



MINUTES OF THE ACE CHILDREN'S CENTRE
Full Governing Body Meeting held on Monday 5 October 2020 at 7pm
Via Zoom

PART A ITEMS		PAPERS CIRCULATED	ACTION
Committee Members:			
Kate Barlow (Parent Governor) – Chair	Helen Ruff (Headteacher) Lexy Tuckwell (Staff Governor)	Mike Cahill (Co-Opted Governor) Tere Morenés Bertran (Parent Governor)	
In Attendance: Lucy Tyrell			
Apologies: David Quick (Co-Opted Governor), Lorena Nessi (Parent Governor), Eve Coles (Associate)			
The meeting was quorate Started at 7.05pm			
<i>Governor questions are shown in bold italics</i>			
1.	Apologies for Absence The apologies above were received and agreed prior to the meeting.	None	Noted
2.	Declaration of Business/Financial Interests/Conflict of interest The Clerk distributed information on how these can be entered onto Governor Hub.	None	All Govs to complete

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3.	<p>Notification of Any Other Urgent Business</p> <p>None reported.</p>	None	
4.	<p>Election of Chair and Vice Chair</p> <p>Governors were in agreement with KB continuing as Chair of the Governing Board for the academic year 2020/21. Governors were also in agreement with DQ continuing as Vice-Chair of the Governing Board if agreement by DQ in his absence.</p>		
STRATEGIC			
5.	<p>Govern Ed Training outline and recommendations <i>Establish a working group to improve governance</i></p> <p>KB presented a selection of slides from the Govern Ed Training for information.</p> <p>HR advised that as a nursery school we do not have published data, however, do produce our own data each year for comparison purposes detailing evidence on the impact of pupil premium. The P&S Committee analyse this data and report back to the main governing body at the second meeting of the year.</p> <p>KB advised that ideas for development from this training are beneficial to share, especially thoughts on how we can improve visibility, of this which is already happening. KB advised that we need to ensure that we are reporting all governing actions to evidence for Ofsted and outlined how an Ofsted inspection would be carried out.</p> <p>KB advised as a governing body we are evolving, and the course highlighted many other boards doing the same. It was advised that working groups are effective in order to add more layers of robust governance.</p> <p>KB to circulate the presentation to all governors.</p> <p>HR, TB, KB and invite DQ for the working group.</p>	Training summary & key docs	<p>Agreed working group HR, KB, TB & DQ (tbc)</p> <p>KB to circulate slides for info</p>

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<p>6. Governing Body Strategy update <i>To explore the implications of changes within the ACE Charity for the GBS</i></p> <p>KB advised this is developing good practice and implementing it within the Centre. The GBS has been established by HB and HR, with input on actions by HR and LT. It includes information on how the town is evolving, understanding our position and developing a vision for the future.</p> <p>Governors commented that the format is very distinct and succinct, and it feels very workable. KB advised this format was developed from the Govern Ed training. Governors thanked KB for the time taken in this exercise.</p> <p>KB advised that a working group is required to take this forward and can be covered later on the agenda as other items will impact on these decisions.</p> <p><i>What is the connection between the vision statement and the strategy?</i> It is vision but there is actually a vision for the action and monitoring and vision for the strategy, but these can be reworded to avoid confusion. <i>Governors commented that the vision statement should be a shorter document and is wasteful for the governors to have a separate strategy. It should look at what we should do next year that we are not doing now.</i> HR commented on the issue around the wording of strategy and vision, a vision has been previously drafted, and is written into the development plan, however not been used for some time with the FGB. If governors are able to feed their views into the working party this could be enriched further. KB advised this is an opening draft, and it would be helpful to ensure it reflects everyone's views.</p> <p>KB advised governors of an update to a confidential matter emailed to all governors prior to the meeting and this is recorded in a separate minute.</p>	<p>GBS – latest version</p>	<p>Noted separately in Conf Minutes</p>
<p>7. School Development Plan update <i>To agree a RAG rated SDP and establish term 1 milestones</i></p> <p>HR advised that actions are being finalised to complete this SDP, however had circulated outline to governors prior to the meeting.</p> <p>The four objectives are:</p>	<p>SDP</p>	<p>HR to circulate SDP and action plan to all governors for</p>

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<ul style="list-style-type: none"> • Outcomes for pupils • Curriculum • Behaviour and wellbeing • L&M <p>HR advised this is a one-year plan and shared this document on screen, talked through the four objectives, highlighting the following:</p> <p>Outcomes for Pupils - HR advised of the disparity in data between our 15-hour children to their full-time peers, and this gap is widening. This group do make good progress, however, are disadvantaged by their low starting points, and this will also be an area of focus. Therefore, one objective will be a focus on EYPP funding, and how we can utilise this funding to bridge this gap. Our levels of PP children are rising year on year, alongside the rise in SEN, and this may be partly due to our good reputation of high levels of success, however we need to ensure that we are utilising funding correctly to ensure we are tailoring provision to each child that requires support and ensure they are making rapid progress from their starting point.</p> <p>Behaviour and Wellbeing – focus on children with attainment levels below age expectation, to identify their needs early on, and have effective strategies in place to support those needs.</p> <p>As part of our move to an indoor provision due to the change in weather, we are establishing a COVID safe indoor classroom by offering one rich experience enabling children to access all areas of the curriculum. This will encompass a series of workshops and will compliment the learning from the outdoor spaces, continuing to be exciting, different and creative.</p> <p>Curriculum – we have always had a strong ethos of effective pedagogy however we are now developing a strong team around this ethos. The new EYFS curriculum has been established, however there is some controversy and shortcomings in it, therefore whilst this is further developed and statutory from September 2021, we will continue to balance this against the previous curriculum to ensure we are delivering child led planning in the moment and intentional teaching of identified skills and knowledge in all areas.</p> <p>L&M – to continue the work to reduce our structural deficit by so increasing pupil numbers following the impact of COVID. This will require developing a permanent staffing structure with a particular focus on high quality feedback and reflection to grow an inspiring team practice.</p>		<p>comment prior to submission to OCC.</p>

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<p>HR advised of the nationwide issue of deficit funding for nursery schools, one objective noted will be for Governors to lobby Councillors. KB advised that as part of the training, it was highlighted how we are actively encouraged to engage with our stakeholders, participate in school events and get involved within the school, and this is an area for further development. The GB has a good representation on the Town Council however we also need to engage with other stakeholders.</p> <p>This will be our final year as a teaching school and we are investigating how to develop a teaching school legacy concept, using our developed materials to generate an additional income for the Centre.</p> <p>HR advised she will circulate the updated action plan to all governors. Any comments should be emailed by the end of the week prior to submission to OCC.</p> <p>HR advised that it would be beneficial for all staff to be included at the Centre's staff meetings, however as these will be subject to additional costs to pay for their additional time. Governors commented that it is important for all staff to be included and supported this proposal.</p>		
<p>7.1 KPIs – SOAP report <i>To the proposed School on a Page (SOAP) KPI data</i></p> <p>HR advised that the advice given is based on primary data, and nursery setting do not have a standard set of KPI's. Our children leave us before the end of foundation stage; however, we have our own collection of data by assessing children as they join, and then track them term on term to see if they are making good progress. We are able to monitor for any aspects that are causing concern and be able to respond in a timely way, or if they are doing extremely well, how do we continue to challenge their learning to aid their development in every way.</p> <p>HR proposed that at the P&S Committee meeting, we agree what indicators we put into place. Following that, 3 times a year report on the latest assessments, i.e. what is the % of boys and girls behind their age expectations.</p>	Subject leads impact report	Governors were in agreement and P&S Comm to agree format for presenting.
<p>7.2 SEND report <i>Report on SEND cohort numbers, need, provision and progress</i></p>	SEND report	Noted

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	<p>HR advised of the following:</p> <ul style="list-style-type: none"> • There are currently 5 children receiving 1:1 support • 1/3rd of children on K funding, plus 4 on the highest level of SEN <p>The above equates to a huge workload for LT as SENCO, and this term has carried out all initial meetings with parents and liaison with the Early Year SEN Team. Some of these children will require and EHCP and this takes an enormous amount of time and paperwork. There will also be associated costs of between £300-£500 for Educational Psychologist reports.</p>		
7.3	<p>Pupil Premium update <i>To review PP plan and intervention strategies</i></p> <p>All parents are asked to complete a form on entry to the Centre in order to determine any families that qualify for this funding. HR advised that roughly a third of our families qualify for this support and have received confirmation on these, with some interventions already in place.</p> <p>Longer day sessions have been offered to some of these children, however it is unlikely that this can continue for the whole year.</p> <p>To be discussed further in the P&S Committee.</p>	Pupil Premium Plan – RAG rated	P&S Comm to discuss further and report back to FGB.
7.4	<p>Monitoring plan, schedule of visits & feedback <i>Discussion of monitoring plan. Feedback from any governor monitoring</i></p> <p>KB advised that she work alongside HR to develop a schedule for Governor visits based on the SDP to monitor progress thereof. Visits should be written up and shared with governors and briefly discussed at the next FGB meeting.</p>	Visit reports	KB and HR to develop a visits schedule for governors and circulate
HOUSEKEEPING			
8.	Policies		
8.1	<i>To REVIEW the policy schedule</i>	Policies schedule	Policies ratified by governors
8.2	<i>Discuss points raised in relation to policies and ratify</i>		

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<p>The following policies were circulated prior to the meeting and governors were in agreement to adopt these policies:</p> <ul style="list-style-type: none"> Safeguarding 2020/21 Whistleblowing Behaviour Child Collection and Uncollected Child Finance CCTV Data Protection Personal Data Breach Health and Safety Part III EAL Mobile Phone Physical Intervention Special Education Needs Safer Recruitment Complaints 		
<p>9. Correspondence and Chairs Action 9.1 To RECEIVE a list of Chairs Action or Correspondence <i>(including update on Chairs meeting and update on DfE changes)</i></p> <p>None reported.</p>	Verbal	Note
<p>10. To INTRODUCE a Governor Action Plan <i>To establish the monitoring plan and identify remaining tasks for this term</i></p>	Governor Monitoring Plan	Discuss and agree actions
<p>11. Governor Training and Development <i>Any updates from Training Link Governor?</i></p> <p>KB circulated training information on Finance and Safer Recruitment. KB requested that any governors who wish to complete this should contact the School Business Manager, and also advised that governors will need to complete Prevent and Safeguarding training. HR advised that Safeguarding training is scheduled for April, and can be completed free online via OSCB.</p>	Verbal	Govs to upload their training information to GOV Hub.

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	The Clerk requested that all governors update their personal profile on Governor Hub including any training undertaken as this can be extracted for reports for the school office to file.		Govs to complete Safeguarding training via OSCB																												
12. 12.1	<p>Minutes of the Last Governing Body Meeting <i>To APPROVE the minutes of the last Governing Body Meeting Held on 6th July 2020</i></p> <p>Circulated to all governors prior to the meeting and that these were agreed as an accurate record.</p>	Minutes	Approved																												
12.2	<p><i>To DISCUSS any matters arising</i></p> <p>None reported.</p>	Minutes																													
13.	<p>Meeting Dates 2020/21 To APPROVE meeting dates for 2020/21</p> <table border="1"> <thead> <tr> <th colspan="4">MEETING DATES 2020/21</th> </tr> <tr> <th>Day</th> <th>Date</th> <th>Time</th> <th>Focus</th> </tr> </thead> <tbody> <tr> <td>Wednesday</td> <td>18th November 2020</td> <td>7.00pm</td> <td>tba</td> </tr> <tr> <td>Monday</td> <td>25th January 2020</td> <td>7.00pm</td> <td>tba</td> </tr> <tr> <td>Wednesday</td> <td>3rd March 2020</td> <td>7.00pm</td> <td>tba</td> </tr> <tr> <td>Monday</td> <td>10th May 2020</td> <td>7.00pm</td> <td>tba</td> </tr> <tr> <td>Monday</td> <td>5th July 2020</td> <td>7.00pm</td> <td>tba</td> </tr> </tbody> </table> <p>P&S Comm – TB, HR, KB, LT – Wednesday 21 October 2020 at 12:00 p.m. Integration Working Party – HR, KB, TB, DQ, MC – Tuesday 13 October 2020 at 11.00 a.m.</p>	MEETING DATES 2020/21				Day	Date	Time	Focus	Wednesday	18 th November 2020	7.00pm	tba	Monday	25 th January 2020	7.00pm	tba	Wednesday	3 rd March 2020	7.00pm	tba	Monday	10 th May 2020	7.00pm	tba	Monday	5 th July 2020	7.00pm	tba	None	Noted
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14.	<p>Any Other Urgent Business</p> <p>None reported.</p>																														

Meeting finished at 9.05 p.m.
(LT/14.10.2020)