



Winterbourne Nursery & Infant School

Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held at School on Wednesday, 21 September 2022 at 6.00 pm

Members present:

Ms Patricia Salami (PS) Co-opted Governor (Chair)
Ms Petra Wigzell (PW) Headteacher
Ms Tenesha Buckley-Nelson (TB) Parent Governor
Mr Paul Walker (PW) Co-opted Governor (from item 8)
Mr Michael Swadling (MS) Co-opted Governor (Joint Vice Chair)
Ms Ekta Sareen (ES) LA Governor (via Zoom)
Ms Jenny Bravey (JB) Staff Governor
Mr Robert Ward (RW) Co-Opted Governor (from item 6)

In attendance:

Ms Buki Asanbe (Clerk)
Mr Edwin Alugbue (EA) School Business Manager

1. Welcome

The Clerk welcomed everyone to the meeting.

2. Quorum

The meeting was quorate.

3. Apologies for Absence

Apologies were received from Graham Cluer, and it was noted that Paul Walker would be late to the meeting.

4. Declarations of Interest

There were no declarations of interest.

5. Election of Chair and Vice Chair

A number of nominations for Chair had been received for Patricia Salami. Governors **agreed** to elect Patricia Salami as Chair.

Nominations for Vice Chair had been received for Graham Cluer and Michael Swadling. Governors **agreed** to elect Graham Cluer and Michael Swadling as Joint Vice Chairs.

6. Governing Board Business

PS welcomed the new governor to the governing board, and governors introduced themselves. There was a brief discussion regarding the parent governor vacancy, and PW reported that Cadian Oviawe had shown interest in becoming a governor.

Action: PW to contact the potential governor

Governors noted that Masie Howes was no longer a parent governor, and no terms of office were due to expire.

7. Governing Board Process

- Governors were asked to complete the Annual Register of Interests and Disqualification forms and return to school.
- Governors **agreed** to the Code of Conduct, previously circulated.
- Governors **agreed** Standing Orders, previously circulated.
- The Link Governor responsibilities for 2022-23 were **agreed** as follows:

EYFS	-	Paul Walker (pending governor appointment)
Key Stage 1	-	Paul Walker
Safeguarding	-	Graham Cluer
GDPR/ICT/ SEND/ Communications	-	Michael Swadling
Finance	-	Ekta Sareen
Health & Safety	-	Robert Ward

- Governors **agreed** that the following governors would be members of the Quality of Education Committee: Graham Cluer (Chair – *to be confirmed*), Jenny Bravey, Paul Walker, Patricia Salami, and Petra Wigzell.
- Governors **agreed** that the following governors would be members of the Finance & Resources Committee: Ekta Sareen (Chair), Robert Ward, Tenesha Buckley, Michael Swadling, Patricia Salami, and Petra Wigzell.
- Governors **agreed** the terms of reference for committees, previously circulated.

8. Minutes of the Previous Meeting

The minutes of the previous meeting held on 5 July 2022 were **approved** as a correct record.

With reference to item 11 (June 2022), PW would circulate the Keeping Children Safe in Education (KCSiE) updates to governors; governors to sign and confirm they have read the document. **Action:** PW/Governors

With reference to item 6 (September 2021) relating to reducing the number of governors, it was noted that the current Governing Board membership was six community (co-opted) governors, three parent governors, one LA governor, one staff governor and Headteacher. There was a discussion regarding changing the number of community and parent governors and it was **resolved** that the Governing Board would reduce the number of community governors to five and the number of parent governors to two. **Action:** Local Authority to be informed of the resolution

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

9. Safeguarding, Safer Recruitment, and Staffing

Governors noted that the KCSiE updates would be circulated by PW, and governors would confirm they had read the document (please refer item 8).

10. Report of Headteacher

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 PW had been informed that more pupils were expected. Consequently, PW had decided to open another class in September; there were now four classes in both Year 1 and Year 2. The split for the mixed Year 1/Year 2 had been beneficial, with a greater depth class for Year 1 and the lowest 20% Year 2 class receiving targeted support. Nursery numbers were also increasing, and following a **governor question**, PW confirmed that there were four nursery classes, (two morning and two afternoon) with numbers increasing again in January and April. There was a brief discussion regarding classroom space and capacity.
- **Staffing.** The school was recruiting one SEN TA (due to increased need) and an Assistant Headteacher for EYFS. Governors noted another SEN TA may be recruited if needs increased further. The advert for the Assistant Headteacher had not yet been published, and Graham Cluer would be informed of progress.
- **Building Work.** Governors noted the building work which had been completed during the Summer, the scheduled work, and the excellent improvements to the front of the school building. Croydon Local Authority (LA) had reviewed the plans to update the nursery class to a EYFS unit and had informed the school no additional funding would be available. The cost for the work would be approx. £40k, and a meeting had been arranged with the LA to discuss further. Governors discussed the necessity for updating this classroom (particularly in order to meet the needs of the increasing number of SEN pupils), alternative sources of funding, reducing the Published Admissions Number (PAN), and the Borough-wide reduction in pupil numbers.
Actions: PW to confirm with the LA that the school had four-form entry capacity and the process for a reduction in the PAN. Governors to consider alternative forms of funding for the update to the nursery class.
- **Lettings.** PW reported that the current letting agreement generated little profit, and the school was currently looking for other community organisations who may wish to secure a letting.
- **Parent Links.** The increased number of face-to-face meetings and communication with parents (which reflected the SDP focus) were noted.
- PW updated governors regarding the proposed tarmacking of the common access area outside the school, and governors noted that this was a health and safety issue. PW had requested meetings with the three schools, but the girls' school had not agreed to meet at this time. Governors agreed that RW (as Health & Safety governor) and PS would prepare a paper outlining the current situation and proposals and send to the Chair of Governors at the Boys' and Girls' schools.
Action: RW/PS
- There were now 60 children on the SEN register, and the children with safeguarding concerns were noted. A **governor asked** if the LA were aware of the children with child protection and PW replied that they were.

- **Attendance.** The school continued to work to improve attendance and a **governor asked** if there had been any improvements this year. PW replied that there were issues for nursery and reception; there was a focus on nursery, with 'a mini hero bear scheme' to encourage attendance.
- The **behaviour incidents** and support provided in Year 1 and Reception were noted. PW reported that there were an increasing number of children in Reception not toilet trained; this was being addressed, and parents were informed of the school expectations and procedure.
- More families were asking for support for uniforms and the school had asked parents to donate and recycle uniforms. There was a discussion regarding establishing a community fund bank account to deposit donations. **Action:** EA to circulate a letter to parents requesting donations

11. Performance Data Headlines

PW referred governors to the performance data for 2022 and governors noted the progress made and that the data was comparable with national average.

12. School Improvement Plan / School Self-Evaluation

PW reported that the SDP was unchanged.

13. Budget Reports

Governors were referred to the Revenue Monitor Report for August 2022 and the following key points were highlighted:

- The codes had been reviewed to ensure that all income and expenditure had been allocated correctly.
- The projected carry forward for next year was a surplus of £87,148, and the budget was in line with projection. However, the budget would be impacted by expected salary increases and the high level of inflation.
- Refunds had now been agreed regarding the on-going issue with the girls' school.
- Only 24.3% of the budget for the year had been spent on energy, and the school may benefit from the 6-month cap announced by the government.
- A **governor asked** about high agency supply teaching costs, particularly that E26, E27, E28a and E28b totalled in excess of £200k. PW replied that this related to coding changes, was also due to the increase in pupil numbers, and agency staff was more a cost-effective option when some of the new children only stayed temporarily in school.
- A **governor asked** what had been included in the budget for a staff pay rise and it was confirmed that 7% had been allocated in the budget.
- Governors **agreed** the budget report.

14. Chair's Report including Chair's Actions

Please refer to Part B – Confidential minutes.

PS reported she had visited Norbury Manor, who now offer support to deaf children.

15. Policies

- **Pay Policy.** The staffing structure (page 25) and the terms of reference to be updated. Governors **approved** the policy, subject to the above changes.
- **Pupil Premium Strategy.** A **governor asked** about the proportion of pupils eligible for Pupil Premium funding which was stated at 24%. PW replied that this was because some parents had no recourse to some public funds and were not entitled to the funding. Governors requested that the report included the total number of children who would be eligible. A **governor asked** about funding for Free School Meals (FSMs) and PW replied that all children received FSM. PW reported that this was a three-year plan approved last year and governors **approved** the policy.
- **Pupil Premium Policy.** Governors **approved** the policy.
- **Safeguarding Policy.** Governors **approved** the policy.
- **Admission Policy.** A **governor asked** about linked schools and PW replied that this related to feeder schools. Governors **approved** the policy.
- **Finance Policy.** Governors **approved** the policy.

16. Governor Visits

Graham Cluer had completed a safeguarding visit and a report circulated. Recommendations related to the Single Central Record and DBS records for new starters; these had been actioned.

PS requested that governors visit the school termly.

17. Governor Training

The new training programme was now available, and PS recommended the induction training course for new governors.

MS reported that he would be attending the Training for Safer Recruitment and Exclusion Panel training in October.

18. Confidential Matters

Please refer to Part B – confidential minutes.

19. Any Other Business

Governors noted that Croydon was the London Borough of Culture in 2023 and funding may be available for school events. Governors briefly discussed various options which

would be investigated further, and other available grants. **Action:** PW to investigate signing up to the monthly Grant-finder email

20. Date of Next Meeting & 2022/23 Meeting Schedule

Full Governing Board – Wednesday, 14 December 2022 at 6pm at school.

Governors were reminded that Full Governing Board meetings would be held at school and committees would be on-line.

21. Close

The meeting ended at 8.09pm

Chair _____

Date _____

Item	Action	Lead	Update
September 2022 FGB			
6	To contact Cadian Oviawe regarding the governor vacancy.	PW	
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	
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	
19	To investigate signing up to the monthly Grant-finder email	PW	

