

## 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 March 2019 at 6.00 pm.

### Members present:

Robert Devlin (RD)	Headteacher
Graham Cluer (GC)	Co-opted Governor (Joint Vice Chair) – Chaired the meeting
Michael Swadling (MS)	Co-opted Governor (Joint Vice Chair)
Cadian Oviawe (CO)	Parent Governor
Ekta Sareen (ES)	LA Governor (arrived at 7pm)
Des Ogg (DO)	Co-opted Governor
Petra Jones (PJ)	Deputy Head

### In attendance:

Mel Brown (BA)	Clerk
John Fennell (JF)	JCA (item 6)

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

GC welcomed everyone to the meeting.

Apologies and accepted were received from Patricia Salami and Kenny Fraser. Emmanuel Preprati and Jawaid Syed were absent without apologies.

### 2. Quorum

The meeting was quorate.

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

No interests were declared.

### 4. Governing Board Business

RD reported that PJ had been elected as staff governor for a term of 4 years (28.03.18 – 27.03.22). PJ was warmly congratulated on her successful appointment.

### 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

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

#### Action list

	Action	Update
1	Start to implement the actions from the first grievance report	In progress.
2	Invite Councillor Kabir to the next school assembly (MS to give RD Councillor Kabir's contact	RD meeting with Cllr Kabir on 1 May 2019.

	Action	Update
	information)	
3	Identify a project / event which Councillor Kabir can sponsor	In progress
4	Ensure that all governors have signed the 2018/19 code of conduct and register of interest	Code of conduct circulated at the meeting. Close
5	Safeguarding Policy to be presented to a future meeting	On agenda (item 13). Close
6	Present proposal on Deputy Head pay	To be discussed with RD. Close.
7	Complete the SFVS	On agenda (item 6). Close
8	Start the end of year and draft budget for next year	In progress. To be presented at April 2019 meeting
9	Review the SIP before the end of the Spring term (RD to send updated copy to KF)	Complete. Copy to be sent to CO for review and full version to be presented at May meeting.
10	RD to complete a register of interest form	Complete. Close
11	Email governors with result of the staff elections	Discussed at meeting (item 4). Close
12	Recruit a permanent SBM	Advert placed. Interviews scheduled to take place on 5 April 2019. Close
13	Present draft budget and 3-year plan at March meeting	3-year plan in progress. Budget on the agenda (Item 6)
14	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	Visit scheduled to take place on 2 April 2019
15	Update on progress reviews and associated actions to be provided at the March meeting	Complete. Close
16	Update on teaching and learning and support for teachers to be provided at the March meeting	Covered in the Headteacher's Report (item 7). Close
17	Ensure that permanent SBM has health & safety compliance training	Advert for permanent SBM in progress
18	Clerk to add health & safety to future agendas	Complete. Close
19	Ensure caretaker completes legionella and asbestos training	Complete. Close
20	Obtain more info on the level 2 food hygiene training, cost and commitment to see whether all TAs need to be trained	Complete. Training to take place following staffing restructure. RD advised there was no concerns about school's exposure in this regard. Close
21	Invite EP to the school health & safety meetings	RD EP but no response. RD to continue to invite EP to future meetings. Close
22	Transfer fire safety actions (from the handover note) to the interim SBM	Complete. Close
23	Organise training for staff on the different fire extinguishers.	Those staff that volunteered had already completed the training. Close
24	Ensure school is fitted with smoke detectors (to be actioned after visit from the LA's architect)	Visit scheduled to take place on 2 April 2019
25	Ensure matters relating to the rates are passed over from JCA to Octavo to follow up	In progress
26	Arrange a waste management contract is in place for the start of April	Contract in place. Close
27	Check that the school had a contract in place for all services it is paying for	Complete. Close

	Action	Update
28	MS to follow up GDPR actions on handover note with the interim SBM	Complete. Close
29	Premises Manager to provide regular reports to governing body meetings	Complete. Close
30	Resolve queries relating to the use of the WNIS caretaker for all catering matters, and agree a way forward with WGS	RD has contacted WGS to agree a way forward.
31	School workforce consensus – correct errors identified on SIMS	RD to contact WGS for clarification on errors identified
32	Feedback outcome on next audit of the single central register	Audit carried out. DBS checked needed for MB and CO
33	Provide a report on afterschool provision at the March meeting, and review SCL's terms and conditions to see whether they meet the needs of the school	On agenda (item 14). Close
34	Ensure current after school Provider pays any outstanding monies by the end of the contract	Invoice sent to Provider.
35	Circulate a copy of the Octavo Spring newsletter the February minutes	Complete. Close
36	Look into videoing the parent training sessions (creating a webinar) and posting them on the school website and upload the PowerPoint presentations from these sessions are uploaded to the website.	Power point presentation has been uploaded. Webinar's still being investigated.
37	Revisit the use of 'dojo' to ensure consistency	In progress
38	Adapt parent engagement plan into a format which can be included in the school newsletter	In progress
39	Upload Intimate Care Policy to the website	Complete. Close
40	Headteacher's Report and SPRM Report to be presented to March meeting	On agenda (item 8). Close

## 6. Finance

DO and JF presented the report and highlighted the following:

- Latest estimate of in year **surplus**/(deficit) B01 £86271
- Latest estimate of in year **surplus**/(deficit) B06 £20000
- Latest estimate of in year **surplus**/(deficit) Total £106271
- Latest estimate of bottom line **surplus**/(deficit) B01 £79496
- Latest estimate of bottom line **surplus**/(deficit) B06 £20000
- Latest estimate of bottom line **surplus**/(deficit) Total £99496
- **Improvement**/(Worsening) of final c/fwd latest est v Jan est £28850
- Note re £28850 calculation: Jan est £70646 v Feb est £99496

The improved position of £28850 since the January report is the result solely of the forecast budget variances. There are no virements at this late stage, as these are not usually done after Q3. As the end of the year approaches, it is becoming clearer to see what areas might have savings.

## January Monthly Outturn

The most significant variance were noted as:

**I03 SEN Funding** – A recent meeting with the SENCO has confirmed that a number of EHCP's have been approved, with a varying range of start dates in the autumn and spring terms. There is no sign of the funding yet and it probably won't arrive before the end of the financial year, but the school will accrue for any outstanding monies.

**E01-E11 Staff Costs** – There are a number of fairly small variances in the staffing area, that amount to a total of £10823.

**E19/E22 Curriculum Area/Admin Supplies** – The net saving across these two headings is £4012. The reason the variances are quite large is that the budget had curriculum and non-curriculum photocopying would be spilt, but it has all gone to E19 (curriculum). The actual net saving is a mix of different budget lines savings.

**E27 Bought in Services Curriculum** – The projected saving here is largely based on the sports premium budget.

The final carry forward could exceed £100000. There is still no capital expenditure shown, which could also be a fair sum which will be ringfenced and allocated back to the 2019/20 budget.

Governors were pleased to note that the outstanding query in relation to the 2017/18 and 2018/19 rates had been resolved and that the two schools (WNIS and WGS) had received confirmation there are no outstanding liabilities. This means that WNIS can release the £30,000 accrual in the accounts, just in time for year-end. The governing body noted that going forward WNIS still had a responsibility for its share of the rates for the site, in case there are any funding shortfalls/difficulties in the future, and that the split (proposed by WGS as WNIS 64%: 36% WGS) is still to be agreed.

## Initial Draft 2019/20 Budget

The headline numbers were:

- 18/19 Overall projected carry forward - **surplus**/(deficit) £99496
- 19/20 In year balance B01 - **surplus**/(deficit) (£103560)
- 19/20 In year balance B06 - **surplus**/(deficit) £20000
- 19/20 In year balance total - **surplus**/(deficit) (£83560)
- 19/20 Overall bottom-line balance - **surplus**/(deficit) £15936

The budget position for next year is as expected quite challenging, following the funds received in 2018/19 from the LA Contingency Fund (£130k) and Pupil Mobility (£40k). With pupils' numbers also declining, governors noted that it was always going to be difficult to set a balanced budget.

The large projected carry forward from the current year (£99496) is keeping the school out of a bottom-line deficit. This will not be sustainable moving forward, unless there is an upward curve in pupil numbers and/or some much needed extra funding from the DfE.

JF advised that the plan is to present the final version at the April which will include the final carry forward and any other changes that need to be made. Governors noted that the overall bottom line is a surplus was positive for now and asked if the figures took into consideration the staffing structure and lower pupil numbers. JF advised that these figures needed to be reviewed in more detail and the budget amended.

A discussion was had about the need to increase pupil numbers and engage with the local community in this regard. RD reported that this was in progress and that the school is reviewing its offer to ensure it meets the needs of the local area and also linked with the school's vision. RD spoke about reviewing the school's teaching and learning needs alongside the financial overlay.

Governors asked that all requests for increased resources (staffing or otherwise) were fed into the budget setting process.

Governors asked whether there was a cost analysis and were advised that this is being reviewed on a continuous basis but that a run rate was needed from September.

Governors asked about the audit of the voluntary fund and where donations were logged and were advised that it was logged in the school's accounts as a donation.

### SFVS

The governing body reviewed the SFVS which had been completed by the DO. Governors asked about question 6 (Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, e.g. on sick leave?), and were advised that the school met this criterion even though the finance staff were interim staff. Governors also noted that the school finance team are being supported by JCA and Octavo.

A question was asked about the financial skills audit and it was agreed this should be presented to the governing body in September.

**Action: Des Ogg**

The governing body resolved to approve the SFVS. GC signed the document and handed it to RD to send to the Local Authority.

**Action: Robert Devlin**

### Handover to Octavo

JF advised that he was arranging to meet with Octavo to complete the handover and would complete the year end accounts, the 2019/20 budget and 3-year plan. JF agreed to forward the Clerk the additional extra data on the forward plan to circulate to governors.

**Action: John Fennell**

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

The governing received the previously circulated Headteacher's Report and highlighted that the quality of teaching and learning required significant improvement. RD reported that he did not agree with some of the previous judgements. RD gave an overview of the resources the school needed to make improvements to teaching and learning, and governors asked RD to feed this into the budget setting process.

**Action: Robert Devlin**

### School Improvement Plan (SIP)

RD advised that he had met with KF to discuss the SIP. The governing body requested that the SIP was sent to CO to review from a teaching perspective, and that it was presented to the May meeting for review and discussion.

**Action: Robert Devlin and Cadian Oviawe**

### SPRM

The notes from the meeting held on 4 March 2019 were received. RD reported that the school remained at amber / green and that action is being taken on the recommendations provided and the Ofsted judgement. GC reported that he was present at the meeting. CO was asked to join the Summer term meeting if available.

**Action: Cadian Oviawe**

## **8. Chair's Action**

The governing body spoke about the frequency of governing body meetings and the need to establish a committee structure with a focus on teaching, learning and achievement, and resources. GC agreed to discuss the matter further with PS and MS.

**Action: Graham Cluer**

## 10. Health & Safety Update

RD reported on the following works:

- Broken glazing in the Lions class (old prefab) was replaced
- Door closers to be replaced by contractor
- Rolling programme of installing door guards is taking place across the school
- Broken furniture had been disposed

The governing body resolved to note the report.

## 11. Premises Update

The following update was provided:

- Skylab roof leak repaired
- Pabulum kitchen (costs shared 50/50 with WGS):
  - New water softener for dishwasher
  - Smoke/heat detector battery replaced
- All certificates and testing records for the school are up to date and available to view
- Drainage blockages have occurred twice (Nursery and Main School) – cost £300 x 2. School to monitor frequency going forward.
- Daily fire and security checks carried out by Head Caretaker
- New boilers installed in Jenden building boiler house. Awaiting commissioning and handover. ClearGlow (contractor) visiting school Saturday and Sunday 30 and 31 March to carry out survey in preparation for the 2<sup>nd</sup> phase works to be carried out in summer 2019 (pipes, radiators).

RD provided an update on the NICEIC Action Plan and advised:

- The school had rectified the high ZS reading problem in old pre-fab building (C1 priority on NICEIC report)
- The school has been liaising with Croydon Council regarding the actions points from the report.
  - 3 quotes for works received
  - Meeting with Council on 2 April to discuss quotes, funding and timeline

Governors received the updated Premises Action Plan which outlined the progress against the recommendations in the Condition Survey Report.

The governing body was pleased to note that the caretaker has attend Water Management training (legionnaires) in March 2019 and also completed an on-line training for Asbestos Awareness.

The Management Policy for Contractors Working on Site is estimated to be completed by the end of April 2019.

**12. Safeguarding Policy**

The policy was noted to be based on the Local Authority template. The governing body asked that in the future names were added to the appendix rather than in the main body of the policy. The governing body resolved to approve the policy without any amendments.

**13. After School Provider**

RD advised that he had met with the Provider and was satisfied with the outcome of discussions. RD gave an overview of the activities they will be providing.

Governors received the policies of the Provider as circulated by RD and noted that it is the role of the management team to review these policies and ensure the operations of the Provider are in the best interest of the children, robust and compliant with best practice and statutory guidance. RD agreed to circulate the details of the Providers website and to introduce them to parents via the newsletter.

**Action: Robert Devlin**

**14. Staffing Restructure**

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**15. Training and Development**

Governors were encouraged to access the training provided by Octavo. CO was encouraged to attend the New Governors course.

**Action: Cadian Oviawe**

**16. Federation**

GC reported that WGS had declined the proposal to Federate at this time but had indicated this was something that might consider in the future. Governors agreed there was a need to think carefully about the future of the school and to discuss this in more detail at the next meeting.

**Action: Mel Brown**

*Nb. RD and PJ left the room during this item and were informed of the outcome on their return.*

**17. Any other Business**

There were no other urgent matters of business

**18. Review of the Meeting**

The governing body noted that it was important to ensure that actions from the previous meeting were implemented, an appropriate budget is set and that the staff structure supported the teaching and learning needed at the school.

**Action: Robert Devlin**

**19. Dates of the Next Meeting**

The date of the next meeting was noted as 25 April 2019. Items for the agenda were agreed as:

- Teaching and Learning Update (to include the outcome of pupil progress meetings)
- Future of the school (to include changes to the governance structure)
- Year-end and 2019/20 budget
- Outcome of architect visit on 2 April 2019
- Staff restructure
- Training and development

**End**