



## Winterbourne Nursery & Infant School

### Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held on Wednesday, 13 July 2023, at 6.00 pm

#### **Members present:**

Mrs 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), Clerk

#### **1. Welcome / Apologies for Absence**

The Chair welcomed everyone, and no apologies were received.

#### **2. Quorum**

The meeting was quorate.

#### **3. Declarations of Interest.**

There was no interest declared.

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

The minutes of the previous meeting held on 28 March 2023, 3 May 2023 and 23 May 2023 were **approved** as a correct record of these meetings.

#### **Matters Arising:**

##### Action Tracker (28 March 2023):

- To provide governors with meeting documents collated in a combined pack for easy printing. Complete.
- To upload the minutes of the meeting to the website. Complete.
- To link governors in with keeping in touch Zoom meetings. The dates will be provided to share with the Governors.
- To check the position regarding deputy head / assistant heads with HR. Complete

##### Action Tracker (3 May 2023):

- To re-arrange meeting to discuss the completed Budget. Complete.
- The action related to the PAN should remain on the action log as this is ongoing.

## 5. Board Business

The current vacancies are one co-opted governor, one-parent governor and one Local Authority (LA) governor. The MB advised that she would continue the search for potential candidates. A Parent Action Group (PAG) member will be onboarded in September, and a list of the meeting dates will be sent to her.

**Action:** It was agreed that parent governor recruitment would be deferred to the new academic year.

PS was elected as Chair, and Michael and Graham as joint Vice Chairs. Graham will be recommended to the Council to be appointed as the Local Authority Governor.

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

ASEND proposal has been submitted to the Local Authority in anticipation of having a number of new SEND Pupils in September. PS is due to meet with Shelly tomorrow to discuss the concerns related to resources, capacity constraints and the support required in this regard.

**Action:** PS to provide feedback on the meeting with Shelly.

## 7. Committee Reports

### Quality of Education Committee.

The committee received the draft minutes of the meeting held on 23 May 2023.

A governor asked about the status of the school's policies, it was noted that the policies are being addressed, and website compliance checked.

**Action:** It was agreed that a list of all the key policies, including the Media Statement on the website to be presented at a future meeting.

### Finance & Resources Committee.

It was noted that the Finance & Resources Committee meeting was cancelled as the relevant matters were addressed at the two Extraordinary Board meetings held in May.

## 8. Headteacher's Report

PWi presented the report and governors asked the following:

Staffing. A governor asked about staffing of Little Rockets and the use of agency staff. staff being PWi reported that four staff members are available, including two permanent employees.

- Quality of Teaching, Monitoring and Appraisal. A governor recommended relocating this section of this report to a confidential section due to concerns about the potential identification of teachers. MB responded that the recording of confidential conversations is recorded in the private section of the minutes and not publicly accessible.

- Complaints received. A governor asked about a complaint regarding a staff member, which was resolved by moving them to a different area, and also asked if others could still identify the staff member. PWi confirmed that the staff member was not identifiable.
- Health and Safety. It was noted that the recommendations from the health and safety audit report should be monitored and tracked with the key points incorporated into the discussed at the Finance and Resource Committee.
- Building and Premising. PWi confirmed that the car park resurfacing has been completed. The other areas are dependent on the LA's timetable.
- School Activities: Governors asked that the dates of the various activities are provided for information purposes.
- Community Links. Dates to be added against the events. The school has been approved for the National School Breakfast Program, which will provide up to 75% funding. A small-scale pilot will start in September. The Fareshare Contract has commenced, and PWi has been requested to ensure that staff using their cars have appropriate insurance. Regarding the storage of food, PWi mentioned that an assessment of demand will be made before investing in a refrigerator.

**Action:** PWi to ensure that staff have the correct insurance for using their cars.

- Parent Links. PWi clarified that the Year Group email is set up for parents to contact teachers.
- School website. Information for parents is updated weekly, such as uploading remote learning, Blogs on social media, and newsletters and changes to general information is done as needed. The website compliance guidance is up to date. Minutes to be updated on the website.

**Action:** PS title to be corrected from Miss to Mrs and MB to ensure the minutes are updated on the website.

- SEN annual reviews. A governor asked whether feedback was given after a review is conducted on Zoom, and PWi clarified that a record of the discussion is documented and forwarded to the parent.
- Creation of Parent Action Group (PAGS). PWi provided a positive update on the progress.
- Child Protection Training and Safeguarding updates. All training has been completed for 2022/23 and staff and governors will be trained on the new guidance which takes effect in September.
- Attendance and Exclusions. Attendance rate was identified as a significant issue nationally. PWi explained that absences primarily related to families taking unauthorised leave over the summer high levels of sickness. Meetings are being held with parents to help improve attendance. In addition, the school is not authorising requests for children to be taken out of school due to summer holiday bookings.

**Action:** PWi to provide a breakdown of the children who need to be removed from the register to understand the actual number of absences better.

- Child Protection referrals. PWi reported that the school is monitoring the open incidents accordingly. A governor asked if any safeguarding measures or further action was needed in relation to an incident involving a staff member accused of harming a child, and PWi confirmed that there were none.
- 2022-2023 Data: PWi provided a verbal update noting that the school achieved a 66% pass rate for Year 2 children, while the national average was 68.4%. However, when accounting for absences, children new to the country and SEND, the school's pass rate would have been 74.5%. The pass rate for Writing was 61.7%, surpassing the national average of 60.3%, while in Maths, the pass rate was 73.9% compared to the national average of 70.5%. Overall, the school performed well in the core data. Notably, 21.7% of children achieved GD in Writing which is a significant improvement on the national average of 8.2%.

The school is monitoring the progress of children starting in Nursery and Reception. Based on their scores, these children attained 77.9% in Reading, 75.3% in Writing, and 80.5% in Maths. This suggests that their performance improves the longer they are in the school.

**Action:** PWi to add a column in the report to record the national figures.

#### **9. School Improvement Plan 2022/23 SDP**

PWi reported that the school is currently making good progress. The areas that still needed work (highlighted in red) will be included in the school's 23/24 SDP. This new plan will include Little Rockets and their progress. A

MB asked if the staff was ready for the upcoming Ofsted inspection and PWi reassured everyone that the team had received full training and was fully prepared.

#### **10. Finance Report**

MS presented the report and expressed disappointment of the work carried out by SPS Online. It was agreed that a meeting should be arranged to discuss the matter and find a solution.

**Action:** Schedule a meeting with SPS to discuss concerns with their financial reporting.

#### **11. Training and Development**

MB noted the training provided by Octavo and asked governors to sign up to any relevant courses.

**Action:** Governors to sign up to any relevant courses provided by Octavo.

PWi agreed update Ofsted Data Pack with critical points to share with the governors.

**Action:** PWi to update the Ofsted data pack.

#### **12. Any Other Business**

There was no other business to discuss.

#### **13. Review of Meeting**

Governors noted that the most of discussions had focused on the quality of education and standards at the school.

**14. Part B Business - Confidential Matters**

There were no confidential matters.

**15. Date of Next Meeting**

The next meeting is Tuesday 26 September, 6pm at WNIS.