



**Winterbourne Nursery and Infant School
Minutes of the Finance & Resources Committee
and Pay Committee Meetings on
Wednesday, 23 November 2022, 6pm via Zoom**

Present:

Ms Ekta Sareen (ES), Chair (from item 3)
Mrs Petra Wigzell (PW), Headteacher
Mr Michael Swadling (MS), Co-opted Governor (Acting Chair to item 2)
Mr Paul Walker, (PW), Community Governor
Mr Graham Cluer, (GC), Co-opted Governor

In attendance:

Tenesha Buckley (TB), Assistant Headteacher
Mr Edwin Alugbue (EA), School Business Manager
Ms Mel Brown (MB), Clerk

1. Welcome and Apologies for Absence

The Acting Chair welcomed everyone and there were no apologies for absence.

2. Quorum

The meeting was declared quorate.

3. Declarations of Interest

There were no declarations of interest.

4. Election of Chair and Vice Chair

Ekta Sareen informed governors that she was resigning from the Full Governing Board, and this would be her last Committee meeting.
Governors **agreed** to elect Michael Swadling as Chair effective from the next meeting. Governors **agreed** not to elect a Vice Chair; in the absence of the Chair, an Acting Chair would be appointed for that meeting.

5. Minutes of the Meeting, Actions and Matters Arising

The minutes of the meeting held on 15 May 2022 were **agreed** as an accurate record.

The action tracker was reviewed, and updates provided as follows:

No	Action	By	When	Status
1 February 2022				
5	To request the written contract from Pabulum for review.	PWJ	2 February 2022	Complete
15 May 2022				
7	To liaise with the School Business Manager regarding timing of meetings for Board to approve the budget.	MB	ASAP	Complete

6. Terms of Reference

Governors **approved** the terms of reference which were unchanged.

7. Finance Report

EA presented the Finance Report for period 7 to October 2022 and the following key points were highlighted:

- Teaching and support staff expenditure included provision for salary increases; the additional expenditure had been offset by a £27k refund from British Gas.
- Income had been received as expected.
- Lettings had been stopped. Following a **governor question**, EA reported that lettings had been reduced and were no longer profitable. However, letting out the hall on a one-off basis may be profitable and this was being investigated.
- An overall £95k surplus carry forward was forecast. A **governor asked** about the additional grant of £94k. EA confirmed additional income had been received due to the increase in SEN and Pupil Premium pupils and a breakdown of 118 Additional Grants for School could be provided. **Action:** EA to forward a breakdown for 118 together with the additional income expected to governors. A **governor asked** about the possibility of applying for Local Authority (LA) cultural grants and PW replied that the school had not applied for these grants.
- PW requested that, due to the increased number of SEN pupils, an additional SEN teacher be recruited. PW informed governors that, in the past, Specialist TAs (overseen by the SENCO) had managed smaller groups of SEN children. However, due to the increase, this was now becoming a significant challenge and a SEN teacher would help to manage the situation. The school was currently in the position of trying to meet the needs of children, both in terms of the environment and staffing, together with obtaining the correct funding for all the SEN children. Governors noted that the school was being recommended within the Borough for children with SEN needs. PW had raised the funding challenges with the LA and informed governors that staff were experiencing considerable stress, the provision was becoming unmanageable and detrimental to children's education, the potential challenges of recruiting a SEN teacher, and, as all space was being used, the school could soon find it difficult to accommodate more SEN children.

A **governor asked** about the environment for the children with particular needs and PW replied that this could be provided but would require major works. There was a brief discussion about the impact on Health & Safety and teaching, and the possibility of contacting other schools who offered specialist SEN provision. A **governor asked** about progress regarding reducing pupil numbers and PW confirmed that this would be progressed with the LA. A **governor asked** if the cost of the SEN teacher would be offset by any savings or additional funding, and PW replied that the school needed to maintain the current level of TAs, but some additional income would be received from EHCP funding.

Governors **approved** the recruitment of a SEN teacher and Teaching Assistant.

8. Premises, Health & Safety Report

EA presented the planned capital and maintenance works for 2022/23 and highlighted the following:

- The LA had visited the school regarding the refurbishment of the toilet and adjacent building and had agreed to supply some funding for the school. Three quotations would be sent to the LA for review.
- Shelley Davies (Director of Education) would be visiting the school to review the nursery classroom conversion and subsequent educational benefits. Governors noted that the school may be able to bid for a grant for this work.
- The LA would be supplying and fitting fire doors; this work would be completed during the Easter holidays.
- The LA had visited and agreed to carry out the work on Janden building windows.
- PW reported that there had been no response from the other school regarding the car park resurface. **Action:** Update to be provided at the next meeting
- PW reported that some of thermostats had broken around school and quotations were being obtained for this and other heating issues around school. **Action:** Update to be provided at the next meeting

9. Policies

Governors reviewed the following policies. PW informed governors that these were Croydon model policies and there were no significant changes.

- Privacy Notice – Pupil and Parents
- Privacy Notice – Staff
- Recruitment Policy
- Sickness Policy
- Charging and Remissions Policy
- Complaints Procedure. A **governor suggested** that the policy be renamed Parental Complaints Procedure, and this was **agreed**. A **governor suggested** that under the section ‘Complaints About the Headship Team or Governors’, the second bullet point be amended to read “If the complaint is about the Head Teacher *in a personal capacity*, the matter should be referred to the Chair of Governors via the Clerk to the Governors.” This was **agreed**.
- Control and Management of Contractor Policy
- Fire Safety Policy
- Finance Policy
- Fire Safety Strategy
- Governors Expenses Policy
- Health and Safety Policy

A governors suggested amending the approval dates to November 2022, and MB confirmed that not all policies needed to be approved by the Full Governing Board.

Action: MB to forward the link outlining policy approval to PW

Governors **approved** the policies, subject to the agreed amendments.

10. Any Other Business

MS reported that he had visited the school in October to carry out a GDPR monitoring visit and a report had been completed.

11. Pay Committee

Pay Awards

Governors were referred to the Pay Awards report and noted that three teachers were recommended to receive a one increment pay increase back dated to 1 September 2022. PW reported that performance management reviews had been completed and targets had been met.

The reasons why salary increments for remaining staff were not awarded were noted.

A **governor asked** about the 5% pay award, and PW replied that the school was following guidance which had been received from HR. Governors noted the pay increases for support staff would be backdated to April 2022.

Pay Policy

A **governor suggested** completing the allowances outlined on Appendix 3 (page 34) with zero amounts and changing the policy date to November 2022. **Action:** MB to confirm if this policy needed to be approved by the FGB

Governors **approved** the pay awards and pay policy subject to the agreed amendments.

12. Review of Meeting

Governors summarised that the meeting had approved recruitment of new staff.

PW reported that three staff had tested positive for Covid (other staff were testing daily) and was awaiting a response regarding the current advice.

13. Date of Next Meeting

Wednesday, 1 February 2023 at 6pm

Signed

Date

Action Report

No	Action	By	When	Status
23 November 2022				
7	To forward a breakdown for I18, together with the additional income expected, to governors	EA	ASAP	
8	Update on car park resurfacing at the next meeting Update on heating quotations to be provided at the next meeting	PW		
9	To forward the link outlining policy approval to PW	MB		Complete
11	To confirm if the pay policy needed to be approved by the FGB	MB		Complete