

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 25 April 2019 at 6.00 pm.

Members present:

Patricia Salami (PS)	Co-opted Governor (Chair)
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
Emmanuel Preprati (EP)	Parent Governor
Ekta Sareen (ES)	LA Governor
Des Ogg (DO)	Co-opted Governor
Petra Jones (PJ)	Staff Governor, Deputy Head

In attendance:

Mel Brown (BA)	Clerk
John Fennell (JF)	JCA (item 5)

1. Welcome, Introductions and Apologies for Absence

PS welcomed everyone to the meeting.

Apologies and accepted were received from Kenny Fraser. Jawaid Syed was absent without apologies.

PS reported that she had spoken to KF about his attendance who advised that he was still very much interested in the role and will have more flexibility to attend meetings at the end of May. A conversation was had about attendance and PS advised that she would be asking governors to commit to the 2019/20 scheduled of business once approved and published.

2. Quorum

The meeting was quorate.

3. Declaration of Interest / Register of Business Interest

DO declared that he had been appointed as Chair of Governors for a new MAT which came into effect on 1 February 2019, as a consequence he will need to stand down at the end of the academic year. Governors warmly congratulated him on his new role.

4. Governing Board Business

The governing body noted that there is a vacant space to replace DO and that ES finance experience. The Clerk was asked to contact Octavo to find a replacement.

Action: Mel Brown

5. Approval of Previous Minutes

The minutes of the meeting held on 28 March 2019 were approved as an accurate record of the meeting.

Matters arising from previous meeting

The governing body noted that WGS had proposed the split of WNIS 64% and 36% WGS for the rates and queried why it was not 50% each. RM reported that the new finance officer from Octavo

would be tasked with following up on this. It was understood that the rates should be based on squared footage.

PS advised that she has some follow up queries relating to an email exchanged concerning ASL (the new afterschool provider) and reported that she would contact the SBM directly in this regard. RD reported that he was due to meet with them next week and that a number of queries had been sent to them in advance of the meeting. DO agreed to forward any finance related matters to RD.

Action: Patricia Salami and Des Ogg

Governors asked for an update on the take up of ASL and were advised that there were no children currently using the service as parents were still using the old company. Flyers promoting ASL had been distributed and RM is working with the ASL to increase their profile and services at the school.

Action list

No.	Action	Update
1	Implement the actions from the first grievance report	Ongoing
2	Invite Councillor Humayun Kabir to the next school assembly	In progress
3	Identify a project / event which Councillor Kabir can sponsor	RD is meeting with Cllr Kabir on 1 May 2019
4	Review the SIP before the end of the Spring term (RD to send updated copy to CO)	To be presented at the May meeting
5	Recruit a permanent SBM (advert is out with closing date of 5 April 2019)	Appointment has been made
6	Present 3-year plan	On agenda
7	Report back on the outcome of the LA's architect visit to include the priority order of the works going forward, what the LA will cover and costs of the remaining works (Architect visiting on 2 April 2019)	On agenda
8	Ensure that permanent SBM has health & safety compliance training	Complete
9	Continue to invite EP to the school health & safety meetings	Ongoing. To be removed as an action
10	Ensure school is fitted with smoke detectors (to be actioned after visit from the LA's Architect)	Ongoing
11	Ensure matters relating to the rates are passed over from JCA to Octavo to follow up	RD meeting with WGS after SATs open day
12	Resolve queries relating to the use of the WNIS caretaker for all catering matters, and agree a way forward with WGS – Letter written to MBA proposing costs are shared	RD meeting with WGS to discuss the shared facilities
13	School workforce consensus – correct errors identified on SIMS (contact Emma to confirm where the errors are)	Actioned and closed
14	Look into videoing the parent training sessions (creating a webinar) and posting them on the school website	Ongoing. RD meeting with the website designer to see if they can help. MS to see if we can obtain website stats. Action to be action.
15	Revisit the use of 'dojo' to ensure consistency	Will be revisited in Sept 19
16	Adapt parent engagement plan into a format which can be included in the school newsletter	Complete

No.	Action	Update
17	Update on pupil progress meetings to be provided at the April meeting	On agenda
18	Review which TAs need food hygiene training in the new academic year	To take place in Sept 19
19	Provide a report on afterschool provision and review SCL's terms and conditions to see whether they meet the needs of the school	Complete. Close
20	Circulate SCL's offer and website information to Governors	Complete. Close
21	Present update finance skills matrix at the September meeting	To be done in Sept 19
22	Temporary Assistant Headteacher appointment to be made	Appointment made. RD gave an overview of the process and appointment made. Close
23	In conjunction with the LA make attempts to negotiate a settlement with the staff member who is off sick	Ongoing. Close
24	Ensure pupil premium and sports premium funds are spent appropriately and can be demonstrated	Ongoing
25	Consider offering TLR payments to attract high quality staff	Ongoing. Remove
26	Next meeting to focus on budget, outcome of pupil progress meetings and outcome visit from Architects	On agenda. Close
27	Provide the clerk with the Finance Officer details at Octavo	Complete. Close

6. Finance

RD, DO and JF presented the report and highlighted the following:

End of Year Report

Final in year **surplus**/(deficit) B01 £108481

Final in year **surplus**/(deficit) B06 £20575

Final in year **surplus**/(deficit) Total £129056

Final bottom line **surplus**/(deficit) B01 £101706

Final bottom line **surplus**/(deficit) B06 £20575

Final bottom line **surplus**/(deficit) Total £122281

Improvement/(Worsening) of final c/fwd v Feb est £22785

Note re £22785 calculation: Feb est £99496 v Mar final £122281

Capital:

Final bottom line **surplus**/deficit B03 £28111

Final bottom line **surplus**/deficit B05 £5257

Final bottom line **surplus**/deficit Total £33368

Improvement/Worsening of final c/fwd v Feb est £33368

Note the previous forecasts have always assumed that all the capital funds would be spent.

The improved revenue position of £22785 since the February report is the result solely of the forecast budget variances. There are no virements at this late stage, as these are not transacted after Q3. There has been a relatively low level of expenditure in the last few months, which is reflected in the higher year-end balance.

The capital saving was slightly surprising given the premises issues at the school. There was also an assumption that some of the Chancellors 'Little Extras' funding might pay for some previous larger revenue costs, but with the improved budgetary position and the size of the final c/fwd, it was felt better to just let the figure roll over, to give a healthy capital budget for 2019/20. As at year end day, the school had received no formal notification of the old rates funding write off and also had received no energy invoices dating back over a few years. Because of that and also linked to the size of the c/fwd, it was agreed with RD to accrue for the rates charges again and also accrue for all the energy budget balance. Assuming the rates will be written off (£30k) and with the final energy costs expected to come in considerably lower than the previous prudent accruals, a gain in excess of £50k in 2019/20 is quite likely.

March Monthly Final Outturn:

The comments on the report should explain some of the variances. The most significant ones are listed below.

I03 SEN Funding – The previous month had a forecast gain of over £10k but having looked at the figures in more detail it is likely to be a bit less than that. The accrual is slightly prudent, as until the actual funding is received, we cannot be exactly certain of the figures and the dates the LA has based it on.

E03 Teaching Assistants – This is the only significant variance in the staffing budgets and came as a surprise as to how high it was (£6.5k higher than Feb est). This will need to be looked at, but the ad hoc hour's budget, which I had been told was being heavily utilised, is the most likely area of saving, as the permanent salary costs are fixed.

E12 Building Maintenance – There are various premises projects that need attention, so it was assumed that most of this budget would go. The final balance was around £2.5k more than the February estimate.

E19 Curriculum Areas – The final balance figure here saw a positive swing of close to £10k. This was a combination of lower expenditure and also a number of orders that needed to be cancelled, as they were not current. There were also some prepayments for school trips in the summer term that had been paid early and this reduced the final figure.

E22-E28 Other Supplies & Services – The final figures are broadly similar, with the exception of E26. This saving (£16401) was largely due to no real short- or long-term sick cover being needed in the spring term. At over £1000 per week, these budgets can get go quickly, but that was not the case this year. The Sports Grant saving (£6275) is the main reason for the saving in **E28 Bought in Services Curriculum**.

Summary:

The final revenue carry forward of £122281 is a healthy figure and one that could easily have been closer to £175000 with the rates write off and if the actual energy invoices had been received. As suggested in last month's summary, there is a large capital carry forward of £33368. This will be ringfenced and allocated back to the 2019/20 budget, to give a decent figure to address the various premises issues.

As part of the LA Year End Schedules return that will need to be signed off at the meeting is the 'Analysis of Balances' schedule, where the school need to say what the carry forward will be used for. Primary schools are allowed to carry forward 6% of their revenue income as a general contingency, which would equate to £150000, so as the total revenue carry forward (£122281) is

below that figure. It was noted that the £130000 from the LA Contingency Fund will be needed to keep the school out of deficit in 2019/20 and further forward.

The relevant finance documents were approved and signed.

2019/20 Budget

RD took the governing body through the income and expenditure budget lines and highlighted the proposed additional spend on teaching staff. The aim is to move from using supply staff to permanent employees. Governors noted that the budget is largely based on expenditure from the previous year.

Governors asked about E08 (indirect employee costs) and were advised that it included posts such as the midday supervisors. A question was also asked about the increased insurance costs. Governors asked whether the redundancy costs have been included and it was noted that the full figures were not yet known.

Income was noted to be down due to a reduction in pupil numbers.

The governing body resolved to approve the 2019/20 budget.

Three Year Financial Forecast

The three-year financial forecast was received and DO agreed to meet with RD, Octavo, ES and the SBM to review the figures in more detail.

Action: Des Ogg

7. Headteacher's Update

The Headteacher gave an update on teaching and learning and advised that it was based on observations undertaken with the LA. Governors were advised of the following:

- Although the quality of teaching has improved, there are no outstanding teachers at the school. The milestones and actuals for quality and teaching were noted alongside some of the staffing matters which had been prevalent over the last year
- Work in ongoing with staff during planning meetings and training in moderation
- There are less RI and inadequate teaching and more good teaching observed. There are at least three teachers who can achieve outstanding in this academic year and two who could move to outstanding next year with ongoing support
- Pupil Progress Meetings (PPM) have been held and teachers have met with SLT and the SENCO to explore the needs of each child (to include attainment and barriers to expected progress). RD outlined the range of actions implemented by the SLT as a result of PPMs
- Some measured impact has been noted due to changes in teaching practices
- EYFS is working well and is consistent in teaching and practice. Work is being done with Reception teachers on ensuring assessments are accurate

Attainment Data

- Nursery – Spring 2 data shows that there has been an increase in attainment in all areas which has been due to the banding and children reaching the expected band at the end of the term
- Reception – Spring 2 data shows there has been an increase in attainment in all areas. Teachers are confident in their judgements and scrutiny and learning journals show accurate evidence of judgements

- Year 1 – Spring 2 data shows there has been a decrease in attainment since the end of Autumn 2. This is due to a change in threshold (where a child needs to attain 1D). Governors queried this and were advised that the figures are expected to increase in the Summer term once there has been full coverage of the curriculum.
- Year 2 – Spring 2 data shows that attainment has decreased. RD reported that the gaps were clearly identified through carrying out benchmarking for reading, Maths SATs papers and writing samples. The DHT has analyzed the data carefully and implemented interventions across the cohort to ensure there is a sharp rise in attainment. Governors asked about the interventions and were advised that booster groups are also in place and that children have been carefully grouped to ensure the next steps in their learning are met. After school sessions are also being held.

Year 2 Predictions

- Reading is predicted as 70%
- Writing is predicted as 70%
- Maths is predicted as 76%

Governors queried what the predictions were based on and were advised it was based on the following:

- Reading benchmarks
- Maths and Reading SATs papers
- Year 2 framework
- Pupil Progress Meetings
- Interventions implemented across Year 2

RD advised that Year 2 teachers have been met with to discuss preparations for SATs. It was noted that there were some groups who might not make the expected the expected target and that they were mostly boys and EAL children. Those that they may not make the target will still have received a good education at the school.

GLD predictions for Year 1 phonics were noted to be 77% - 80%.

8. Chair's Action

The changes to the governance structure was discussed and it was agreed to establish a new governance structure to include the two committees; a Resources Committee and a Teaching, Learning and Achievement Committee. The Standing Orders and terms of reference for both committees had been previously circulated, and following discussion they were approved without amendment. Governors noted the draft 2019/20 committee schedule and asked the clerk to reduce the number of meetings and to ensure the dates matched with when school data is available, and to present a revised version at the next meeting.

Action: Mel Brown

10. Premises Update

Item deferred to the next meeting.

11. Future of the School

The future of the school was discussed in detail and discussions centered around whether the school needed to find a potential school or MAT to partner with in the event the results were not as expected and the DfE wanted to take action in this regard. RD explained even if the results were not as expected the school still had a positive story to tell in terms of improvements being made across the school. It was agreed to identify a strong partner school to work with in the first instance and RD advised that he had identified one. PS and RD agreed to meet to discuss matters and to report back at the next meeting.

Action: Patricia Salami and Robert Devlin

12. Staffing Restructure

There were no matters to report under this item.

13. Training and Development

Governors were encouraged to access the training provided by Octavo and to record all training on Governor Hub.

14. Any other Business

There were no other urgent matters of business

15. Review of the Meeting

The governing body noted that it was important to ensure that school had an appropriate budget, that teaching and learning at the school continued to be improved and that securing the future of the school remained a priority.

16. Dates of the Next Meeting

The May meeting was cancelled. The next meeting was noted as Thursday 27 June 2019 at 6.00pm.