

Minutes from the Full Governing Body Meeting

Held on 19th January 2022

At 19:00 virtually via Zoom

Present	Kate Barlow (KB) – Parent Governor and Chair Helen Ruff (HR) – Headteacher David Quick (DQ) – Co-opted Governor and Vice Chair Peter Cosgrove (PG) – Co-opted Governor Alexia (Lexy) Tuckwell (LT) – Staff Governor Mike Cahill (MC) – Co-opted Governor Cat Hemmings (CH) – Co-opted Governor <i>left at 20.05</i>
Absent	
Apologies	None
In attendance	Tess Kirkby (TK) – LA Clerk

The meeting started at 19:03 and was quorate

No	Item	Action
1	Welcome and apologies KB welcomed everyone to the meeting. No apologies were received.	
2	Declarations of interest None declared for this meeting	
3	Notification of Urgent Business None received.	
4	Minutes from the last meeting The minutes of the last meeting (1 December 2021) were approved. There were no matters arising that are not already listed in the agenda for discussion. KB alerted Governors that DQ term of office has expired. Reappointment was proposed by KB and approved by Governors. GovernorHub has been updated.	
5	Finance - Schools Financial Values Standard (SFVS) KB introduced the document which had been shared via GovernorHub in December. No questions or issues were raised during the meeting. Governors approved the SFVS return.	
6.	COVID Update HR introduced the COVID Risk Assessment which had been updated in January 2022. HR reflected on some of the challenges which had been experienced, particularly in the last weeks of the autumn term. The spring term has, thus far, not been affected by COVID to the same extent but there are pressures as a result of staff absence for other reasons. HR explained that the Risk Assessment contains a contingency plan which sets out what actions will be taken should staffing levels fall below ratio. Children have been nominally prioritised for access in the event that provision needs to be restricted. HR advised that the list of those who qualify for key worker status has increased significantly; if places need to be limited further, plans are in place to rotate attendance so that individual or particular groups of children are not disproportionately affected. It was noted that COVID rates in	

	<p>the local area seem to be levelling off/beginning to decrease however for nursery age children this does not seem to be the case. LT commented that staff are continuing to deal with the effect of the periods of national lockdown on children's development; it is notable that the level of need for additional support among the current cohort is significantly greater than 5-10 years ago. It is not clear whether this is entirely as a result of COVID and the national restrictions. Governors commended HR on the comprehensive document.</p>	
7	<p>Governing Body Strategy Update</p> <p>KB introduced the item and explained that the Integration Group had met on 18 January to consider staffing, how the new integrated model could work, how resources can be allocated and where additional resources may be required. LT commented that this project has made considerable progress in recent weeks with an emerging sense of how The ACE Centre will face the future in a realistic and practical way. Job descriptions have been reviewed individually and in the context of how they relate to each other.</p> <p>HR set out some of the key posts in the current iteration of the proposed structure including:</p> <ul style="list-style-type: none"> • One Headteacher (with teaching commitment) and Dedicated Safeguarding Lead (DSL) • Two lead teachers: <ol style="list-style-type: none"> a) Teacher for 3 – 5-year-old cohort (deputy DSL) b) Teacher for 0 – 3-year-old cohort and lead for inclusion (deputy DSL) <p>There was a discussion about the balance between financial and operational viability and the need to ensure that provision is attractive to parents. KB advised that the Hemsalls consultant has acknowledged that the deficit is structural in nature which has the effect of limiting the number of options which can sensibly be pursued. A Governor raised concerns about the prospect of meeting (and the risks of not) a break-even point, what that would look like and whether this would be accepted by Oxfordshire County Council. HR advised that the Finance Manager is reviewing the costings with the ambition of sharing revised figures with Governors w/c 24 January. HR reported that the Trustees had recommended a review of fees at their recent meeting (17 January) with a view to increasing in line with similar provision in the county.</p> <p>The Integration Group will continue to meet weekly/fortnightly for the foreseeable and keep working towards a solution that is financially and operationally viable.</p>	
8	<p>School Development Plan</p> <p>KB introduced the item, reminded Governors of the need to support staff in preparing for OFSTED and observed that from a governance perspective there have been no monitoring visits so far this academic year. There was a discussion on the best approach and format to adopt and the timescale for resumption. The following actions were agreed:</p> <ul style="list-style-type: none"> • Devise a set of OFSTED style questions for visits by 28 January • Schedule a visit focussing on the curriculum either w/c 24 or 31 January • Schedule a second visit focussing on curriculum in w/c 7 February • Schedule a visit focussing on vulnerable learners including Pupil Premium date TBC <p>Governors to share proposed dates with HR so a programme can be planned</p>	<p>HR/LT KB CH MC</p> <p>ALL</p>
9	<p>Safeguarding Update</p> <p>HR confirmed that the Annual Safeguarding Audit had been submitted to OCC following approval at the FGB on 1 December 2021. KB advised that there have been some</p>	

	<p>Safeguarding concerns since the last meeting which have been followed up appropriately but none have developed into formal casework. A Governor asked if there are any children with whom the school has lost contact during/because of COVID. LT explained that regular contact had been difficult in a few instances but had been maintained. The longest absence was in 2020/21 when a child was absent until after the Easter break but had successfully reintegrated into face-to-face learning in 2021/22. HR explained that weekly meetings had been specifically established in order to monitor contact with families. Action plans are checked at each meeting and follow up phone calls are made as necessary. A Governor commented that processes at the school are good but it was helpful for the Board to be aware of the context, particularly where chaotic circumstances may increase the risk for a particular child/ren. It was therefore reassuring to hear that contact had been maintained with all children over a prolonged and very challenging period. HR commented that persistence has been a key element of the strategy and managing relationships with statutory agencies is also taking a significant amount of time. Attendance for a small number of children remains a concern but it is believed that this is linked to parental anxieties. Management time has been invested in supporting and encouraging families to improve attendance – there is evidence to suggest that this approach is working.</p>	
10	<p>Health and Safety update, including premises DQ advised that there is nothing to report at this meeting; a Health and Safety audit is due in February.</p>	
11	<p>Committee Meetings</p> <ul style="list-style-type: none"> • DQ reported that the Finance Committee had met on 13th December and had reviewed the finance data for Period 6; Governors acknowledged a forecast in-year deficit of c£83k and a current forecast carry over deficit of c£156k. • The Performance and Standards Committee has not met; KB will arrange. 	KB
12	<p>Governing Updates The following was confirmed:</p> <ul style="list-style-type: none"> • DBS up to date for all Governors • KB has completed PREVENT online training • All Governors have completed Safer Recruitment training 	
13	<p>Policies None tabled for this meeting; HR advised that a number of finance policies will be brought forward for review at the next Governors meeting.</p>	
14	<p>Correspondence and Chairs Action No correspondence received.</p>	
15	<p>Governor Training and Development KB reminded Governors of the suite of training that is available through GovernorHub and how it can be booked.</p>	
16	<p>AOB PC flagged https://school-space.org/ as a means of generating some income for the school. The organisation originated from a 6th form in Wheatley approximately ten years ago and is now generating quite significant sums for some schools in the county. This social enterprise helps schools generate extra funds by hiring out their spaces to individuals, clubs, societies, and local businesses and manage the end-to-end booking process which includes all customer enquiries, service admin and cancellations. PC will make contact to explore what options may be available to The Ace Centre. PC also drew attention to another method of raising money regularly which could accumulate over time: www.buymeacoffee.com KB will research what opportunities this may present. HR advised that Oxford Health and given notice that they are not going to renew their lease for the</p>	PC KB

	<p>use of the building and also reminded Governors that The Ace will be hosting the Children’s Literary Festival in April (likely to generate income of c£300).</p> <p>There was a discussion about the potential to relaunch fundraising activity in association with The Friends of The Ace. HR will make contact with the Chair ahead of the Literary Festival.</p> <p style="text-align: right;"><i>CH left the meeting at 20:05</i></p> <p>LT advised Governors that contact had been made with Kingham Hill School to explore opportunities for projects that 6th form students could support.</p> <p>TK drew Governors’ attention to the Oxfordshire Governor Services briefing scheduled for 20 January and which can be booked via GovernorHub. Governors were also alerted to a consultation on Special Educational Needs provision for Oxfordshire which had recently been launched. The consultation includes a series of open meetings; all schools and Governing bodies are encouraged to contribute/attend.</p>																					
17	<p>Meeting Dates 2021/22</p> <table border="1" data-bbox="244 947 1332 1133"> <thead> <tr> <th colspan="4">MEETING DATES 2021/22</th> </tr> <tr> <th>Day</th> <th>Date</th> <th>Time</th> <th>Focus</th> </tr> </thead> <tbody> <tr> <td>Wednesday</td> <td>23rd March 2021</td> <td>7.00pm</td> <td>tba</td> </tr> <tr> <td>Wednesday</td> <td>11th May 2021</td> <td>7.00pm</td> <td>tba</td> </tr> <tr> <td>Wednesday</td> <td>29th June 2021</td> <td>7.00pm</td> <td>tba</td> </tr> </tbody> </table>	MEETING DATES 2021/22				Day	Date	Time	Focus	Wednesday	23 rd March 2021	7.00pm	tba	Wednesday	11 th May 2021	7.00pm	tba	Wednesday	29 th June 2021	7.00pm	tba	
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The meeting ended at 20:12