

PART A

**Minutes of the Full Governing Board Meeting of
Winterbourne Nursery & Infant School (Budget)
held on Monday, 13 May 2024, at 6 pm**



Members present:

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

Apologies:

Paul Walker (PWA), Co-opted Governor
Tenesha Buckley-Nelson, (TB) Parent Governor

In attendance:

Mel Brown (MB), Clerk
Jennifer Gordon (JG), 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 Paul Walker and Tenesha Buckley-Nelson.

2. Quorum

The meeting was quorate.

3. Declarations of Interest.

GC declared interest in his appointment as governor (refer to agenda item 5).

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

Minutes

The minutes of the previous meeting, which took place on March 21, 2024, were approved as an accurate record of the meeting, with one minor amendment. It was agreed that action Item 9 should be revised to reflect the action of following up with Croydon regarding the Early Help Provision.

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:** GC can be transferred to an LA governor position. His appointment will be ratified later in the agenda.
- **Action Ref. 7:** PW indicated that 12 fire alarms will be delivered this week. After this, an updated report will be produced.
- **Action Ref. 8:** PW reported that the sexual abuse safeguarding issue was addressed with the Safeguarding Lead, Shelly-Ann Brown. A response has been sent via Egress, which will be accessible once the package is released. PW will also escalate the matter to RW.
- **Action Ref. 8:** PW noted that they would receive additional teaching assistants, and the cost was also included in the budget for a further 3 in September.
- **Action Ref. 8:** The next Resources Committee meeting will be held on 12 June 2024.
- **Action Ref. 8:** The dates of the school activities will be included in the upcoming Headteacher's report.
- **Action Ref.8:** PW noted that an update on Lettings would be provided at the next meeting.
- **Action Ref.9:** PW noted that the Early Help Provision for the school was discussed with Steve and Charles, and a meeting is planned for Friday to address this. She further stated that Steve confirmed that the school had not received the Early Help funding in this year's and last year's budgets, as the school was not included on the funding list. PS asked that they ensure the school receives the funding for both years and that the information should be detailed and shared with RW in an email.
- **Action Ref.10:** The Capital works and Maintenance plan will be presented at the next meeting.
- **Action Ref.10:** The procurement of the Soundbar and painting of the classroom will be discussed during the budget review
- **Action Ref.11:** Edwin confirmed that the back fence reinforcement was completed.

5. LA Governor

The Governing Body ratified the appointment of GC as LA Governor for a four-year term (13 May 2024 to 12 May 2028). The Governing Body still has vacancies for three co-opted and two parent governors. PS asked PW to start the election process for the parent governor positions. **Action.**

6. 2023/24 Budget

Governors reviewed the budget, and requested clarification on the following areas:

Income

- I03: High-Needs Top-up. PS suggested using one description for the ledger code, i.e., SEND funding or High Needs top-up. JG clarified that the ledger codes are different but assigned to the same category. PS noted that a previous report showed an outturn of £64,974.01, which has now changed, so clarification was requested regarding the change in figure. It was pointed out that some income coding was assigned to the incorrect ledger code, which was subsequently corrected to the correct ledger code. After this, the projections will remain the same.
- I06: Other Government grants. JG clarified that this was coded using the incorrect ledger code.

Draft

- I07: Other grants and payments. PS queried the change in the figure from £16,679.25 to £1,057.00. It was explained that the difference related to other SEND grants which were moved to the correct ledger code, I03.
- I08a: Income from Lettings: PS emphasised that this is a priority for governors; therefore, an amount should be allocated in the budget.
- I08b: Income from facilities and services. It was noted that a portion of the SEND income was recategorised to I03.
- I18D: PS queried the increase from £26,634.28 to £94,714.00. It was noted that this is related to the universal free school meals. The school received part of the payment, and the balance remains outstanding. The £68k shortfall will be addressed with Charles on Friday. It was agreed that the matter should be escalated to RW if the response was unsatisfactory. **Action.**

Expenses

- E03: Education Support Staff. Governors queried the increase in the figure. PW clarified that the amount includes the 3 new training assistants that were added.
- E05: Administrative and clerical staff. JG clarified that the pay increases for non-teaching staff are different from those for teaching staff. The priority is to have one mid-day supervisor for each class.
- E08: Indirect employee expenses. It was clarified that the cost is related to DBS and advertising for vacancies, and the figure was amended to £6,452.
- E09: Staff development and training. This has not increased significantly because the school uses the National College. The school pays 1-year membership of £1500 and encourages staff members to use this website. The school would only go out to a third party as a last resort.
- E15: Water and Sewage. The school has been seeking a drainage company to conduct a clearing survey, but they cannot provide quotes until September. Once the quotes have been received, the school will decide whether to implement this.
- E18: Other Occupation costs. This figure includes the alarm system, sanitary bins and other fees.
- E20: IT learning resources. It was noted that general upgrade work was done to the school's IT system, including the sound system cabling. PS mentioned that the figure was £4,243 and changed to £8,253; however, it was clarified that this was due to a coding error, which was subsequently corrected.
- E23: Other insurance premiums. This includes the public liability costs; however, the school received no invoices from Croydon last year and has not received any this year.
- E24: Special facilities. JG explained that this figure is related to shared costs with the Junior Boys and Girls schools.
- E27: Bought in professional services – curriculum. The figure changed significantly because the TAs and Teachers were included in the Teaching staff budget in E01.

- B06: Community-focused school revenue balances. Edwin noted that they will meet with the Council to clarify the purpose of this money as the funds are in the ledger as a balance, and the school will confirm that it can spend this amount.

PW noted that they will also clarify the funding for the additional children on Friday. The school received the funding per the October census for 327 children; however, there are currently 350 children in the school, with additional children expected to join.

Governors expressed concern about the projected deficit of £74,000 for the upcoming financial year. They acknowledged the need to start addressing the issue now rather than waiting. However, they agreed to revisit the forecast for 2026/27 after the meeting on Friday regarding the outstanding funding owed to the school. **Action.**

The Governing Body resolved to approve the 2025/26 Budget.

Governors were concerned with the quality of the service SES provided regarding the budget process and requested that the school review the contract's terms of service and raise their concerns with SES. **Action.**

7. Skills Audit

MS has reviewed the governor skills audit report, noting several high scores in many areas with three current chairs on the governing body. Two skills audits were conducted, one focusing on the financial side and the other on a broader perspective. There were no significantly low scores in any area, but the low scores may be due to limited board numbers. MS emphasised that recruiting additional governors should be a priority. Governors to check with other local organisations for potential candidates. **Action.**

8. Any Other Business

PS emphasised the necessity for a more comprehensive and accurate budget in the future, as several inquiries needed to be addressed.

9. Part B Business

No confidential matters were raised during the meeting.

10. Date of Next Meeting

The next meeting is Wednesday, 17 July 2024, at 6 pm via Zoom.