

**Winterbourne Nursery and Infant School**  
**Minutes of the Quality of Education Committee Meeting**  
**Tuesday, 8 November 2022, 6pm via Zoom**



**Present:**

Mr Paul Walker (PWA), Co-opted Governor, Chair  
Ms Petra Wigzell (PWi), Headteacher  
Mr Graham Cluer (GC), Co-opted Governor, Vice Chair  
Mr Robert Ward (RW), Co-opted Governor  
Ms Jenny Bravery (JB), Staff Governor

**In attendance:**

Ms Mel Brown (MB), Clerk

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

**1. Welcome and Apologies for Absence**

The Chair welcomed everyone, including Jenny Bravery to her first meeting as Staff Governor. There were no apologies for absence.

Governors **agreed** to elect Paul Walker as Committee Chair, proposed by Graham Cluer. Governors **agreed** to elect Graham Cluer as Committee Vice Chair, proposed by Paul Walker.

**2. Quorum**

The meeting was declared quorate.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of the Previous Meeting**

The minutes of the meeting held on 14 June 2022 were **agreed** as an accurate record.

**5. Matters Arising and Actions**

The action points from the previous meeting were updated as follows:

- With reference to items 6 and 7 (June 2022), it was noted that the updated version of the geography presentation and the Phonics data had been circulated to governors. Action completed.
- With reference to item 8, Robert Ward updated governors on the Croydon Council Safeguarding Partnership. Action completed.
- Governors noted that the safeguarding visit report by Graham Cluer had been circulated to governors. Action completed.
- With reference to item 7 (March 2022), PWi reported that the school had trialed a new measure to assess pupil premium progress but had concluded that the data driven approach would continue to be used. PWi confirmed that the curriculum

intent statement had been updated to include support and development for more able pupils and was now on the school website. Action completed.

- With reference to item 1 (November 2021), PWi reported that the school website now included a Google translate button so parents could access the main messages in their own language. Action completed.

Following a **governor question**, PWi reported that funding had not been received for SEN nursery pupils, and this would be discussed later in the meeting.

Following a **governor question** regarding establishing a fob system for the gate, PWi reported that due to budget constraints this would not be an option, and the padlock on the gate would be permanent. PWi confirmed that there were no health & safety issues.

## 6. Terms of Reference

Governors were referred to the terms of reference previously circulated.

Governors discussed the Committee's responsibilities outlined in the terms of reference, particularly relating to data and pupil premium. PWi agreed that a data breakdown for cohorts, together with termly progress and trends from the previous year/term, would be provided in future reports. In addition, during the summer term, comparison data with Croydon/national trends would be provided. There was a brief discussion about what should be discussed at the Full Governing Board and Committees and PWi confirmed that the SDP/SEF were reviewed at the FGB, and data would be reviewed in detail by the Committee.

A governor highlighted a possible discrepancy in the definition of quorum in the FGB and Committee terms of reference and suggested that a quorum could be defined as three governors, including the Headteacher (or elected representative). MB confirmed that any change would need to be approved by the FGB.

**Action:** MB to review terms of reference and report back at the next meeting

Governors agreed to change the references to Quality of Teaching/QofT to read Quality of Education/QofE.

## 7. Quality of Teaching and Learning Report

PWi referred governors to the Quality of Education Report and highlighted the following:

### **School Overview.**

- Pupil numbers were increasing, and applications had been received for the nursery January intake.
- The school was encouraging parents to apply for Pupil Premium (PP); there were currently 89 PP pupils.
- SEN was becoming a challenge within school (discussed later in the meeting).
- Attendance was 91.5%, and the school was introducing measures to improve attendance and punctuality. PWi confirmed that the initiatives were for both nursery and infants. A **governor asked** if the 91.5% included children waiting to off-roll or included any particular year group. PWi replied that attendance fluctuated and was not related to one particular year group.
- A **governor noted** that behaviour incidents were more isolated compared to previously reports.

### **Quality of Education**

- The impact of Covid remained evident, particularly relating to limited speech of EYFS children. This was being addressed with a focus on language and speech development and enhancing and expanding vocabulary. Training was being provided for TAs to support this focus and build children's confidence.
- There was reduced writing stamina in KS1, and the Maths curriculum had been slowed down to focus on the understanding of number.

### Teaching, Learning & Assessment

- All areas were being embedded as the systems implemented were working well. Joyce Lydford (the SIA) had recently visited the school and PWi reported that the visit had been positive, and Joyce had commented that there had been consistency across the classrooms in the delivery of teaching.
- Little Stars had been expanded to include Little Rockets and Little Planets.
- A **governor asked** about assessment of teaching which had not been included in the report, and PWi replied that this was because the assessments had not yet been triangulated. PWi reported that Shelley Davis (Director of Education at Croydon Council) had been invited to school to review progress.
- A **governor requested** that any new information be highlighted in future reports, and PWi agreed.

### Supporting Families

- The school now had after school English classes for adults and a monthly uniform swap shop was working well. In addition, the children had carried out The Big Project which had been linked to Black History Month.
- Following a **governor question** about the take-up of the affordable breakfast club, PWi replied that the school was targeting families; this had been effective and was being monitored.
- A **governor asked** if there had been any improvement in toilet training previously discussed at the FGB, and PWi replied that this was on-going but was improving.
- A **governor asked** about the trim trail and other outdoor area improvements. PWi replied that another climbing frame and netting had been installed, the walls in the main playground had been painted, and a canopy in the reception area had been installed which provided all-year round provision. Overall, the outdoor area was more colourful and child friendly.
- A **governor asked** about the staffing structure for leadership and if an Assistant Headteacher for EYFS would be recruited. Governors noted that the Year, Reception and Nursery Leads were in place and working well, and this year, particularly due to budgetary constraints, it was not necessary to employ an Assistant Headteacher for EYFS. This would not be a permanent staffing change and would be reviewed at a later date. Governors **agreed** to this staffing change.
- Governors noted that the census data may provide information about future requirements. **Action:** Robert Ward to provide the data link for PWi

### Parental Engagement

- The school was working hard to improve Parental Engagement (which was an objective in the SDP), and a reading workshop had recently been held which had been well attended and no issues of concern were raised by parents. An international evening had also been held in October which had been well attended and successful. Information had been added to the Facebook page and the PTA had been involved. Governors noted that a Winter Fair was planned which the PTA were helping to organise, and Jenny provided an update on preparations. Governors welcomed the activity of the PTA and the events planned.
- A governor highlighted that the school may be able to apply for funds as part of the London Borough of Culture. **Action:** Robert Ward and PWi to discuss further

### Staff Wellbeing and SEN Challenges

- A **governor asked** about staff wellbeing, and PWi replied that resources were being used and a social event was planned for Christmas. However, there were some staff absences due to stress linked to SEN challenges.
- PWi reported on the current issues regarding SEN within school, and governors noted that, since the existing provision worked well, the school was being asked to admit more children with complex and challenging needs which was becoming an increasing challenge for staff. There were currently a high number of children with SEN needs and some children in Little Stars should be in specialist provision. Consequently, the school was not able to meet the specific needs of some children, particularly in terms of the environment. Governors noted the funding issues including: the school could apply for no more than £2000 per child, the highest band of funding did not cover the cost of a TA, there was no funding left in the locality until April, the school had to show that they had spent £6000 before applying and due to budgetary challenges, this was not an option.
- **Governors asked** if the school could control the number of SEN pupils being admitted, and PWi replied that numerous conversations had taken place with the Council about the impact of the increasing number of SEN children, but the school had a duty to accept children. PWi confirmed that the school often identified a need when children joined the school, and parental choice meant that many parents wanted their children to be in a mainstream school. PWi reported that she did meet with parents to discuss the provision, and added that, in some cases, the children/parents were waiting for a place at a specialist school.
- Governors noted that the school was officially five form entry and had spaces. There was a discussion regarding reducing the PAN and PWi reported that discussions had begun with the Council. **Action:** RW to contact Shelley Davis to discuss progression of reducing the PAN
- Governors acknowledged that the current situation could not continue, particularly with little or no additional funding, and expressed concern of the impact on staff and staff absence.

### **Attainment Data**

Governors referred to the Autumn 1 Attainment Data report and the following key points were highlighted:

- Overall, the data was on track and was beginning to improve.
- A **governor asked** about the missing assessment column, and PWi replied that this related to children who had just joined the school and/or were not in school when the assessment was carried out.
- A **governor asked** how the baseline data compared with the previous Autumn term and PWi confirmed that, overall, the data was broadly in line. For example, the Year 1 data showed that there had been a smooth transition from Reception and progress was being made.
- A **governor asked** if Year 2 data was on track, and PWi replied that Year 2 Writing was lower than Reading, and, as there had been a high turnover of children in school, progress was not straightforward to assess. PWi agreed to provide separate data in the next report for those children who had completed Year 1; this would enable a useful analysis of progress.
- A **governor asked** about the Phonics data and PWi replied that the data overall looked good, and the scheme recently introduced was working well.

## **8. Policies**

Governors **reviewed** the following policies:

- **Behaviour Policy.** PWi informed governors that this was a template policy, personalised for Winterbourne. PWi confirmed that the Rewards & Sanctions section was up to date and the reference to 'Rights Respecting School' was a certification which the school was planning to work towards this academic year.

There was a discussion regarding the statement (page 4) “*understand that we are all equal*” and it was agreed that this would be changed to include statements about equal worth and/or respecting differences. A **governor asked** about the reference to searching pupils, and PWi replied, following advice, this section had to be included and confirmed that all staff would be trained. Following a governor question, PWi confirmed that PSE related to Early Years and PSHE related to Years 1 and 2.

**Action** PWi to update the policy as agreed, change the policy review dates, and circulate amended policy to governors for approval.

- **RSE Policy.** A **governor asked** if parents had been consulted, and PWi replied that, due to Covid, parents had not been consulted, but the policy was part of the Jigsaw scheme of which parents were aware and was part of the Curriculum on the website. A **governor asked** about the sex education section and PWi replied that the school did not cover this. A **governor asked** if the school had ever had any issues about FGM, and PWi replied that the school was aware of this issue, and all staff members knew their responsibilities to report any concerns. Governors **approved** the policy which would be uploaded on the website.
- **Safeguarding Policy.** PWi confirmed that this was the unchanged Croydon model policy, with the school’s name and contact details added. A **governor asked** if there were any updates and PWi confirmed that there were no changes. Governors **approved** the policy, subject to amending the page number references.

#### 9. Any Other Business

There was no other business.

#### 10. Confidential - Part B Business

There were no confidential items.

#### 11. Review of Meeting

Governors reflected on the challenges around SEN pupils and progress made in other areas, particularly parental and stakeholder engagement, pupil attainment data and the SDP. The school was progressing well with actions being taken to deal with issues.

#### 12. Date of Next Meeting

Tuesday, 7 March 2023, at 6pm via Zoom

The meeting closed at 7:30pm.

## Action Report

No	Action	By	When	Status
<b>November 2022</b>				
6	To review the definition of quorum in the Committee/FGB terms of reference	MB	M a r c h Committee meeting	
7	To discuss the possibility of applying for funds as part of the London Borough of Culture	RW/PWi	ASAP	
7	To provide PWi with the data link regarding updated census data	RW	ASAP	
7	To contact Shelley Davis to discuss progression of reducing the PAN	RW	ASAP	
8	To update the policy as agreed, change the policy review dates, and circulate amended policy to governors for approval.	PWi	ASAP	