



PART A

Winterbourne Nursery & Infant School

Minutes of the Full Governing Board Meeting of Winterbourne Nursery & Infant School held on Thursday, 21 March 2024, at 1.30pm

Members present:

Patricia Salami (PS), Co-opted Governor (Chair)
Petra Wigzell (PWi), Headteacher
Graham Cluer (GC), Co-opted Governor (Joint Vice Chair)
Tenesha Buckley-Nelson, (TB) Parent Governor
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

In attendance:

Mel Brown (MB), Clerk

1. Welcome / Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies were received from Paul Walker and Robert Ward.

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

Minutes

The minutes of the previous meeting held on 14 December 2023 were **approved** as a correct record of the meeting.

Matters arising

There were no matters arising from the minutes.

Action Tracker

The action tracker was discussed and updated.

5. Board Business

It was noted that the following vacancies:

- 2 x Co-opted governors
- 1 x Local Authority governors
- 2 x Parent governor positions

It noted that recruitment was ongoing. **Action:** MB to formally request that GC be transferred to the Local Authority governor position.

6. Chair's Action and Related Governors' business/updates

There was nothing to report.

7. Committee Reports

Finances and Resources Committee

The committee received the minutes and a verbal update on its content. MS highlighted that the school received a 5-star rating from Croydon's Food Hygiene Department, which has been added to the website. MS updated that certain aspects of finance, such as contract renewals and specific items on the SFVS, will be reviewed going forward and included in the meeting agenda. They also discussed the issue of the children accidentally setting off the fire alarm. **Action:** asked the school to explore whether the panels could be separated or additional options to address the false alarm issue.

Quality of Education Committee

The committee received the minutes and a verbal update on the content. GC highlighted the KS1 presentation on geography and history, which governors received and asked questions about. The attendance figures from the Head teacher's report were also discussed.

8. Headteacher's Report (including data analysis)

PWi presented the and discussed the following key highlights:

- **School roll.** There was an increase in the number of children on roll, with an additional 8 to be added in April.
- **Staffing. Governors asked** about the recruitment of 4 mid-day meal supervisors. PWi explained that using teaching assistants for lunchtime cover was challenging because they are required in class to provide intervention for children with challenging behaviours and those who need additional support. The school has started working with an agency that provides four staff members, and the lunchtime process is working much better. However, there is no formal commitment between the agency and the school. PWi noted that the school requires up to 12 mid-day supervisors, one for each class. **Governors asked** about the cost, and PWi confirmed it was £20 per day for one hour.
- **Sickness. A governor** asked about the Sickness Policy, whether it was being followed regarding referrals and staff insurance claims, and whether there was a pattern with

the staff absences. PWi confirmed that the Sickness Policy was being followed accordingly and that they were working with Gordon on a case-by-case basis to address the absences. **A governor** asked about the possibility of recruiting additional teacher assistants to cover absences and PWi explained that the school are usually able to cover absences internally. However, this was the first time the school needed to use agency cover. **Action:** PWi agreed to explore the potential of recruiting teachers' assistants/ supply staff to cover staff absences.

- **Quality of Teaching, Monitoring, and Appraisal. Governors** discussed the quality of teaching targets and asked whether the 'outstanding' target was too ambitious. Governors that it increased from 20% in Autumn 2 to 40% in Spring 2. PWi noted that the slow progression of the target was due to increased staff absences which had delayed the observation cycle. PWi reported that the goal is to address the gaps in attendance and achieve a full complement of staff to upskill and train to improve the quality of teaching. However, PWi noted that they would make some adjustments to the programme, and the children would be placed into reading groups across each year. She also stated that the catch-up and interventions would be done through first-quality teaching within the classrooms. It was agreed that the Quality of Teaching and Resource Committees would review the costs of hiring an extra teacher. **Action.**
- **School Activities and visitors. Action:** PS dates be added to be added to show the spread of activities. **Action.**
- **Lettings. Action:** lettings to be prioritised so the school can earn additional income.
- **Parent Engagement.** Governors asked whether there was any feedback from the parent engagement sessions and PWi noted that feedback was received primarily through the Keeping in Touch meetings. JB compiles any comments. Parents are also encouraged to share their suggestions.

Governors thanked PWi for her report.

9. Finance Report

Governors received and discussed the Budget Monitoring Report 2023/24.

A governor asked why there was a deficit in the capital budget line, given that the Local Authority was paying for most of the works. PWi clarified that some roofing expenses were not part of the Croydon Council's responsibilities.

PWi shared that they are yet to be advised of the amount the school would receive per child for the 12 ELP children Croydon placed. **Action.** It was agreed that PWi should escalate the matter to Robert for follow-up.

Action. Governors asked PWi to ensure that the paperwork for next year's budget is reviewed by MS in advance and shared with governors ahead of the budget approval meeting on 13 May 2024.

Governors **approved** the Budget Monitoring Report.

10. Capital Works and Maintenance Plan

Governors received the plan. **A governor suggested** including additional information for each item, placing jobs in order of priority and briefly explaining why the items are on the list. **Action.**

PWi updated the governors on their review of the school's Lockdown Policy. She informed them that the procedures were being scrutinised to ensure their effectiveness, and staff training was underway. PWi explained that work is underway on how to link safety alerts between the two buildings.

Governors gave feedback regarding the audio quality of the whiteboards. It had been observed earlier during in-school day that one child with special needs could not read the whiteboard based on his sitting angle. Governors suggested considering a sound bar or speaker option and looking at the placement when the boards are replaced. Additionally, it was noted that the classrooms needed painting. **Action.**

11. Feedback from in-school Day/Governor Visits

Governors provided feedback on their visits to the school and highlighted positive areas and areas needing further improvement. They were pleased with the warm and welcoming attitude of the children and staff. The children were all engaged in various activities in their classrooms, and overall, it was a positive experience. The staff and Teaching Assistants were confident, consistency was evident, and the children were well-trained.

Governors noticed that some of the notices in the play area were rain-damaged and needed to be removed. PWi responded that they were already scheduled to be replaced next week.

A governor advised that the back fencing on the ELP playground may need additional reinforcement and should be looked at. **Action.**

A governor inquired about the Summer Fair and PWi advised that a decision would be made after the start of the Summer 1 term.

12. Training and Development

There was nothing to report.

13. Any Other Business

Governors discussed the Year 1 and 2 Mock Phonics Screening Check Data. A **governor** asked whether the school had considered other ways of testing pupils who did not have English as their first language. PWi clarified that this could not be done for the Phonics screening. She also highlighted that the data for the most recent assessment was expected to improve for Year 2.

It was agreed that the SVFS would be emailed for approval before the end of the month, and the annual Governors Skills Training would be circulated for completion. **Action.**

15. Part B Business - Confidential Matters

PART B minutes.

16. Date of Next Meeting

The next meeting is Monday 13 May 2024, at 6 pm (budget approval) via Zoom.