

PART A



Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held on Monday, 17 July 2024, at 6 pm

Members present:

Patricia Salami (PS), Co-opted Governor (Chair)
Petra Wigzell (PWi), Headteacher
Graham Cluer (GC), Co-opted Governor (Joint Vice Chair)
Michael Swadling (MS), Co-opted Governor (Joint Vice Chair)
Jenny Bravey (JB), Staff Governor

Apologies:

Paul Walker (PWa), Co-opted Governor
Robert Ward (RW), Co-opted Governor
Tenesha Buckley-Nelson, (TB) Parent Governor

In attendance:

Mel Brown (MB), Clerk
Edwin Alugbue (EA), Finance Officer

1. Welcome / Apologies for Absence

PS welcomed everyone to the meeting and highlighted that the purpose of the meeting was to review and approve the budget.

Apologies were received from Robert Ward, Paul Walker and Tenesha Buckley-Nelson.

2. Quorum

The meeting was quorate.

3. Declarations of Interest.

Governors had no declarations of interest.

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

Minutes

The minutes of the previous meeting, which took place on 13 May 2024, were approved as an accurate record of the meeting.

Matters arising

There were no matters arising from the minutes.

Action Tracker

The action tracker was discussed and the following updates were received.

- **Action Ref. 5:** JB met with new parents from the nursery, but no formal request has been made. This will be addressed early next term.
- **Action Ref. 6:** PWi reports that the ELP money (£216,000) has been received
- **Action Ref. 6:** MS advised that conversations have been had with SES, but the board needs to search for someone else, and push back about the work that has been done.
- **Action Ref. 7:** JB placed requests in local church newsletters looking for potential governors. A discussion will need to be had in September to look for new ways to fill the vacancies.

5. Board Business

PS discussed the governor vacancies (3 parent and 3 co-opted vacancies). Parent governor elections will be held at the start of the term. The co-opted roles will be a discussed in September as additional governors are urgently needed. **Action.**

6. Chair's Action and related governors' business/updates

PS discussed the changes regarding the ELP provision. PWi provided background information as to why this was needed. With the monies received the plan is to renovate the porter cabin and to create a key stage one classroom.

7. Committee Reports

Quality of Education Committee – governors received the minutes of the last Quality of Education Committee held on 21 May 2024.

Finance and Resources Committee – governors received the minutes of the last Finance and Resources Committee held on 12 June 2024. MS highlighted the key highlights from the meeting. PS asked if any income has been generated from Lettings. PWi responded this had not been possible because of staffing pressures and the building work scheduled for the next academic year. A governor suggested speaking with a company who specialises in school lettings. **Action.**

8. Headteacher's Report

PWi referred to her report and asked for any questions or comments. She noted that the nurse numbers have continued to increase.

Behaviour and Attendance - PS asked about the number of children with EHCPs, which showed an increase. PWi responded this is consistent with what usually happens in the Summer. PS requested that future reports include the numbers of EHCPs and SEND children from the previous report and year for comparison purposes. **Action.**

PS asked about the number of absent children with safeguarding concerns and JB stated that housing issues and domestic violence are the main concerns. GC asked if there were any of grave concerns which Governors need to be aware of and PW advised of one case which had been escalated.

Performance Data - PW noted that most areas for key stage one had improved except Maths which has dropped by 4%. There were several children with persistent absences concerns which had made an impact on the figures.

There have also been a number of staff absences which have required cover, and there was a plan in place to cover absences more robustly going forward. Year 1 Phonics results was discussed. The program used by the school will be changing and a mentor is being recruited to oversee the program alongside a new English lead.

Organisational Structure – PWi highlighted the proposed changes to the organisational structure, including:

- A new Assistant Head Teacher
- English Lead moves up to a middle leader
- Additional two higher level Teaching Assistants to cover PPA across the school and subject leadership time
- 3 TA`s fully funded and 1 teacher (ELP)
- 1 TA fully funded (SEMH)
- No AHT to pay for in Sept 24 and no ELP teacher to pay for in Sept 24

Governors approved the revised organizational structure.

PWi highlighted the benefits of the proposed changes and highlighted that TAs will no longer have to cover PPA time, and that there will always be two teachers in the classroom. The school will be opening a special classroom called Cosmic Crew, which will be for 10 children with dysregulated behavior.

PWi discussed the funding for the proposed staffing changes, noting that it will not cost the school any additional money because of the ELP funding. GC asked PWi if she had factored in enough support in her leadership team (particularly as there was no Deputy Head Teacher role, and one of the Assistant Heads would be expected to act up in PWi's absence). PWi responded that she feels that for this year, it will be adequate. Further adjustments could not be made prior to this because of the uncertainty of funding. PWi report that the proposed change in structure will help with the smooth running of the school. PWi will look to build capacity in the future. It was agreed that a review of the revised structure be provided at the December meeting.
Action.

PS thanked Tenisha Buckley-Nelson for her hard work and wished her well, as she is leaving the school (and Governing Body).

Pupil Premium Strategy – the Strategy was received and approved.

9. School Improvement Plan (SIP)

PWi reviewed the 2023-24 SIP and advised that due to staff shortages not everything was completed. In the 2024-25 SIP there are five actions included to continue to raise attainment for all children. PWi gave an overview of the SIP and advised that she will also be adding targets around reducing absences. Governors were given an overview of recent DfE guidance on improving attendance.

10. Finance Report

EA gave an overview of the Budget Monitoring Report and highlighted that the school had received some additional income at the very end of June which is not reflected in this report (ELP funding). He also advised that the maintenance planning section of the school Maintenance Plan will be updated to reflect the funds received.

There is a projected expenditure of £105,000 for repairs to the roof, painting and playground resurfacing work, which will be reflected in the next report. PWi added that there will be additional funds coming in to provide for the nursery changes. Other expenditure will likely be possible once the amount of those funds has been determined.

GC suggested that the Finance and Resources Committee hold an additional meeting to review the school's plans for the additional funding received. It was agreed to move the November Finance and Resource committee meeting earlier to enable these discussions to take place. **Action.**

Governors asked about the funds being spent on projects and the school over the summer, the costs of those works and whether PWi had enough delegated authority to authorise the level of expenditure. PWi agreed to email MB the information pertaining to the works that are being undertaken for over the Summer. **Action.**

11. Training and Development

PS, MS and MB attended IRP training. GC will stand in for PS at the September Chairs Brief. PWi agreed to include safeguarding training for Governors as part of the September Governing Body meeting. **Action**

12. 2024/25 Meeting Calendar

Subject to trying to changing the November Finance and Resources Committee meeting Governors approved the 2024/45 schedule of meetings. GC advised he may have conflicts with some of the Wednesday committee meetings.

13. Any Other Business

GC reminded Governors that in September there will be an agenda item for Chair and Vice Chair elections. Nominations must be received prior to that meeting. GC nominated PS for Chair and PS nominated GC and MS for joint Vice Chair. MB will also send out an email for nominations prior to the September meeting. **Action.**

14. Review of Meeting

Governors noted the improvements planned as a result of the additional funds received.

15. Part B Business

See PART B

16. Date of Next Meeting

Tuesday 17 September 2024, 6pm at the school.