



Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 2nd March 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
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Rebecca Macrae (RM) –Parent Governor

Apologies:

None

Absent:

None

In Attendance:


Lexy Tuckwell (LT) – Associate Member
 Lucy Tyrrell – Local Authority Clerk
 Teresa Morenes (TM) - Potential Governor (observing this meeting)

The meeting started at 7.15pm and was quorate.

Item	Discussion	Action/ Outcome
1.	<p>Welcome and Apologies</p> <p>KB welcomed all to the meeting. KB welcomed TM to the meeting as a potential governor observing this meeting.</p>	
2.	<p>Notice of AOB</p> <ul style="list-style-type: none"> • Coronavirus • HSLW – covered under Staffing Update 	
3.	<p>Declarations of Interest</p> <p>None.</p>	
4.	<p>Minutes of the FGB held on 24 January 2020 and matters arising (not already on the agenda)</p> <p>The above meetings were agreed to be an accurate record of the meeting, signed by the Chair to be filed at the school.</p>	

Kate Barlow

	<p><u>Matters Arising:</u></p> <p>SEF – no updates since the last meeting</p> <p>Housing Development – GM advised that she is working on the town vision statement document and supporting with this process. Will update as and when necessary.</p>	
5.	<p>Report on meetings with OCC</p> <p>HR reported on recent meetings held with OCC and advised of the following outcomes:</p> <ul style="list-style-type: none"> • Investigative work to look at integrating all services at the Centre. • Drawing down funds from the Charity budget to go some way to meet the deficit in budget. <p>A Strategy Group of Governors has been set up to cover these items in more detail and will report directly to FGB.</p> <p><u>SEN review</u></p> <p>A SEND review has taken place across the County and not all outcomes were positive. One issue raised was on how funding for SEND is recorded to ensure spent correctly. HR advised this has prompted our own review of SEN funding, and to also look at Pupil Premium (PP) funding also.</p> <p>HR advised governors that we have the highest number of SEN and PP children in nursery than ever before and received positive feedback on our provision in these areas. She reported that a member of the OCC Early Years Team had filmed her to highlight sharing good practice across the county. <i>Can we put this on our website?</i> Helen will ask. <i>What did they like in particular?</i> Lots of evidence that exposure to story books enhances their language, the home learning environment is hugely important in early years, and that is our main focus, and we have a home learning literacy project which gives the right language and development and is modelled in the home for each individual child. LT added that they were impressed by the specific knowledge of individual children which we have been putting into practice over the last three years.</p> <p>HR advised that many settings have been visited around the County, so this feedback should be received as positive endorsement of our practices here. <i>Governors requested that quotes from this report be uploaded to the website.</i> GM advised she will follow this up.</p> <p>HR advised that the SEF will be updated in line with this update.</p>	GM

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	<p>HR also advised that OCC Head of Learning and School Improvement has requested that the SEN Team ensure we are receiving all relevant support required in light of our high level of SEN children, which is currently at 38%. <i>Why are these numbers so high?</i> LT responded that part of this is due to lower levels at entry due to less access to early years help, but also because we have a good reputation for supporting SEN children which could therefore attract higher numbers. HR added that the OCC Early Years SEN Team Leader was full of praise for the work done at the Centre and described some of the things we do as a ‘stroke of genius’. HR advised that as some of our children only have emerging needs, and therefore not eligible for SEN funding but we are able to apply for K Funding. With this year’s high numbers of both SEND and EYPP learners, we are combining this funding to increase staffing levels and support for these vulnerable learners. A job description has been drawn up to ensure that this role is effectively focussed on enhancing the provision for these children. Specific needs for the children are school readiness, reduce the gap of barriers to learning and communication and language needs. We track individual steps for each child, and this was reviewed as highly effective during our recent OCC monitoring visit.</p> <p><i>What specifically did she say was a ‘stroke of genius’?</i> How we have reorganised our sessions, making the most of our funding, taking the more able and enhancing their experience in higher groups, but ensuring those with higher needs are able to access more support. They are also learning together and learning from their peers and learning together and looking after each other.</p>	
6.	<p>Finance Committee Update</p> <p>DQ advised governors of a deficit of £92,000, against a predicted deficit at year end of approximately £80,000. <i>What have we done to reduce this deficit?</i> DQ advised that savings have been made in all areas where it is possible.</p> <p>HR advised this is a structural deficit and the school is covering the costs where we have to.</p> <p>DQ advised he will circulate the commentary notes of spending areas to all governors. Due to the deficit these are also circulated to Andy Flowers who has responded that he is happy with everything overall.</p> <p>DQ last advised that developed capital of around £11,000 will be carried forward to next year.</p>	
7.	<p>Strategy Working Group Update</p> <p>HR advised the minutes were emailed to all governors prior to the meeting. Actions were as follows:</p>	

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	<ul style="list-style-type: none"> • Summarise financial analysis – scenarios of what merging would look like, financially speaking. Changes to salary scales and conditions of service, etc. • Invite a parent to the Strategy Group meeting for a parent perspective • Investigating pre-school fees in other settings. This is being followed up by KB. DQ advised that costs will likely rise following their Trustees meeting, however they will still be below other pre-schools. • Notes from Sue Brown – these have also been circulated. <p>HR advised this was an initial meeting, whereby a SWOT analysis was completed and staffing reviewed. A lot more work is required before we can suggest anything else.</p> <p>KB requested that all governors read and respond to the minutes circulated earlier today. Following feedback, the next meeting will look at the costings for a fully integrated model and advise is a viable avenue to explore further.</p> <p>Next meetings agreed:</p> <p>Finance - 21st April. Strategy Group Meeting – 4th May at 1.00pm</p> <p><i>Governors advised it would be helpful to see other models working in other nursery schools and did OCC give any of this information?</i> HR advised they didn't, but she is attending a HT Group meeting and will ask for this information.</p>	
8.	<p>School Development Plan Update</p> <p>HR circulated this document which outlines where we are against the SDP and also the safeguarding action plan.</p>	
9.	<p>Staffing Update</p> <p>Two new roles have been created which will be temporary posts until the end of July. This is due to increasing numbers coming into nursery at this time of year. HR advised that, as reported above, they are intending to use additional SEN and PP funding to ensure quality of provision.</p> <p>A new post for a Home School Link Worker is also being created, which will be funding by SLA with the Charity. This is expected to be a 10 hour a week post, to be temporary for three years to support our most challenging families.</p> <p>HR also advised governors that GM, who covers on a casual basis in school has secured a permanent position. The recruitment process</p>	

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	highlighted some strong candidates, and these will be followed up to create a bank of supply staff.	
10.	<p>Safeguarding</p> <p>HR has completed the Safeguarding Report to County. KB advised this was delayed due to a new online system, completed with KB and LT and submitted on-time.</p> <p>HR advised that the Strategy Group meeting suggestion from OCC Learning and School Improvement was to undertake a LADO audit which will now take place on 14 May.</p> <p>KB advised she had completed a safeguarding visit and used documentation from The Key, highlighting better ways of monitoring and recorded safeguarding. The Safeguarding Action Plan details what we plan to do each term, informing governors of outstanding actions.</p>	
11.	<p>Health & Safety</p> <p>DQ advised he had completed a H&S safety visit, of which the report identified a few issues with our risk assessments. These are being followed up.</p>	
12.	<p>Policies for ratification</p> <p>None.</p>	
13.	<p>Governor Business</p> <p><u>Visits</u></p> <p>None.</p> <p>KB advised of documentation from The Key on visit proforma available and governors discussed adopting a standard format.</p> <p><u>Vacancies</u></p> <p>Not reported.</p> <p><u>Training</u></p> <p>Safeguarding - DQ Safeguarding – KB Finance for New Governors - KB</p> <p>KB advised that the Head of Learning and School Development had advised in her visit that governors complete more training. KB advised that she has investigated training opportunities however they are either</p>	

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	expensive or not replying. HR advised that Early Years have offered some funding to help support the Centre.	
14.	Friends Group Update None to report. GM advised she will invite the Chair to the next FGB.	GM
15.	A moment to celebrate <ul style="list-style-type: none"> • Governors recorded a commendation from OCC on the Early Years reading scheme. HR said it is an example of how the early years team is working effectively. • Teaching school – this was meant to end this summer, however we have been notified by DfE that existing teaching schools will be de-designated but not until summer 2021 so we have an additional year and will have additional funding for that work. We will also continue to work with Lyn Jenkins. 	
16.	AOB <u>Coronavirus</u> HR advised they have signposted parents to the best sources of information which included links to information. Governors discussed the implications of the illness and spreading of the virus and the correct procedures involved.	
	Future Meetings: <ul style="list-style-type: none"> • FGB – Monday 11th May 2020 • FGB – Monday 6th July 2020 	

The meeting finished at 8.45pm.
(LT 11.03.2020)

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