



Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 14th May 2018 at the Centre

Present:

Helen Ruff (HR) - Headteacher
 Kate Barlow (KB) – Parent Governor (**Chair**) – *arrived at 7.10pm*
 Georgia Mazower (GM) – Co-opted Governor
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Zoe Wakefield (ZM) – Staff Governor
 Laetisia Carter (LC) –Parent Governor

Apologies:

Eve Coles (EC) – Co-opted Governor
 Rebecca Macrae (RM) –Parent Governor
 Ellen Pegg –Parent Governor

Absent:

In Attendance:

Lucy Tyrrell (LA Clerk)
 Lexy Tuckwell (LT) – Associate Member
 Andrew Hamilton (AH) – OCC Consultant – *left at 8.05pm*

The meeting started at 7.15pm.
 The meeting was quorate

Item	Discussion	Action/Outcome
1.	<p>Welcome and Apologies</p> <p>GM 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"> • Website Update • Stay and Play Lido/ACE Initiative 	
3.	<p>Declarations of Interest</p> <p>None reported.</p>	
4.	<p>Finance Update</p> <p><u>Budget 2018/19 – Andy Hamilton (AH), Consultant funded by OCC</u></p>	

Signed (by Chair):

Date:

09/07/2018

AH gave an overview of his role within the Centre, tasked to work with a number of schools where issues have been identified. These are identified by either the budget being in surplus or deficit at the start of the year, or issues not recognisable as being under control at the time.

AH advised that the budget was in surplus by £13,000 last year, and now has an in year deficit of £80,000, therefore a cumulative deficit of £67,000 at the beginning of the financial year. If no changes take place throughout the year, an approximate £60,000 deficit will carry forward each year. Also additional pupils, and adjustments to staffing will not alter this budget provision.

The governing body have taken positive steps with adjusting the budget, and this has been recognised by the OCC. However, if nurseries are not attached to a school, they will struggle under the new funding, which assumes that nurseries are attached to a school, to take advantage of the school's infrastructure.

OCC have requested the Centre find a recovery plan, they have informed OCC that there is no plan that will solve the issues, unless there is fundamental change.

AH advised he has held meetings with both HR, the SBM, and then HR and the Chair of Trustees at a second meeting.

KB arrived at 7.10pm.

AH advised that the Charity are struggling to support the Centre financially, and in order to continue on this site, there are more differences to make going forward.

AH advised that an in-year deficit of £60,000 is not a huge amount, however with a budget of only £285,000 for this year, this is substantial.

AH advised that a lot of nurseries are in the same position, and even nurseries attached to school are finding it difficult with these changes.

AH advised that outside of staffing costs, there is very little income for expenditure and he praised the team for managing their budgets so effectively. He said that he found little that can be done to make efficient savings.

Governors asked for clarification on the following:

Following meetings with Christine Malone, we had looked at how to expand numbers year on year, and she had presented these on our behalf. However, that did not take into account the £25,000

Signed (by Chair):



Date: 09/07/2018

taken out of the budget, nevertheless there was a healthy picture over the 3-5 year period, why has this picture changed? HR advised that there is a promise of a funding review in the Autumn, and could change, however details are not yet known. Supplementary funding was promised for nursery schools, and we are expecting 30% more children this year. The reason is the lump sum last year was £83,000 and this has been reduced to £59,000 this year. Even with the income increasing by £30,000, with the reduction in supplementary funding of £25,000, the difference is only £5,000.

Now we know that has been reduced, the numbers still do not present a healthy picture? The inefficiencies of the staffing required to run the Centre, will break over and then tip over to inefficiency again. *We scrutinised these figures as to how they could work?* The budget is so small, so an additional 5% on staffing costs, due to changes in NI, pension deficit contributions, apprenticeship levy, etc, add up to 5% year on year. These costs had not been planned for, and are additional costs normally paid for by OCC.

AH advised he has been unable to obtain a funding statement from OCC, however funding for being a setting should amount to £150,000. He advised he will follow this up with OCC.

HR advised they are still a school, and are recognised as such by the LA, however funded as a nursery. Therefore they have lost this funding, but still have to run as a school, such as have a Headteacher in post, and have Section 5 inspections.

AH advised of 3 recommendations to be made to OCC, as follows:

- Federate with an existing primary school.
- Changes to leadership team.
- Funding from the LA.

AH questioned if federation had been explored by governors? They confirmed they had been explored this, and there were considerations with the likelihood of a new primary school being built in the area. However, this is likely to be at 2/3 years' time.

Governors asked what other nursery schools are doing? AH advised they are sharing Headteachers, however there are issues with the geographical difficulties in rural locations.

The second recommendation regards staffing, and it was advised for ZM and LT to leave the meeting whilst discussions took place. This was moved to a confidential minute.

ZW and LT left the meeting at 7.30pm.

Signed (by Chair):



Date: 09/07/2018

	<p><i>ZW and LT came back to the meeting at 7.50pm.</i></p> <p>AH advised he will present his report to the LA on 4th June.</p> <p><i>Governors requested their comments be taken into consideration prior to the report being submitted, and will advise of comments prior to 24th May.</i></p> <p>HR advised of a national consultation, of which the outcome should be determined by the Autumn, and is hopeful that more funding will be made available. Would hope that the LA will consider prior to making decisions on funding now.</p> <p>Governors further commented that the argument that needs to be fed back to OCC is that this deficit is not of their making, but reducing funding from them.</p> <p>AH advised that when considering working with the new proposed primary school, they should look to lead on the Reception and KS1 provision. Governors advised they envisaged leading on the entire project on the other site, utilising early years principles and methodology throughout the school to create best practice. OCC could then take this site back. It is likely the new school will be a free school, and it could be run by RLT, and would be looking to have conversations with them.</p> <p>Governors advised that approval has been granted for 1,200 houses.</p> <p>AH advised that this information could be built into his report, as there are further opportunities to be gained from investigation into this area, and collaborative working with them.</p> <p><i>AH left the meeting at 8.05pm.</i></p> <p>Chair of Governors, HR and another governor will instigate an Academisation Working Party, and approach the RLT for initial discussions. Agenda item for next meeting.</p>	<p>Agenda item</p>
<p>4.</p>	<p>Minutes of the meeting held on 5th March 2018 and matters arising</p> <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> <p>SEN meeting – Completed.</p> <p>Grant funding paperwork – HR advised of discussions with OCC,</p>	

Signed (by Chair):



Date: 09/07/2018

	<p>the response was to send again as grants were not made at the end of the financial year.</p> <p>SP minutes – remove item.</p>	
5.	<p>Update on additional space for Nursery School</p> <p>HR advised of 97 places filled for this term. The move to the new room took place over the Easter term and the pre-school are settled and happy. HR wished to thank those staff who helped with the move during the holidays. The space is working well, and have a good base for lunch and after school club.</p> <p>LT advised the Centre is looking at ways to maximise the potential of this space.</p> <p>HR advised governors that this allowed for the expansion of numbers, and this term had 41 more places compared to last year.</p>	
7.	<p>Staffing Restructure following review of 30 hour provision</p> <p>HR advised that the HR Committee was restructured, and this will need to be reformed, as a result of AH's proposals.</p> <p>Members of this committee included HR in an advisory role, GM, EC and KB.</p>	
8.	<p>ICT Update</p> <p>HR updated on this requirement from ICT to form and fund our own ICT requirements. The SBM has requested quotes, and has to be in place by the end of June.</p> <p>Initial visits from companies have indicated they would struggle to get broadband for the end of June. It is quite a specialist set up, with complex needs.</p> <p>HR advised she will be requesting an extension until the end of August.</p> <p>Prices received so far have been as follows:</p> <ul style="list-style-type: none"> • Annual cost for 3 year broadband contract = £2,046. • One off set up costs and costs of kit = £5,000+. <p><i>Do we know what we need?</i> The SBM has been investigating our current requirements. We do not need so many computers as thought, however it costs £35 to wipe each computer prior to passing back to OCC.</p> <p>HR advised of some support from governors to work with the</p>	

Signed (by Chair):



Date: 09/07/2018

	<p>SBM. They are also meeting with Grandpont to review their set up, and then can work with SBM to compare costs. Grandpont also has experience of different ICT providers and was able to give accounts of those. As part of the new package, staff training can be included.</p> <p>Michele Jenkins at OCC has given a donation of £10,000, to support funding for set up costs, and ongoing costs moving forward.</p> <p><i>Is there any funding that can be clawed back from ICT being taken away?</i> HR advised that we became corporate users, and have enjoyed this service up until now. We have been able to secure a free deal up until now.</p> <p>HR asked for governors to get together next week to help with this and move forward asap. KB advised she can support the school and liaise a date with HR.</p> <p>Update at the next meeting.</p> <p>GM advised the school to request cost from Phone Coop.</p>	<p>KB</p> <p>Agenda item</p> <p>HR/SBM</p>
9.	<p>Policies for ratification</p> <ul style="list-style-type: none"> • EAL • Code of Conduct for Staff <p>The above policies were all agreed by governors, signed by the Chair and filed at the school.</p>	
10.	<p>Safeguarding</p> <p>None to report.</p>	
11.	<p>Health and Safety</p> <p>None to report.</p>	
12	<p>Governor Business</p> <p><u>Vacancies</u></p> <p>None reported.</p> <p><u>Training</u></p> <p>Prevent training outstanding by LC.</p>	
13.	<p>GDPR</p>	

Signed (by Chair):



Date: 09/07/2018

	<p>SBM and Chair of Trustees have attended training and are aware of the deadline.</p> <p>Will be followed up at the next meeting.</p>	Agenda item
14.	<p>Friends Group Update</p> <p>LT advised of the April edition of Chipping Norton News and an article under schools news of how the Friends Group have supported the school. This was also reflected in the Ofsted report.</p> <p>HR advised of events carried out within the school and funds raised of around £700.</p> <p>Governors wished to record their thanks to the friends group.</p> <p>LC advised of funding that can be achieved through businesses, and had used HSBC previously who had doubled funding achieved. LC advised of other businesses to approach.</p> <p>Action: LC to circulate list of business for funding requests, and item added to the next agenda for further discussion.</p>	LC/Agenda item
15.	<p>AOB</p> <p><u>Website</u></p> <p>GM advised that she and KB had met and have prepared a document to be shared with governors. This has been forwarded to the web providing company, and are awaiting feedback.</p> <p>Governors thanked DQ for all of his support for the previous website.</p> <p><u>Stay and Play Lido</u></p> <p>GM advised of previous family visits from the children's centre to the Lido. LC had secured funding through the Children's Centre, to enable families to access this provision.</p> <p>A bid has been reapplied for this year, for a Stay and Play at the Lido session, which is a 6 week project for June. It is to provide one session per week, for 30 families with a free lunch provided. They are also supplying swimming costumes and toys.</p> <p>Part of the funding is towards a member of staff from the Centre to mirror the provision at Ace Centre.</p> <p>HR advised that pupil premium, EAL and SEN children could be</p>	

Signed (by Chair):

Date:

	<p>identified by the school for this project.</p> <p>GM advised that they could complete a visit her to ensure that provision is mirrored.</p> <p>GM and LC will follow this provision up and update governors, and work with the school. HR to speak to staff to see if able to consider working with this project.</p> <p>GM to invite in the Health Visitor from the Heath Centre, who has been working with mental wellbeing, and could have a general chat on what they are doing, and whether any initiatives can be applied to support their families.</p> <p>LT advised of a community centre advertising TV, and asked that the nursery follow this up again.</p> <p><u>Ofsted</u></p> <p>HR reported on the Ofsted inspection that took place on 20th March. She wished to thank the team and governors for their hard work. The reported outcome reflected what the Centre had hoped to achieve.</p> <p>There are planned Ofsted celebrations for 25th May at 6pm at the Centre to thank staff, governors, volunteers and friends.</p>	
	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Academisation Working Party • ICT Update • GDPR Update • Bid funding 	
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • P&S Committee - tbc • FGB - Monday 9th July 2018, 7.00pm 	

The meeting finished at 9.10pm.
(LT/23.05.2018)

Signed (by Chair):



Date: 09/07/2018