

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 31 January 2019 at 6.00 pm.

Members present:

Patricia Salami (PS)	Co-opted Governor (Chair)
Mary Berkeley-Agyepong (MBA)	Consultant Headteacher
Jawaid Syed (JS)	Parent Governor (part of the meeting)
Robert Devlin (RD)	Headteacher
Graham Cluer (GC)	Co-opted Governor (Joint Vice Chair)
Michael Swadling (MS)	Co-opted Governor
Emmanuel Preprati (EP)	Parent Governor
Cadian Oviawe (CO)	Parent Governor

In attendance:

Mel Brown (MB)	Clerk
John Fennell (JF)	Finance Officer, JCA (item 6)

1. Welcome, Introductions and Apologies for Absence

PS welcomed everyone to the meeting and in particular to Cadian Oviawe the new parent governor and Robert Devlin. Introductions were made by all. GC offered to provide mentorship for CO.

Action: Graham Cluer

Apologies were received and accepted from Ekta Sareen, Des Ogg (DO) and Kenny Fraser. DO had sent comments on the finance reports via the Chair.

2. Quorum

The meeting was quorate.

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 continued to be made to encourage staff to apply.

5. Approval of Previous Minutes

The minutes of the meeting held on 13 December 2018 were approved as an accurate record of the meeting.

Matters arising from the meeting

Invite Councillor Humayun Kabir to the next school assembly

Action ongoing.

Identify a project / event which Councillor Kabir can sponsor

Action ongoing.

Ensure Get Information for Schools is Update with the governance information

Action outstanding.

Action: Mary Berkeley-Agyepong/Robert Devlin

Rectify coding discrepancies

Action ongoing.

Ensure that all governors have signed the 2018/19 code of conduct and register of interest

Action ongoing.

Action: Mel Brown

Draft parental engagement plan

Discussed under item 9.

Circulate dates of staff meetings for governors to attend to encourage nominations for staff governor and union rep

The governing body spoke about the need to engage with staff more frequently particularly since there remained a staff governor position remained vacant. There was also a need to find out why there is no interest in joining the Board. It was agreed that all available governors should attend the staff briefing on Monday 11 February 2019 at 08.20am.

Action: Governors

Forward meeting dates and induction material to new parent governor

The dates had been forwarded and access given to GovernorHub. The clerk agreed to set up a folder with induction documents on GovernorHub.

Action: Mel Brown

Governor to sit on the Business Manager interviews

Discussed under item 7.

Upload Accessibility and Pay Policy to the website

Action complete.

Intimate Care Policy and Safeguarding Policy to be presented to a future meeting

The Intimate Care Policy to be presented at the February meeting. The Safeguarding Policy to be presented at March meeting.

Action: Mary Berkeley-Agyepong/Robert Devlin

6. Finance

JF presented the finance report and highlighted the following:

Budget Monitoring Report – January 2019

Latest estimate of in year **surplus**/(deficit) B01 £59849

Latest estimate of in year **surplus**/(deficit) B06 £17572

Latest estimate of in year **surplus**/(deficit) Total £77421

Latest estimate of bottom line **surplus**/(deficit) B01 £53074

Latest estimate of bottom line **surplus**/(deficit) B06 £17572

Latest estimate of bottom line **surplus**/(deficit) Total £70646

Improvement / (Worsening) of final c/fwd latest est v Dec est £16880

Note re £16880 calculation: Dec est £53766 v Jan est £70646

The improved position of £16880 since the December report is the result of a small number of budgetary changes that were on the virement form and showed an overall budgetary gain of £24658. There are a few variances shown on the monitoring report which net out as a gain of £1271, which is £7778 less than last month.

Virement Form

Note: The £16880 improved position shown above is the difference between the cumulative budget change of -£218599 as at the December return and the current figure of -£243257 shown on the virement form (£24658), plus the downward change in variance of £7778. This means the overall position has improved by £243257 since the original version was agreed.

The virement form itemises the budget changes. A note of the most significant changes is: -

I01 Delegated Funding – The nursery numbers have been submitted for the autumn term and based on the January Census numbers, the funding should exceed the budgeted figure by £7859.

E27 Bought in Services Curriculum – A figure has been added for music tutors, which had previously been omitted.

January Monthly Outturn

There are a small number of variances projected on the latest monthly monitoring report. The most significant is still the very old PTA balance (I13) that appears unlikely to be spent now and a shortfall in I08, which is likely to relate to less shared costs income with the girls' school.

Summary

Although the bottom-line figure has improved, this is due to a large pre authorised figure being moved to next year's budget. With this excluded, there would have been a reduction of £11722. It is still not totally clear what will happen with the £30k NNDR Rates accrual. Although it is quite old, it is assumed that it may materialise when the LA finally sort out the rates funding and charges. There are also very large accruals for energy, which could see gains when the charges eventually hit the school accounts. A number of other areas could generate savings by year end including sports grant funding, but a prudent approach has been taken in these areas for the time being.

With JCA being terminated at the end of March, DO had queried who will be involved with closing off this year accounts and preparing the draft budget. JF reported that he would start the process before Octavo took over and agreed to complete any actions that fall due prior to the end of their contract. Governors noted that the final budget does not need to be submitted until the end May.

Action: John Fennell

DO had raised the fact that the school has been given extra capital from the government of £27,983 which could be spent on premises priority items. Any balance left could be carried forward.

Finance Governor's Report

The report was noted.

SFVS

The governing body took up DO's offer to take ownership for completing the SFVS which needs to be submitted in March.

Action: Des Ogg

7. Headteacher's Update

Headteacher's report

MBA presented the report:

- School roll was down by 7 pupils
- Actual attendance remains just below the national average
- The school remains proactive in trying to sign up relevant parents for free school meals
- There were no changes to the quality of teaching. The next set of observations are due in the next two weeks and will be conducted jointly by RD and MBA
- An update was given on staff structure, changes, support, development, training, sickness and absence
- There were no changes the EAL and safeguarding profile.
- An overview of events was given, and governors were encouraged to attend all relevant events

Governors asked about the Business Manager position and were advised that the response to the advert had been poor. As a result, the permanent post will be re-advertised after Easter. RD advised that there had been difficulties recruiting an Interim Business Manager and an interim Finance Officer will be recruited instead. Governors requested that a full handover take place between the School Business Manager and the interim Finance Officer.

Action: Robert Devlin

Governors asked whether staff had received feedback from the creative teaching project in Italy and were advised that feedback will be given once the outcomes had been discussed with SLT. RD reported that he had submitted an application for funding to EMAS based on the theme of wellbeing.

School Improvement Plan

Deferred to the February meeting. KF to be asked to review in detail at the end of the Spring term.

Action: Mary Berkeley-Agyepong/Robert Devlin/Kenny Fraser

School Improvement Advisors Report

The aim of the visit was to set projections for pupil achievement at the end of 2019 and to review the school's approach to target setting. The report was received, and governors noted the anticipated EYFS and KS1 outcomes and associated interventions. Governors asked about the Saturday booster classes planned for later on in the year and were advised that it would depend on take up.

8. Chair's Action

Part B minutes.

9. Parental Engagement Update

MS presented the report detailing the feedback on the last parents meeting and following discussions it was agreed that parents should be provided with feedback on the actions taken to date via the school newsletter and email. Governors noted that the parent engagement plan is

scheduled to be presented at the February meeting and that the actions from the feedback will be included within the plan.

Action: Michael Swadling, Jawaid Syed and Ekta Sareen

10. Premises Action Plan

EP advised he had met with the caretaker to talk through the plan and the outstanding works. Governors discussed the content of the plan in detail and resolved to agree the following:

- The plan to be cross checked against the condition survey and fire safety audit
- The plan to be revised to include priorities, options, recommendations, mitigation, cost and any action taken
- RD to work with EP to update the plan. The revised version to be presented at the March meeting

Action: Robert Devlin and Emmanuel Preprati

11. Governor Visits

There were no matters to report under this item.

12. Training and Development

Noted the governors safeguarding training on 28 February prior to the next governing body meeting. Governors at the girls' school had been invited to attend. Governors were encouraged to access the training provided by Octavo.

Action: Governors

13. Federation

The governing body gave GC the mandate to pursue formal talks with the girls' school in order to move towards creating a Federation.

Action: Graham Cluer

14. Any other Business

There were no other matters of business.

15. Review of the Meeting

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

16. Dates of the Next Meeting

The date of the next meeting was noted as 28 February 2019.

Chair _____

Date _____