

## Minutes from the Full Governing Body Meeting

Held on 5<sup>th</sup> October 2022 at The ACE Centre Nursery School

Present	Kate Barlow (KB) – Co-opted Governor and Chair Lynn Jenkins (LJ) – Headteacher Monica Ferguson (MF) – Parent Governor Topsy Fletcher (TF) – Co-opted Governor Mike Cahill (MC) – Local Authority Governor LexyTuckwell (LT) – Staff Governor
Apologies:	David Quick (DQ) – Co-opted Governor
Absent	Cat Hemmings (CH) – Co-opted Governor
In attendance	Hazel Sheridan (HS) - Clerk

The meeting started at 7:05 pm and was quorate.

### 1. Welcome and introductions

KB opened the meeting and everyone introduced themselves to the new Clerk.

### 2. Apologies for absence

Apologies were received and accepted from DQ. CH did not attend the meeting.

### 3. Notification of any urgent business

There were no items of urgent business raised.

### 4. Register of pecuniary interests

Governors were reminded that declarations of pecuniary interests need to be updated and confirmed every year. The register of pecuniary interests is to be published on the website.

**ACTION: All Governors to update declarations of interest via their personal profile on Governor Hub by 19<sup>th</sup> October 2022. Clerk to send completed register of declarations to KB and LJ for publication on the website.**

### 5. Code of Conduct

5.1. The **Governors agreed** that the financial limit of gifts or hospitality received should be £20. Above this limit the gift or hospitality must be declared and a register kept of all such items. It was queried if cash can be accepted as a gift

**ACTION: Clerk to insert financial limit on Code of Conduct Policy and send to KB for signature. Clerk to investigate if cash can be accepted as a gift and report back.**

5.2. The **Governors agreed** to the Code of Conduct for 2022/23.

**ACTION: All Governors to confirm agreement to the Code of Conduct via their personal profile on Governor Hub.**

### 6. Keeping Children Safe in Education (KCSIE) 2022

6.1. Governors were informed that KCSIE has been updated and LT highlighted the key changes as:

a. the recognition of child-to-child abuse (changed from peer-to-peer abuse);

Signed (by Chair):



Date:

- b. a section on LGBTQ; and
  - c. a child can be a victim of domestic abuse even if they are not the direct subject, e.g., if they overhear things their parents / carers are saying.
- 6.2. Confirmation is required that Governors have read at least Part 1 of the document (confirmation can be indicated via their personal profile on Governor Hub). LT added that a copy of the document is available on the safeguarding noticeboard at the school.

**ACTION: All Governors to confirm via Governor Hub that they have read the updated KCSIE Part 1.**

## 7. Election of Vice-chair

- 7.1. MC was nominated and elected as Vice-chair of FGB. (Please also refer to item 20.1 below.)

## 8. **Minutes of the meeting held on 29<sup>th</sup> June 2022 and matters arising**

- 8.1 The minutes of the meeting held on 29<sup>th</sup> June 2022 were approved as an accurate record of the meeting with one amendment; "George Thorn MP" in item 13 to be replaced with "Cllr George Saul".

**ACTION: Clerk to amend minutes and send to KB for signature and filing at the school.**

- 8.2 Previous actions were:

*Item 6 – Governors who wish to support the HR Committee to contact KB. TF and MC agreed to be members of the HR Committee.*

**ACTION: Clerk to update Governor Hub accordingly.**

*Item 8.2 - KB to request a safeguarding monitoring visit from OGS in September. This has been arranged for 18<sup>th</sup> October 2022. (On agenda, item 17.)*

*Item 8.2 - TF and MF to contact Leigh Roscoe Styler for access to safer recruitment training. TF confirmed that training had been completed and MF will be attending next week.*

*Item 12 – all Governors to email their approval for the policies listed to KB by 6<sup>th</sup> July (Asset Disposal, Debtor Control, Financial Procedures, Internal Procedures Manual, Premises Hire, School activities, Financial Policy Terms of Reference and Standing Orders, Children We Care For, School Visitors, Administration of Medication and Child Illness, Bad Weather/Emergency Closure, Equality and Diversity, and Key Person.) It was confirmed that all policies had been approved.*

*Item 13 – first of two Chastleton Tea dates (10<sup>th</sup> September) to be postponed (HR). The first date had been cancelled and the next Chastleton Tea will be held soon.*

*Item 13 - MC to devise a one-page briefing on the financial issues to be sent to Geoff Thorne MP regarding nursery funding. MC has spoken to Cllr George Saul, who will take the funding issues up with two County Council members. MC will be meeting with Robert Court MP soon and will raise this issue with him along with other matters.*

**ACTION: LJ and MC to meet prior to MC's meeting with Robert Court MP to discuss the issues that need to be raised.**

## 9. **Committee meetings for 2022/23**

- 9.1. Terms of Reference, Standing Orders and Scheme of Delegation

Copies of the Terms of Reference and Scheme of Delegation are filed on Governor Hub and were circulated prior to the meeting. It was agreed to discuss these documents in more detail at the next meeting.

Signed (by Chair):



Date:

**ACTION: All Governors to read documents and let KB and Clerk know of their approval or any changes that need to be made by 19<sup>th</sup> October.**

**ACTION: Clerk to note for FGB agenda for 23<sup>rd</sup> November 2022.**

9.2. Committee structure and membership

The following Committee names and membership were agreed:

Finance, Health & Safety and Premises – MC, LJ and DQ

Performance, Standards and Curriculum (includes Pupil Premium and SEND update) – KB, MC, CH, LJ and LT

Strategy Working Party – KB, MC, CH, DQ, LJ and LT

Parents and Community (MF)

**ACTION: Clerk to update Governor Hub accordingly.**

9.3. Chairs of Committees are to arrange meetings and for minutes to be taken.

**10. Finance**

10.1. Budget and forecast

Leigh is continuing to monitor the budget and it will be discussed further at the Finance, Health & Safety and Premises Committee meeting to be held on 11<sup>th</sup> October 2022.

10.2. Update on discussions with OCC following meeting held on 5<sup>th</sup> July 2022

This meeting was more positive and collaborative than previously and OCC is very keen for the nursery school to become part of a federation, which FGB will explore.

10.3. Update from meeting about premises with OCC held on 22<sup>nd</sup> September 2022

10.3.1. This meeting was held with Martin Goff (Head of Access to Learning), Kevin Griffin (Service Manager) and Michelle Jenkins (Foundation Years Leader). They looked at the plans for the building to see if it was fit for purpose, if there were any obvious solutions for reducing the deficit and if any of the building could be repurposed. Some rooms are not being used currently and maybe with some adaptations they could be brought into use. If the ACE Centre day care and pre school then used the rooms of most benefit to them, the rest of the building could be re-tendered for use by other organisations.


10.3.2. LJ also highlighted that the Nursery School currently uses 50% of the premises but is paying 83% of the costs involved. Whereas the ACE Centre only pays 17% for use of 50% of the building. After the Family Centre closed large areas of the building were not being used so the ACE Centre started to use them.

**ACTION: LJ to meeting with ACE Centre Trustees about the percentages involved with premises use and the related costs.**

**Governors asked** if it helped to have OCC have a look at the reality of the building and re-assessment of use and LJ replied that it was. It was noted, however, that such things have been looked at several times in the past with no progress being made.

10.4. A qualified volunteer conducted an energy efficiency survey and provided an informal report (filed in the Supportive Documents 2022-23 folder on Governor Hub). Priority recommendations for improving the energy efficiency of the building include:

- a. reducing the temperature of rooms depending on their use and turn off heating in unused rooms, storage spaces and possibly hallways;
- b. installing Thermostatic Radiator Valves (TRVs) to control the heating in each used room;
- c. have one named person to set and check on the temperature settings; and

Signed (by Chair): 

Date:

- d. change the timings for when the heating goes on and off so the building is only heated when absolutely necessary.
- 10.5. **Governor suggested** the following to help generate income to help with the current deficit:
- photos and / or video shoot to advertise what the Centre has to offer in terms of room hire;
  - a room could be made available for hire to host the cost of living crisis meeting that the Council is trying to organise (with organisations such as Safe Haven, MIND and housing associations being invited); and
  - the Council also wants to create warm places available for vulnerable people to go to during the day through the winter, however funding is needed to finance this.
- 10.6. LJ will contact Emma Kennedy, Co-ordinator of Church Activities, regarding possible use of the building. LJ added that the nursery school would like to organise a 'warm welcome' event after drop-off time with a view to providing support to parents.
- 10.7. An article was recently published in the Chipping News about the ACE Centre and Nursery School as part of the marketing strategy. **Governors commented** that this would also help to engage community support.
- 10.8. It was agreed to discuss these suggestions further at the next meeting.

**ACTION: Clerk to note for FGB agenda for 23<sup>rd</sup> November 2022.**

## 11. Staffing


- 11.1. LT is now in a new role and a revised job title is being discussed that will reflect LT's work on SENDCo, nursery school, integrating the Centre work, safeguarding and teacher training.
- 11.2. One LSP has requested to work four days per week. As it is a five-day role, efforts are being made to recruit a suitably qualified person for one day per week in order to accommodate this request. If recruitment is unsuccessful the request will have to be refused.
- 11.3. Training was conducted on the INSET days, which was very positive and there was lots of engagement with the charity. There was a focus on change and how it can affect people differently. The values of openness, trust, ambition and joy were discussed, including what they may mean to people and what they might look like for stakeholders (including Governors). LJ added that staff were very keen to see and meet Governors.
- 11.4. It was suggested that a folder is made available at the school for parents and Governors to show what is going on at the school, including the new vision, ethos and values. **Governors also suggested** that an artist could be engaged to produce sketches that would illustrate the ethos, values and vision which could be put on display (providing the cost was not prohibitive).

## 12. Headteacher's performance review and pay

LJ is new to the Headteacher role and is being supported by the School Improvement Partner (SIP). **Governors agreed** that the performance review and pay would be discussed by the HR Committee with support from SIP.

## 13. Governing Body Strategy

KB reported back on her discussions with other nursery schools in Oxfordshire about forming a federation.

Signed (by Chair): 

Date:

- 13.1. There are many similarities between The ACE Nursery School and Grandpont, however their deficit is higher than The ACE and the distance between the two organisations is a concern.
- 13.2. Wheatley Nursery is already in a federation with John Watson School, however there are some issues with their current arrangements especially around the use of facilities, and they are looking at defederating. Headington Quarry's headteacher has been appointed as interim executive head for this year but the school is seeking to federate with another nursery school in the near future.
- 13.3. **Governors commented** that there seems to be very little short-term benefit in federating, there would be costs involved and that the ethos of federating schools will need to be aligned.
- 13.4. **Governors asked** if the possible federation with another nursery school is putting pressure on the current staff. LJ responded that roles would be found for all staff across the federation. **Governors queried** if this would mean the remit of some staff would be extended, to which LJ replied yes it would.
- 13.5. LJ added that the school would be able to federate with another without losing the excellence already at The ACE Nursery School. It was accepted that consultancy would be needed for any federation to be formed and to help staff.
- 13.6. A Heads and Chairs briefing is being held on 18<sup>th</sup> October 2022 and there will be an opportunity to see how the Birmingham federation of nursery schools works for them. Chairs of Governors will meet after this event for a discussion. **Governors asked** how this information will be fed back to them and KB answered that she will make notes and report back.

**ACTION: KB to circulate notes to Governors following the briefing on 18<sup>th</sup> October.**

#### 14. School Development Plan (SDP)

The SDP is still in draft form as a Self-Evaluation Form (SEF) needs to be completed first, as this will inform what needs to be included in the SDP. The previous SEF was completed in February 2022 so it needs to be updated. Ideally, the process should be that the Governors meet after Easter to discuss the strategic aims; the SEF is completed; and then the SDP is drafted for agreement by FGB at the end of the academic year. The SDP is then ready to implement at the very beginning of the next academic year.

**ACTION: LJ will produce a report, with information from SIP, and circulate it to Governors.**

#### 15. School Improvement Partner

Governors noted the SIP visit report from 26<sup>th</sup> September which is filed on Governor Hub and was circulated prior to the meeting.

#### 16. Quality Monitoring

##### 16.1. Schedule of Governor visits for 2022/23


16.1.1. SEN (MC) The SEND audit is scheduled to take place on 18<sup>th</sup> October 2022.

16.1.2. Wellbeing (TF) TF will be visiting the school between now and Christmas.

16.1.3. Safeguarding (KB) **ACTION: KB to arrange a safeguarding visit to the school.**

16.1.4. Vulnerable children MC agreed to be the link governor for vulnerable children

16.1.5. Closing the gap MF agreed to be the link governor for closing the gap and will join the meeting with MC and LT on 18<sup>th</sup> October 2022 at 1:30pm

Signed (by Chair): 

Date:

**ACTION: MF to share her experiences regarding the record of concern at the next FGB meeting on 23<sup>rd</sup> November 2022. Clerk to note for agenda.**

16.2. Preparation for Ofsted

Governors were made aware of supporting documents on The Key to prepare for an Ofsted inspection.

**17. Safeguarding update**

17.1. OCC Safeguarding audit 18<sup>th</sup> October

It was noted that the safeguarding audit conducted by OCC is scheduled to take place on 18<sup>th</sup> October 2022 and KB confirmed she will be in attendance.

**18. Health and Safety update**

18.1. Feedback from health and safety audit

It was agreed to discuss this item at the next meeting.

**ACTION: Clerk to note for FGB agenda 23<sup>rd</sup> November 2022.**

**19. Policies**

19.1. Staff pay policy

A couple of anomalies were found in the staff pay policy and this will be discussed by the HR Committee.

19.2. Safeguarding policy

**Governors approved** the Safeguarding Policy.

**ACTION: Clerk to send policy to KB for signature and update policy register.**

**20. Governing updates**

20.1. Re-appointment of MC (tenure ends 2<sup>nd</sup> December 2022)

**Governors agreed** to reappoint MC as a Local Authority Governor.

**ACTION: Clerk to update Governor Hub.**

20.2. Clerks' briefing 22<sup>nd</sup> September 2022

The Clerks' briefing report is filed on Governor Hub and was circulated prior to the meeting. The Clerk informed Governors that every effort needs to be made to fill governor vacancies. There are now more schools with two or more governor vacancies than those with no vacancies. Updates from Department for Education have been circulated.

**21. Governor Training and Development**

21.1. OGS Training schedule for 2022/23

Governors were reminded of the OGS programme of training and encouraged to sign up via Governor Hub for any courses they feel would be useful.

21.2. Modern Governor training

Governors were reminded that training via the Modern Governor website is available to them. The school has already paid for this and it would be good to make use of it.

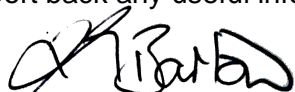
21.3. Safeguarding training for Governors

Safeguarding training is required to be completed by Governors at least every three years.

21.4. Educational visits training for Governors

Educational visits training for Governors is not essential, especially as Governors rarely attend such trips. LJ will be completed educational visits co-ordinator training and agreed to report back any useful information.

Signed (by Chair):



Date:

**ACTION: LJ to communicate to Governors any useful information following her training.**

**22. Any other urgent business**

No items of any other business were raised.

**23. Next meeting date**

22.1. The next meeting will be held on Wednesday 23<sup>rd</sup> November 2022 at 7pm.

22.2. Future meeting dates are as follows:

Wednesday 25<sup>th</sup> January 2023

Wednesday 22<sup>nd</sup> March 2023

Wednesday 17<sup>th</sup> May 2023

Wednesday 28<sup>th</sup> June 2023

The meeting closed at 9:00pm

*Hazel Sheridan*  
8<sup>th</sup> October 2022

APPROVED

Signed (by Chair):

Date:








# ACE Centre FGB minutes 05Oct22 APPROVED (amended)

Final Audit Report

2022-12-14

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