

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 Monday 12 July 2018 at 6.00 p.m.

Members present:

Patricia Salami (PS)	Co-opted Governor (Chair) by phone
Michael Swalding (MS)	Co-opted Governor (Vice Chair)
Graham Cluer (GC)	Co-opted Governor (Vice Chair) Chaired the meeting
Kenny Fraser (KF)	Co-opted Governor
Emmanuel Preprati (EP)	Parent Governor
Javaid Syed (JS)	Parent Governor
Des Ogg (DO)	Co-opted Governor
Mary Berkeley-Agyepong (MBA)	Acting Headteacher

In attendance:

Mel Brown (MB)	Clerk
Petra Jones (PJ)	Deputy Headteacher
Jane Cousins (JC)	JCA School Support

1. Welcome, Introductions and Apologies for Absence

GC welcomed everyone to the meeting.

Apologies were received and accepted from Ekta Sareen.

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 and Training

Governing Body Membership

MBA was asked to carry out staff and parent governor elections in September 2018.

Action: Mary Berkeley-Agyepong

Training and Development

There were no matters reported under this item.

5. Approval of Previous Minutes

The minutes of the meeting held on 18 June 2018 and 26 June 2019 were approved as an accurate record of the meeting and signed by the Chair.

There were no matters arising from the meeting, and the action plan was updated accordingly.

6. Finance

Monthly finance report and virements

JC presented the finance reports and went through the variances across some of the budget lines.

DO reported that income was becoming more stable and that budget line E03 (support staff) needed to be monitored closely. Governors asked about support staff increments and JC advised that provisions had been made in the budget for this and that no payments had been made to date. Governors asked JC and MBA to check with the Finance Manager whether increment payments should have been paid already.

Action: Mary Berkeley-Agyepong and Jane Cousins

Governors asked whether the school paid the London Living Wage and were pleased to note it did.

DO reported that the agency staff spent had increased and had been offset by the main teaching budget.

Governors noted the revised income and expenditure tracking report template designed by DO was not only helpful but clear and concise.

Governors asked what steps was being taken to identify pupil premium children and were advised that parents were given information and asked to complete a form so that an eligibility check could be carried out. MBA advised that she was hoping to incentivise parents in this regard.

An update was given on the income received from sports premium which was noted to be just under £20k.

Governors asked whether the Erasmus Grant needed to be shown in the accounts and JC agreed to check.

Action: Jane Cousins

Contingency Plan

JC presented the plan for comment and approval. Governors were broadly supportive of the plan and it was approved subject to a final review by MBA.

Action: Mary Berkeley-Agyepong

Update on Open Air Contract

MBA gave an update and advised that the contract did not offer value for money or provide the level of service needed by the school. Governors noted that there were plans underway to procure a different supplier during the final stages of the contract.

Update on finance pre-meet

An update was given on the discussions which had taken place at the finance pre-meeting, and governors noted that the meeting scheduled for 19 July 2018 with the Local Authority will be to provide assurance on the robustness of the school's deficit recovery plan.

7. Headteacher's Report / Updates

Headteacher's report

MBA presented the previously circulated report reported the following:

- The number of pupils on role for the summer term is 472
- The current attendance rate is 94.5% compared with the national target of 96%
- There were 32 SEND children (14 with EHCPs)
- Pupil premium children account for 17.3% of the school roll
- Projected numbers for September are 420 compared with 478 the previous year

- Enhanced Learning Provision went to panel on 15 June 2018 and 12 places were offered. Additional staff will need to be recruited as a result. Governors queried whether current staff could be redeployed instead of recruiting, and MBA reported that she was looking into this. MBA advised that some funding (compensation) would be received to help cover staff costs
- A Local Authority visit had taken place on 3 July 2018 to discuss the results and steps achieved on the Ofsted Action Plan. They were pleased with both the progress being made and the SATS results. Targets were reset based on hard data from Year 3 assessments
- An update was provided on the current staffing structure and recruitment
- An update was given on the number of accidents reported to the LA.

Governors asked whether the low pupil numbers and leavers were a result of the currently uncertainty at the school and were advised that it was unlikely. MBA advised that she met with the parents of all leavers, and social mobility appeared to be the main reason for leaving.

Governors asked for an update on the number of unqualified teachers and MBA queried whether unqualified teachers can be recruitment (and whether there was a quota in this regard). Governors resolved that this was a management decision for the school, and that appropriate due diligence needed to be taken before any appointments were made.

Governors spoke about one of the accidents which involved a staff member and asked MBA to confirm whether it needed to be reported to the HSE.

Action: Mary Berkeley-Agyepong

Ofsted Action Plan

MBA presented the report and governors noted that good progress was being made against most areas. MBA advised that some of the interventions would generate more of an impact once the new staff were in place in September. The governing body noted that a period of embedding was required in order to maximize the full benefits of the new interventions.

Governors asked how teachers were moderated and PJ gave an overview of this. Governors asked who generated the data and were advised it was collated by the senior leadership team. Governors asked whether the school was confident that the data was robust and were advised that it was moderated.

Self-Evaluation Framework

This item was deferred to the September meeting.

Link Advisor Report

The updated Link Advisor's report was noted.

8. Chair's Action

The Chair requested permission to explore ways in which WNIS could develop a more formal working relationship with the Girls School. Discussions were had about the need to ensure that the school had some stability on a longer-term basis. The governing body gave PS its approval to explore the possibility of forming a Federation with the Girls School.

Action: Patricia Salami

9. Safeguarding

GC gave a verbal update and advised that he had met with the school safeguarding lead. GC reported that no concerns identified and that a follow-up visit will be carried out next term. GC was asked to complete a governor visit form.

Action: Graham Cluer

10. Policies

The Attendance Policy was reviewed and approved without any changes.

11. Website

MS gave an update on his review of the school website and advised it was broadly statutorily compliant. The only gap identified was that the pupil premium report was not present.

MBA spoke about the difficulties in navigating and updating the website and asked the governing body to consider allocating funds for a re-build. MBA advised that she wanted to use the same designer at the Girl's School. Following questions concerning the ownership of the site, the initial budget, and the ongoing monthly maintenance costs, governors resolved to approve the request. MBA was asked to verify who owed the domain name and to ensure that the new website is statutorily compliant.

Action: Mary Berkeley-Agyepong

12. Premises

MBA reported that the new Premised Manager was currently working through the 5-year maintenance plan to determine a list of priorities and what work could be done in-house. Governors requested that an update was provided at the October meeting.

Action: Mary Berkeley-Agyepong

13. Review of the Meeting

Governors spoke about the effectiveness of the meeting and noted that good progress is being made, as identified in the headteacher's report and LA visit. Discussions were had about the long-term stability of the school and the exploration of Federation arrangements with the Girl's School. Governors were pleased to note that the school was settled and that the focus was now entirely on education and progress.

14. Any Other Business

GC advised the governing body that nominations for the role of Chair and Vice Chair needed to take place before the next meeting.

The outcome of the recent coffee morning was discussed, and it was noted that it was well attended, friendly and positive. Governors were pleased to note that local councilors had also been in attendance. PS agreed to write to all parents with the outcome of the morning.

Action: Patricia Salami

MBA gave an overview of the Reception and Year 2 celebratory assembly. Governors were pleased to note that both had gone well and were well attended by parents. MBA was asked to invite Councilor Humayun Kabir to the next assembly.

Action: Mary Berkeley-Agyepong

Conversations were had about Councilor Humayun Kabir's offer to provide sponsorship for the school, and MBA agreed to find a project / event accordingly.

Action: Mary Berkeley-Agyepong

15. Date of Next Meeting

The date of the next meeting was agreed as Thursday 27 September 2018 at 6pm, and GC passed on his apologies for the meeting.