

**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 18 July 2019 at 6.00 pm.

**Members present:**

Robert Devlin (RD)	Headteacher
Michael Swadling (MS)	Co-opted Governor (Joint Vice Chair) – Chaired the meeting
Ekta Sareen (ES)	LA Governor
Des Ogg (DO)	Co-opted Governor – By phone (Finance Report – Item 5 only)
Petra Jones (PJ)	Staff Governor
Emmanuel Preprati (EP)	Parent Governor
Jawaid Syed (JS)	Parent Governor

**In attendance:**

Mel Brown (MB)	Clerk
Kurt Ringmo (KR)	School Business Manager

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

MS welcomed everyone to the meeting.

Apologies and accepted were received from Graham Cluer and Patricia Salami.

Cadian Oviawe was absent without apologies.

**2. Quorum**

The meeting was quorate with seven governors present.

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

No interests were declared.

**4. Approval of Previous Minutes**

The minutes of the meeting held on 27 June 2019 were tabled and it was agreed to review the actions and any matters arising, and to approve the minutes at the September 2019 meeting.

**Action: Mel Brown**

Governors requested that JS's attendance be changed to show that apologies were submitted rather than him being absent.

**Action: Mel Brown**

Matters arising from previous meeting

There were no matters arising from the minutes.

Action list

No.	Action	Status
2	Present update finance skills matrix at the September meeting	To be referred to the Resources Committee
4	Clerk contact Octavo to find a replacement for DO and KF	Emails have been sent to Octavo (copied to PS) with no response.
5	Meeting with Octavo and SBM to discuss the three-year plan in more detail and to chase up information on the two debtors in 2018/19 end	Meeting held. Felt it was not necessary until outcome of restricting is known.

	of year budget report	<p>Debtors: previous afterschool club have agreed to paid by the end of term. Other related to a phone bill from the caretaker's house has been resolved.</p> <p>Keep open until ACL have paid. Refer to the Resources Committee</p>
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## 5. Finance Report

### Accounts Summary

DO presented the Q1 figures and advised the year-end forecast was projecting an overall revenue deficit of £240,929, which was a worsening of the forecast by £98,078 since the original budget was set.

DO reported that the situation had arisen as a result of the staff restructuring which takes effect from September 2019 and advised that the changes had yet to be verified to Octavo by the school. The increased costs were also noted to be attributable to the changes in the support staff pension rate which had increased on 1st April 2019 by 1% to 16.1% and had added a further £20,000 to the initial budget.

Governors queried the cost of the restructuring and were advised that the original provision of £80,000 costs had increased by a further £100,000 following consultation with HR. Governors noted that according to the original plans the staffing restructure should have already been completed, but that due to delays those who were affected by the restructure were being paid until September 2019.

DO advised that whilst the revenue income has not changed the support staff budget had increased significantly to £180k.

The Energy Team at Croydon are continuing to work on the previous year's invoicing for gas and electricity, and the school should begin to see invoices coming in covering the periods May 2019 onwards on a monthly basis.

Following correspondence between the rates department and Winterbourne Junior Girls School, there will be no charge for the £30,000 being carried in the accounts from previous years, so Octavo had accounted for this in the June quarterly report.

Governors queried whether the school could ask for a contribution towards the deficit from the Schools Forum and were advised that this avenue was no longer available as there were a number of schools with financial challenges.

Governors queried whether an application could be made to the LA for additional funds and were advised that there was unlikely to be any additional funding available and that the Resources Committee would need to review the matter in more detail and to also consider any other ways of generating income.

A discussion was had concerning the reasons for the school's financial challenges and it was noted that there had been a significant decline in school roll which had accounted for £463k in reduced income. Work needed to be done to raise the school profile and pupil numbers. RD highlighted that the one of the aims of the Summer Fair was to help with this.

The Governing Body agreed that a recovery plan needed to be drafted as a matter of urgency and referred the matter to the Resources Committee to draft along with a three-year plan.

**Action: Resources Committee**

### Budget Summary

The Budget Summary Report was noted.

#### Cashflow Report

DO spoke about the impact of the school's worsening finances on cashflow and asked that both the school and Governing Body remained mindful of this.

#### June Quarterly Report

DO presented the June Quarterly Report which included narrative around some of the significant variances. The Governing Body reviewed and approved the Quarterly Report which was signed by MS.

### **6. School Vision, Mission Statement, Motto, Learning Values and Tag Line**

RD presented the following which were part of an introductory letter from the Headteacher:

#### School Vision Statement

To provide high quality teaching and learning which inspires, motivates and engages all children to become life-long learners.

#### School Mission Statement

We believe that high expectations, respect and a love of learning, contributes to success in school and in later life. Through our engaging curriculum, personalised learning and supportive community; we enable our pupils to flourish, feel safe and believe in themselves.

#### School Motto

Inspire, Learn, Be Proud.

#### Learning Values

Creativity  
Achievement  
Responsibility  
Engagement

#### Tag line

'Together we .... **care.**'

RD advised that the above was still in draft and would be finalised and published on the website in September. RD advised that the vision was around driving up the standards of the school. RD gave an overview of some of the initiatives that he was introducing which included a Forest School using the garden area of the caretaker's house.

Governors queried whether 'together we care' was an appropriate tag line and a discussion was had in this regard. RD agreed to review this. Governors were asked to send any comments to RD.

**Action: Governors**

### **7. Headteacher's Update**

RD tabled a report which gave an overview of the recent SATs results, and it was agreed that improvements were urgently needed. RD reiterated some of the interventions in place as outlined in the June Headteacher's Report. Governors noted that the new Teaching Achievement and

Learning Committee have been given the responsibility of monitoring progress, attainment and achievement more closely.

RD spoke about the staff ratio to children in the nursery which were noted to be 2 adults for 26 children (and within the recommended guidelines). RD advised that the nursery needed at least two extra members of staff in order to be more effective and pointed out that the nursery GD results were 10.5 and above the national average. Governors were advised that the High Needs Funding received did not cover the full cost of supporting nursery children and that there were a number of them who needed additional support and that two fixed term staff were needed to work with the high needs children. These staff would be allocated to named children and would leave when the child/ren did.

Governors questioned the request for additional staff at a time when the school was facing significant financial challenges. A query was raised as to whether the school could review its model to focus on high needs children which would then come with additional funds, and it was noted that the LA rejected a significant number of ECHP applications which could present a problem.

RD appealed to governors for additional nursery staff by stating that extra funds were not being requested to increase the SLT but to support children and advised that the school was on track to improve its Ofsted rating, and would be carrying a deficit for a few years in any event which would be managed via a deficit recovery plan.

The Governing Body noted that there six additional staff to be recruited that was in the budget and discussed RD's request for an additional two members of staff at length, which included continued references to the school's worsening finances. Governors resolved to approve the recruitment of 1 additional WTE member of staff for the nursery on a fixed term basis for one year. RD was requested to present a robust written business case for any additional requests for staff, to be presented to the Resources Committee in the first instance.

**Action: Robert Devlin**

#### **8. Pupil Premium Plan Spending Grant April 2019 – March 2020**

RD presented the 2019/20 Pupil Premium Grant Spending was totalled £82,327 (as based on the 2019 census). Governors noted that the plan was to spend the money on:

- Support staff
- Pastoral support through intervention like drawing and talking therapy, social skills groups and Lego Therapy
- Education Welfare Officer
- School Uniform
- Subsidise afterschool club places
- Educational Visits
- Reading promotion
- WOW experiences
- Toy Library and;
- Contingency for unforeseen priorities and expenses throughout the year

RD advised that whilst the pupil premium (PP) population had increased to 18.2% PP would continue to be a focus for the school as the numbers were almost certainly too low. Governors asked how much more could be claimed and RD advised that the school could potentially claim up to £17k more. RD reported that parents were being incentivised in this regard. Governors queried the reasons why more eligible parents had not sign up for FSM and RD advised that it could be due to the stigma. It was noted that FSM take up at the school was historically low.

RD advised that he wanted to recruit a Pupil Premium Mentor (PPM) at a cost of £25k. Governors queried whether this was included in the £82,327 and was advised that it was. Governors asked about the duties of a PPM and were advised that their role would be identify and support pupil premium children in their learning, and to ultimately help to close the gaps.

Governors asked about PP data and whether the school could demonstrate where there were gaps and RD gave a number of examples of where this was the case. RD advised that more needed to be done for PP children and reminded governors that the inclusion team had been reduced from 29 to 0. Governors questioned this and were advised that whilst staff had a variety of titles, they were not 29 WTE in strength and that, the school had lost a significant number of members of staff through redundancies and resignations. RD reported that if staffing levels dropped any further the school would face difficulties going forward.

Governors asked about the funding of one to one support for SEN children and were advised that the school was expected to fund the first £6k and that there were a number of children with learning differences who received no funding at all.

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

There were no matters to report under this item.

## **10. Governor Visits**

The Governing Body received the Safeguarding Visit Form that had been completed by GC following a visit to the school on 10 July 2019, and noted that the following recommendations had been made:

- Consider any update to KSIE and review our safeguarding policy
- Consider staffing needed to support SEND pupils

RD was asked to report back to the Governing Body in this regard.

**Action: Robert Devlin**

A conversation was had about the frequency and consistency of visits and MS agreed to draft a Governors Visit Rota.

**Action: Michael Swadling**

## **11. Training and Development**

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

## **12. Any other Business**

MS noted that new governance structure would be introduced from September 2019 and the following committee membership was agreed:

### **Teaching, Learning and Achievement**

- Graham Cluer
- Cadian
- Jawaid Syed
- Robert Devlin
- Petra Jones

### **Resources**

- Ekta Sareen
- Mike Swadling
- Emmanuel Preprati
- Robert Devlin
- Kurt Ringmo (in attendance)
- Octavo to be invited by Kurt Ringmo (in attendance)

PS to attend all Governing Body meetings with committee meetings being optional or by invitation.

**13. Review of the Meeting**

The governing body noted that it was important to ensure that school was able to balance its finances, that teaching and learning continued to be improved and that securing the future of the school remained a priority.

**14. Dates of the Next Meeting**

2019/20 meeting dates were referred back to RD and MB to discuss and amend. MB to circulate the final version.

**Action: Mel Brown**