

## Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 3<sup>rd</sup> December 2018 at the Centre

**Present:**

Helen Ruff (HR) - Headteacher  
Kate Barlow (KB) – Parent Governor (**Chair**)

**Apologies:**

Lexy Tuckwell (LT) – Associate Member  
Eve Coles (EC) – Co-opted Governor  
Georgia Mazower (GM) – Co-opted Governor  
David Quick (DQ) – Co-opted Governor (**Vice-Chair**)

**Absent:**

Laetisia Carter (LC) – Parent Governor  
Rebecca Macrae (RM) – Parent Governor  
Ellen Jennings – Parent Governor  
Zoe Wakefield (ZM) – Associate Member

**In Attendance:**

Lucy Tyrrell (LA Clerk)

The meeting started at 7.30pm.

The meeting was quorate

<b>Item</b>	<b>Discussion</b>	<b>Action/Outcome</b>
1.	<b>Welcome and Apologies</b>  KB welcomed all to the meeting. Apologies were received and accepted from those governors listed above.	
2.	<b>Notice of AOB</b>  None reported.	
3.	<b>Declarations of Interest</b>  None reported.	
4.	<b>Finance Update</b>  The meeting was not quorate and this item referred to the next meeting.	<b>Agenda item</b>
5.	<b>Minutes of the meeting held on 8 October 2018 and matters arising</b>	

	As the meeting was not quorate, this item has been referred to the next meeting.	<b>Agenda Item</b>
6.	<b>Academisation Working Party</b>  This party has not yet met, and will be referred to the next meeting.	<b>Agenda Item</b>
7.	<b>Briefing re ACE Childcare OFSTED Compliance visit</b>  This visit took place during October half term to review record keeping for vulnerable children. A robust monitoring review took place and a generalised action plan incorporated. This followed a safeguarding concern and actions have been taken to ensure all procedures are robust.  Following this review, HR advised that all staff have been briefed on procedures and participation in multi-agency meetings with additional training made available.  HR advised the safeguarding governor review the file regarding this case to ensure satisfied with compliance.  KB advised of a safeguarding visit next week to check the safeguarding notice board compliance, and will follow up with HR.	
8.	<b>Policies for Ratification</b>  <u>Safeguarding Policy</u>  This is a standard OCC policy and have had some updates to the annexes. HR confirmed that no changes had been made to the policy. Document to be reviewed at the next meeting.	<b>Review at next meeting – Agenda item</b>
9.	<b>Safeguarding</b>  <u>Annual Safeguarding Report</u>  Due to the governing board not being quorate, the Clerk will upload this document to Governor Hub for governors to review and agree. Once agreed, this document will be submitted to OCC by HR.	<b>Clerk to upload to Governor Hub for review – HR to then submit to OCC.</b>
10.	<b>Health and Safety</b>  Nothing to report.	
11.	<b>Governor Business</b>  <u>Vacancies</u>	

	<p>The following was agreed:</p> <ul style="list-style-type: none"> <li>• EC will move to Associate Governor due to ill health.</li> <li>• HR to hold a staff election.</li> <li>• Mike Cahill to be voted in as Co-Opted Governor – to be agreed via Governor Hub.</li> </ul>	<p><b>Govs to agree HR to action KB to supply details</b></p>
12.	<p><b>Website Update</b></p> <p>KB advised that pictures are required and agreement on the template of the website. <b>KB and HR to meet to discuss and start process. HR to chase up photos required from the different settings for inclusion and HR and KB to agree on wording. Review at the next meeting.</b></p>	<p><b>Agenda Item</b></p>
13.	<p><b>GDPR</b></p> <p>The Privacy Policy is still outstanding. HR advised this will be followed up and reviewed at the next meeting.</p>	<p><b>HR to follow up.</b></p>
14.	<p><b>Friends Group Update</b></p> <p>None for this meeting.</p>	
15.	<p><b>AOB</b></p> <p><u>Proposal from Maintained Nursery Schools</u></p> <p>The Nursery Heads have written to Lucy Butler to source funding for SEN children’s provision in the county. HR to send this letter to the Clerk for uploading to Governor Hub for governors to review.</p>	<p><b>Clerk to upload to Gov Hub.</b></p>
	<p><b>Future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Website update</li> <li>• GDPR update – Privacy Policy</li> </ul>	
	<p><b>Future Meetings:</b></p> <ul style="list-style-type: none"> <li>• FGB – 28<sup>th</sup> January 2019</li> </ul>	

The meeting finished at 8.00pm.  
(LT/04.12.2018)

Signed:  Date: 28th January 2019