

## 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 28 February 2019 at 6.00 pm.

### Members present:

Patricia Salami (PS)	Co-opted Governor (Chair)
Jawaid Syed (JS)	Parent Governor
Robert Devlin (RD)	Headteacher
Graham Cluer (GC)	Co-opted Governor (Joint Vice Chair)
Michael Swadling (MS)	Co-opted Governor (Joint Vice Chair)
Cadian Oviawe (CO)	Parent Governor
Ekta Sareen (ES)	LA Governor
Des Ogg (DO)	Co-opted Governor

### In attendance:

Buki Asanbe (BA)	Cover Clerk
John Fennell (JF)	JCA (item 6)
Petra Jones (PJ)	Deputy Head

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

PS welcomed everyone to the meeting.

Emmanuel Preprati was absent without apologies.

### 2. Quorum

The meeting was quorate.

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

RD declared that he was a Freemason and had recorded this declaration on GovernorHub. The Clerk was asked to update the declaration of interest register accordingly.

**Action: Mel Brown**

### 4. Governing Board Business

The governing body asked about staff elections and RD reported that an email had been sent to all staff inviting nominations. The deadline for nominations is noon on 1 March 2019. Two members of staff had shown interest. As there is only one vacancy, governors asked for an election to be held, and that the governing body is notified of the outcome by email. A discussion was had as to whether a second staff member could be co-opted. GC advised that the latest regulations meant that only one staff governor is required.

**Action: Robert Devlin**

### 5. Approval of Previous Minutes

The minutes of the meeting held on 31 January 2019 were approved as an accurate record of the meeting.

#### Matters arising from previous meeting

There were no matters arising from the previous meeting that were not on the current agenda.

#### Action list

No	Action	Update
1	Start to implement the actions from the first grievance report	In progress and ongoing. PS is working with the SIA to find a mentor
2	Invite Councillor Humayun Kabir to the next school assembly	RD to take forward. <b>Action: MS to give RD Councillor Kabir's contact information</b>
3	Identify a project / event which Councillor Kabir can sponsor	Questions were asked as to how much funding could be requested.
4	Ensure Get Information for Schools is Update with the governance information	Complete. Remove.
5	Rectify coding discrepancies	Complete. Remove.
6	Ensure that all governors have signed the 2018/19 code of conduct and register of interest	<b>Action: MB to ensure all governors have signed the code of conduct and register of interest</b>
7	Draft parental engagement plan	On the agenda.
8	Intimate Care Policy and Safeguarding Policy to be presented to a future meeting	Intimate Care Policy on the agenda. <b>Action: Safeguarding Policy to be presented at a future Board meeting</b>
9	Present proposal on Deputy Head pay	Ongoing – waiting for information from HR. To stay on the agenda – <b>Action: RD offered to facilitate</b>
10	Provide mentorship for CO	Ongoing
11	Available governors to attend the staff meeting on 11 February 2019	Complete
12	Complete the SFVS	Ongoing. <b>Action: SFVS to be presented by DO at the March meeting</b>
13	Start the end of year and draft budget for next year	Ongoing
14	Ensure full handover provided before the Business Manager leaves	SBM (School Business Manager) has been replaced by an interim. Two days of handover took place. Interim is very experience and good. Within next couple of weeks will review advert and start to recruit permanently. <b>Action: RD to recruit a permanent SBM</b>
15	Present updated SIP to February meeting	On agenda
16	Review the SIP before the end of the Spring term	<b>Action: KF to review SIP before the March meeting – RD to send updated copy to KF</b>
17	Present revised Premises Management Plan to the March meeting	On agenda
18	Attend safeguarding training on 28 Feb and access Octavo training as required	Complete. Close
19	Commence Federation talks with the girls' school	On agenda
20	Contact Octavo regarding the setting up of the staffing committee	Ongoing – on the agenda

## 6. Finance

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

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. The most significant changes were noted as: -

**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.

**E02 Supply Teachers DE** – WGS have submitted their final invoices and the figure for the Executive Head was higher than had been previously budgeted as per agreement by this board.

**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 WGS.

### **Summary**

It is still not totally clear what will happen with the £30k NNDR Rates accrual. Although it is quite old, it was 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. Governors note that a prudent approach has been taken in these areas for the time being.

### **Finance Governor's Report**

DO advised that the school needed to start to spend some of the capital on the outstanding premises work.

Discussions were had about the 2019/20 budget and it was noted that even after the staffing restructure it was likely that the school will be forecasting a deficient budget. It was agreed that more work needed to be done on identifying potential cost savings.

JF advised that the Finance Report, draft budget and 3-year plan will be presented at the March meeting. Governors noted that the final budget needed to be sent to the Local Authority by 1 May 2019.

**Action: John Fennell**

#### SFVS

The governing body noted that the completed SFVS will be presented at the March meeting.

**Action: Des Ogg**

#### **7. Premises Action Plan**

The Premises Action Plan was received, and lengthy discussions took place about the outstanding works and order of priority. RD reported that the outstanding items had been discussed with the Local Authority who were sending an architect to survey the school, and it was hoped that they will fund some of the works because of the significant age of the building. Governors resolved to approve the first phase of the electrical works at a cost of £19,200 (increased from the original quote of £17,000) and asked RD to report back on the outcome of the visit to include the priority order of the works, what the LA will cover and costs of the remaining works.

**Action: Robert Devlin**

#### **8. Headteacher's Update**

RD was asked to provide a verbal update on the changes between the last report in January and today's meeting, with a focus on the handover document provided by MBA and the WGS SBM.

#### Progress and Attainment

RD spoke about the progress and attainment of pupils and advised that the school was in the middle of progress reviews and that a full report will be provided at the March meeting. GC advised that he will be attending the next meeting with RD and MBA. In response to a question, governors were advised that this would be MBA's last meeting for WNIS.

**Action: Robert Devlin**

Governors asked for an update on teacher observations and RD advised that no judgements had been given to them. All had received oral and written feedback on strengths and areas of development. RD reported that there was no outstanding teaching taking place at the school. There were some concerns about the quality of teaching and learning which mostly related to new staff. Strategies have been identified to support these staff. Governors were advised that SLT are also looking at ways in which staff are being asked to report progress and attainment.

RD reported that there will be a move away from group pupil progress meetings to one to ones in order to have more detailed conversations. Governors were advised that there was a good understanding of the strategies and skills needed to move children forward. Governors were pleased to note that the conversations with staff had gone well and were positive.

Some governors asked for more detail on the support being provided to teachers and RD reported that some needed support from the SLT to 'up level' and help them to move children on in their learning. It was noted that some teachers had changed classes and not taught in their current year groups for some time. PJ advised that she was working with Year 2 and modelling good teaching.

Governors asked if teachers were given notice of the observations and were advised that a timetable had been published and that teachers were able to choose their slot.

Governors asked about booster groups and were pleased to note that this was already in place and happening after school.

Governors asked how often observations were carried out and were advised that it was done termly.

Governors asked for an update at the next meeting.

**Action: Robert Devlin**

## Handover document

RD advised that he had recently received the document. The Clerk was asked to write all actions into the minutes:

## Health and safety

	<b>Recommendation</b>	<b>Update</b>	<b>Action</b>
1	Permanent SBM should have health & safety compliance training	Currently have an interim.	<b>Action: RD to ensure that permanent SBM has health &amp; safety compliance training</b>
2	Health & safety policy to be reviewed		<b>Action: RD to review the Health &amp; Safety Policy</b>
3	Appoint a health & safety Link governor	EP is the health & safety link governor	No action required
4	Make health & safety a standing agenda item at FGB meetings		<b>Action: Clerk to add health &amp; safety to future agendas</b>
5	Caretakers to have asbestos and legionella training	Caretaker is booked to have legionella training next week. Asbestos training is online and ongoing. RD is trying to find a specific one-off course on asbestos	<b>Action: RD to ensure caretaker completes legionella and asbestos training</b>
6	TAs to have food hygiene level 2	Outstanding	<b>Action: RD to get more info on the level 2 food hygiene training, cost and commitment to see whether all TAs need to be trained</b>

RD reported that he will be conducting health and safety meetings with the interim SBM and Premises Manager and invited the health & safety governor to attend and to provide a report to governing body meetings. Governors agreed that this would be useful and asked RD to invite EP to the meetings.

**Action: Robert Devlin**

## Fire

The following actions were outstanding:

	<b>Recommendation</b>	<b>Update</b>	<b>Action</b>
1	Benchmarked extinguisher maintenance; 34% saving; asked LK to switch	Outstanding	<b>Action to be transferred to the interim SBM</b>
2	Concerns over fire drills/fire alarm maintenance raised and left with LK; recommended swap supplier as ADT not professional	RD advised that it was an internal matter linked to WGS and that ADT did not need to be replaced	No action required

The governing body requested that LK's actions were transferred to the new SBM where appropriate. RD advised that he had met with the new SBM several times to discuss the fire safety audit. RD has informed the LA that he was the assigned 'competent person' and that the Premises Manager is the 'responsible person'. RD has responded to the LA on the areas of the fire risk

assessment which had given them cause for concern. Governors were advised that RD is looking for training for staff on the different fire extinguishers. Governors were informed that the school needed to be fitted with smoke detectors and that this will be reviewed as part of the LA visit.

**Action: Robert Devlin**

#### Finance

RD was asked to ensure that names were changes where appropriate and new users identified. RD advised that the current procurement cards have been destroyed and a bank mandate completed for new ones, which needed to be authorised by the Local Authority.

#### Rates

Governors requested that all matters relating to the rates were passed over to Octavo's Finance Department and included as part of the handover.

**Action: Robert Devlin**

#### Waste

Governors asked who was leading and RD advised he would lead with the SBM. Governors asked RD to ensure that the school had a waste contract in place by April. Governors asked that the SBM contacted WGS to see who they were using and whether there was any benefit in pursuing a joint contract.

**Action: Robert Devlin**

#### Contracts

Most contracts were in a folder and RD was asked to check that the school had a contract in place for all services the school were paying for.

**Action: Robert Devlin**

#### GDPR

The SBM from WGS had provided all starter documentation. All other GDPR requirements had been left with the previous SBM to manage including necessary policies and audits etc. MS agreed to follow this up with the interim SBM.

**Action: Michael Swadling**

#### Site management

Governors asked who was line managing the caretakers and RD reported that he would manage them alongside the permanent SBM (once in post). The Premises Manager is having weekly meetings with the caretakers and will be providing regular reports to governing body meetings going forward.

**Action: Premises Manager**

#### Catering

RD reported that there is an expectation that the WNIS school caretaker resolves all catering issues even though it is a shared facility with WGS. RD was asked to discuss matters with WGS to see whether there was an historic agreement in place or whether costs could be shared going forward. RD agreed to investigate further and to report back at the next meeting.

**Action: Robert Devlin**

#### School workforce census

Governors asked who at the school was responsible for SIMS and how the errors identified could be corrected. RD advised it was the interim SBM. The governing body asked that all errors were corrected by the SBM.

**Action: Robert Devlin**

#### Single central register

GC advised that the single central register was up to date when he checked last term. GC to provide an update after his next visit.

**Action: Graham Cluer**

### After school provision

The governing body was concerned about some of the issues identified and requested that a full report on after school provision was provided at the next meeting. RD advised that the contract with the provider had been terminated and that a new organisation will start at the beginning of the summer term. RD reported that the new contract had been organised when he was off sick and that he had arranged to meet with the new company, SCL. Governors asked that RD reviewed their terms and conditions and to ensure that they had the correct checks and balances in place. Governors stated that it was important that we had the correct people in place for the children within the school, with the correct staff members who had undergone the right checks.

**Action: Robert Devlin**

Governors noted that the current company had been trying to retain some of the business by ringing parents to offer transport to and from school to their new premises. Governors asked that parents were informed of the change in arrangements once the new company starts. RD was also asked to ensure the current organisation paid any outstanding monies.

**Action: Robert Devlin**

### Caretakers House

RD reported that the school was seeking permission from the LA to use some of the garden area for children to plant things. Governors were pleased to note that funding of £5k had been secured for this purpose.

## **9. Chair's Action**

Governors were encouraged read the Octavo's Spring newsletter. The Clerk was asked to circulate a copy with the minutes.

**Action: Mel Brown**

## **10. Improving Parent Engagement**

ES reported the plan was based on comments made by parents at the November coffee morning.

The following proposal was suggested:

### 1. Upload the newsletter to the website

This action was complete. RD reported that the website designer will be providing training to staff on how to upload documents going forward.

### 2. Ensure content on the website and the newsletter is regularly updated with new material to include how to support children's learning at home

A conversation was had on how to keep working parents updated as most were not able to attend the school training sessions during the day. RD agreed to look into videoing the sessions (creating a webinar) and posting them on the school website. Governors asked that the PowerPoint presentations from the sessions were uploaded to the website.

**Action: Robert Devlin**

### 3. Commit to revisit the use of 'dojo' and ensure consistency across the school

PJ agreed to revisit this.

**Action: Petra Jones**

### 4. Set up governor email mailbox that parents can use to contact the governing board.

It was agreed to put this on hold for the time being.

ES agreed to adapt the plan into a format which could be included in the school newsletter.

**Action: Ekta Sareen**

**11. Restructure**

Part B

**12. Training and Development**

ES is booked to attend pupil premium training and MS had attended safer recruitment training

All new governors were asked to attend the Octavo induction training.

GC, PS, MS, KF, DO, ES and JS had attended the governors training session on safeguarding which had taken place before the meeting.

RD presented a report on staff training and the governing body noted there was a firm commitment from the school to ongoing staff development.

**Intimate Care Policy**

The policy was reviewed and approved without any changes. Policy to be uploaded onto the school website.

**Action: Robert Devlin**

**13. Federation**

GC had emailed the chair at WGS who had expressed an interest in moving forward with discussions and had agreed to discuss the matter with the WGS governing body at its next meeting. PS advised that RD would also be looking at NLE (National Leader of Education) and how that might compare.

**Action: Robert Devlin**

**14. Any other Business**

There were no other matters of business

**15. Review of the Meeting**

The governing body noted that it was important to ensure that actions from the handover were reviewed and asked that Headteacher’s Report and SPRM Report were presented at the next meeting.

**Action: Robert Devlin**

**16. Dates of the Next Meeting**

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

Chair \_\_\_\_\_

Date \_\_\_\_\_