

Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 27th January 2020 at the Centre

Present:

Helen Ruff (HR) - Headteacher

Kate Barlow (KB) – Parent Governor (**Chair**)

Georgia Mazower (GM) – Co-opted Governor

Mike Cahill (MC) – Co-Opted Governor

Eve Coles (EC) – Co-Opted Governor

Apologies:

David Quick (DQ) – Co-opted Governor (**Vice-Chair**)

Rebecca Macrae (RM) –Parent Governor

Absent:

None

In Attendance:

Lexy Tuckwell (LT) – Associate Member

Nicole Brooks (NB) LA Clerk

The meeting started at 7.00pm and was quorate.

Item	Discussion	Action/ Outcome
1.	<p>Welcome and Apologies</p> <p>KB welcomed all to the meeting. She introduced NB as the stand in clerk for this meeting and the governors introduced themselves.</p> <p>Apologies were received and accepted from David Quick (DQ), and Rebecca Macrae (RM)</p>	
2.	<p>Notice of AOB</p> <p>None advised.</p>	
3.	<p>Declarations of Interest</p> <p>None declared</p>	
4.	<p>Minutes of the FGB held on 9 December 2019 and matters arising (not already on the agenda)</p> <p>The minutes of the previous meeting were agreed to be an accurate record and were signed by the Chair and handed to the HT to be filed at the school.</p> <p><u>Matters Arising:</u></p> <p>No matters arising from the minutes.</p>	

5.	<p>Finance Update</p> <p>HR reported on the finance situation. The totality of the deficit is due to the children's centre closure and the N/S now being liable for the cost of running the whole building. The budget has been scrutinised and the deficit is confirmed as the total of the lost revenue from the Children's Centre and Health Centre. There is a further strategy meeting this Friday with OCC to discuss how to clear the deficit. These figures will be reported at the meeting. Trish Ward (TW), Treasurer of the Charity will also be attending to present this information. There is £16K in the phonological awareness fund that could be moved across to reduce the deficit to £69K</p> <p><i>Q: Are the governors required to sign off the budget tonight?</i> A: No, this has already been done and submitted to OCC. Andy Flowers (OCC Senior Finance Adviser) has reviewed the budget and sent his comments to HR. The comments state that HR has provided sufficient and accurate notes to explain the situation. There are other fluctuations throughout the year that will affect the budget.</p>	
6.	<p>Updated Self Evaluation Form (SEF) <i>(document entitled School Self Evaluation Summary – updated 1 October 2019)</i></p> <p>HR stated there are no major updates to the SEF since the October version. Attainment data has been updated. MC has carried out governor visits for:</p> <ul style="list-style-type: none"> • Provision for vulnerable children • SEND provision <p>Action: Written reports to follow (MC)</p> <p><i>Q: Can the updated version be loaded to governor hub?</i> A: HR stated that she will upload this, but there is a lack of capacity for updating and loading documents. HR has been absent recently due to a bereavement and this has also had an impact on workload. LT stated that this is not affecting the children's standard education, but some work with target groups such as gifted and talented isn't as focussed. RM asked KB to pass on that she has no comments for this agenda item tonight.</p> <p><i>Q: GM asked if 'next steps' could be added to the SEF at the next update?</i> A: HR asked for governors to write their suggestion on their copy and she will go through them.</p>	MC
7.	<p>Draft School Development Plan – discussion paper for governors <i>(Ace Centre School Development Plan 2019-21 – draft overview)</i></p> <p>Since the last strategy meeting with OCC in September there has been one area of focus – Sustainability for the future.</p>	

	<p>Ideas have been considered, one being: Moving pre-school to become part of N/S (the 2-5 yr olds). It has been suggested before, but was rejected as the transfer of staff and continued costs was too expensive.</p> <p>Trish Ward has put together some different models to be considered. The financial impact would have to be scrutinised and staff structures reviewed before making a decision.</p> <p><i>Q: The agenda suggests a discussion paper for governors – is it available?</i></p> <p>A: HR apologised for not completing the document. This is due to her sickness absence. It will be printed and circulated as soon as possible.</p> <p>HR stated the need to consider the relationship between the charity and N/S during this process as there are financial considerations for them too.</p> <p>Changes that have been made.</p> <p>Lunch club has been offered to the 15 hour children. Five have taken a place but three require one to one care. This is not funded, and the outcome is that teachers are losing their lunch break to cover this provision.</p> <p>The provision cannot be pulled part way through the year, but a decision has to be made on the future of lunch club parameters.</p> <p>LT added that this is a good opportunity for these pupils, and they do have help as one parent volunteers 4 days a week, but this is temporary.</p> <p>The governors discussed and agreed that no more 15 hr lunchtime places would be offered this academic year. The lunch club provision will be reviewed again for September.</p> <p>The second change made has been to open a breakfast club. This has been a more financially successful initiative. It is run by the N/S not the charity. It starts at 8am and 27 sessions per week have been taken up. Income is £182 p/w which equates to just over £2K p/a. Casual staffing of 1 hour per day and food comes out of this income.</p> <p>This provision is worthwhile financially, but it has extended the school day.</p> <p>LT commented that there is little change in the workload for the member of staff running breakfast club. This responsibility was planned for when recruiting to the post.</p> <p>If the £16K savings from the phonological fund is taken to reduce the deficit then there will be no buffer and if future savings will be removed then there will be no financial protection for the N/S budget.</p> <p>The governors discussed this and agree that OCC either need to play a part in a solution to reduce the costs or support them to find a new site.</p> <p>Chipping Norton is growing so this N/S provision is needed. A decision may be made to create a federation with one or more primary schools in the area.</p>	
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	<p>HR read out the numbers on roll and the breakdown of groups within N/S: 59 pupils on roll (26 x 30 hr pupils and 33 x 15 hr pupils) 18 x pupil premium 2 x LAC 11 x EAL learners 23 x SEND (2 x EHCP and 21 x k funded) – 19 are 15 hr pupils</p> <p>The N/S is reaching the vulnerable and disadvantaged and is meeting the need of the area, along with the pre-school. If the N/S fails, how will OCC provide for these children? What is their strategy?</p> <p>The N/S provides high quality inclusive provision for those with additional needs. With new houses being built in the area the need will increase.</p> <p>Action: Circulate the discussion paper tomorrow (HR)</p> <p>Pupils with identified SEN are eligible for 'K' funding of £38.50 p/w. HR will use the K funding to employ a temporary Teaching Assistant (mornings only) to focus on the needs of those pupils. LT has created a generic requirement for a job description.</p> <p>It was suggested that quotes / evidence are presented to the strategy meeting to promote how well the N/S caters for these pupils. HR has done this in the last meeting but it fell on deaf ears.</p> <p><i>Q: Governors asked HR what she thinks a strategy for the future would look like?</i> A: A nursery school on a smaller sustainable site. Any move would take time though, and in the meantime the current budget deficit would just grow.</p> <p>The governors discussed how to approach the strategy meeting and what to expect from OCC. The school has looked at every option and cannot reduce their outgoings without support for the buildings costs. HR reminded governors that the teaching school programme is likely to end this year and with that funding will go. It is important to stress the quality of service they provide and the need in the community. At the last meeting Kim James of OCC stated that they cannot let the situation continue with accruing deficit. Possible outcomes are:</p> <ul style="list-style-type: none"> • Removal of the status of teaching school which would remove the need of a HT in post. • Federate the school <p>HR read out the agenda for the strategy meeting.</p>	<p>HR</p>
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	<p>Governors asked about representation at the next All Party Parliamentary Group (APPG).</p> <p>They next meet on February 5th to re-constitute and then a full meeting will be in March.</p> <p>HR encouraged governors to meet with their MP, Robert Courts and inform him of the funding issues and potential outcomes.</p> <p>Action: MC and KB to make contact with Robert Courts MP immediately (MC & KB)</p> <p>Action: Governors give further thought to the discussion tonight and email any suggestions / ideas / documents that could support KB, HR and MC during the strategy meeting – by Thursday latest.</p> <p>HR and KB are going to attend an affordable school seminar. Leigh Roscoe-Styler (LRS) (Administrator) should have been attending too, but the caretaker is currently absent, so Leigh needs to stay on site to carry out caretaking duties.</p>	<p>MC / KB</p> <p>ALL</p>
8.	<p>School Strategy Update (<i>document entitled Draft Governing Body Strategy and Action Plan</i>)</p> <p>This item was discussed together with agenda item 7 due to overlap in discussion.</p>	
9.	<p>Safeguarding</p> <p>HR reported that she is working on the online annual safeguarding report.</p> <p>Three members of staff have completed safer recruitment training. One governor is required to complete safer recruitment training and asked for a volunteer to do this.</p> <p>MC would be willing if no one else could do this.</p> <p>Action: HR will ask the governors who are not present and let MC know.</p>	HR
10.	<p>P&S Committee report</p> <p>LT took the minutes of the last meeting on 15th January. She and HR reported to governors.</p> <p>Reviewed progress and attainment data for all pupils and for target groups, e.g. SEND, 15 hour, 30 hour, pupil premium and EAL pupils. Always looking to close the gap. The conclusion of the committee was that the teaching is working well alongside the strategies that are in place.</p> <p>HR reported that the gap is being closed in the vast majority of cases across all areas. There is still a steady focus on vulnerable learners. Not all pupils are reaching expected levels of attainment on exit due to their very low entry level starting point.</p> <p>The 30 hours pupils are higher achievers than the 15 hours pupils. The number of pupils requiring additional support is increasing. The 'K' funding will be used to increase staff numbers to give a higher staff / child ratio.</p>	

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	<p>A new initiative is in place for 'next steps' for more able pupils. The system ensures that pupil outcomes are followed up and discussed as a team and appropriate challenges set. Micro libraries are working well.</p> <p>There is a gap between the pupils attending 30 hours and 15 hours. Of the 30 hr pupils, 51% were in line with expected levels on entry and 92% on exit. Of the 15 hr pupils, 39.5% were in line on entry and 79.4% on exit.</p> <p>EYPP and how it is used was also discussed along with children's portfolios and workload issues. The minutes will be circulated to read in more detail.</p> <p><i>Q: Has GM submitted reports for the home visits she carried out for the PP pupils – if so could these be submitted at the strategy meeting on Friday?</i> A: Yes, these have been done.</p> <p>OCC were scheduled to visit N/S to look at the SEND provision. This was cancelled and has not yet been re-scheduled.</p>	
11.	<p>Health & Safety The H&S inspection was carried out at the beginning of January. HR reported that they have a good level of compliance. Some items from the last inspection were not completed but are being worked on. They were small issues and nothing significant was highlighted.</p> <p><i>Q: Following previous reports are measures in place to prevent fingers being trapped in the door locks?</i> A: LT confirmed that measures were in place, and fingers cannot get trapped.</p> <p>There was a governor H&S walkaround carried out on 3rd December.</p>	
12.	<p>Housing Development update GM and HR went to the meeting as agreed. It was mostly an information sharing and gathering of views. HR spoke about the nursery school. Although HR spoke about the N/S provision there was no formal submission towards the consultation and vision for the plans. GM believes it may be too late to contribute now. WODC is opening a further consultation in April and they could be part of that? The governors discussed this. They want to be a part of the process, but until there is a clearer idea of what the future holds for the N/S it is difficult to know what their contribution would look like. Action: GM to find out if it is still possible to contribute to the consultation.</p>	GM

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	Action: Following Fridays meeting, feed back to the GB and decide what wording the governors would like to submit towards the planning consultation (HR, KB, MC) Action: Keep this item on the FGB agenda	ALL Clerk												
13.	Policies for Ratification There were no policies for ratification at this meeting.													
14.	Governor Business <u>Vacancies</u> More governors are needed. KB stated that 3 parent governor vacancies need to be filled. They are struggling to get parent nominations. HR will spend time approaching parents and circulate letters to try and generate interest. <i>Q: EC asked if anyone from the Friends group would be interested?</i> A: HR has asked previously without success, but will approach them again. KB drew attention to the GB activities document – it was circulated to governors prior to the meeting. Governor visits need to be booked and the following visits / governors were allocated: <table><tr><td>SEND</td><td>MC</td></tr><tr><td>EYPP / Vulnerable learners and families</td><td>GM</td></tr><tr><td>Learning walk – general</td><td>EC</td></tr><tr><td>Learning walk – general</td><td>DQ</td></tr><tr><td>Learning walk – general</td><td>KB</td></tr><tr><td>Key pedagogical concepts / Curriculum development</td><td>RM</td></tr></table> <u>Training</u> KB has completed a safeguarding module. KB also reminded governors of the link to OSCB website for safeguarding training.	SEND	MC	EYPP / Vulnerable learners and families	GM	Learning walk – general	EC	Learning walk – general	DQ	Learning walk – general	KB	Key pedagogical concepts / Curriculum development	RM	
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15.	Friends Group Update There were no updates for this meeting.													
16.	A moment to celebrate HR reported on a really successful inset day – it was extremely valuable and HR was proud of how the team works so well together. GM reminded the governors of a collaboration last summer with the Chipping Norton Lido. Paddle and play sessions (8-10 weeks) of reduced price (free for vulnerable families). It was a successful pilot. Feedback and how to get higher engagement with vulnerable families has been sent to GM and request that this is an agenda item for the next FGB meeting. Action: Lido project an agenda item for next FGB	Clerk												

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17.	<p>AOB</p> <p><u>SFVS needs to be ratified by FGB</u></p> <p>HR advised the governors that the SFVS document needs to be ratified by the FGB. LRS has completed this document. It is an exercise to show that the school is meeting the financial health standards and getting value for money.</p> <p>HR read through the document and explained that most areas have been identified as positive with no concerns.</p> <p>Highest areas of expenditure are:</p> <ul style="list-style-type: none"> • Teaching staff (that will reduce if / when the school loses teaching school status) • Building costs and energy costs (discussed already this meeting) <p>There is just one question that they are not fully meeting the criteria: “Do you compare non-teaching staff costs against the best DfE recommended national deals to achieve best value?”</p> <p>HR has not had a requirement to do this, but if they did then she would follow the recommended route.</p> <p>The governors approved the SFVS for submission.</p> <p><u>Raising the nursery school profile</u></p> <p>The governors had a brief discussion on raising local awareness of the N/S being outstanding and agreed that this should be an agenda item at the next FGB meeting.</p> <p>Action: Raising the nursery school profile on the next agenda</p>	Clerk
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • FGB – Monday 2nd March 2020 • FGB – Monday 11th May 2020 • FGB – Monday 6th July 2020 	

The meeting finished at 9.20pm.
(NB 27.01.2020)

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