

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 23 September 2019 at 6.00 pm.

Members present:

Robert Devlin (RD)	Headteacher
Petra Jones (PJ)	Staff Governor
Cadian Oviawe (CO)	Parent Governor
Patricia Salami (PS)	Co-opted Governor (Chair)
Ekta Sareen (ES)	LA Governor
Michael Swadling (MS)	Co-opted Governor (Joint Vice Chair)

In attendance:

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

1. Welcome, Introductions and Apologies for Absence

PS welcomed everyone to the meeting.

Apologies were received and accepted from Graham Cluer and Emmanuel Preprati. Jawaid Syed was absent without apologies.

2. Quorum

The meeting was quorate with six governors present.

3. Declaration of Interest / Register of Business Interest

No interests were declared.

4. Elections

The clerk had requested nominations for the role of Chair and Vice Chair in advance of the meeting.

Chair Election

PS was nominated, seconded and duly elected as Chair.

Vice Chair Election

GC and MS were nominated, seconded and duly elected as joint Vice Chairs.

5. Governing Body Business

Code of Conduct

The Code of Conduct was adopted and signed by governors. GC had provided signed confirmation of his approval in advance of the meeting.

Disqualification Declaration

The Disqualification Declaration was signed by governors. GC had provided his signed disqualification declaration in advance of the meeting.

Register of Interest

Governors signed the register of interest. GC had provided his completed form in advance of the meeting.

Standing Orders

The governing body approved the Standing Orders as revised by Octavo.

Governor Expenses Policy

The governing body approved the Governor Expenses Policy.

Constitution

The Constitution was noted as:

- 1 LA governor
- 3 parent governors
- 1 staff governor
- 1 headteacher
- 6 co-opted governors

The governing body discussed the Constitution and agreed not to request any changes in this regard.

Governing Body Membership

There were three co-opted governor vacancies noted. Discussions were had pertaining to the skills required and it was agreed that candidates with the following skills were needed:

- Data
- Finance
- HR
- Teaching and Learning (education)

PS agreed to follow up with Octavo.

Action: Patricia Salami

Link Governors

The following link governor responsibilities were agreed.

Name	Link area
Cadian Oviawe	Curriculum, data and attainment
Patricia Salami	Mental health and wellbeing
Michael Swadling	Inclusion, HR, RSE/RE, SEND
Graham Cluer	Child Protection, Safeguarding, CLA
Emmanuel Preprati	Premises, health & safety
Petra Jones	Governor training and development

Name	Link area
Jawaid Syed	Finance

6. Approval of Previous Minutes and Matters Arising

Minutes of 27 June 2019

The minutes were reviewed, and the following amendments made:

- Change wording from:

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

To the following:

‘DO advised that whilst the revenue income has not changed the support staff had increased significantly to £180k which related to an increase in restructure costs’.

Subject to the above, the minutes were agreed as an accurate and true record of the minuting.

RD advised that he has started drafting the three-year recovery plan and had discussed the draft with the LA the previous week. RD advised that the Director of Education was supportive of the content and had noted the actions the school were taking in relation to increasing pupil numbers. Governors noted that the school would need a licence for the deficit, of which between £185k and £230k were directly related to the restructure. Governors noted that they had not been involved in the drafting or had sight of the plan. Governors asked for details of what was in the plan and when it was projected that the school would break even or generate a surplus. RD reported that the school was unlikely to achieve surplus within 3 years and would likely make a saving of up to £80k each year and that it would take up to 5 years to breakeven. The increased deficit was noted to be mainly due to the cost of the restructure and a declining school roll. It was noted that the school could only present a three year plan.

Governors asked whether the additional seven staff which had recently been recruited had been mentioned at the meeting with the LA. RD advised that the projected expenditure for school had been presented but not the detail behind it. RD reminded governors that the school had a statutory requirement to provide for SEN children. Governors advised were in agreement with this but noted there were a range of ways this requirement could be met. RD advised that four EHCPs had recently been rejected with the school having to foot the cost of providing the ongoing support. RD was asked to present a copy of the recovery plan at the forthcoming Resources Committee.

Action: Robert Devlin

Governors asked whether the debt from ACL had been paid and were advised it had. An update was given in this regard and the governing body were advised that the starting date of the new afterschool club had been postponed as there were no children attending. Governors asked what had been done to promote the new afterschool club and were advised that they were invited to the summer fair but did not turn up. RD reported that they had not been proactive in generating new business and advised that most families continued to use ACL. A parent governor advised that more needed to be done to promote their services and advised she had not received any communication. It was suggested that flyers needed to be placed in children’s book bags. RD asked for details on why ACL were no longer being used and for agreement to contact them to discuss potentially returning to the school. Governors gave a brief overview on some of the issues with ACL and noted that the operation of afterschool care was management function. RD was advised to contact MBA for more information before deciding on how best to proceed.

RD gave an update on the school vision, mission statement, learning values and tag line. Governors were advised that these had been shared with staff who had positively responded to

the draft. Governors asked about the tag line which they had asked RD to review and were advised staff were happy with the tag line 'Together we care'. Following discussions about how best to ensure the tag line was more geared towards a school environment, it was agreed to change the tag line to 'Together we can'.

Action: Robert Devlin

Minutes of 18 July 2019

The minutes of the meeting held on 18 July 2019 were reviewed at length and the post meeting note removed.

RD disputed the accuracy of the minutes pertaining to the recruitment of one additional member of the nursery team for a fixed term period of one year. RD reported that it was his recollection that the governing body had agreed he could recruit seven additional members of staff. A lengthy discussion was had by members who were present at the meeting.

Governors and the clerk recalled a request being made for two additional nursery staff and that one was agreed (on a one-year fixed term basis) with the proviso that any future requests would be made via a business case to the Resources Committee. RD's recollection was that approval was given for the school to recruit seven new members of staff.

The clerk reminded the Board that governors had previously given her permission to use a livescribe pen which also records meetings, and it was noted that the recordings were usually retained until the minutes of a meeting had been approved. The governing body asked the clerk to email the recording to PS, MS and RD.

Action: Mel Brown

Post meeting note:

Following a review of the recording it was noted that RD had advised that six new members of staff had been budgeted for and that a request was made by RD for two additional members of nursery staff. The governing body agreed the school could recruit one additional member of staff for the nursery on a fixed term period for one year. RD was asked to make any further requests for additional staff via a business case to the Resources Committee.

7. **Actions**

	Action	Update
1	JS's attendance be changed on 27 June 2019 to show that apologies were submitted rather than him being absent.	Complete
2	Recovery plan to be drafted as a matter of urgency and referred the matter to the Resources Committee to draft along with a three-year plan	On Resources Committee agenda
3	Governors were asked to send any comments on school vision, mission statement, learning values and tag line RD.	No comments received. Item on agenda
4	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	Discussed under item 6
5	Consider any update to KSIE and review our safeguarding policy Consider staffing needed to support SEND pupils	Action complete
6	MS agreed to draft a Governors Visit Rota	On agenda

	Action	Update
7	MB to circulate the final 2019/20 calendar of meetings	Complete

8. Headteacher's Report

School Self-Evaluation

RD presented the SEF which contained the following:

- Introduction to the school
- Areas for whole school development
- Strengths and areas for development in the following areas:
 - Achievement
 - Teaching
 - Behaviours and safety
 - Leadership and management
 - Overall effectiveness

Governors noted the appointment of an Education and Welfare Officer (EWO) and queried whether the school had one previously. RD advised that the school had a EWO but that he had a scheduled annual meeting with the service provider to discuss the provision and agree who would support the school this academic year. The meeting would also include discussions on a possible extension of the contract.

Governors asked about Target Tracker (TT) and whether there was a cost involved. RD reported that TT had replaced SIMS and gave an update on the benefits of TT. RD advised that the cost was £1,200 and would be taken out of the curriculum budget. Governors asked who inputted the data into TT and were advised that teachers were required to do this. Governors noted that TT had a data analysis tool.

Governors asked whether all staff had received child protection training and were advised that it was done during the recent INSET days.

Governors asked about Conerstones and were advised that it was an online platform to support the development of the curriculum.

Updated School Improvement Plan

RD presented the SIP and advised that it had been put together using templates taken from outstanding schools. Governors received the update SIP and noted that it was a lengthy document with a significant number of actions and milestones. A query was raised as to whether the plan was overly ambitious and deliverable. RD advised that the SIP had been reviewed by a 'super head' and was found to be robust. Governors queried whether there were any mini milestones that could be built in. RD advised that he felt the plan was deliverable and that there were robust plans in plans to ensure delivery. Governors advised that the SIP would be closely monitored.

Governors asked whether staff developed their own curriculum plans and were advised that they did but if there were problems PJ would provide support. CO noted that joint planning helped to improve teaching and learning. PJ reported that she had an overview of the curriculum plans for the whole school all of which had been shared with all staff.

Governors were concerned that the plans for whole school development contained too much detail and asked RD to outline the focus for the next 6 months. RD reported that the top three areas of focus were on improving the statistics, staying in budget and preparing for Ofsted.

Current Staffing Plan

To be circulated and presented to the Resources Committee.

Action: Kurt Ringmo

SIA Summer Report

The governing body received the minutes of the School Progress Review Meeting held on 14 May 2019 and noted that the report was largely positive with the school being rated amber/green. RD advised that he had been advised the school as closed to green but was given an amber/green rating as there were concerns with some staff. It was hoped that the rating would be changed to green after the next visit. Governors spoken about when the next Ofsted visit was likely to take place and RD advised it would probably be in March. Governors were pleased to note that RD was organising mini Ofsted interviews to be held with the SIA.

Update on School Values and Mission Statement

Discussed under item 6.

9. Chair's Action / Update

PS gave an update on Governor Space and encouraged governors to visit the website and sign up for the online training. PS agreed to circulate the website information after the meeting. An update was given on the Erasmus+ training. Governors noted that attendance at a residential course in Finland would be required alongside a post residential meeting. Governors were encouraged to sign up.

Action: Patricia Salami / Governors

10. Safeguarding

PS presented an update from GC on Operation Encompass and advised on the following:

- The school has successfully signed up to Operation Encompass
- GC has a working knowledge on the principle of Operation Encompass
- Parents would be receiving the template letter (statutory) which will also be made available on the school website
- RD is in the process of editing the school prospectuses to include related key information (statutory)
- The school website will be update to include the key statutory information

Governors resolved to note the update.

11. Training and Development

Governors received the 2019-20 Octavo training programme and PS encouraged governors to sign to any relevant courses. It was agreed that all new governors needed to attend the induction programme. The clerk reminded governors of the annual bespoke training session offered by Octavo and it was agreed to discuss how this would be used at the next meeting.

Action: Governors

12. Governing Body Committees

ES was appointed as Chair to the Resources Committee and CO was appointed as Chair of the Teaching Learning and Achievement Committee. The membership of the committee was reconfirmed as:

Teaching Learning and Achievement

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

Resources

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

Terms of Reference

The terms of reference were reviewed and it was agreed that each committee should undertake a review at their first meeting.

First Agendas

The draft agendas were agreed without amendments.

13. Governors Visits

Governors Visits Policy

Subject to the removal of the duty governor section. The governing body approved the Governor Visits Policy.

Governor Duty Rota

MS presented the duty rota template and advised that the aim was to tie in visits with link governor responsibilities and for visits to take place on a two year cycle. The clerk felt the two year cycle was too long and did not take into consideration the fact that the school was RI and needed closer monitoring, or that safeguarding and CLA needed to be reviewed more regularly. A discussion was had about governor availability and expectations following which the governing body agreed to keep the two year cycle.

14. Any other Business

RD advised that he would like to review the budget to see whether he had made an error and had accommodated for six additional staff in the budget. He agreed to send an email to governors in this regard.

Post meeting note

RD sent an email on 25 September to advise that he had reviewed the budget and that the six additional staff had already be accommodated for at the time of setting the 201920 budget.

15. 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 continued to be a priority.

16. Dates of Next Meetings

The date of the next meetings were noted as:

- Wednesday 9 October 2019 – Teaching Learning and Achievement Committee (time changed to 6pm start). Apologies Mel Brown. Buki Asanbe to cover. Graham Cluer to be late.
- Wednesday 16 October 2019 – Resources Committee
- Thursday 12 December 2019 – Governing Body (apologies Mike Swadling)