



## Minutes of Ace Children's Centre Full Governing Body Meeting held on Monday 8<sup>th</sup> May 2017 at the Centre

**Present:**

Helen Ruff (HR) - Headteacher  
Kate Barlow (KB) – Parent Governor (**Chair for this meeting**)  
Jodie Nolan (JN) – Parent Governor  
Eve Coles (EC) – Community Governor

**Apologies:**

Georgia Mazower (GM) – Parent Governor  
David Quick (DQ) – Community Governor

**Absent:**

Guy Wall (GW) - LA Governor

**In Attendance:**

Lucy Tyrrell (LA Clerk)  
Lexy Tuckwell (LT) – Associate Governor

The meeting started at 7.25pm.

The meeting was quorate

Item	Discussion	Action/Outcome
1.	<p><b>Welcome and Apologies</b></p> <p>In the absence of GM, KB welcomed all to the meeting. Apologies were received and accepted from those governors listed above.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>None reported.</p>	
3.	<p><b>Minutes of the meeting held on 13<sup>th</sup> March 2017 and matters arising</b></p> <p>The above minutes were agreed by all governors to be an accurate record of the meeting, and signed by the Chair for filing at the school.</p> <p><u>Matters Arising:</u></p> <p>Prevent Training outstanding – JN, EC – HR advised liaising with the school office to complete this training.</p> <p>Parent Questionnaire – electronic copies now sent out – the school</p>	

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	<p>office also send out paper copies to those without computers – these will be distributed in Term 6. The school are offering a prize draw competition for those completed which will be linked to literacy strategy focus.</p> <p><b>Clerk to upload draft agenda and minutes to Governor Hub for all governors to review for future meetings.</b></p> <p>Action 2: GM – ongoing action.</p> <p>Proposed Oxfordshire Early Years/NS network/consultancy – vision meeting planned for 17<sup>th</sup> May, and HR will update governors at the next FGB meeting – agenda item.</p> <p>SDP – moved to the next meeting – when finalised with SLT. 30 hours provision will be added to the SDP.</p> <p>Feedback from JN visit – SSTEW now implemented within the centre and noted point raised regarding a vertical practitioner, which has been addressed in the new implementation. LT reported on meaningful feedback, and thanked JN.</p>	<p><b>Clerk</b></p> <p><b>GM</b></p> <p><b>FGB Agenda item</b></p> <p><b>FGB Agenda item</b></p>
4.	<p><b>Minutes of Committee Meetings</b></p> <p>Performance and Standards - did not meet.</p> <p>Finance Meeting – minutes of 11<sup>th</sup> April, were tabled at the meeting. It was reported another meeting was held on 27<sup>th</sup> April, however these minutes were not available at the meeting.</p> <p>HR to ask the school office will circulate a copy of these minutes to all governors.</p> <p>MIV</p> <ul style="list-style-type: none"> <li>• Leaflets – still waiting clarity on 30 hour before leaflet can be sent out – on agenda.</li> <li>• Website – HR advised that a lot of work has been carried out on the school website to reflect changes to the children’s centre and nursery. Compliance has been checked, and this will be completed by the end of this week. HR advised this is a temporary solution in order to update the website. MIV group will be redesigning the website, and KB advised that she has been asked to assist the school office. HR advised that she would like to have this updated with new photos.</li> </ul> <p><b>Governors to review the website for review at the next meeting.</b></p> <ul style="list-style-type: none"> <li>• The monies raised via EasyFundraising will only be</li> </ul>	<p><b>HR</b></p> <p><b>All Govs</b></p>

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	<p>released when it reaches a certain level and <b>MIV will follow this up at their next meeting.</b></p> <ul style="list-style-type: none"> <li>• External signage – GM has completed this.</li> <li>• Internal signage – HR advised that this has been partially completed.</li> <li>• Website design – <b>KB to meet with GM</b> – KB advised a technical brief is required rather than a creative brief at this stage.</li> <li>• School uniform – hats, rucksacks and high vis jackets. Samples have been received, and <b>MIV will pick this up at the next meeting.</b></li> <li>• Town Festival – governors commented that they would like to participate in this event again, and requested that <b>HR seek out support from staff.</b> HR advised that one member would be required to coordinate, and will raise this at the next staff meeting. <i>Governors commented that the previous year was advantageous for recruitment of pupil numbers, and demonstrating that the centre is continuing to operate as usual.</i></li> </ul>	
5.	<p><b>Introduction of 30 hours free childcare entitlement – September 2017</b></p> <p>HR updated governors on the government initiative to offer 30 hours free childcare, and advised that settings can choose whether they offer this provision. HR advised that she has some information from modelling pupil number scenarios, and updated governors as follows:</p> <ul style="list-style-type: none"> <li>• Eligible children were identified.</li> <li>• Parents were consulted on their intentions.</li> <li>• Information was collated and judgements made.</li> </ul> <p>Autumn Term:</p> <p>Not including breakfast or after school club, numbers are 36/40 mornings, and 25/40 afternoon session. HR advised that this could increase, with those who haven't yet applied, and in-year transfers.</p> <p>Spring Term:</p> <p>Again, not including breakfast or after school club, numbers are 51 mornings, and 41 afternoon session.</p> <p>HR advised that due to the low numbers in the Autumn term, if the centre advertise to fill those spaces, the centre will be over-subscribed for the Spring term.</p> <p><i>Governors asked what are safe operating numbers.</i> HR advised</p>	

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that the limiting factor is the toilets, as the centre has to fulfil certain ratios. However, there are options of relocating the spaces within the centre, to make best use of the existing facilities.

HR advised on the complexity of offering this provision, taking into account the quality of childcare, and staffing adjustments, however many costs are fixed, and therefore extra funding could address the current deficit.

*Governors commented of the need to retain the high quality provision, and to move the children successfully through the provision.*

HR also advised governors that the deficit could be greatly reduced if the current numbers paid for lunch sessions, and the centre could operate on its current numbers.

*Governors were aware that the first year will require monitoring, however advised that they would recommend the centre attempt to optimise numbers, which will then be monitored throughout the year, to ensure provision is offered to all applicants.*

HR asked if it would be advisable to advertise nursery spaces now, at a risk of over filling the nursery. The published admission number is 40 spaces for each session, and the centre could be challenged if they turn applicants away.

*Governors asked if the staff ratio would be sufficient on these increased numbers? HR advised that the Autumn term has sufficient staff, however the centre might need to recruit for the summer term. Also, internal restructuring to accommodate increased numbers may need to be considered and budgeted for.*

*Governors advised that this could present the opportunity to develop the outdoor classroom model, and enhance the nursery facilities.*

*In light of the above, governors took the decision, not to advertise for September intake, and to monitor the pupil numbers over the term.*

**HR will revise the pupil numbers, and call an extraordinary meeting, in the next term to review all information again. It was also advised that the Admissions Policy be reviewed, and an Admission Appeal Panel be implemented at this meeting.**

**Future Development of the ACE Centre – update and discussion**

Moved to the extraordinary meeting.

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	<p><b>Parent and stakeholder communication</b></p> <p>Not covered at this meeting.</p>	
6.	<p><b>Friends of the ACE Centre and fundraising</b></p> <p>JN advised of the following:</p> <ul style="list-style-type: none"> <li>• Friends Stay and Play session, held on the last Wednesday of each month; 26<sup>th</sup> May, 30<sup>th</sup> June, and 14<sup>th</sup> July from 10.00-1.00pm. <b>HR to check availability of the centre.</b></li> <li>• Has received a request to run a mental health and wellbeing session, called ‘mindful mums’. HR advised that <b>JN check the professional background of this request and liaise with the school office.</b></li> <li>• Fundraising will be spread across the three settings, and renamed ‘Ace Community Fund’ to reflect this. Funding can be apportioned per capita, and LT advised there is a ‘wishlist’, and will liaise with JN.</li> <li>• An emergency order can be instigated if funds are required prior to a trustees meeting. <b>HR advised that Alison Beesley had set up a protocol for this procedure, and will follow this up.</b></li> <li>• The Friends group are requesting permission to use the centre’s minibus for group outings, and <b>HR advised that this would need to be looked into further, and will report back.</b></li> </ul> <p><i>Governors thanked JN and the other parents involved for the amount of work and fundraising carried out on behalf of the centre.</i></p>	
7.	<p><b>Appointment of New Governors</b></p> <p>There are currently vacancies for a staff and parent governor.</p> <p>HR advised that the staff governor should be a member of staff from the Nursery, and <b>HR will follow this up at the next staff meeting.</b></p> <p>The centre will need to hold an election for a parent governor, and <b>HR will follow this up.</b></p> <p><i>Governors discussed governors that did not attend regular meetings, and the clerk advised them of the appropriate procedures in place. HR will liaise with GM, to discuss next steps.</i></p>	
8.	<p><b>Ratification of updated policies</b></p> <p><u>One to One Working policy</u></p>	

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	<p>Governors asked how children are informed of the procedure to raise a concern. LT advised governors of the process in place, which has proved effective. HR also advised that all children are given 1:1 time with an adult, and this enables quiet conversations to take place. The centre has also undertaken training in ‘protective behaviours’ and ‘emotion coaching’, and this framework is embedded in practice. HR advised that she has evidenced the impact of this training, and children have been managing their behaviours much better.</p> <p><u>Mobile Phone policy</u></p> <p>Governors asked if an emergency contact number is communicated to volunteers working on site. HR advised governors of a volunteer induction pack, of which all this information is supplied.</p> <p><u>Personal Care policy</u>  <u>Drugs, Smoking and Alcohol policy</u>  <u>Free Standing Nursery Admissions policy</u></p> <p>Governors were in agreement with the above policies, to be signed by the Chair for ratification.</p>	
9.	<p><b>Health and Safety</b></p> <p>The Clatter bridge is due to be fixed, rather than replaced due to costings. <b>The Friends offered to help with the costs of this, and will liaise with HR.</b></p>	
10.	<p><b>Safeguarding</b></p> <p>KB has completed safeguarding training.</p> <p>Governors requested contextual information on the centre’s numbers. <b>Clerk to send a format to HR</b></p> <p>Safeguarding training – training for governors, clerk advised that future training could be done in-school alongside staff training.</p> <p>Central training record – <b>school office to circulate a record for governors to complete.</b></p> <p><b>Safeguarding governor visit to be organised with HR – to check single central register.</b></p>	<p><b>Clerk</b></p> <p><b>All Govs</b></p> <p><b>KB</b></p>
11.	<p><b>A moment to celebrate</b></p> <p>HR wished to celebrate with governors, that amongst the number of changes, including the potential 30-hour childcare provision, and funding issues faced by the centre, there is a glimmer of light at the</p>	

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	<p>end of the tunnel.</p> <p>She is meeting with Lucy Butler to discuss the long-term sustainability of nursery groups, and devise a plan for what is required from this provision, and how to respond to this need.</p>	
12.	<p><b>AOB</b></p> <p>HR advised that she had received a request from an organisation to use the centre, free of charge. She wished to ascertain governors' views.</p> <p><i>Governors asked if the Lettings policy specifies use by charitable companies, or for charitable events. HR advised that she would have to review the policy to be certain, however advised that some definition would be required.</i></p> <p><i>Governors commented that wording should be reviewed to ensure that it is clearly stated, if you do not charge for your event, you will not be charged by the centre. This would ensure that all bookings are consistently charged for.</i></p> <p><b>Governors were in agreement that charitable groups should not be charged for use of the centre, and HR advised that she will check the wording of the Lettings policy.</b></p> <p><u>Minibus</u></p> <p>HR advised governors of the high costs involved with running a minibus for the centre and community. It was suggested that this be investigated further at the Finance committee.</p> <p><u>Allotment working party</u></p> <p>LT requested governor support for this group, and JN advised that she will liaise with LT.</p>	<p><b>HR</b></p> <p><b>Finance Comm</b></p>
	<p><b>Future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Parent Questionnaire – Term 6, 2016/17</li> <li>• School Development Plan 2016-17 review – Term 6, 2016/17</li> <li>• Website Review – Term 6</li> <li>• Parent Questionnaire (results and review) – Term 6</li> </ul>	
	<p><b>Future Meetings:</b></p> <ul style="list-style-type: none"> <li>• Monday 10<sup>th</sup> July 2017, 7.00pm</li> </ul>	

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The meeting finished at 9.10pm.

(LT/21.03.2017)

APPROVED

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10/07/2017