



Winterbourne Nursery & Infant School

Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held on Wednesday, 28 March 2023 at 1.30 pm

Members present:

Ms Patricia Salami (PS), Co-opted Governor (Chair)
Ms Petra Wigzell (PWi), Headteacher
Mr Graham Cluer (GC), Co-opted Governor (Joint Vice Chair)
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
Mr Robert Ward (RW), Co-opted Governor

In attendance:

Ms Mel Brown (MB), Clerj
Mr Edwin Alugbue (EA), School Business Manager

1. Welcome / Apologies for Absence

The Chair welcomed everyone and no apologies were received.

2. Quorum

The meeting was quorate.

3. Declarations of Interest.

PS declared that she has received books and other items which would be otherwise discarded by the school. These items are sent via her friend to Jamaica where they are reused.

4. Minutes of the Previous Meeting, Matters Arising and Action Tracker

The minutes of the previous meeting held on 14 December 2023 were **approved** as a correct record. **Action:** Going forward, MB to provide governors with meeting documents collated in a combined PDF pack for ease of printing.

Under matters arising, the vacant parent governance positions were discussed, and PS reported that Cadian had not accepted the position. In terms of the car park it was noted that the Local Authority has agreed to complete the repairs in Easter.

Action Tracker:

- Item 4 from Dec 2022 (regarding governor vacancies and elections) is ongoing.
- Item 7 from Dec 2022 (regarding terms of reference) was discussed and MB noted that the Standing Orders did not outline the quorum for the committees. **Action:** MB agreed to ensure that the quorum on each of the terms of reference were reviewed.
- Item 8 from Sept 2022 (regarding the KCSiE updates) is complete.

PS reminded PW that the minutes will need to be uploaded to the website. **Action:** MB to send the public minutes to PW for uploading on the website.

5. Board Business

The current vacancies are one co-opted governor, two parent governor and one LA governor.

The definition of quorum requires reviewing in order to:

- be clear about the numbers / types of governors that will satisfy the quorate requirement, and;
- to ensure that the standing orders and terms of reference are in line.

This will be reviewed at the beginning of the academic year when all new people are on board.

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

There were no Chair's Actions.

7. Committee Reports

Quality of Education Committee.

PW_a reported back on some of the key points arising from the meeting in March and highlighted the following:

- GC had carried out a single central record check and was impressed by what he saw.
- There are a healthy number of pupils on roll. PW_i added that another 10 are joining in April.
- For behavior, there is support in place for current challenges.
- There are lots of school visits taking place to enhance the cultural experiences.
- The parental engagement, workshops and parent-view feedback has all been positive.
- Phonics data was discussed and noted to be on track.

RW was asked to provide update on the LBC funding, which was an action from the meeting. RW reported that the money would be used to cover areas of the borough which did not currently hold events.

Finance & Resources Committee.

MS reported back on the highlights from the meeting and advised there was a problem with quoracy.

The Governing Body approved the following policies which had been reviewed by the committee:

- First Aid
- Lettings
- Data Retention
- GDPR
- Social Media

8. Headteacher's Report

PWi referred governors to the Headteacher Report and highlighted the following key points:

- Pupil Numbers. There 9 nursery children confirmed from April, making nursery classes full with a waiting list in place.
- Complaints. There is a record of complaints from parents kept in the safeguarding file. In particular, there have been 5 complaints made from 1 parent, who has been particularly challenging. A **governor** asked whether this is a vexatious complainant and PWi responded that progress has been made in moving things forward and the parent is now open to accepting help. In response to a question about the complaints policy being in line with the DfE model, PWi reported that the template is based on the Croydon version and did include information about vexatious complaints.
- Staffing. A **governor** noted the high number of staff absences and asked whether the procedures in the policies were being followed. PWi explained that currently there is a viral infection going around and a common-sense approach had been taken. PWi reassured governors that referrals were done and that all steps and procedures were being checked with HR.
- Building and premises. In response to a question, PWi confirmed that the works in the car park will be carried out in the second week of Easter and that the school is not paying for the Jenden building window replacements.
- Lettings. A **governor** asked whether the school is considering lettings in order to raise income. PWi responded that due to the number of staff absence there had been no time to explore this further.
- Parent links. A **governor** requested an update regarding the half termly zoom meetings. PWi explained that these were done by year groups and used to keep parents updated on their child's learning.
- School activities. There are a lot more visits and activities being undertaken and included a farm visit for EYFS (which took place last week). A **governor** noted that the offer provided by the school was varied.
- SEN. This was noted.
- Safeguarding. PWi highlighted the referrals and the explanation for these as well as the school's approach of monitoring referrals. A **governor** also noted that the Prevent training date had been provided and that all governors should try to attend.
- Attendance. The work on attendance is ongoing with attendance being a national concern. Case studies are being prepared to show that the work being done by the school in improving attendance. The issues are individual to each child and where appropriate the school has been issuing warning letters and connecting parents with family support in order to get to the root of the issue. Fines are not being issued as it is important to try and keep the families on side in an effort to work together to make improvements. A **governor** noted the feedback from the EWO who stated the

school's approach was working well. A discussion was had about what incentives could be provided to maintain good attendance.

- Behaviour. A number of aggressive and disruptive behaviour incidences were coming from children in Little Stars, and work is continuing with these children.
- Vulnerable children. A **governor** asked about the looked after children and PWi stated that 2 are from Brent and the other 2 are new children for whom the paperwork is outstanding. The cross Brough placements have caused some issues.

9. School Development Plan (SDP) and Self Evaluation Framework (SEF)

The Governing Body reviewed the SDP and SEF agreed to amend this.

A question was raised regarding the staff wellbeing vouchers. PWi stated that they are issued to every staff member termly; although this term it will be done on a Friday when children finish at 2pm. PWi explained some of the problems that were being faced with distributing / cashing these in and the plan for getting these to staff going forward. It was also discussed that there may be benefit from having a wellbeing governor.

TB provided the governors with information regarding phonics teaching assessments and comparison data.

- Overall, between 2021/2022 and this current academic year, the percentages have increased in regard to the sounds they have retained, the words they can read and the percentage of children at age related expectations.
- Last year there was a lot of work done regarding implementing the new scheme and staff learning how to teach it / use resources, with support and monitoring. Due to this input last year, the impact of teaching and improvement can be seen this year in the data.
- The year leaders are now empowered to do the teaching across year group and TB is able to focus on the data and look at the interventions needed for the children who have learning gaps.
- A **governor** asked how the school's progress compares to before Covid. TB responded that through the phonics screening, it seems to be quite similar. PWi stated that percentages have gone up in terms of SAT results since this scheme is being followed through. She provided some examples of the percentage increases in different areas. The phonics teaching is almost back on track and it is hoped that national targets will be met. There will be two sets of data to show the results with and without the 'New to English' student whose admissions are usually during term time therefore they have not gone through the new scheme learning.

10. Finance Report

The governors were provided with details and highlights from the finance report by EA.

PWi explained the difficulties around predicting salaries. Due to the number of children with additional needs, as well as the requirement for 2:1 and 1:1 ratio for some children, extra staff on the supply rate were required to managed this. The increase in salary was also unexpected.

A **governor** raised a question about capital income and pointed out that the amount carried forward must be within 5 per cent or a statement would be required to explain

how the money would be used. It was explained that £104k was committed and £28k will be coming in. This would leave approximately £60k which was around the 5% mark.

In response to a question about the meaning of community focus income and expenditure, the income received was explained and noted that it was carried forward each year.

Regarding capital income total, it was noted by **governors** that the original budget figure was a lot less than what was now on the report. EA confirmed that he would investigate this to understand why the figure had changed significantly.

In respect of the SFVS, the **governors** discussed in detail the statements and questions on the survey. It was agreed that it needs to be updated and circulated again to governors. The SFVS was approved subject to the requested changes.

11. Feedback from in-school Day / Governor visits

PS provided an update from her visit and reported back on some of the points being raised, such as: learning and support for teeth hygiene and the need for parent representative. A discussion was had about raffles as a form of gambling and following discussions, it was agreed to continue with the school raffles.

A **governor** mentioned the need for a separate account for raising funds and PWi stated that EA was working on this.

In respect of the SEM presentation, a **governor** asked about the 2 awards won by the school. PWi stated that they had not yet been sent the awards and they are trying to chase this up. It was discussed that the awards should be mentioned on the website.

PWi also informed the governors that 2 of the looked after children were under the foster care of a local MP. When she attended the school and visited Little Stars, she was impressed by the work being done by the school and has invited the Mayor of Croydon to visit the school.

In respect of the in-school Day, governors noted the hard work and efforts from the school. In terms of stakeholder engagement, governors noted there was a lot more engagement and enthusiasm from parents. A **governor** asked that going forward there needed to be more from the pupil voice.

12. Training and Development

MS highlighted some key information from the governors' audit results:

- Although there were varied results, in general there was a high level of confidence around finance.
- Communicating school's performance to stakeholders scored less well.
- From the NGA section, the area that comes out lower than others is how to build knowledge needed to be effective in the governor role.
- In respect of the areas of lower confidence, MS suggested that a finance and stakeholder refresher / training may need to be considered.

A **governor** commented that 2.83 was not that low as a score and MS agreed that it was relative. It was noted that there were governors with sufficient skill or experience in all areas of the survey. MS raised the question about whether any follow up steps

should be taken in light of the results. A **governor** suggested that perhaps there could be more communication with parents, and it was discussed that this could be done through newsletters or linking governors on to the keeping in touch zoom meetings.

13. Any Other Business

PWi gave an update on the current staffing structure which had one head teacher and two Assistant Heads. There is only one assistant head at the moment, and it is planned for the second post (for early years) to be posted internally. A **governor** suggested that the new post may have to go out for full advert, and it was agreed that this would be checked with HR/Gordon. A **governor** noted the absence of a Deputy Head and whether the function that could be carried out by one of the Assistant Head positions. **Action:** PWi will look into this further and report back.

14. Review of Meeting

This item was not discussed.

15. Part B Business - Confidential Matters

There were no confidential matters.

16. Date of Next Meeting

Full Governing Board (budget approval): Wednesday 26 April 2023 at 6pm.