

Minutes of Ace Centre Nursery School Full Governing Body Meeting held on Monday 28th January 2019 at the Centre

Present:

Helen Ruff (HR) - Headteacher
 Kate Barlow (KB) – Parent Governor (**Chair**) – arrived at 7.50pm
 Georgia Mazower (GM) – Co-opted Governor
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Laetisia Carter (LC) –Parent Governor
 Rebecca Macrae (RM) –Parent Governor
 Mike Cahill (MC) – Co-Opted Governor

Apologies:

Absent:

Ellen Jennings –Parent Governor

In Attendance:

Lucy Tyrrell (LA Clerk)
 Lexy Tuckwell (LT) – Associate Member
 Eve Coles (EC) - Associate Governor

The meeting started at 7.15pm.

The meeting was quorate

Item	Discussion	Action/Outcome
1.	Welcome and Apologies DQ welcomed all to the meeting. Apologies were received and accepted from those governors listed above.	
2.	Notice of AOB None reported.	
3.	Declarations of Interest None reported.	
4.	Co-opt new Governor Governors were in agreement with co-opting MC onto the Governing Body.	
5.	Finance Update	

Signed (by Chair):



Date: 04/03/2019

	<p>DQ read out the items from the 8 October 2018 meeting, to check if any updates from the Centre.</p> <p>HR updated – there are no changes at the moment. Had been informed that the All Party Parliamentary Group for Nursery Funding had met, however national funding decisions promised for Autumn last year were not delivered. The feeling is that they may extend the transitional funding for another year, and if this does not happen it is expected that many nursery schools will fail without this funding. This date of this review is being pushed back and it may well be that it is postponed again.</p> <p>HR advised she had met with School Improvement for Oxfordshire who did not have any information regarding funding and advised there was no OCC money available to support schools.</p> <p>HR advised that in the meantime the deficit is growing. DQ advised the deficit is the same as already reported at around £60k. The Finance Committee met last week and reviewed two sets of budgets, to ensure this is continually monitored.</p>	
6.	<p>Minutes of the meeting held on 8th October 2018 and 26th November 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>All items are covered on the agenda.</p>	
7.	<p>Academisation Working Party update</p> <p>LC updated on the East Chipping Norton Strategic Development Area (SDA) meeting and the Supplementary Planning Document (SPD) Issues Paper, of which was tabled at the meeting.</p> <p>The consultation went live last Friday and is expected that the draft plan will be approved and adopted by Spring. On 25 February an exhibition will be held to review what is required by Chipping Norton.</p> <p>This consultation is linked to the new housing development – 1400 houses expected with the implementation of an eastern link road. They are expected to utilise Section 106 and CIL money.</p> <p>Governors commented on the importance of SEN provision provided by the Centre, and it is vital that this is protected and enhanced by this development.</p>	

Signed (by Chair):



Date: 04/03/2019

	<p>LC advised governors that we need to feed into this consultation and raise the issue of SEN provision offered by the Centre. LC advised that it is unclear if they are currently aware of the service provided by the Centre, and it is important that this information is fed into the consultation.</p> <p><i>Are the developers paying for the primary school?</i> Yes, that is the plan. LC advised that once this has been updated, we need to feed into our agenda on nursery school provision. The consultation documents are available on the county council website.</p> <p><i>As a governing body, should we formulate questions to the consultation?</i> LC advised she can coordinate responses from the governing body.</p> <p>Governors commented that are two ends, we want to keep the provision on this site, and also become part of the development of this primary school provision with RLT. The question needs to be around staying on this site, and carry on with conversations with RLT.</p> <p>Governors agreed on wording to be included in the responses to the consultation, and responses are expected to be reviewed following the 6 week consultation in the Spring.</p> <p><i>KB arrived at the meeting at 7.50pm.</i></p> <p>Governors commented that the current questions in the consultation are regarding location of the new primary school, and the governing body should formulate their own question to allow feedback on the actual provision required in the community. Governors felt this was an area on which they could lead to ensure the Centre is firstly included in this project, but also utilise their vision and experience of providing first class provision for young children and families in the community. However, governors were aware that at this stage, the consultation is not focusing on the extent of provision, and more focused on location, and their questions should open up the possibility of enhanced provision for the community.</p> <p>LC advised governors that the Centre requires an extent to fully explain the vision being developed, to ensure that this information is available and promoted to the community.</p> <p>Working group formed by LT, LC, GM and HR to formulate and submit questions for the consultation and will follow up at the next meeting.</p>	Agenda Item
8.	Policies for ratification	

Signed (by Chair):



Date:

04/03/2019

	<p>The following policies were agreed by all governors for ratification, signed by the Chair to be filed at the school:</p> <ul style="list-style-type: none"> • Health and Safety • Bad Weather and Emergency Closure Procedure • Personal Care • Whistleblowing • SFVS • English as an Additional Language (EAL) • Code of Conduct 	
9.	<p>Safeguarding</p> <p>The 2018 Child Protection and Safeguarding Policy was agreed by all governors, to be signed by the Chair and filed at the school.</p> <p>The Safeguarding report was completed at the end of the year, and HR advised an audit will be scheduled following half term.</p>	
10.	<p>Health and Safety</p> <p>DQ advised that a walk about took place, issues identified and actioned.</p> <p>H&S inspection is due on 30 January 2019.</p>	
11.	<p>Governor Business</p> <p><u>Vacancies</u></p> <p>There is currently a vacancy for a Parent Governor. The Centre will hold a nomination for Parent Governor.</p> <p>EC advised that she wished to return to her position as Co-opted Governor – Clerk to check if vacancy.</p> <p>Clerk to follow up on non-attendance of Ellen Jennings and advise school if Parent vacancy becomes available.</p> <p><u>Training</u></p> <p>LC had not completed Prevent training. Clerk to ensure the link is included on Governor Hub for new governors to access.</p>	<p>Agenda item</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12.	<p>Website/Signage Update</p> <p>KB advised that meetings did not take place due to time constraints. KB, GM and HR to arrange a meeting and update at the next meeting.</p>	Agenda item

Signed (by Chair):



Date: 04/03/2019

13.	<p>GDPR Update</p> <p>The School Business Manager has completed the Privacy Policy and this will be uploaded to the school website.</p> <p>HR advised that the Centre would like to subscribe to The Key, it is £700 per year, however will provide the school with policies, training and template documents. This would aid the administration team and alleviate their increased workload by utilising this resource.</p> <p>HR advised of The Key for School Governors, however this would raise this subscription to over £1,000, which would be costly, but a valuable resource.</p> <p>Governors were in agreement with the school subscribing to this resource and approved this spend.</p>	
14.	<p>Friends Group Update</p> <p>Governors gave their thanks to the Friends Group for hosting a Christmas party for all staff, which was very much appreciated.</p> <p>LC advised that Friends have requested information from each setting of proposed spending for information. Governors advised that a updated report would be useful and KB advised she will follow this up for the next meeting.</p>	KB/Agenda item
15.	<p>AOB</p> <p><u>Chipping Norton Creative Network</u></p> <p>A visual arts festival on 7 October 2019, and GM advised she would like to hold activities at the Centre. Governors were in agreement with this proposal.</p> <p><u>Chipping Norton Festival – April 2019</u></p> <p>HR advised they used the centre and would like to use the Centre again, and governors were in agreement with this. HR requested any help with this Festival.</p> <p><u>Aldi Section 106 Funding</u></p> <p>GM advised of funding set aside for a public arts exhibition, West Oxfordshire have taken a steering role and a meeting was hold at St Mary's last year. A questionnaire has been produced to encourage families to respond and GM requested that the Centre work with their parents.</p>	

Signed (by Chair):



Date: 04/03/2019

	<p><u>Funding Bids</u></p> <p>LC advised that she has been circulating information regarding funding bids available in the community. DQ requested this information be forwarded to the Charity, and LC will include DQ in the circulation list.</p> <p><u>Teaching School Director Position</u></p> <p>HR advised that there are currently six candidates, of which will be shortlisted and invited to interview.</p>	Agenda item
	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Academisation Working Party update • Funding bids • Website/Signage update • Friends Group update 	
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • FGB – 4th March 2019 • FGB – 13th May 2019 • FGB – 10th July 2019 – <i>new date agreed</i> 	

The meeting finished at 8.40pm.
(LT/)

Signed (by Chair):



Date: 04/03/2019