



## Winterbourne Nursery & Infant School

### Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held on Wednesday, 26 September 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

#### **Apologies:**

Mr Robert Ward (RW), Co-opted Governor

#### **In attendance:**

Ms Mel Brown (MB), Clerk

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

The Chair welcomed everyone, and the apologies above were received.

#### **2. Quorum**

The meeting was quorate.

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

There was no interest declared.

#### **4. Election of Chair and Vice Chair**

Patricia Salami was elected Chair, and Graham Cluer and Michael Swadling were elected Vice Chairs.

#### **5. Governing Board Business**

Governors were reminded to complete the Annual Register of Interests and Disqualification Form, both of which were provided in the meeting Pack.

The governing body reviewed and approved the following documents:

- Code of Conduct, subject to amending the phrase that governors should attend at least one training session per year, governors should attend whenever possible.
- Standing Orders, subject to replacing 'Executive Head Teacher' with 'Head Teacher'
- Quality of Education Committee terms of reference
- Finance and Resources (including Pay Committee) terms of reference.

Governors agreed to retain the same lead responsibilities for 2023-24 term.

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

The minutes of the previous meeting held on 13 July 2023 were **approved** as a correct record of the meeting. There were no matters arising from the minutes.

### Action Tracker

- Parent Governor recruitment to start in the new academic year. **Ongoing.**
- PS to provide feedback on the meeting with Shelly to determine the next steps. PS informed the governors that they had a meeting with Shelly and the Local Authority SEND lead, Kathy Roberts, to address the issue of an excessive number of SEND pupils being allocated to the school. As a result, adjustments were made to the pupil list, and four pupils were offered places elsewhere. The Local Authority acknowledged the school's good work but advised that limited financial resources prevented them from agreeing with the SEND proposal. Going forward, the SEND team will work closely with the school to address any issues or concerns. PWi plans to discuss the matter during the upcoming Head Teacher's briefing and remind them of the promised visit to evaluate the school's SEND provisions. **Closed**
- A list of all the key policies, including the Media Statement on the website to be presented at a future meeting. Mel Brown will add this to a future meeting agenda. **Action. A governor reported** that they could not locate WNIS via an online search engine, and it was noted that the IT department had recently addressed the issue.
- PWi to add dates against school activities, visitors, and Community Links. **PWi to address in the report.**
- PS' title to be corrected from Miss to Mrs on the website, and minutes to be uploaded. **Completed.**
- Breakdown of children who need to be removed from the register to gain a better understanding of the actual number of absences. **Completed.**
- Add a column in the report to compare the school's data against the national benchmark. **Completed.**
- Schedule a meeting with SPS to discuss their financial reporting. **To be addressed for the upcoming reporting cycle.**
- Update Ofsted Data Pack with critical points to share with the governors. **Completed.**

## 7. **Safeguarding training, Policy, Safer Recruitment and Staffing**

Governors received safeguarding training from Jenny Bravey.

Governors confirmed they had read and understood the Keeping Children Safe in Education Guidance, September 2023.

GC advised that he had conducted a safeguarding check at the start of the term and found no concerns.

## 8. **Ofsted Inspection**

Governors discussed the feedback from the recent Ofsted visit and the actions that must be taken going forward. PWi confirmed that these actions were included in the 2023/24. School Development Plan. **A governor proposed** incorporating the same or similar wording from the Ofsted report in the school's development plan.

The governing body thank PWi, staff and parents for their contribution to achieving a positive Ofsted report.

## 9. Headteacher's Report

PWi presented the report, and highlighted the following:

Staffing. The school will need at least four teaching assistants across Years 1 and 2 to cater for the needs of children and to help to address any gaps in learning in the classroom. The plan is to utilise agency staff to cover the additional staffing needs.

3 EHCP children require one-to-one support, which is an additional cost to the school. **A governor suggested** that PWi should escalate via email (copied to MS and RW) the request for EHCP funding and include all EHCP expenses in the report going forward to demonstrate to Katherine, Shelly, and Joyce the financial impact of allocating a high number of SEND pupils to the school. **Action.**

Context of School. **A governor inquired** whether the school receives extra funding for children who join later in the year, and PWi confirmed that the school is funded on the number of children on census day and that EY funding was paid termly.

Projects. Governors noted the new Bagel project and the positive feedback from pupils and parents.

## 10. Budget Monitoring Report

Governors reviewed the Income and Expenditure report for the year 2023/24. The report highlighted a brought-forward balance of £41,371.

## 11. Chair's Report, including Chair's Action

There was nothing to report.

## 12. Policies

The reviewed and approved the following:

- Finance Policy
- Charging and Remission Policy
- Privacy Policy.

## 13. Governor Visits

6 governors attended the Ofsted inspection visit.

## 14. Governor Training

MB noted that governors have fulfilled their training requirements for the year as per the amendments to the code of conduct.

## 15. Part B Business - Confidential Matters

There were no confidential matters.

## 16. Any Other Business

There was no other business to discuss.

**17. Date of Next Meeting**

The next meeting is Thursday, 14 December 2023, at 6 pm at WNIS.

MB reminded governors of the upcoming Committee meeting dates:

- Quality of Education on 8 November at 6pm
- Finance and Resources (including the Pay Committee) on 22 November at 6pm