

**Minutes from the Full Governing Body Meeting**  
**Held on Wednesday 24<sup>th</sup> May 2023 at 7pm**  
**at The ACE Centre Nursery School**

Present Kate Barlow (KB) – Co-opted Governor and Chair  
Cat Hemmings (CH) – Co-opted Governor (*from 7:57pm*)  
Sally Pursell (SP) – Co-opted Governor  
Monica Ferguson (MF) – Parent Governor (*until 8:35pm*)  
Lynn Jenkins (LJ) – Headteacher  
Isabelle Robinson (IR) – Staff Governor  
David Quick (DQ) – Associate Member  
Zoe Wakefield (ZW) – Associate Member

Apologies: Mike Cahill – Local Authority Governor and Vice-chair  
Topsy Fletcher (TF) – Co-opted Governor

Absent:

In attendance Hazel Sheridan (HS) - Clerk

The meeting started at time 7:05pm

**1. Welcome and introductions**

KB welcomed everyone to the meeting and confirmed it was quorate.

**2. Apologies for absence**

Apologies were received and accepted from Mike Cahill and Topsy Fletcher.

**3. Notification of any urgent business**

There were no items of urgent business raised.

**4. Declarations of pecuniary interests**

There were no declarations of pecuniary interests.

**5. Minutes of the meeting held on date and matters arising**

5.1 The minutes of the meeting held on 22<sup>nd</sup> March 2023 were agreed as an accurate record of the meeting

**ACTION: Clerk to send approved minutes of 22<sup>nd</sup> March 2023 to KB for signature and filing at the school.**

Previous actions were:

5.2. Item 5.1 Clerk to send approved minutes to KB for signature and filing at the school – completed.

5.3. Item 5.2.6. CH to give LJ's contact details to the Local Prevention Officer so a visit can be arranged – CH gave LJ's contact details to the Local Prevention Officer (LPO), however no contact has yet been made. It was also suggested that the local PSCO could be contacted for advice.

**ACTION: CH to follow up with LPO if nothing heard within the next week.**

Signed (by Chair):



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- 5.4. Item 7.2. KB to arrange EGB via Zoom for Thursday 4<sup>th</sup> May at 6pm to discuss and formally approve the budget for 2023-2024 – meeting held on 4<sup>th</sup> May 2023.
- 5.5. Item 8.1. LJ to put link to SDP into School Development Folder on Governor Hub so the updated version can be viewed by Governors – completed.
- 5.6. Item 8.2. KB to organise a Doodle poll for possible dates for a strategic aims meeting during term 5 – meeting to be held on 5<sup>th</sup> June at 7:30pm at the school.
- 5.7. Item 8.2. LJ to complete the School Evaluation Form (SEF) prior to the strategic aims meeting so Governors are provided with a starting point for discussion – ongoing.
- 5.8. Item 12. All Governors to send visit reports for 2022-2023 to the Clerk for uploading onto Governor Hub and schedule visits for terms 5 and 6 – Three visit reports received so far this academic year and list of questions for Wellbeing visit from TF. Governors were reminded that visit reports can provide good evidence of governance for an Ofsted inspection.

**ACTION: All Governors to send visit reports for this academic year to the Clerk for uploading onto Governor Hub.**

**ACTION: SP to contact LJ with possible dates for next visit.**

- 5.9. Item 13.3. Clerk to update Governor Hub and notify LJ/LRS to update GIAS – completed.
- 5.10. Item 14. Clerk to send list of completed Governor training to LJ – completed.
- 5.11. Item 15. LJ to ensure policies available for FGB meeting on 24<sup>th</sup> May. Clerk to note for agenda – on agenda, see item 16.
- 5.12. Item 16.1 Clerk to send copy of Public Sector Equality Duty Statement to Governors for comments or question by 31<sup>st</sup> March. After this date KB to publish on the website - completed.
- 5.13. The minutes of the EGB meeting held on 4<sup>th</sup> May were approved as an accurate record of the meeting.

**ACTION: Clerk to send approved minutes of 4<sup>th</sup> May to KB for signature and filing at the school.**

## **6. Committee meetings**

- 6.1. Finance, Premises and Health & Safety: The minutes of the Finance, Premises and Health & Safety Committee meeting held on 3<sup>rd</sup> May 2023 are filed on Governor Hub and were circulated prior to the meeting. DQ confirmed that there was nothing further to add.
- 6.2. Performance, Standards and Curriculum: KB stated that a date for the Performance, Standards and Curriculum Committee to meet needs to be arranged urgently.  
**ACTION: KB to arrange date for Performance, Standards and Curriculum Committee to meet during term 6.**
- 6.3. HR & Wellbeing: The HR and Wellbeing Committee met on 19<sup>th</sup> May 2023 and MC and TF are writing up the notes.

**ACTION: MC and TF to finalise notes and send to Clerk for uploading onto Governor Hub. Clerk to note as item for next FGB agenda on 28<sup>th</sup> June.**

## 7. School Development Plan update

- 7.1. School Development Plan: **Governors noted** that there were quite a lot of actions still showing as 'red' when we are already half-way through the summer term and some actions had LT's initials against them (LT has now left). LJ informed Governors that some actions will have to take priority over others, and some, such as Oxford Brain Story, were not essential and will not be completed. **Governors agreed** that Oxford Brain Story should be removed from the SDP. LJ also clarified that LT agreed to deliver the training that she was previously contracted to do, hence her initials were still on the SDP.

**ACTION: LJ to remove Oxford Brain Story item from SDP and change initials where appropriate to do so.**

- 7.1.1. **Governors asked** the following questions which were answered to their satisfaction:

**Q1. How can this document be crystalised and be available to parents to help bring them more on board and show them what the school is trying to do? Also assessment data to show them where their child is at and progression steps.**

**A1.** LJ highlighted the Big Experience programme whereby a puppet show visited the school; then children visited a theatre to see the stage and behind the scenes; and this was followed up with 16 tickets (paid for from Pupil Premium funding) being available for parents to take their children to see a show at the theatre. This gives the children experiences they may not otherwise have. Staff have however reported some hesitancy from parents about taking their children to the theatre. Some staff have agreed to go which will hopefully encourage parents and nursery children to join them. A couple of staff are also doing activities during half-term, e.g., visit to Little Wild Things, as this will help support parents and hopefully make visits more accessible. It was **agreed** that the experiences programme and progression steps documents should be added to the website (as part of the school's ambitious curriculum).

**ACTION: MF and ZW to discuss the format / content of documents to be added to the website.**

**Q2. Do you still have parent consultations about a child's progress?**

**A2.** Yes, parent consultation meetings are still held.

- 7.2. Data analysis update: A data analysis folder (now renamed Guidance and Information) has been put onto Governor Hub and contains information for Governors including pupil progress analysis, Early Years Pupil Premium Statement and Attendance Support Programme. KB added that this information is what the Performance, Standards and Curriculum Committee will be looking at. **Governors requested** that a glossary of terms is added for ease of reference.

**ACTION: LJ to add glossary of terms to data analysis summary headlines document.**

- 7.2.1. The summary headlines are a useful precis of the data analysis and shows, for example, that a significant number of children are starting nursery at below the expected stages of development, girls outperform boys in all areas except maths and understanding of the world, and that attendance is the most significant factor in the difference of attainment between groups. **Governors suggested** that EAD could be the basis of a governor visit. LJ told Governors that tweaks have been made to what is offered to a small number of children and when and this has had a positive impact. **Governors recognised** the impact of what the school is doing for children for whom Pupil Premium is received and wanted to pass on their thanks.

- 7.2.2. **Governors asked** the following questions that were answered to their satisfaction:

**Q3. Is the school offering full days instead of mornings or afternoons?**

**A3.** It is not a universal offer but it is being offered to a very small number of children for whom Pupil Premium is received.

**Q4. Is there anything that Governors can do to help, e.g., fundraising for a specific need?**

**A5.** LJ thanked Governors for the offer of help, however the Friends of the ACE Centre have so far raised £1,400.

**Q5. How do we get this information built-in so Ofsted see it during an inspection?**

**A6.** LJ responded that it will be included in the headline information for the school in such terms as "through data analysis we can show that...". LJ has shared information with staff and staff identified actions to minimise any gaps. There is an impact column on the full SDP document.

**8. Health and Safety update**

8.1. LJ informed Governors that steady progress has been made on the actions from the Health and Safety audit, food hygiene has improved and an update has been fed back to OCC. SP, IR and ZW agreed to undertake a check of first-aid boxes in the building to ensure contents are compliant and in date.

**9. Safeguarding update**

9.1. Safeguarding visit: KB and SP's safeguarding visit on 29<sup>th</sup> March 2023 identified some areas where action needs to be tweaked (full report is filed on Governor Hub). They talked to LT about the impact of her leaving and looked at safeguarding files. Several suggestions were made to improve the quality of information in these files, e.g., clearer contact details for parents and professionals and the most recent information to be at the front of the folder. LJ has changed the timing of safeguarding briefing so more staff are able to attend.

9.2. **Governors questioned** the confidentiality of the safeguarding files in where they are stored and accessibility. LJ answered that only initials are used and in some cases only one initial is used with a note to speak to a specific member of staff if more information is required. Governors were assured that the system is now more robust and the process ensures everyone is kept up to date.

9.3. JSM will be completing safeguarding training on 30<sup>th</sup> May 2023 to become the new DDSL. LJ acknowledged that new forms are required to replace LT's photo and details around the school and information in reception of who is that day's DSL needs to be made clearer.

**ACTION: LJ to arrange for LT's details to be replaced and to ensure safeguarding information in reception is clearer.**

9.4. **Governors asked** about lockdown procedures and ensuring that all children knew what to do when the lockdown signal (three whistles) was heard. LJ said that a lockdown drill was due to be undertaken and care needs to be taken that it does not frighten the children. **Governors suggested** that children could practice 'hiding like mice from a fox' or hiding from the Gruffalo.

9.5. The monitoring of visitors entering and exiting the building is now more robust and one member of staff is at the gate. The internal door is alarmed and staff are more responsive if the alarm is triggered. LJ also stated that admin staff need to be available in reception from 8:45am when school starts (current start time is 9am). There is still work to do but

the situation is much better and this was commented on by Catherine Heywood during a recent visit.

## 10. Quality monitoring

- 10.1. Wellbeing: As TF was unable to attend this meeting an update was not available.
- 10.2. SEN: As MC was unable to attend this meeting an update was not available.
- 10.3. Vulnerable children: As MC was unable to attend this meeting an update was not available.
- 10.4. Closing the gap: MF has a visit planned.

**ACTION: TF, MC and MF to arrange visits for term 6 and provide an update report for the next FGB meeting on 28<sup>th</sup> June. Clerk to note for agenda.**

## 11. Governance updates

- 11.1. Memorandum of Understanding (MOU) with Grandpont Nursery School: The MOU has been agreed and collaboration will begin on 5<sup>th</sup> June. LJ has visited Grandpont Nursery School on four occasions to get to know the staff and the School Business Manager. She has also had conversations with the previous interim Headteacher, the current interim Headteacher and the Chair of Governors. LJ has signed a confidentiality agreement so that information about The ACE Nursery School and Grandpont Nursery School will not be shared between the schools. It was acknowledged that the first year will probably be difficult but as things settle down both sites and staff should see the benefits of collaboration.
- 11.2. Circle of governance model: Information about the Circle of Governance model was shared with Governors prior to the meeting and is filed on Governor Hub. With this model, an individual or pair of Governors rather than a committee are responsible for a specific area, which they investigate and report back to FGB. This is a more streamlined approach and should mean less of time commitment for Governors in attending meetings. Subject areas will need to be decided and individual governors could indicate which areas they are most interested in (a priority list of three areas). Investigations and visits will need to be co-ordinated with the Annual Schedule of Business to ensure timely reporting.

**DECISION: Governors agreed in principle to the implementation of the Circle of Governance model for the next academic year.**

**ACTION: KB and Clerk to decide on subject areas. Clerk to note for FGB agenda item for 28<sup>th</sup> June for further discussion.**

- 11.3. Clerks' briefing 16<sup>th</sup> May 2023: HS attended a Clerks' briefing in May and highlighted the following items:
  - a. DfE have stipulated that Governors' diversity information is to be collated and published on school website. Please also refer to item 11.4 below.
  - b. Two guidance documents were published in February 2023 regarding responsibilities and support for children where mental health issues are impacting on their attendance; and
  - c. Governing boards should be doing all that they reasonably can to limit children's exposure to risks from the school IT system. **Governors queried** if the router at the school had parental controls so inappropriate data could not be accessed (although an adult is always with a child when using IT equipment).

**ACTION: LJ to ask LRS to check the router settings whilst ensuring that staff can still access necessary information.**

Signed (by Chair):



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d. The full report is filed on Governor Hub and was circulated to Governors prior to the meeting. The report also contains links to the relevant documents and to health and wellbeing support.

11.4. Governors' diversity information: It is up to individual governing boards as to how this information is collated and if it is published. Any published data must ensure that individuals cannot be identified. Governors discussed the publication of diversity data and what this may mean for The ACE Nursery School.

**DECISION: Governors agreed not to publish diversity data on the website.**

*At this point MF left the meeting (8:35pm)*

## 12. Governor Training and Development

12.1. Update on recent training attended or planned: LJ and MF attended the 'Preparing for Ofsted' training. HS and IR attended the Early Years Governance session.

12.2. Slides from previous training sessions: The slides from Early Years Governance have been filed on Governor Hub in the Resources for Governors / Governor Training and Resources / Slides folder for Governors' information.

## 13. Policies

All policies except the Accessibility Plan and Administration of medication and child illness policy are filed on Governor Hub and were circulated to Governors prior to the meeting.

13.1. Pay policy for teachers: This policy was approved the Finance, Premises and Health & Safety Committee at their meeting on 3<sup>rd</sup> May; approved by FGB.

13.2. Pay policy for support staff: This policy was approved the Finance, Premises and Health & Safety Committee at their meeting on 3<sup>rd</sup> May; approved by FGB

13.3. Charging and remission for school activities: This policy was approved the Finance, Premises and Health & Safety Committee at their meeting on 3<sup>rd</sup> May; approved by FGB

13.4. Accessibility plan: This plan was not available for this meeting and is carried forward to the next meeting.

13.5. Administration of medication and child illness: This policy was not available for this meeting and is carried forward to the next meeting.

13.6. Child protection and safeguarding: There were no changes to the Child Protection and Safeguarding Policy and it was approved by FGB.

13.7. Equality and Diversity: This policy is carried forward for discussion and approval at the next meeting.

13.8. Inclusive education of children we care for and previously cared for children: This policy is carried forward for discussion and approval at the next meeting.

**ACTION: Clerk to send Pay policies, Charging and remission for school activities and Child protection and safeguarding policies to KB for signature, update policy register and send to LJ for school records.**

**ACTION: LJ to ensure Accessibility plan and Administration of medication and child illness policy are available for the FGB meeting on 28<sup>th</sup> June 2023. Clerk to note these and carried forward policies.**

## 14. Any other business

14.1. Inclusivity of Public Sector Equality Duty Statement: One Governor queried the inclusivity of 'British Values' and alignment with ACE values and whether the related DfE

Signed (by Chair):



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document should also be published on the website. After a brief discussion **Governors suggested** that reference to the 'Promoting fundamental British values as part of SMSC in schools' document is made in the Public Sector Equality Duty Statement.

**ACTION: LJ to amend PSED as stated above for approval by FGB at the next meeting. Clerk to note for agenda.**

14.2. DQ informed Governors of his intention to resign from FGB after the next FGB meeting on 28<sup>th</sup> June 2023.

**15. Next meeting date**

15.1. The next meeting will be held on Wednesday 28<sup>th</sup> June 2023.

*IR and ZW left the meeting.*

**16. Staffing (*confidential item*)**

16.1. This item is confidential and can be seen in Part 2 of the minutes.

The meeting closed at 9:05pm

*Hazel Sheridan*  
26<sup>th</sup> May 2023

APPROVED