



Winterbourne Nursery & Infant School

Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held via Zoom on Wednesday, 14 December 2022 at 6.00 pm

Members present:

Ms Patricia Salami (PS) Co-opted Governor (Chair)
Ms Petra Wigzell (PW) Headteacher
Mr Graham Cluer (GC), Co-opted Governor
Ms Tenesha Buckley-Nelson (TB) Parent Governor
Mr Paul Walker (PWa) Co-opted Governor
Mr Michael Swadling (MS) Co-opted Governor (Joint Vice Chair)
Ms Jenny Bravey (JB) Staff Governor

In attendance:

Ms Mel Brown (Clerk)

Governors noted that the meeting was being recorded only for the purpose of writing the minutes.

1. Welcome / Apologies for Absence

The Chair welcomed everyone, and apologies were received from Robert Ward, Ekta Sareen, and Edwin Alugbue. Governors noted Ekta had resigned for personal reasons, and this would have been her last Board meeting. Governors thanked Ekta for all her work for the school.

2. Quorum

The meeting was quorate.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting

The minutes of the previous meeting held on 21 September 2022 were **approved** as a correct record.

With reference to item 6, PW reported that Cadian Oviawe had been contacted, but she could not commit to joining the Governing Board at this time. Governors noted the current vacancies for one LA, one Co-opted and two Parent governors.

Action: MB to contact the LA regarding the governor vacancy and PW to organise parent governor elections after Christmas

With reference to item 8, governors confirmed that they had read the KCSiE guidance.

Action: MB to forward instructions to governors on how to report this on GovernorHub

With reference to item 10, PW reported that she had contacted the LA and informally the school was capped at four forms for Years 1 and 2. For Reception, the process was more complex, and the LA would visit in January to help complete the paperwork to progress this matter.

With reference to item 10, PW reported that alternative forms of funding would be reviewed when the budget was prepared, and no additional funding was available for the school from the LA. **Action:** Finance Committee to review funding

With reference to item 10, PS reported that RW had written to the Girls' school, but there had been no response. PW reported that the LA Compliance Officer had visited and stated that the work urgently needed completing. **Action:** PW to forward the latest correspondence to MB and MB to prepare follow up email to the Girls' school

With reference to item 10, PW reported that EA was organising establishing a bank account for donations, a text message had been circulated to parents, and the school was reaching out to the community. JB reported that a local company had donated £150, a Christmas hamper had been donated, a cash donation had been received via the Church from a lady in Norfolk, and another local church had offered donations. The Chair reminded that staff complete the correct forms regarding receipt of gifts and donations.

All other items were completed, and the action tracker was updated accordingly.

5. **Board Business**

This was discussed under matters arising.

6. **Chair's Action and Related Governors' Business/Updates**

There were no Chair's Actions.

7. **Committee Reports**

Quality of Education Committee. PWa reported that the Quality of Teaching & Learning Report for Autumn 1 had been reviewed which had highlighted the impact of Covid and the plans to address any issues. The Committee had also noted improvements to the school environment, and improved engagement with parents. Staff wellbeing had also been discussed, particularly regarding on-going SEN challenges.

A governor requested that the Committee action report included specific dates rather than a general 'as soon as possible'; MB agreed to include precise dates in future.

PWa outlined the proposed change to the terms of reference. Currently, quoracy was stated as three governors, two of whom should be non-staff governors. The proposed change was for quoracy to be three governors, one of whom was the headteacher or nominated representative. Governors discussed this, particularly that the terms of reference and standing orders included the same information and the Committee had at least two non-staff governors. **Action:** MB to update the documents and circulate to governors for comment and approval

Finance & Resources Committee. MS reported that the budget position had been reviewed, a refund from British Gas had been received, lettings had stopped as they were no longer cost effective, there was a surplus carry forward, and additional grants for pupil premium and SEN pupils had been received. There had been a general discussion regarding the challenges due to the increased number of SEN pupils. A number of policies had been reviewed, and the pay awards had been noted.

Governors noted that there had been no changes to the terms of reference which had been approved at the September FGB meeting. The revised Quality of Education Committee terms of reference (as previously discussed) would be presented to next FGB meeting. Governors **agreed** the policies approved by the Finance & Resources Committee. **Action:** PW to prepare a list of mandatory policies to be approved by the FGB

8. Headteacher's Report

PW referred governors to the Headteacher Report (previously circulated) and highlighted the following key points:

- **Pupil Numbers.** There had been an increase in pupil numbers, and there were now 403 pupils in school.
- **Staffing.** The school was full staffed and the school had recruited one teacher and a SEN TA through supply. There had been a number of absences this term, there had been no resignations, and staff training was continuing. Following a **governor question**, PW confirmed that all sickness procedures were being followed. A **governor asked** if there had been any feedback on the code of conduct and PW replied that this had been agreed by staff and all staff had accepted the dress code.
- The **SEF and SDP** had been RAG rated with a summary of the current position. The school was continuing to embed the objectives, with a focus on attendance and parental engagement (face to face workshops, parents' evening, and Christmas performances had all taken place). The Parent Action Groups were working well and were improving communication within the community. Governors noted that the Parent Comments' book would be available during the Winter Fair and comments could be added to the website.
- A **governor asked** about quality of teaching, monitoring, and appraisal. PW reported that due to the number of staff absences, formal lesson observations had not taken place but were planned for January; the ECT observations had taken place. However, informal observations and book scrutiny had taken place, and any areas of concern would have been identified. A **governor asked** why there was a 15% target for RI or below, and PW replied that this was the current position, and support and professional development was put in place for these teachers. PW agreed to move this to Low Good standard which was a more effective target.
- PW reported that the school had applied to be part of the Securing Trainee Social Workers in School programme and more information would be available in January. There were no associated costs for the school.
- A **governor asked** about a date for Prevent Training, and PW replied that this would be arranged.

9. Data Headlines

PW referred governors to the performance data headlines report for Autumn 2 2022 and highlighted that the data for all year groups was good. For Year 2, 71.2% of children were on track or higher, and the attainment for children with SEN was explained. For Year 2, 78% of children made expected progress, and there was now a separate Little Stars data to identify progress made.

A **governor asked** if the figures had been moderated. PW confirmed that these were internal figures (although an external moderation may take place at the end of the year). Staff have a moderation day termly to ensure consistency, and all procedures were followed.

A **governor asked** about the difference in progress in Reading and Writing Year 1 data, and PW replied that this related to expectations for Writing in the Autumn term. There was a discussion regarding how the data could be presented to governors, and it was agreed that a breakdown of sub-groups (including a group for those children who have been with the school since Reception) be provided, with sections for missing assessment, below, on track or higher, or higher; this data would highlight trends over the year, and year on year. PW agreed to present the data to highlight gaps and trends between groups and over time, and specific data would be provided for SEN pupils.

A **governor asked** about the possibility of comparing KS1 data with national and local data, and PW confirmed that this was included in the SDP/SEF report with attainment from 2018 and 2022. PW confirmed that, in future, the progress table would be in the same format as the attainment table.

10. School Improvement Plan / School Self-Evaluation

This had been discussed under item 8.

11. Governor Visits

Governors were referred to the three visit reports from MS for a GDPR review, Website & Social Media, and Reading & Computing. Governors noted the effective use of the school Twitter account and the proposed changes to the website. TB reported on the interaction with social media websites, and, following a post on social media about the Adult New to English classes, several parents had made enquiries.

Governors noted the action points from the Website & Social Media visit which included updating photos with current pupils and to consider updating the Meet the Teacher page with photos. PW confirmed that the website had been updated to correct the discrepancies in GDPR policies and a translate button had been added. PW reported that the person responsible for website support was not reliable and proposed that the school consider an alternative supplier. Governors supported the proposal.

MS referred to the GDPR report and governors noted the actions identified for further compliance, particularly the Information Asset register. PW confirmed that staff training on improving data and cyber security was planned for the January inset day.

Governors noted that Shelley Davies (Director of Education) had visited the school. Ms Davies had talked to staff, and PW had demonstrated how the school had addressed the issues identified by the previous Ofsted inspection, and the new systems and procedures in place. PW reported that she had then attended the Headteachers' conference with Ms Davies and this had gone well. There was a brief discussion regarding communication with the Girls' school.

12. Training and Development

Governors had received the training and development information for 2023.

MS and GS had attended the Exclusion and Appeal Panels training which had been useful.

PWa reported he had attended the Hot Topics for Governors session which had focused on Ofsted inspections. **Action:** PWa to circulate the slides from the session

PW requested that PWa or GC attend the SPRM visit to monitor school progress on 23 January 2022. **Action:** PW to send email of details

13. Any Other Business

There was no other business.

14. Review of Meeting

This item was not discussed.

15. Confidential Matters

Please refer to Part B – confidential minutes.

16. Date of Next Meeting

Full Governing Board: Tuesday, 28 March 2023 at 2pm (in-school Governor Day starts at 8am). A social event to be arranged after the Governor Day.

The Chair thanked all staff and governors and sent best wishes for Christmas and the New Year.

The meeting ended at 7.40pm

Chair _____ Date _____

Action Report

Item	Action	Lead	Update
December 2022 FGB			
4	To contact the LA about the LA governor vacancy and to hold parent governor elections after Christmas.	MB/PW	
7	To update the terms of reference and circulate to governors for comment and approval.	MB	
7	To prepare a list of mandatory policies which need to be approved by the FGB	PW	
12	To circulate the slides from Hot Topics for Governors session. To send email of details of the SPRM visit to PWa and GC	PWa PW	



September 2022 FGB			
6	To contact Cadian Oviawe regarding the governor vacancy.	PW	PW reported that Cadian had been contacted, but they could not commit to joining the Governing Board.
8	To circulate the Keeping Children Safe in Education (KCSiE) updates to governors and governors to sign and confirm they have read the document. To inform the LA of the resolution to reduce the number of community governors to five and the number of parent governors to two.	PW/Governors MB	Governors confirmed that they had read the KCSiE guidance. Action: MB to forward instructions to governors on how to report this on GovernorHub.
10	To inform the LA that the school had four-form entry capacity and confirm the process for a reduction in the PAN. To consider alternative forms of funding for the update to the nursery class. To prepare a paper outlining the current situation and proposals, and send to the Chair of Governors at the Boys' and Girls' schools. To circulate a letter to parents requesting donations.	PW Governors RW/PS EA	PW reported that she had contacted the LA and informally the school was capped for four forms for Years 1 and 2. For Reception, the process was more complex, and the LA would visit in January to help complete the paperwork to progress the matter. The alternative forms of funding would be reviewed when the budget was prepared. No additional funding was available for the school from the LA. Action: Finance Committee to review funding PS reported that RW had written to the Girls' school, but there had been no response. PW reported that the LA Compliance Officer had visited and stated the work urgently needed completing. Action: MB to prepare follow up email to the Girls' school and PW to forward the latest correspondence regarding the issue to MB PW reported that EA was progressing establishing a bank account for donations. A text message had been circulated to parents, and the school was reaching out to the community. JB reported that a local company called Gravitare had donated £150, and a Christmas hamper had been donated. A thank you note had been added to the school website. A cash donation had also been received via the Church from a lady in Norfolk. A thank you email had been sent. The Chair reminded that staff complete the correct forms regarding receipt of gifts and donations. Another local church had offered donations.
19	To investigate signing up to the monthly Grant-finder email	PW	This was outstanding.