



Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 9th December 2019 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**)
 Mike Cahill (MC) – Co-Opted Governor
 Eve Coles (EC) - Associate Governor

Apologies:

Rebecca Macrae (RM) –Parent Governor

Absent:

Lucy Tyrrell Clerk

In Attendance:

Lexy Tuckwell (LT) – Associate Member

The meeting started at 7.10pm.

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"> • Signage • Mini bus 	
3.	<p>Declarations of Interest</p> <p>None reported.</p> <p>Clerk to upload Business Interest Forms to Governor Hub for all governors to complete and return.</p>	Clerk/ All Govs
4.	<p>Finance Update</p> <p>The Finance Committee, consisting of HR, DQ, EC and MC met on 3rd December.</p> <p>The year opened with a deficit of £36k and is predicted to rise to £87k at the end of this year. This is £5k less than originally predicted. £6k in the teaching school budget can move across at the end of the year and there is £16k available in the phonological</p>	

	<p>awareness fund. This will reduce the deficit to £65k. This amount is close to the amount we predicted would be a shortfall when the children's centre closed.</p> <p>The teaching school is likely to close in the coming year. Centralisation process will reduce the funding going from government to teaching schools. This will have an impact on the funding of HR's salary and has implications for the Director position.</p> <p>We have been looking at many of the ideas discussed at the school strategy meeting. Trustees have been discussing this and it is possible that breakfast club will transfer across to Nursery School. The numbers range from 4-9 daily and the rate is £6.75 per session. We have also looked at after school club but the staffing implications for Nursery School are significant, as is holiday playscheme so those are best left within the charity. We are also exploring moving ACE Pre School into the Nursery School. Initial costings indicate that this may contribute to revenues. HR suggested that a group of governors or P&S look into this in more detail. This will expand N/S staff by 4 and there may be some scope for efficiencies but we need to be mindful of salary variations and the different employment conditions. Agreed that P&S will begin to explore this after Christmas to assess the viability of the structure.</p> <p>We have offered lunch club to all our children (15 and 30 hour children). We have sold 5 extra sessions bringing in £25/week but 3 of those sessions require 1 to 1 support and the children don't receive additional funding. The impact of this is that staff are losing their lunch breaks. Governors feel that this is unsustainable so we will review lunch club viability after the end of this term.</p> <p>Sandy Schofield, formerly Operations Director at CETA, kindly visited the site on 13.11.19 and explored possible uses of the parts of the site that are not occupied by N/S as well as the pre school space. She provided a report on her findings.</p>	P&S
5.	<p>Governor Visit Mike visited to review SEND on 28.11.19. Looked through the policies and procedures and then spent time with 2 young people with SEND. Mike's key observation is that it takes a lot of time to obtain the money needed for SEND support.</p>	
6.	<p>Minutes of the FGB held on 9 October 2019 and matters arising</p> <p><u>Matters Arising:</u></p> <p>No matters arising from the minutes.</p>	HR
7.	<p>Updated Self Evaluation Form (SEF)</p>	

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	<p><i>(document entitled School Self Evaluation Summary – updated 1 October 2019)</i></p> <p>No further updates to discuss since the last meeting. It is on GovernorHub for governors to review.</p>	HR
8.	<p>Draft School Development Plan – discussion paper for governors <i>(Ace Centre School Development Plan 2019-21 – draft overview)</i></p> <p>Performance management meetings have been set to align staff development in line with the school development plan. This was very well received.</p>	<p>Committee Chairs - Agenda item</p> <p>P&S Comm</p>
9.	<p>School Strategy Update <i>(document entitled Draft Governing Body Strategy and Action Plan)</i></p> <p>Meeting has been rearranged and we are awaiting a new date from OCC.</p> <p>Working group coming from Town Council around the Tank Farm development. St Mary's have contributed to WDC's strategic development plan for West Oxfordshire. There are meetings with an architectural firm that put the primary school in a central role. If N/S wants to propose our role then we need to communicate this to WODC. GM wants to ensure that the N/S is recognised as a key asset in the community. We also need to highlight that the new school having an early years class may have a detrimental effect on N/S. If we want to move to the new site, then we need to make sure that we register this now. Meeting is at 7pm on 10th December. We would benefit from having a voice at the meeting tomorrow. We need to strive for something better than the off-the-peg model that they will suggest if we don't come up with an ambitious proposal.</p> <p>Chipping Norton is unique in having an outstanding N/S and outstanding childcare provision. We want more thought to go into EY provision and we would like to be part of that. HR has explored models and visions with other N/S heads and will be meeting with them next week. They will be sharing findings from other N/S groups. OCC and WODC are broadly supportive but the community led plans need to be fed into their thinking.</p> <p>The architects are interested in looking at the primary school development and making sure it fits the community requirements. We can influence that report. We have a vision that goes beyond EY and extends into KS1 and we would like to be part of the vision and discussions.</p>	HR
10.	Policies for Ratification	

	<p>Child Collection and Uncollected Child policy SEND policy Safer Recruitment policy Physical Intervention policy Behaviour policy (including anti-bullying) Mobile phone/Camera policy Personal Care policy Missing Child policy First Aid policy Whistleblowing policy Lockdown procedures Health and Safety policy</p>	
11.	<p>Safeguarding</p> <p>Still awaiting login for the electronic platform for the Safeguarding Report to go to County. They have extended the deadline for submission to February half term but this might have move. Report needs to be completed and then ratified by an FGB before it can be submitted. MC proposed that we continue with the report in readiness.</p> <p>HR attended the DSL Forum on 28th November. Provided a general update.</p>	
12.	<p>Health & Safety</p> <p>3rd December H&S walk around. Finger guards are being fitted. We might require new fencing at the end of the garden. All other areas were of a high standard. We have obtained a quote for extending a non-slip surface on the path to the door but this will cost £500. HR has signed off this expense.</p>	
13.	<p>Governor Business</p> <p><u>Vacancies</u></p> <p>KB wrote a letter that was distributed and this has generated no response. LT and HR are identifying people to approach.</p> <p>EC co-opted as full governor.</p> <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>HR/LT</p> <p>All Govs</p>
14.	Friends Group Update	

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	<p>Successful Christmas party on 6th December. Helpful Dig Day on the 23rd November and staff were present all day to make the event effective.</p> <p>Friends donated £750 to N/S to cost the structure that is being made FOC by a parent, Chris Coulter. We will only pay for the roof. This will allow us to have a fire under cover so we can continue the Forest School concepts while we aren't able to go off site.</p>	
15.	<p>AOB</p> <p><u>Signage.</u> We do not need a sign for Nursery School per se but EC mentioned that we should say that we're outstanding. We should introduce a nominal charge for other people's signs.</p> <p><u>Staff workload</u> At the January INSET day, the team will review the way the children's learning journals are maintained as the current method, although very effective, is excessively time consuming.</p> <p><u>INSET January</u> Key Pedagogical Concepts to be explored.</p> <p><u>Minibus</u> The minibus technically belongs to the charity as it was purchased with a grant. N/S covers the running costs as we are now the sole users. The charity decided tonight that they will transfer ownership to us. HR will investigate the additional insurance costs associated with renting out the minibus in future.</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 27th January 2020 • FGB – Monday 2nd March 2020 • FGB – Monday 11th May 2020 • FGB – Monday 6th July 2020 	

The meeting finished at 9.13pm.
(KB/10.12.2019)

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