

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 22 November 2018 at 1.00 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
Kenny Fraser (KF)	Co-opted Governor
Graham Cluer (GC)	Co-opted Governor (Joint Vice Chair)

In attendance:

Mel Brown (MB) Clerk

1. Welcome, Introductions and Apologies for Absence

PS welcomed everyone to the meeting.

Apologies were received and accepted from Javaid Syed.

Emmanuel Preprati was noted to be absent without apologies. Concern was noted about his attendance. The Clerk was asked to contact EP.

Action: Mel Brown

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. Governing Board Business

There were no nominations for the parent and staff elections. Adverts had been republished and as part of the governors day in school parents and staff were encouraged to apply with a new closing date of 7 December 2018.

5. Approval of Previous Minutes

The minutes of the meeting held on 18 October 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 action plan was discussed and updated accordingly.

Action: Mel Brown

MS presented the new website checklist and confirmed that the website was statutorily compliant.

6. Finance

DO presented the report and highlighted the following:

Budget Monitoring Report – October 2018

The governing body noted the following:

- Latest estimate of in year surplus/**(deficit)** is (£22834)
- Latest estimate of in year **surplus**/(deficit) is £17572
- Latest estimate of in year surplus/**(deficit)** Totals (£5262)
- Latest estimate of bottom line surplus/**(deficit)** is (£29609)
- Latest estimate of bottom line **surplus**/(deficit) is £17572
- Latest estimate of bottom line surplus/**(deficit)** Totals (£12037)
- Improvement/**(worsening)** of final c/fwd latest est v Sept Q2 (£4601)

The worsening position of £4601 since Q2 is the result of a number of budgetary changes as noted on the virement form. The key change in terms of increased costs related to an additional full-time teacher to replace a teacher who has dropped to 2 days a week. The teachers' pay grant came in higher than projected based on pupil numbers was much higher than the October Census.

Governors asked about I07 and whether there were any student teachers, and were advised there were none currently, but there could be at least one next year.

Governors asked about the WGS costs and were advised it was to do with the estimate of additional resources and extra hours worked. Governors noted that the latest estimate was the most accurate and included in the budget.

Governors queried the reasons why E07 had doubled. It was also noted that there had been increases in E15, E16 and E17. DO advised that these budget lines were still being reviewed.

Governors asked for an update on whether the insurance would compensate for staff sickness and were advised that the claim was being reviewed and that an update would be provided at the next meeting.

Action: Mary Berkeley-Agyepong

The October monthly outturn did not show any variances; however, the changes were being made to a number of budgets, it was expected that variances would start to show at Q3 when the budgets will have stabilized.

Governors noted that after last month's significant upturn due to the successful LA Contingency Bid, this month showed a much smaller change. The news regarding the EY funding and Teachers Pay Grant had helped to offset a lot of the additional teaching costs, leaving a net overall worsening of £4601. If the insurance claims are fully received both for last year and this year, then the figures should look a lot better.

Governors asked that a list of all SLAs and Contracts which are due to be reviewed or entered into this or next year, were presented at the next meeting.

Action: Mary Berkeley-Agyepong

Finance Governor's Report

DO presented the report and highlighted the updates and trends.

Annual Budget Listing

The Annual Budget Listing was noted.

Virements

The virement form itemised the budget changes. The most significant ones were noted as: -

I01 Delegated Funding – The teachers' pay grant has been funded on a pupil number of 573, which was well above the October 18 Census number of 346 plus nursery. There is also an increase to the EY funding figure incl an adjustment regarding a prudent accrual and a prudent projected clawback figure for the autumn and spring terms.

I10 Teachers Insurance Claims – This has been increased due to a recent long-term sickness and absence, the cost of which is in **E26**. There was no provision in the budget for the head who is off, and this could represent quite a large amount. There was also an accrual for some insurance claims relating to teachers absence at year end that remain unpaid. These amounted to approximately £6.5k.

E01 Teaching Staff – One teacher has reduced to two days per week from full time and another full-time teacher added.

E05 Admin Staff – A full time SBM has been added from February 2019. This cost links with the saving in **E28** where the current post is charged.

E26 Agency Teachers – A one day a week post has been removed but some additional costs relating to a long-term absence have been added. This is partly funded from the projected insurance claim increase in I10.

E28 Bought in Services Non-Curriculum – The current SBM post has been ended from February 2019 following three months' notice being tendered. This saving links with the increase in **E05**.

Annual Salary Report

There have been some significant pay awards agreed for teaching and support staff this year and for support staff, next year as well. The full costs have all been built into the current budget and the latest version of the three-year financial plan.

The governing body resolved to approve the teaching and support staff pay wards and increments as outlined in the report.

7. **Headteacher's Report**

MBA presented the report and advised on the following:

- There were 429 children on roll.
- Actual attendance is 95.5% just below the national average.
- 67 children were receiving school support. 41 were receiving higher support (13 in ELP and awaiting EHCP). 4 children had EHCPs (4 pending). 19 pupils are receiving school reports
- The next set of school performance results are due in November after individual class and year group progress meetings.
- 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, sickness and absence.

- There were no changes to PP, EAL and safeguarding.
- Attainment by ethnic group showed that the lowest attainers were 'white other'. Many were EAL, SEN and had lower attendance
- Details of parent workshops were given
- An overview of events was given, and governors were encouraged to attend all relevant events

Governors asked about the fall in attendance and were advised that there had been a number of cases of scarlet fever and chicken pox. Governors queried about the flu vaccine and were advised that it was subject to parental choice.

Governors asked about staffing and were advised that there was a new permanent member of staff in year one, and that there would be another recruitment drive in January.

Governors asked whether new members of staff had undergone an induction and were assured that all had been adequately inducted.

Governors were advised of a change in staffing to one class and queried whether parents had been told of the changes and the reasons behind it, and were advised that a letter had been sent to parents, and an announcement made in assembly

Governors asked about the **number** of children waiting for an EHCP and were advised that they took time and would likely be in place ready for the next school so WNIS is unlikely to receive any funding.

Governors spoke about the attainment levels by ethnicity and asked for information by gender to be included in future reports.

Action: Mary Berkeley-Agyepong

Governors spoke about parent workshops and asked whether some could be run in the evenings to make it more accessible for working parents. MBA agreed to consider this and advised it could have an impact on afterschool staff meetings and development sessions.

8. Chair's Action

There were no matters to report.

9. Staff Restructure

Part B minutes.

MBA reported that she was drafting the job description and person specification for the role of the School Business Manager, following notification from JCA that they can no longer fulfill the role from February 2019. The salary range and type of employment was yet to be decided. It was noted that the post would not be term time only. It was hoped that the advert would be posted before Christmas. KF offered to assist with the recruitments and form part of the interview panel.

Action: Kenny Fraser

10. Governor Visits

Governors had attended the in-school day prior to the meeting, which include a parental coffee morning, lesson observations, book reviews and training on Federations delivered by GC.

11. Parental Engagement Plan

ES presented the previously circulated report and agreed to include the information obtained from the coffee morning to revise the plan, and to present it at the next meeting.

Action: Ekta Sareen

12. Safeguarding

GC presented the safeguarding audit and advised that it had been submitted to the LA. In response to a question on the 'red' areas, governors were advised it was because the school was waiting for training. Amber related to matters that are in progress or not applicable.

MBA reported that the model school Safeguarding Policy was being updated by the LA.

13. Governor Training and Development

Governors were asked to enter the details of the training for the in-school governor day to GovernorHub. The Clerk agreed to add EW to GovernorHub.

Action: Mel Brown

Bespoke training for the governing body on safeguarding was agreed as 4 – 5.45pm on Thursday 28 February 2019 (before the governing body meeting). The clerk was asked to contact Octavo to arrange the training.

Action: Mel Brown

14. Premises Plan Update

Emma Wilson (EW). WGS Business Manager, joined the meeting and gave a verbal update on the premises action plan which included works to playground, external lights and the replacement of windows. Governors asked that the action plan was circulated with the papers at the next meeting.

Action: Emma Wilson

15. Accessibility Strategy and Plan

The Accessibility Strategy and Plan was discussed and approved without amendment. MBA agreed to ensure the Strategy and Plan was added to the website.

Action: Mary Berkeley-Agyepong

16. Pay Policy

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

Action: Mary Berkeley-Agyepong

17. Any other Business

There were no other matters of business.

18. Review of the Meeting

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

19. Dates of the Next Meeting

The date of the next meeting was noted as 13 December 2018. MS gave apologies for the meeting.

Chair _____

Date _____