



Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 4th March 2019 at the Centre

Present:

Helen Ruff (HR) - Headteacher
 Kate Barlow (KB) – Co-Opted Governor (**Chair**)
 Georgia Mazower (GM) – Co-opted Governor
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Rebecca Macrae (RM) –Parent Governor
 Mike Cahill (MC) – Co-Opted Governor

Apologies:

Laetisia Carter (LC) –Parent Governor

Absent:

In Attendance:

Lexy Tuckwell (LT) – Associate Member
 Eve Coles (EC) - Associate Governor

The meeting started at 7.00pm.

The meeting was quorate

Item	Discussion	Action/Outcome
1.	<p>Welcome and Apologies</p> <p>KB welcomed all to the meeting. Apologies were received and accepted from those governors listed above.</p>	
2.	<p>Notice of AOB</p> <ul style="list-style-type: none"> • Update re primary school proposal/housing development in Chipping Norton • Difficulties experienced with Governor Hub. EC requested minutes be emailed as unable to log in. MC advised difficulties in accessing due to requirement of DBS number. Agreed that minutes will be circulated via email along with Agenda for future meetings. 	Clerk to action
3.	<p>Declarations of Interest</p> <p>None reported.</p>	
4.	<p>Minutes of the meeting held on 28th January 2019 and matters arising</p>	

Signed (by Chair):

Date: 13/05/2019

	<p>The above minutes were agreed to be an accurate record of the meeting, signed by the Chair and filed at the school.</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> • P6 funding – list of available funding not yet available. 	
5.	<p>Funding Update</p> <p>This item forwarded to next agenda as Committee meeting not held.</p>	Agenda item
6.	<p>Feedback from ‘Maintained Nursery School Workshop’</p> <p>HR advised that on 17 February a meeting was held with Headteachers from maintained nurseries with Lucy Butler and officers from OCC.</p> <p>The agenda covered concerns regarding funding. The Council advised they are keen to work with schools to co-produce a solution, with an action plan and timeline to be created.</p> <p>Headteachers put forward proposals that County should fill the gaps in their SEND provision across the county and that number of school places would depend on funding available. There is a maximum of 10 SEND children per school, which would fund an extra teacher. OCC seemed positive following this explanation.</p> <p>Other suggestions put forward were:</p> <ul style="list-style-type: none"> • Federated nursery schools with schools in other phases. • Reduced costs of staffing. • Running NS in groups. <p>OCC options are bound by maintaining consistency across all Early Year’s provision.</p> <p>SEND – a group is looking at ‘school readiness’ so that NS proposals could be fitted in. Also discussed how funding does not support the salary costs of 1:1 provision required. Advised should consider alternatives to group and shared resources, thus losing specialism of Headteacher role.</p> <p>5% DSG of County’s Early Years budget retained by OCC for Early Years Team, and are awaiting national decision on Nursery School Funding.</p> <p>One proposal put forward was for an Oxfordshire Nursery School will six satellite sites. There is a total deficit of £290,000 for this current financial year between the six sites. A supplementary</p>	

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	<p>payment for MNS's has been extended until July 2020, and a national decision announced last week.</p> <p>A follow up meeting was suggested in June and advised that individual NS shall be visited prior to this meeting.</p> <p>There is an increase top level increment to the Grade 6 salary affecting support staff costs, and will increase by £17,000 this April.</p>	
7.	<p>Nursery School Staffing Structure</p> <p>Teaching School Teacher to start after Easter. Following two induction days on 8th and 11th March, plus CPD day and attendance at National EY Teaching School Conference.</p> <p>An initial model proposed for comparable cost staffing structure including a full time NQT post being implemented. HR and consultation period to be determined. Committee to include KB, DW, MC, LT and HR.</p>	Agenda item
8.	<p>Policies</p> <p>The following policies were ratified:</p> <ul style="list-style-type: none"> • Finance Policy: Premises Hire General Conditions of Use • Finance Policy: Pay Policy for Support Staff in Schools • Finance Policy: Pay Policy for Teachers • Finance Policy: Internal Financial Procedures Manual • Finance Policy: Debtor Control and Recovery • Finance Policy: Financial Procedure and Scheme of Delegation • Finance Policy: Charging and Remissions for School Activities • Finance Policy: Asset Disposal • Finance Policy: Terms of Reference and Standing Orders <p>Finance, Health & Safety and Premises Committee</p>	
9.	<p>Safeguarding</p> <p>Safeguarding meeting scheduled for 11 March 2019.</p> <p>Investment in The Key information portal has proved useful for online training and procedure guidance.</p> <p>HR and School Business Manager renewed Safer Recruitment training.</p>	
10.	<p>Health and Safety</p>	

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	<p>Monitoring visit was carried out. Overall identified good risk assessments, however need updating to be finalised over May/June, the following were noted:</p> <ul style="list-style-type: none"> • Complete a Lone Working Risk Assessment. • Slips, trips and falls risk assessment to be updated. • A perimeter fence to be repaired. <p>Governors were advised of the following completed:</p> <ul style="list-style-type: none"> • Bollards replaced. 	
11.	<p>Governor Business</p> <p><u>Vacancies</u></p> <ul style="list-style-type: none"> • 2 Parent Governors – GM to follow up with standard letter. • 1 LA Governor • 1 Staff Governor <p>LT to remain as Associate Governor</p> <p>Clerk requested to update on EC status as Associate Governor.</p>	GM to draft letter
12.	<p>Website Update</p> <p>KB and HR had met to review structure of new site, of which HR will upload with new content. Internal signage to be agreed by LT, GM and HR.</p>	LT, GM and HR
13.	<p>Friends Group Update</p> <p>KB to email update from Friends Group to all governors.</p> <p>Governors advised they are impressed and grateful for all the work and support of the Friends Group.</p>	KB
14.	<p>AOB</p> <p><u>New Housing Development</u></p> <p>The Sub Committee had met and completed a SWOT analysis for the current Primary School with Nursery School proposal. It was advised that this would be a poor scenario for ACE as it is envisaged other Primary schools would opt for the same.</p> <p>Investigated ACE coming alongside a new Primary for Early Years to lead from age 2 upwards – a visionary school – which would</p>	

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	<p>include leaving current site which could be advantageous to OCC. This could have an outdoors, SEND, STEM, maths or engineering focus, and could bring OTSA on board.</p> <p>Advised of initial discussion with Adam Arnell, of which he was very enthusiastic regarding the involvement of OTSA, along with Andy Hamilton.</p> <p>Two public meetings regarding the new housing development were held, of which LT, HR and GM attended. Discussions regarding the impact of the primary school proposal on ACE and early years were held. Both conversations were taken on board. Advised the consultation period has not yet ended.</p> <p>Governors discussed if appropriate for them to propose their views in a letter to parents? Governors advised they had concerns regarding the impact on service provided by ACE, and a letter could demonstrate the impact and concerns expressed. GM agreed to draft an initial letter, requesting postcards for parents to complete and return with their own concerns and comments. The Governing Body also agreed to write to the Planning Department.</p> <p>HR to arrange a further meeting with Adam Arnell and RLT.</p>	
	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Funding Update • Nursery School Staffing Structure • Website Update – internal signage • Housing Development update 	
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • FGB – 13th May 2019 • FGB – 10th July 2019 – <i>new date agreed</i> 	

The meeting finished at 8.30pm.
(LT/24.03.2019)

Signed (by Chair):



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