

Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 8th October 2018 at the Centre

Present:

Helen Ruff (HR) - Headteacher
 Kate Barlow (KB) – Parent Governor (**Chair**)
 Georgia Mazower (GM) – Co-opted Governor
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Laetisia Carter (LC) –Parent Governor
 Rebecca Macrae (RM) –Parent Governor

Apologies:

Eve Coles (EC) – Co-opted Governor
 Ellen Jennings –Parent Governor

Absent:

In Attendance:

Lucy Tyrrell (LA Clerk)
 Lexy Tuckwell (LT) – Associate Member
 Zoe Wakefield (ZM) – Associate Member

The meeting started at 7.15pm.

The meeting was quorate

Item	Discussion	Action/Outcome
1.	<p>Welcome and Apologies</p> <p>KB welcomed all to the meeting. Apologies were received and accepted from those governors listed above.</p>	
2.	<p>Notice of AOB</p> <ul style="list-style-type: none"> • Pupil Numbers • Staffing 	
3.	<p>Declarations of Interest</p> <p>Declarations of interest were completed by all governors, to be collated by the Clerk for uploading on the school website and Governor Hub.</p>	Clerk
4.	<p>Governor Code of Conduct</p>	

	<p>This document was circulated to all governors at the meeting, who confirmed they had read and understood the document, and signed at the meeting to be filed at the school.</p>	
5.	<p>Finance Update</p> <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> • Deficit in the budget has decreased from £82k to £62k • Running with a vacancy reduces costs • Numbers are relatively higher and overall growth across the year <p>Governors were updated on the current situation with funding in nursery schools across Oxfordshire.</p> <p>HR advised that only by reinstating the schools grant would the Centre be in a better financial footing. The 30 hour funding has increased demand for places in the nursery school and we have capacity following ACE Play’s move but there will be an impact on staffing. Also, as the funding is at a lower rate, the Centre will grow in capacity, but will not correlate financially.</p> <p><i>How do we compare nationally with funding? Oxfordshire is one of the lowest funded counties nationally. What basis is this set by? There is a central formula that they are promising to review, but to address the balance will have to take away from areas that have the higher deprivation.</i></p> <p>As nursery schools have reduced in number, it is hoped additional funding could be made available. The Government is starting to recognise the amount of support available in the early years, that nurseries are able to offer in the community. Therefore, it has been demonstrated that these are settings worth the additional funding, and are hopeful that support will be made available.</p>	
6.	<p>Minutes of the meeting held on 14th May 2018 and matters arising</p> <p>The above minutes were agreed to be an accurate record of the meeting, signed by the Chair and filed at the school.</p> <p><u>Matters Arising:</u></p> <p>All items are covered on the agenda.</p>	
5.	<p>Start of Autumn Term</p> <p>LT advised of a positive start to the year. The children have settled in very well.</p>	

	<p>Larger numbers are expected, and it is hoped that attendance will improve. There are currently 30/40 children per session, and staffing will grow in line with this. There will also be 4 1:1 positions to support children with EHCP.</p> <p>Staff are enjoying collaborative working practices, and are employing initiatives from the SDP based around maths and maths mastery, early language project and helicopter stories.</p> <p>HR advised that ZW has become an associate teacher through SCITT and has encouraged us to look closely at our teaching and learning. As a team we can learn through example and peer observation and will be building on this next term in a more formal format.</p> <p>There are currently 2 German students, joining for 6 weeks through the Erasmus scheme – not sure if this will continue but are hopeful as it has been very successful.</p> <p>PCGE student starting from Oxford Brookes with us next term.</p>	
7.	<p>Academisation Working Party update</p> <p>HR advised that not much progress has been made as tied up with status of nursery schools moving forward. Advised governors wait for announcement to see if any changes are made.</p> <p><i>Governors asked if any links with the new primary school have been followed up? That development plan will have its own timetable and will need to be involved. One action was to made contact with head of RLT – to start a relationship. Governors commented that it is still worth doing this to ensure we have an input on what the new primary school will look like.</i></p> <p>HR to make contact with Paul James, RLT.</p> <p><i>Governors commented on their aim to help create a new primary school with an early years ethos, and advised of models of infant schools that still exist with this ethos.</i></p> <p>LC advised governors that the local plan has now been adopted. <i>What is the timeframe?</i> It is a 15 years phased development on county council land, of which they were proposing 600 homes, the inspector has made an increase to 1400 homes. There is also more happening around the county.</p> <p><i>Any ideas to the new primary school in Chipping Norton?</i> No the ideas are too vague. The inspector has identified that transport will be pressured, with a link road between the town and development and will not ease the current traffic problems.</p>	

	<p><i>How many houses are in Chipping Norton?</i> There is a population of 6,000, so more than 3,000 houses. Therefore this will double the population.</p> <p>Invite Geoff to the next meeting? Or for HR to attend the next Councillor Survey – HR to liaise with LC.</p> <p>Governors were made aware of Banana Moon, a private nursery offering 30 hour sessions in the town. They are aggressively marketing themselves in the community.</p>	
8.	<p>ICT Update</p> <p>HR confirmed that the IT system has been updated with new WIFI.</p> <p>OCC had offered to back up all the nursery’s emails, however this did not take place. Staff are being trained and getting used to the new system.</p> <p>Management of photos is still not easier for use, however this is being reviewed by the ICT company.</p>	
9.	<p>Policies for ratification</p> <p>None for this meeting.</p>	
10.	<p>Safeguarding</p> <p>Safeguarding audit – at the next meeting.</p>	Agenda item
11.	<p>Health and Safety</p> <p>DQ – walkabout took place last week. Guards fitted on the doors were identified and this work is taking place. Other minor issues were identified and actioned.</p>	
12	<p>Governor Business</p> <p><u>Vacancies</u></p> <p>ZW is no longer employed by the school but would like to remain on the governing board. Clerk advised move to Associate Member role, and run a staff election.</p> <p>EC to move to Associate Member role due to ill health. DQ to check. If so, governors could vote ZW into the Co-opted Governor role.</p>	HR


	<p>Staff Gov vacancy – HR will follow up and confirm at the next meeting.</p> <p><u>Training</u></p> <p>Action : LC to complete Prevent for the next meeting.</p>	LC
13.	<p>GDPR</p> <p>Waiting for new system to be installed – no update at this meeting. Action plan is in place for compliance – the charity had made progress and the nursery school is catching up.</p>	Agenda item
14.	<p>Friends Group Update</p> <p>GM read out an update on the Friends Group and what they have achieved this year.</p> <p>Action: GM to email document to the Clerk for uploading to Governor Hub.</p> <p>AGM – 7th November – governors invited to attend.</p> <p>Staff Xmas Party – governors are invited to attend.</p>	GM
15.	<p>AOB</p> <p><u>Website</u></p> <p>KB advised she is working with GM and the website company. The content has been partially developed, and the sections have been agreed. The Web providers are awaiting photos from the school to take this forward.</p> <p>GM advised there is a document circulated to all governors – GM will recirculate this document – this has the proposed structure of the website, and can be reviewed by the school and photos included.</p> <p>KB and GM to review and update at the next meeting.</p> <p>LC informed governors that information on what the Centre can offer is not readily available in the community, and should be reinforced. KB and GM advised that further information will be included in the new website.</p> <p>This will be presented internally to all governors and the next step is then to review again with the web providers and then delegating out the different tasks – what to use from existing website and what new content is required.</p>	GM

	<p>Update at the next meeting.</p> <p><u>Nursery School Numbers</u></p> <p>72 places filled for this current term, plus rising 3's = 87 in total taken up this term. This is higher than ever before and is the result of the 30 hours offer.</p> <p>The numbers projected to the end of year are provisional and are based on children in the charity settings and make assumptions as they move up to the nursery setting and assumption they will take up 30 hours.</p> <p>Spring term – 100 places on roll projected plus rising 3's = 117 places filled.</p> <p>Summer term – 121 on roll plus rising 3's = 127 places taken up.</p> <p>Looking forward to autumn – leavers = 64 places on roll and build up from there again.</p> <p><u>Staffing</u></p> <p>Staff vacancy due to ZW leaving TA position – the Centre is carrying this due to the large number of students in place, but will need to make a decision on recruiting.</p> <p>The Teaching School Director is taking retirement and will leave at the end of this term. Will need to decide if we are to recruit this provision in the same format again or be more creative, and would appreciate governor involvement. Need to agree on the right model moving forward.</p> <p>Recommended that the HR committee be reconvened to discuss this in more detailed, and the following committee was agreed – KB, HR and DQ.</p>	<p>Agenda item</p>
	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Safeguarding Audit • GDPR • Website 	
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • FGB – 26th November 2018 	

The meeting finished at 9.00pm.

Signed: Date:

(LT/11.10.2018)

Signed:  Date: 28/01/2019