

PART A



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

Members present:

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

Apologies:

Robert Ward (RW), Co-opted Governor
Patricia Salami (PS), Co-opted Governor (Chair)

In attendance:

Mel Brown (MB), Clerk
Edwin Alugbue (EA), School Business Manager

1. Welcome / Apologies for Absence

GC welcomed everyone to the meeting.

Apologies were received and accepted from Robert Ward and Patricia Salami.

2. Quorum

The meeting was quorate.

3. Declarations of Interest.

Governors had no declarations of interest.

4. Election of Chair and Vice Chair.

Nominations were received for Patricia as Chair and Michael Swadling and Graham Cluer as joint Vice Chairs.

Governors **elected** Patricia Salami as the Chair, and Michael Swadling and Graham Cluer as joint vice chairs.

5. Governing Board Membership

MB informed governors of the current vacancies, which included co-opted and parent governor vacancies. Efforts to recruit additional governors have been challenging. JB advised that she would follow up with a member of their local church who had expressed an interest in joining the governing body. MB will also explore other avenues and organisations for potential candidates, such as the Local Authority and Inspiring Governance. PWi will start the process for parent governor elections. **Action.**

It was noted that Robert's term expires on 6 July 2025.

6. Governing Board Processes

Governors were reminded to submit their completed register of interest and disqualification forms. **Action**

Governors approved the following documents:

- Code of Conduct
- Standing order
- The Link Governor's responsibilities for 2024-25 were agreed (as per the previous year).
- Committee membership and chair appointments we agreed (as per the previous year). Patricia will be asked to join the Finance meeting. **Action**
- The committee terms of reference were approved; however, MB suggested reviewing the Quality of Education terms of reference at the next committee meeting to ensure it aligns with the new Ofsted framework. **Action**

A **governor** pointed out that the governance documents on the website needed updating. MB and JB agreed to ensure this is done. **Action.**

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

Minutes

The minutes of the previous meeting, held on 17 July 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:** Hold elections in September for 3 parent governor positions. Completed.
- **Action Ref. 5:** Discuss the plan to recruit 3 co-opted governors. Completed.
- **Action Ref. 7:** Speaking with a company that specializes in school lettings to see if they can offer a viable solution. Ongoing.
- **Action Ref. 8:** Future Head Teacher reports should include the numbers of EHCPs and SEND children from the previous report and year for comparison purposes.
- **Action Ref. 8:** Provide a review of the new staffing structure at the December meeting.
- **Action Ref. 10 & 12:** Move the November Finance and Resource committee meeting earlier to enable discussions on the use of the additional funding to take place. **Closed.**
- **Action Ref 10:** PWi to email MB the information pertaining to the works undertaken over the summer.
- **Action Ref.11:** Arrange for Governors to receive safeguarding training as part of the September Governing Body meeting.
- **Action Ref. 12:** Request for nominations for the roles of Chair and Vice Chair prior to the September meeting. **Closed.**

8. Safeguarding training, revised guidance, and updated policy

Governors received safeguarding training during the meeting, covering the revised guidance and updated policy. One governor noted the use of CPOMS to identify children at risk and any emerging patterns. JB stated that CPOMS is reviewed and analysed during every safeguarding meeting. Governors expect to receive the safeguarding audit soon.

Governors **approved** the revised Safeguarding Policy.

9. Headteacher's Report

PWi provided governors with an update on the key highlights from the head teachers' report.

Number of students on roll—Increasing the Early Years numbers has been a focus. The nursery has 16 more children this autumn than last year, and the numbers continue to increase. There will be a meeting to discuss reducing the PAN numbers to a full form.

Staffing—The school recruited two people to cover teachers during PPA and absences. This year, one Year 2 teacher has been absent on long-term sick leave; however, a replacement was identified. The school also appointed an admin for front-of-house staff, starting within a few weeks.

Reception—The building works for the new Reception ELP space are incomplete. The school anticipates an opening by 30 September 2024. The contractor and the borough will hand over the project on Friday. However, parents are given weekly updates on the progress.

The school is awaiting an SLA from the borough concerning the 8 Reception children awaiting placement in the ELP program, 3 of whom have ongoing consultations. An informal afternoon intervention is in place for nursery-aged children who require ELP provision to help them transition into the mainstream setting. Currently, the SEMH staff are assisting with this provision.

Cosmic Crew: Cosmic Crew has had a positive impact and is in its second phase.

PWi also noted that the Girl's school received their Ofsted report, which remained 'Good.'

A **governor** inquired about the difference between the number of students in the Reception class and those in Years 1 and 2. PWi explained that the numbers typically increase over time.

10. School Development Areas

PWi reported that the school hired a curriculum lead to update the curriculum to align with the points raised in the Ofsted report. The SEND expansion is also taking place, and the school continues to explore parent and community engagement opportunities. PWi also mentioned that some parents were frustrated with the delay in placing their children in the ELP programme; as such, the SEND lead from the borough was invited to attend the next parent meeting to address this.

11. Budget Monitoring Report

EA gave an overview of the Budget Monitoring Report. He highlighted that the extra money the school received had been included in the SEND income. A portion of the funding has been allocated to improvement works across the school, such as the playground, building maintenance and decoration, and ICT equipment. He also highlighted that the increase in the budget in E27 and E28 was due to hiring agency supply teachers; however, since the staffing level is now stabilised, there should be no overspending in the future. The funding will also enable the school to cover the teacher salary increase for the year.

Governors **approved** the BMR.

12. Maintenance Plan

EA reviewed the completed improvement works and cost allocation for summer 2024 with governors. The total cost for the playground works is £19,548 (video footage will be shared with the governors). Building maintenance and decoration costs totalled £28,450, floor carpet cost £5,662, and ICT Equipment cost was £29,718.

Governors **approved** the accumulated maintenance work expenditure totalling £83,378.

13. Chairs Report including Chair's Actions

There was no Chair's action.

14. DFE and OFSTED

Governors noted the updated Pupil premium, Exclusions Guidance for Schools, and attendance guidance training links.

15. Governor Visit

There were none.

16. Governor Training

GC highlighted that there had been no recent attendance at the training sessions since the last governor's meeting.

17. 2024/25 Calendar meeting

MB noted that the Finance meeting date had been changed and asked governors to review and confirm the dates on the meeting calendar.

18. Confidential Matters

There were no confidential matters.

19. Any Other Business

PWi updated the governors regarding the ongoing issue with the fire panels. Currently, the school's fire panel is not linked with the girls' school's fire panel; however, a

meeting is scheduled to resolve the issue. Both schools, along with Paul Thomas and Croydon's head of Fire Safety, will attend the meeting.

20. Date of Next Meeting

Monday 9 December 2024, 6pm at the school.