

Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Wednesday 9th October 2019 at the Centre

Present:

Helen Ruff (HR) - Headteacher
 Kate Barlow (KB) – Parent Governor (**Chair**)
 Georgia Mazower (GM) – Co-opted Governor – arrived at 7.40pm
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Rebecca Macrae (RM) –Parent Governor
 Mike Cahill (MC) – Co-Opted Governor

Apologies:

Eve Coles (EC) - Associate Governor

Absent:

In Attendance:

Lexy Tuckwell (LT) – Associate Member
 Lucy Tyrrell - Clerk

The meeting started at 7.10pm.

The meeting was quorate

Item	Discussion	Action/Outcome
1.	Welcome and Apologies KB welcomed all to the meeting. Apologies were received and accepted from those governors listed above.	
2.	Notice of AOB <ul style="list-style-type: none"> • Admissions. • Ofsted Childcare Inspection 	
3.	Declarations of Interest None reported. Clerk to upload Business Interest Forms to Governor Hub for all governors to complete and return.	Clerk/ All Govs
4.	Finance Update The Finance Committee, consisting of HR, DQ and EC have not yet met this term.	Finance Comm to set meeting date and report

	Due to ongoing health issues of EC, MC volunteered to join this Committee, and feedback to EC in her absence.	to the next FGB meeting – Agenda item
5.	<p>Minutes of the FGB and Confidential meeting held on 9 July 2019 and matters arising</p> <p>The following amendment was noted; ‘80% of pre-school is funded in the summer term’.</p> <p>Taking into account the above amendment, the FGB minutes were agreed as an accurate record, signed by the Chair to be filed at the school.</p> <p><u>Matters Arising:</u></p> <p>OSCB website – KB advised she has investigated the issues with accessing documents via this website, and informed governors that this is a ‘tricky’ website to access, however all information is available.</p> <p>Generalist Safeguarding Training – all governors must attend this training. HR advised that most governors have completed this, however will ensure that new governors have been trained.</p>	HR
6.	<p>Update on meeting with OCC</p> <p>HR advised governors of a recent meeting with Oxfordshire County Council regarding an LA process to be implemented called a Schools Strategy Group. She advised this is a supportive process reviewing the deficit budget facing The Ace Centre. Representatives from OCC, HR, KB, the Centre’s SBM, and the Chair of the Trustees Group attended this meeting on 30 September 2019.</p> <p>HR had been asked to provide a list of questions and financial information and had prepared a PowerPoint explaining the structure and changes of The Ace Centre over the last two and a half years. HR advised they wanted to review staffing and pupil numbers.</p> <p>KB advised that OCC agreed the Centre had always submitted a cautious budget and aimed to remain under budget throughout the financial period. They also reviewed Andrew Hamilton’s report, and discussed changes to the staffing structure in order to save costs. However, HR advised she did caution that due to this restructure, current staff are having to cover more tasks now left redundant. The relationship with the Charity was also discussed, and how funding is obtained and distributed.</p>	

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	<p>HR advised that due to the closure of Children's Centres, the Ace Centre has experienced a rise in pupil premium children as local families are isolated from necessary services, she advised that SEN is at 20% and EAL is rising to almost the same.</p> <p><i>The Clerk advised that all governors should meet for an extraordinary meeting outside of this group, not including governors who are staff members, of which should be recorded as a confidential minute.</i></p> <p>HR advised that as a governing body we will have to look to working alongside the LA to explore new solutions or relook at any old decisions previously discarded to ensure that all areas are covered.</p> <p>The governing body felt strongly that they are providing an important service to the community, regardless of the funding implications to the Centre.</p> <p>Governors asked for a timescale to these further discussions and implications thereof? HR advised another meeting take place in November and continue to meet regularly thereafter. KB advised that they will be looking for demonstrable improvement in the budget by the end of the year.</p>	<p>HR and KB to convene an extraordinary meeting of the FGB.</p>
7.	<p>Updated Self Evaluation Form (SEF) (document entitled <i>School Self Evaluation Summary – updated 1 October 2019</i>)</p> <p>HR has updated this form, uploaded to Governor Hub and tabled at the meeting. HR advised that as this is updated throughout the year will be posted to Governor Hub for governors to review. This document reflects the new team and work carried out this term, and the fact that we are pulling together a new SDP. HR requested that governors be invited to challenge any information contained therein.</p>	<p>Update item for next agenda</p>
8.	<p>Draft School Development Plan – discussion paper for governors (<i>Ace Centre School Development Plan 2019-21 – draft overview for discussion at FGB meeting 09.10.19</i>)</p> <p>HR advised that this document had been shared at a staff meeting, following which another strand around creativity was identified. Other key areas identified are outlined as follows:</p> <ul style="list-style-type: none"> • New effective and sustainable model for the future – being fit for purpose and for the LA to start thinking about new 	

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	<p>strategies for early years in the community, of which the nursery school plays a significant part.</p> <ul style="list-style-type: none"> • Vulnerable learners – county wide priority as attainment levels are lower for vulnerable children in the county overall. HR advised that boys leaving last year obtained lower attainment compared to girls. The Centre has a strategy in place for vulnerable learners, however this has been ‘stepped up a notch’. HR advised that this was in response to Children Centres closing when this group were 1 year old and therefore these families missed out on this support. This was noticeable by their low levels identified at entry to nursery. <p><i>Does the centre tend to have a higher proportion of vulnerable learners than other settings in the community?</i> Yes, due to the community and age of children coming into the centre. <i>Are we compensated for this from the county?</i> HR advised that income could be increased by not taking as many SEND children, however this is not a strategy supported by the Centre or the LA.</p> <p><i>GM arrived at the meeting at 7.40pm.</i></p> <ul style="list-style-type: none"> • Literacy – closing the gap – environment and home visits on reading and writing. • Mathematics <p>HR advised that safeguarding should be included on our action plan so had created a one-year action plan entitled ‘Safeguarding Action Plan 2019-20 – Key Issue 5 – SDP 2019-21’ which was circulated at the meeting. This will be managed separately as a one-year action plan due to ongoing changes.</p> <p>HR requested that governors review the SDP, and feedback any observations, challenges etc. It is proposed that this document be agreed by Christmas, following further consultation with both governors and staff. HR further advised that this document will link in with developmental areas for staff and form part of their own development.</p> <p>LT advised of an inspiring staff meeting, building on the positivity of hosting the first Chipping Norton Arts Festival at the Centre.</p> <p>HR advised the new team is working well together with increased focus on vulnerable children and increased levels of well-being from initial entry in September.</p> <p>Action: HR requested that both Committees scrutinise this document, and report back 5 bullet points of development to the next FGB meeting.</p>	<p>Committee Chairs - Agenda item</p>
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	<p>HR advised that the 2019 leavers data is ready for scrutiny by the P&S Committee at their next Committee meeting.</p> <p>LT advised of increased attendance monitoring following the ‘OCC Strategy 2018-21’ document. Vulnerable learners are identified on entry, and there is a more rigorous approach to monitoring with a shared focus that every practitioner brings into this process. This in turn makes it more effective.</p>	P&S Comm
9.	<p>Draft Governing Body Strategy & Action Plan – discussion paper for governors <i>(document entitled Draft Governing Body Strategy and Action Plan emailed to all governors prior to the meeting)</i></p> <p>KB advised that this document was prepared in draft in preparation for the OCC meeting, however requires more input from governors. HR advised that as we work through the SDP, this will feedback into the governing body strategy, and work in parallel to each other.</p> <p>KB to upload this document to governor hub.</p> <p>HR gave thanks to KB for the additional work required for the collaborative working with OCC, and also the development of the Centre’s new website. She advised governors that more work and support is required moving forward.</p> <p>Governors thanked HR for her additional time given and HR advised that all staff have been involved in working well with OCC.</p> <p>KB advised that the strategy document follows Ofsted outstanding key areas:–</p> <ul style="list-style-type: none"> • Leadership and Management • Outstanding outcome for pupils • Teaching and learning • Safeguarding • Building and property maintenance <p>This document will be discussed alongside the SDP.</p> <p>KB advised that formal meetings held outside of FGB meetings would make decision making more effective and planned to schedule these separately.</p> <p>LT has also developed a Governing Body Strategy document, and this will be incorporated into the document to formulate one working document.</p>	KB

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	Governors were agreed that two meetings will be held before the next FGB meeting to further discuss the school's strategy and finances thereof.	
10.	Draft Safeguarding Action Plan Covered above.	
11.	P&S Committee Report A meeting to be convened – date tbc.	
12.	Website Update KB advised that the website is now live. Governors thanked KB for her involvement in leading this project. Comments received have been extremely positive. LT advised that it gives the staff opportunity to update regularly and ensures that all information is kept up to date. Further developments of the website were discussed by governors, HR advised that governors review the site fully and feedback to KB. <u>Signage</u> DQ advised that the Charity are now getting their own signs made as governors are no further forward with this project. The Trustees are developing their own wording in line with current signage. HR advised she will work with the Trustees on behalf of the governors.	
13.	Housing Development Update GM advised that the new primary school is due to be completed by 2025 and reported on a meeting held with Councillors, Ian Hudspeth and the local community. Councillors put forward their views on the type of housing development they wanted for the community which included a new sustainable, zero carbon housing development. GM advised the town council will push forward with this agenda and the county council are going through the process of developing this. GM advised that the idea of a visionary early years' primary school facility would work very well with the plan that the town are going to develop and they are working with a large architectural practice from London in consultation with the Town Council. If the governing body are on board with this, it could be incorporated into our strategy. Exploration of a new school site should be included as a major point.	

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	Governors commented that continued work with the Town Council exemplified their continued collaborative working practices within the local community.	
14.	<p>Policies for ratification</p> <ul style="list-style-type: none"> • H&S (no changes) • Lockdown Procedures (no changes) • Child Protection/Safeguarding - followed the OCC model but adapted to actual practice, includes new Keeping Children Safe in Education process. <p>Medical Conditions Policy – HR to check if policy held – to be ratified at the next meeting. Will check if the Administering Medicine Policy wording meets the requirements for this policy.</p>	Agenda item
15.	<p>Safeguarding</p> <p>Keeping children Safe in Education</p> <p>HR advised all governors read through this policy uploaded to Governor Hub and advised of the relevant changes for governors' information.</p> <p>Section 1-8 checks have to be followed for all Governors – HR confirmed that this had been completed.</p> <p>HR advised all governors of the annual safeguarding report to be submitted to OCC by Christmas – this will be completed by HR and KB, as the safeguarding governor, there is a new platform to use to submit this document, and the deadline has now been delayed until the end of January.</p> <p>HR and KB advised of a meeting with Trustee of the Charity to review the Charlbury Ofsted report and check against our own practices. HR and the Trustee review the single central register once a month, monitor and follow up any outstanding items.</p>	
16.	<p>Health and Safety</p> <p>DQ, the H&S governor, will plan a walkabout this term and report back to the Finance Committee.</p>	DQ
17	<p>Governor Business</p> <p><u>Vacancies</u></p> <p>KB to draft a letter to generate interest and feedback at the next meeting.</p>	KB

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	<p><u>Training</u></p> <p>KB advised of training identified in her email and link to OSCB website for safeguarding training.</p> <p>Clerk requested all governors upload their training details to Governor Hub.</p> <p><u>Attendance</u></p> <p>Updated attendance has been uploaded to the school website for the academic year 2018/19.</p>	All Govs
18.	<p>GDPR</p> <p>None reported.</p>	
19.	<p>Friends Group Update</p> <p>LT advised the Friends Group are recruiting. Four parents have come forward to volunteer as Friends. They have identified improvements to collaborative working between the group and the Centre to ensure events are advertised and supported, and also attending their meetings on a regular basis.</p> <p>KB advised that we can support them better with the website. LT advised this will be helpful and looks hopeful moving forward.</p>	
20.	<p>AOB</p> <p><u>Admissions</u></p> <p>HR raised concerns regarding admission numbers coming through to the nursery. An area of work for the Governor Strategy Group is collaborative discussions with the nursery and the Charity identifying the number of places available to offer our internal families.</p> <p>Governors commented that we needed to meet the local demand and increase numbers where possible.</p> <p>HR advised to ensure we are working well together and the impact on the charity. HR advised that there is an initial meeting to review these figures. DQ advised collaborative working with the Charity at this stage and HR advised she will arrange this meeting.</p> <p><u>Ofsted Childcare Inspection</u></p>	

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	<p>The Charity was inspected on 18 September 2019 and the draft report has been received. The full report will be out soon and HR assured governors that everyone will be delighted and demonstrates how well the settings work together.</p> <p>Governors gave congratulations to colleagues in the charity and a big thank you for all staff involved.</p>	
	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Committee membership and structure – term 1, 2019/20 • Governor Roles – term 1, 2019/20 • Governor Visits – term 1, 2019/20 	
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • FGB – Monday 25th November • FGB – Monday 27th January 2020 • FGB – Monday 2nd March 2020 • FGB – Monday 11th May 2020 • FGB – Monday 6th July 2020 	

The meeting finished at 9.13pm.
(LT/18.10.2019)

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