

## Minutes from the Full Governing Body Meeting

11 May 2022 – 19.00

<b>Present</b>	Kate Barlow (KB) – Parent Governor and Chair Helen Ruff (HR) – Headteacher David Quick (DQ) – Co-opted Governor and Vice Chair Alexia (Lexy) Tuckwell (LT) – Staff Governor Mike Cahill (MC) – Co-opted Governor Lynn Jenkins (LJ) – Associate Member (new Headteacher) Topsy Fletcher (TF) - Co-opted Governor - left the meeting at 8.35pm
<b>Apologies</b>	Monica Ferguson (MF) – Parent Governor Cat Hemmings (CH) – Co-opted Governor Ruth Llamas
<b>In attendance</b>	Penny Spencer (PS) – LA Cover Clerk

The meeting was quorate

The meeting started at 19.07

No	Item	Action
1	<b>Apologies</b> Apologies were accepted as detailed above	
	<b>Welcome</b> KB welcomed everyone to the meeting. Topsy Fletcher was welcomed to her first meeting as a Governor.	
2	<b>Declarations of interest</b> None declared for this meeting	
3	<b>Notification of Urgent Business</b> HR noted: <ul style="list-style-type: none"> <li>Teacher Recruitment</li> <li>Service Level Agreement for charity support service</li> <li>Resignation of Lin Englishby</li> </ul> These were all covered later in the meeting.	
4	<b>Minutes from the last meeting</b> The minutes of the last FGB meeting held on 22 <sup>nd</sup> of March 2022 were reviewed. The matters arising were:  DQ noted that it was decided at the last meeting to wait until after the elections to contact Robert Courts MP to seek a meeting with him. All agreed that now would be a timely time to do so.  <i>KB asked if the Finance Policies had been reviewed and signed by DQ?</i>  DQ said he had reviewed but had not yet signed. He will do so as soon as possible.	<i>MC to contact Robert Courts MP</i>  <i>DQ to sign Finance Policies</i>

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	<p><i>KB noted that before his resignation Peter Cosgrove had talked about School Space and the possibility of raising funds this way. Was there any update?</i></p> <p>HR said this had been revisited but doing this would require a quite a lot of extra work (someone on site etc.) so it was decided that it was just not viable.</p> <p>There were no further matters arising and the FGB minutes were approved and signed by the Chair.</p> <p>HB talked everyone through the minutes of the EGM that was held on the 29<sup>th</sup> of April 2022 and these were also approved and signed by the Chair.</p>	
<p><b>5</b></p>	<p><b>Finance</b></p> <p>DQ advised that the budgets had been signed and sent off. He noted that we are already carrying forward a large deficit (£214k) and for the 5 year budgeting this will increase significantly each year up to £575k for 2026/2027. The biggest issue is the building cost.</p> <p><i>KB asked when is the national funding review?</i></p> <p>HR said that at the moment the Government just keep putting off it off. As we are forecasting a deficit in our budget we were required to submit an action plan giving details of our main difficulties and the actions we plan to take. This was submitted to Andy Flowers on the 6<sup>th</sup> of May. Sarah Fogdan, the finance person at county, also needs to sign this off. HR will add a copy of the report to Governor Hub. She also noted that staffing is currently at the legal minimum and agreed with DQ that the biggest issue is the building costs.</p> <p>DQ said he would send a letter to follow up on the report.</p> <p>MC commented that this is one of the main reasons that we need to contact Robert Courts.</p> <p>HR agreed and said we have taken a lot of pain to keep the deficit at the level it is and we can't address this on our own anymore. She listed the main expenditure points that were included in the report as the extra SEN's, staff costs and the end of the teaching school designation and funding. She noted that LJ (the new Headteacher) would be on a lower pay range and that we will look again at staffing but whenever we have recruited we have always looked at the pay level of the new appointment, reduced costs whenever possible and have made cuts whenever we can</p> <p>KB agreed that we have used our money very smartly when recruiting.</p> <p><i>TF asked about the Consultancy Report that had been produced.</i></p> <p>HR said that the County Council had paid for a consultancy firm to help the school with its deficit issues and they had reported to the CC with recommendations, unfortunately so far none of the recommendations had been followed up. The main issue is the 40+</p>	<p><i>HR to add a copy of the report action plan to GH.</i></p> <p><i>DQ to send follow up letter to action plan</i></p>

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	<p>year old boiler meaning that we have to heat the whole building and also the increasing energy costs. We are also looking at tendering again for the cleaning contract but most contractors seem to be having issues recruiting staff and this means their costs are rising too. She added we are doing absolutely everything we can.</p> <p><i>LT asked what meetings have we had about the boiler issue?</i></p> <p>HR said that we have had people that came and looked at it and we have explained the issues. They have recommended putting in an air source pump which will cost the same money, but this does not resolve the zone issue – they just seem to be looking at a greener approach that will fit in with government targets. We need to be able to zone the building so that we are not heating the areas that we don't use.</p> <p>LT said that we as a governing body need to get involved in this issue and we need to put a strong case for what we need and noted that this is a real threat to the school and we can't accept something that wouldn't help reduce costs or perhaps even make things worse.</p> <p>HR agreed and said a letter from the governing body to Robert Courts MP would be a good start.</p> <p><i>KB asked who would be willing to take on the letter writing?</i></p> <p>LT &amp; MC to draft a first letter and will aim to send it before the next FGB meeting.</p> <p>DQ agreed the whole heating system needs to be replaced.</p>	<p><i>AT &amp; MC to draft letter before next FGB Mtg</i></p>
<p><b>6</b></p>	<p><b>Staffing Update</b></p> <p>HR congratulated LJ on her new role as Headteacher and thanked the Governors, local authority and the other candidates who were all involved in the process.</p> <p>KB agreed and said that it had been a very hard decision.</p> <p>HR noted that LJ's new role had created a teacher vacancy and that she and LJ had already started discussions regarding a replacement. She said following further discussions with LT and LJ it was decided to look for an early career teacher and due to very short timelines to find a suitable person before the start of the new year an advert for the position had already gone out with a closing date for applications of the 22<sup>nd</sup> of May 2022. Interviews will be held on the 26<sup>th</sup> of May 2022. There had been no applicants yet but the advert had only gone out a couple of days ago.</p> <p>LJ gave her sincere thanks to everyone and said she was delighted to be taking over from HR. She said she felt very supported by LT and commented on what a positive experience this has been and that it had been very professionally managed. She said she was really thrilled and looking forward to the challenge. She noted that she has big boots to fill and that HR has always been a huge part of her lengthy experience of the school</p>	

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<p>and that she has set a very high example, was a wonderful role model and she was very much looking forward to the future.</p> <p>HR said that they were already working on the handover and that everyone is looking forward to it.</p> <p>KB also thanked LT for being so engaged in the whole process.</p> <p>LT said that we have been working very hard towards the change and think that we have given it the best possible shot for the centre going forward into the future.</p> <p>HR said that LT and LJ both complement each other really well and that they were both very skilled and experienced.</p> <p>LJ said that with a view to the future, LT will be continuing in her leadership and training role as we want to continue the legacy. She will also continue training people on SEND and early intervention starting with 2 year olds and also continue giving high quality key curricula in forest school and woodwork.</p> <p>LJ noted that the nursery school has thrived on great experience and although the new teacher may not have that much experience there will be good guidance from LT &amp; LJ.</p> <p>HR agreed and said the new person will need to show lots of potential.</p> <p><i>TF asked if there would there be value in her shadowing for the interviews?</i></p> <p>KB said yes this would be a great help.</p> <p>HR advised that Lin Englishby has resigned from her position as Childcare Manager for the nursery. She leaves at the beginning of July which creates an issue with holidays coming up. HR said that Lin is our designated safeguarding person so this will create some challenges for us during the summer. James Corfield is the deputy but unfortunately the DSLs and DDSLs are all away at the same time during one week of the summer holiday so we need to move very quickly on recruitment to ensure cover during this time.</p> <p><i>KB asked if Lin's resignation had created any uncertainty amongst the remaining staff?</i></p> <p>HR said yes this was something that we were concerned about especially with lots of employers currently trying to recruit in the area. She said that the Government have said they will fund a new childcare recruitment campaign but we are not sure when this will be. She also said they had also talked about raising the childcare ratio which could be an issue.</p> <p>LJ said that they hoped that the team is not too de-stabilised and they have let the team know that there is support if they need it. She also said that they are a close team if they feel they are supported this will help.</p>	
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	<p>KR said many of the childcare team may well be concerned about the rising cost of living and she asked if this is something that the trustees could perhaps look at as, if there are other local roles which are paying more, this could be an issue.</p> <p>LT agreed and said a good boost to moral would be a pay increase.</p> <p>DQ said that to make it significant it would need to be quite a large increase but agreed to speak to the trustees and see what they say.</p> <p>LJ said maybe even a one-off payment would help and make them feel valued and everyone agreed a one-off payment would be a good gesture.</p>	<i>DQ to speak to Trustees</i>
<b>7</b>	<p><b>Governing Body Strategy</b></p> <p>This had already been covered earlier in the meeting.</p> <p>KB reminded everyone that although it wasn't financially viable to bring all the charity staff over to OCC, we had agreed that we would review the possibility of extending the remit of the school to include pre-school once the new head teacher was appointed. She asked if this was something that we would want to re-look at?</p> <p>All agreed that this was something that should be re-looked at.</p>	
<b>8</b>	<p><b>SIP update</b></p> <p>HR said that this is still work in progress and there will be an outline for next year before the end of this term which will record progress against this year as we did last year.</p> <p><b>8.1 Quality Monitoring</b></p> <p>This will be reviewed at the next meeting.</p>	<i>Quality Monitoring to be added to next FGM agenda</i>
<b>9</b>	<p><b>Safeguarding Update</b></p> <p>Meeting to be scheduled – KB to arrange.</p> <p>MC, LJ and HR noted that they will all be attending a course to learn about how Ofsted rate safeguarding.</p>	<i>KB to arrange Safeguarding Mtg</i>
<b>10</b>	<p><b>Health and Safety update, including H&amp;S Audit feedback</b></p> <p>DQ advised there was no update on this at the moment due to the budget taking so much time recently. A walk around the school would be organised for end of May.</p>	<i>DQ to arrange H&amp;S walk around</i>
<b>11</b>	<p><b>Committee Meetings</b></p> <ul style="list-style-type: none"> <li>Finance – already covered</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Health &amp; Safety – already covered</li> <li>• Performance &amp; Standards (includes Pupil Premium &amp; SEND update) – HR to book a meeting</li> </ul>	HR to book P&S Mtg
12	<p><b>Governing Updates</b></p> <p>Topsy Fletcher the new Co-opted Governor was again welcomed and she shared some details about her background.</p> <p><i>HR asked, due to her experience, if she would be willing to help with the new signage that the centre needs?</i></p> <p>TF said yes she would be happy to help with this.</p> <p>LT said that Penny Ebdon may still be interested in joining as a Governor and HR said that she had spoken to a new parent who might also be interested. Both will follow these up.</p> <p>HR asked if a couple could potentially both become governors and perhaps attend every other meeting if they had issues getting childcare?</p> <p>PS said she would check this with the Clerking Service and advise.</p>	PS to check with OCC and advise
13	<p><b>Correspondence and Chair's Action</b></p> <p>There was nothing to discuss.</p>	
14	<p><b>Governor Training and Development</b></p> <p>This had already been covered earlier in the meeting.</p> <p>MC mentioned The Governors' Association Open Meeting on the morning of Saturday 9th July at Gosford Hill School, Kidlington. There will be two speakers, Tim Brighouse and Mick Waters. Booking is required and more details can be found on Governor Hub.</p>	
15	<p><b>Any Other Urgent Business</b></p> <p><i>TF asked for some further explanation regarding the SLA.</i></p> <p>DQ said that we had previously tried to integrate the charity with the school but this wasn't possible. The second idea was to have a teacher that did a certain amount of hours each week within the charity to support quality and also to have a support meeting once a week between LJ and one of the nurse school teachers. The budget allocated for this was £10,000 per year. An SLA was put together so that we can try things, see how they work and change if necessary (i.e. the number of hours required), this work has already started.</p> <p>HR noted that the Governors were still to sign this off even though it has started and said she would get this signed as soon as possible.</p>	

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	<p>LT commented that this is not really a new thing just that it had been formalised and can now be regulated.</p> <p>HR said that it was an opportunity to learn from each other and develop and hopefully there would be more cross centre opportunities following Covid.</p> <p>HR again thanked everyone for all their hard work over the last few weeks.</p>	<p><i>HR to get Governor sign-off of SLA</i></p>
<p><b>17</b></p>	<p><b>Meeting Dates 2021/22</b></p> <p>Next meeting - Wednesday 29 June 2022 - 7pm</p>	

The meeting ended at 20.40

APPROVED

Signed (by Chair):



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29/06/2022