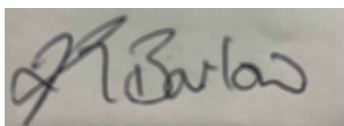


AGENDA
ACE Centre Nursery School Full Governing Body Meeting
 7.00pm, Wednesday 10th March 2021
 Virtual Meeting via Zoom due to COVID-19

PART A ITEMS			ACTION
Committee Members:			
Present: Kate Barlow – Co-opted (Chair) David Quick – Co-opted (Deputy) Peter Cosgrove – Co-opted	Helen Ruff – Headteacher Lexy Tuckwell – Staff governor Cat Hemmings – Co-opted		
Apologies: Mike Cahill – Co-opted Tere Morenés Bertran,- Parent Maria Ortin - Parent Eve Coles - Associate			
In Attendance: Lucy Tyrrell			
The meeting started at 7.13 p.m. and was quorate			
1.	Apologies for Absence The above apologies were received and accepted.		
2.	Declaration of any Pecuniary Interests Clerk to follow up any outstanding declarations to be completed on Governor Hub.		Clerk
3.	Notification of Any Other Urgent Business (Items to be raised under “any other business” must be notified to the Chairperson and Clerk to the Governors In advance of the meeting) None received.		
4.	Minutes of the last meeting and matters arising The minutes of the meeting dated 27 January 2021 were agreed to be an accurate record of the meeting.		
STRATEGIC			
5.	COVID Update, including contingency plan for remote learning <u>Attendance</u> HR advised that attendance has been affected by the latest lockdown as not all families chose to send their children back to school due to shielding or having older siblings at home. Vulnerable families have been rag rated and LT has regular contact. However, numbers are increasing, and we are expecting this to continue. LT advised that we keep regular contact with all		

PART A ITEMS	ACTION
<p>families via the home learning letter with links to learning and videos from staff. Pupil premium children are able to access the library and maths resources. We have also supplied 'Nursery in a box' for our vulnerable learners following an anonymous donation which links with the learning in the classroom.</p> <p>HR advised governors that some families have chosen to delay their start to nursery this January, however we are working with those families to support their start before the end of this term. There are more expecting after Easter, so we are keen to settle our January starters soon.</p> <p><u>Testing</u></p> <p>Staff complete twice weekly lateral flow tests and one member of staff has received her vaccination. We anticipate returning to outdoor only lessons after Easter, which will reduce our additional cleaning and mean we can return to normal working hours.</p> <p>KB updated governors from a COVID briefing for chairs of Governors and advised that any family that request home testing can collect lateral flow testing kits from Wood Green in Banbury. She noted that these are not available at Spiceball, the walk-in lateral testing centre. Also, if the school encounter any issues with families refusing to take a child home that has a temperature, the County will support with any issues and to contact them directly.</p>	
<p>6. Governing Body Strategy update</p> <p>HR advised of a recent meeting to review the two possible staffing structures and updated governors that were not able to attend this meeting.</p> <p><u>Scenario 1</u></p> <p>The 3-5 year old offer is fully staffed, and will expand the 2-year old morning provision, with smaller numbers in the afternoon sessions for those parents that request this. We have extended the under 2-years old places to six to determine staffing requirements and these have been costed out.</p> <p>Initial findings in terms of costing suggests it looks comparable to the staffing costs we have at the moment for the school as a whole. The next step is to look at the fee income and funded hours and make a judgement. The charity posts would become school posts which would be more expensive as there are add on costs.</p> <p><u>Scenario 2</u></p> <p>This is a longer school day including lunch as a paid for session with income raised from lunch club attendance of approximately £18,000.</p>	

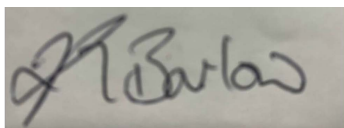
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Date: 12/05/21

PART A ITEMS	ACTION
<p>Both scenarios are being investigated further, however the preference is for the first scenario.</p> <p>Following a strategy meeting with County, and information gained from County colleagues, we will be investigating the numbers of 2-3 year olds in the county to gauge if there are sufficient numbers coming forward.</p> <p>The next strategy meeting is 24 May at 6.30 p.m., whereby we will review these figures and suggest a timeline to work towards.</p> <p>KB advised of the building condition report received today and uploaded to Governor Hub.</p>	
<p>7. Finance 8.1 Period 9 Budget Monitoring Reports</p> <p>DQ advised that the budget is in deficit by £103,000 which is an improvement, however this is partly due to £16,000 transferred from the projects balance which was requested from County. County have noted their concerns, and we have advised of the current staffing restrictions for completing the required monthly monitoring reports and are hoping that these can be reduced.</p> <p>HR advised that County are happy we are sticking to our budget that is realistic and stable in terms of spending.</p> <p>We have been awarded a sustainability grant, following a submission from Leigh, and received the maximum grant of £20,000 towards the costs of COVID. This should therefore reduce the deficit to £93,000.</p> <p>Governors thanked Leigh for the dedicated work on the budget reports, and also applying for additional funding to support this deficit.</p> <p>DQ advised that we will be in a further deficit of £52,000 for spending this year, which is double from the previous year.</p> <p>HR advised that the 1.5% increase is only for the second half of the 30-hour children, compared to 3% for primary and secondary school children. This is partly due to the national funding issue, early education is trying to gather financial information for all nursery schools in England to address the national formula, as nursery schools are having to close nationally.</p> <p>KB suggested we should try and talk to Robert Coutts again, we were promised a meeting previously which didn't happen but we will try this again. HR advised that we are the only nursery school in his constituency so would be good to have a meeting.</p>	
<p>8 Monitoring plan, schedule of visits & feedback <i>Discussion of monitoring plan. Feedback from any governor monitoring</i></p>	

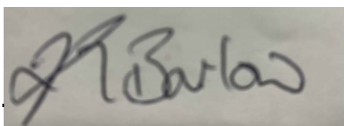
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Date: 12/05/21

PART A ITEMS		ACTION
	<p>KB advised that she will revise the list again, and send these out.</p> <p>H&S – DQ with Leigh and HR, a few things noted, and these have all been dealt with already. The annual visit is scheduled for 31 March and all actions have been completed for this.</p>	KB
HOUSEKEEPING		
9.	<p>Governing updates</p> <p>Covered above.</p>	
10.	<p>Policies</p> <p>The following policies were agreed at the Finance, H&S and Premises Meeting:</p> <ul style="list-style-type: none"> • Health and Safety policy • Data Protection policy • Personal Data Breach procedure • CCTV policy • Lockdown procedures • Finance Policy: Pay Policy for Teachers • Finance Policy: Pay Policy for Support Staff in Schools • Finance Policy: Premises Hire General Conditions of Use • Finance Policy: Terms of Reference & Standing Orders Finance, Health & Safety and Premises Committee • Finance Policy: Charging and Remissions for School Activities • Finance Policy: Asset Disposal • Finance Policy: Debtor Control & Recovery • Finance Policy: Financial Procedure and Scheme of Delegation • Finance Policy: Internal Financial Procedures Manual <p>The Equality Policy to be uploaded to the school website.</p>	
11.	<p>Safeguarding</p> <p>CM advised of a comprehensive visit with clear vigour around record keeping and how contact is maintained with parents throughout COVID. The plan has been reviewed and identified actions followed up.</p> <p>Policies are robust, challenge will come from other agencies, and particularly under COVID, which will make it difficult for the join up but that is not something the school can control.</p> <p>HR advised that there are minutes from the meeting and the action plan and will upload these to Gov Hub.</p>	HR
12.	Governor Training and Development	

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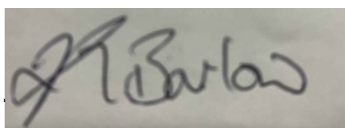


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	<p>KB advised that Governor Services are planning to extend their online learning provision.</p> <p>Finance training has been completed by all new Governors.</p> <p>Personnel training – KB attended this training and will forward the slides to all governors. Highlighted that we should ensure that delegated responsibilities are carried out correctly by the Leadership Team and should adopt a pay policy each year. HR advised we have a pay policy for teachers and support staff, and these are being updated now. KB advised it is useful to have your staffing structure appended to those documents so easy to see what you are signing off for context.</p>			KB																
13.	<p>Any Other Urgent Business</p> <p>Remote Generalist Safeguarding Training – training is required for all governors and staff, and this will be led by HR and LT as lead trainers. HR to circulate the dates and venue to all governors.</p> <p>Soft SEN review – PC advised that a consultant could come to give a soft SEN review and will follow this up with HR.</p>			HR																
CONFIDENTIAL ITEMS (if any)																				
14.	<p>Meeting Dates 2020/21 Meeting dates for 2020/21</p> <table><tr><th colspan="4">MEETING DATES 2020/21</th></tr><tr><th>Day</th><th>Date</th><th>Time</th><th>Focus</th></tr><tr><td>Wednesday</td><td>12th May 2020</td><td>7.00pm</td><td>Tba</td></tr><tr><td>Wednesday</td><td>30th June 2020</td><td>7.00pm</td><td>Tba</td></tr></table>			MEETING DATES 2020/21				Day	Date	Time	Focus	Wednesday	12 th May 2020	7.00pm	Tba	Wednesday	30 th June 2020	7.00pm	Tba	
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Meeting finished at 8.06 p.m.

Signed: ...



Date: 12/05/21