected on the latest monitoring report. The most significant are the very old PTA balance that appears unlikely to be spent and an overspend on catering expenditure based on current numbers.

Summary

There is small improvement this month which was noted to be positive. It is hoped that the figures will improve further by year end. There is a large old accrual of £30000 relating to NNDR (Rates) charges which will not materialise now and will help significantly improve the financial position. There is also another budgeted in E08 of approximately £30000 which may well not get paid out this financial year. There is also large accruals in place for utilities which may present some positive changes.

Finance Governor's Report

DO presented the report and highlighted the updates and trends.

Annual Budget Listing

The Annual Budget Listing was noted.

Audit Trial

The report was noted.

SLA

The previously circulated report was reviewed, and governors noted that the areas highlighted in red were being reviewed and cancellation notices issued where appropriate. The budget provision for some SLAs were noted to be missing from the report along with some of the detail relating to catering/kitchen. The governing body resolved to note the report and also agreed with the recommendations as set out in the comment column.

7. Headteacher's Report

MBA presented the report and advised that future reports would be termly:

- There are 429 children on roll.
- Actual attendance is 95.7% just below the national average.

- 52 children are receiving school support. 14 are receiving higher support (13 in ELP and awaiting EHCP). 3 children have EHCPs.
- There were no changes to the quality of teaching. The next set of observations were due in the Spring term.
- An update was given on staff changes, support, sickness and absence (including changes to the Education Officer and the company providing this service).
- There were no changes the EAL and safeguarding profile.
- An overview of events was given, and governors were encouraged to attend all relevant events

The School Business Manager role has been advertised with a closing date of 7 January 2019. Interviews are likely to be held the week after. It was agreed, where possible, that a governor should be on the panel interview panel.

Governors asked MBA to ensure that parents had received their free school jumpers as a result of registering for free school meals.

Governors requested that the intimate Care Policy and the Safeguarding Policy is reviewed and presented at a future meeting.

Action: Mary Berkeley-Agyepong

8. Chair's Action

Part B minutes.

9. Staff Restructure

Part B minutes.

10. Premises Action Plan

The previously circulated report was received, and governors noted that to date £3k had been spent on repairs and maintenance. The priority of works was discussed and in particular those which are mandatory/statutory. Discussions were also had about the need to continue with Legionella tested and to speak with the LA if additional funding for works is needed in this regard.

Governors asked that future reports were RAG rated and revised so that it the priority of works is clear. EP agreed to meet with the school to discuss the report, timescales and the actions in more detail. Governors requested that an amended report is brought to the next meeting.

Action: Emmanuel Preprati and Mary Berkeley-Agyepong

11. Governor Visits

There were no matters to report under this item.

12. Training and Development

Discussions had concerning whether to link training with the Girls School, and it was agreed to have joint training sessions whenever possible. Noted training on 28 February on safeguarding prior to the next meeting.

13. Any other Business

Governors asked about the follow up the governor day and noted that the information was being collated as part of the parental engagement plan.

14. Review of the Meeting

The governing body spoke about the staffing structure and the intended benefits to the school.

15. Dates of the Next Meeting

The date of the next meeting was noted as 31 January 2019. ES gave apologies for the meeting.

Chair _____

Date _____