



Minutes from the Full Governing Body Meeting

Held on 23rd September 2025 at The ACE Centre Nursery School

Present Catherine Hayward (CH) – LA Governor & Chair
Rob Horsfall (RH) – Co-opted Governor & Vice-chair
James Robinson (JR) – Co-opted Governor
Sasha Gruhn (SG) – Parent Governor (*via MS Teams*)
Lynn Jenkins (LJ) – Headteacher
Zoe Wakefield (ZW) – Staff Governor

Apologies:

Absent:

In attendance Hazel Sheridan (HS) – Governance Professional

The meeting started at time 6.05pm and was quorate.

1. Apologies for absence

- 1.1. There were no apologies for absence.
- 1.2. CH confirmed to Governors that Cheryl Huntbach (CHu) and Phoebe O'Donnell (POD) had resigned from the Governing Board. LJ confirmed that the School Business Manager (SBM) has removed their details from the Single Central Record.

2. Notification of any urgent business

- 2.1. There were no items of urgent business raised.

3. Declarations of pecuniary interests

- 3.1. There were no declarations of pecuniary interests for this meeting.

4. Minutes of the meeting held on date and matters arising

- 4.1. The minutes of the meeting held on 24th June 2025 were agreed as an accurate record of the meeting.

ACTION: HS to send approved minutes to CH for signature and then to LJ for the school records.

Previous actions were:

- 4.2. Item 3.2 HS to add JR to Governor Hub and ask the SBM to set up a school email address, do a DBS check, a Section 128 check and add his details to Getting Information About Schools (GIAS) – completed.
- 4.3. Item 3.2 HS to send introductory information to JR and a list of mandatory training to be undertaken - completed.
- 4.4. Item 5. HS to send approved minutes of 13th May 2025 to CH for signature and then to LJ for school records - completed.
- 4.5. Item 5.12 All Governors and HS to note that questions regarding reports submitted to FGB are to be sent to the author at least 2 days before the meeting. Questions and

Signed (by Chair): *Catherine Hayward* Date:



answers will be posted on the Noticeboard on Governor Hub and will be added as an appendix to the minutes - noted.

- 4.6. Item 7.2 HS to add Strategic Plan Working Party meeting on 7th July 2025 to Governor Hub calendar and add JR as Link Governor for Strategy - completed.
- 4.7. Item 7.2 CH to complete strategy template document and discuss with JR – completed.
- 4.8. Item 7.3 CH will contact Governor at Comper to arrange a mutually convenient date for the online meeting – Governor was unable to meet, CH has provided all necessary information to Governors in an Ofsted folder on Governor Hub.
- 4.9. Item 7.5 CH to send possible meeting dates to discuss the Governance Action Plan to Governors after the Strategic Plan Working Party have met – on agenda, item 7.
- 4.10. Item 8.6 LJ to ask The ACE Centre Ltd to contact parents who may be interested in a place at the ACE Nursery School for their two-year-old child – completed and two children will be attending the nursery school.
- 4.11. Item 9.4 HS to amend Governor Hub to reflect Link Governor roles as agreed at the meeting - completed.
- 4.12. Item 10.1 Governors to notify CH of any information that needs to be changed and any queries regarding the Board Evaluation results and report - completed.
- 4.13. Item 12.1 HS to circulate Admission for Local Authority Nursery Schools 2025 to Governors when it is available – on agenda, item 13.1.
- 4.14. Item 15.1 All Governors who have not sent their photo to CH to do so as soon as possible - completed.
- 4.15. Item 15.1 RH to email CW to circulate the parent survey - completed.
- 4.16. Item 16.1 HS to inform Governors of the date for the FGB meeting in September - completed.

5. Confidential minutes of the last meeting and matters arising

- 5.1. The confidential minutes of the meeting held on 24th June 2025 were agreed as an accurate record of the meeting.

ACTION: HS to send approved confidential minutes to CH for signature and then to LJ for school records.

Previous actions were:

- 5.2. Item 6.4 HS to send approved confidential minutes of 13th May 2025 to CH for signature and then to LJ for school records - completed.
- 5.3. Item 13.4 HS to request a copy of the lease from SBM and circulate to Governors – completed.
- 5.4. Item 13.10 HS to remove Expansion Project Working Group from Governor Hub – completed. On agenda item 14. CH to draft thank you letter to staff from Governors - completed.
- 5.5. Item 14.6 Governors to arrange social event with staff to take place on Tuesday 15th July - completed.

Signed (by Chair): *Cathene Hayman* Date:



6. Governance

- 6.1. Terms of Reference: The wording for the purpose of the Governing Body has been changed to reflect the words used in the updated Maintained Schools Governance Guide. The quorum has been amended in line with the current number of Governors. **Governors approved** the Terms of Reference.
- 6.2. Pay Committee Terms of Reference: **Governors approved** the Terms of Reference for the Pay Committee.
- 6.3. Scheme of Delegation: Four items were shown as having more than one body / person responsible for that area and Governors had previously stated that they wanted the document to show just one responsible body / person per item. **Governors agreed** that monitoring expenditure against the budget (item 7) and ensuring the school complies with GDPR (item 16) and The Equality Act 2010 (Item 17) would be the responsibility of the Governing Board. Ensuring a broad and balanced curriculum (Item 14) would be the responsibility of the Link Governors (CH and SG), however the Governing Board would still be kept informed via the Link Governor reports.

ACTION: HS to amend the Scheme of Delegation as agreed and publish on Governor Hub.

- 6.4. Code of Conduct 2025-26: The wording for responsibilities has been changed to reflect the words used in the updated Maintained Schools Governance Guide. **Governors approved** the Code of Conduct 2025-26 with the removal of reference to e-safety policies as this is covered in the Safeguarding Policy.

ACTION: HS to amend the Code of Conduct 2025-26 as agreed and publish on Governor Hub.

- 6.5. Standing Orders: Minor changes have been made to the Standing Orders to reflect the current Governor membership. **Governors approved** the Standing Orders with one amendment as detailed in item 6.6 below.

ACTION: HS to amend Standing Orders, send to CH for signature and then to LJ for signature.

- 6.6. Headteacher Appraisal Panel members: The Headteacher Appraisal Panel members were confirmed as CH, RH and Justine Abbott. The Appraisal is scheduled to take place on 17th October 2025 and will cover the previous two terms.
- 6.7. Annual Schedule of Business: Governors were informed that the Annual Schedule of Business will be used to draft FGB agendas and to ensure all statutory responsibilities are carried out.
- 6.8. Clerk's report: This report informed Governors of last year's meeting attendance (83.7%), the current situation of Governor vacancies, and of Department for Education (DfE) updates. Governors were reminded of the importance of keeping their personal information on Governor Hub up to date and that they need to confirm the following:
 - i) update their Declaration of Interests (a Register of Interests will be completed and published on the nursery school website);
 - ii) they have read Keeping Children Safe in Education (KCSiE) 2025; and
 - iii) they will abide by the Code of Conduct 2025-26.

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ACTION: All Governors to complete their confirmations as above via their personal profile on Governor Hub (compliance tab).

- 6.9. **Governor training:** OCC has published their Governor Training Programme for the autumn term and Governors were asked to book themselves onto any relevant training.
- 6.10. **Link Governor roles:** As CHu and POD have resigned as Governors, there are now vacancies for Link Governor roles. **Governors queried** what the statutory requirements are for Link Governors, as with such a small Governing Board, it is challenging to cover all areas. CH undertook to take on safeguarding; this leaves vacancies for Equality, Inclusion and Community, Finance, and Staff Wellbeing. **Governors asked** if financial monitoring was now more difficult given the complications of the building and the financial deficit and the necessity of a Finance Link Governor was discussed. It was answered that the nursery school now has the services of an excellent SBM and the financial situation is now more stable (though still in deficit). It was confirmed that if the nursery school merged with another school the deficit would go back to OCC. **Governors agreed** that FGB would monitor the budget through the reports from Andy Flowers (OCC) and the SBM. **Governors acknowledged** that if the school goes into collaboration with another school the budget will become more complex and will need to be closely monitored. The current deficit cannot be allowed to increase. LJ requested that OCC is informed that the nursery school does not currently have a Finance Link Governor.

ACTION: HS to research what essential Link Governors are required and inform FGB and circulate vacant roles via Noticeboard for Governors to consider.

- 6.10.1. The Governance Monitoring Plan has not yet been drafted and will be linked to the School Development Plan (SDP). It was noted that the combined monitoring meetings in the last academic year had worked well and had limited the impact on staff and Governor time.

ACTION: CH to draft Governance Monitoring Plan 2025-26

7. Strategic Plan 2025-28

- 7.1. The Strategic Plan for 2025-28 was drafted and agreed in June 2025 and reflects the nursery school's vision. However, although some items are still relevant, the situation has now changed (please refer to item 15 below). The Strategic Plan will be changed when the next steps for the nursery school are known.

8. Governors' Action Plan 2025-26

- 8.1. The Governors' Action Plan for 2025-26 is now more strategic and concentrates on recruitment, training, health and safety and the Strategic Plan. There are also items relating to the future leadership of the school and the school itself.

9. School Evaluation Form (SEF)

- 9.1. The SEF covers the areas of quality of education, personal development, behaviour and attitudes, and leadership and management. LJ confirmed that this will be updated to reflect the new requirements from Ofsted when more details are known. Governors noted the SEF.
- 9.2. **Governors asked** LJ if she was still confident that the school is highly effective as stated on the SEF and LJ confirmed that she was. **Governors wished to pass on their thanks**

Signed (by Chair): *Cathene Hayman*.

Date:



to the whole school team for maintaining the highly effective quality of education during this period of uncertainty.

10. School Development Plan (SDP) 2025-26

10.1. Governors had previously informed LJ that a Headteacher's written report was not required as they would concentrate on the SEF and SDP at this meeting. LJ informed Governors that this year's SDP was informed by some actions being carried forward from the last academic year, e.g., development of the outside area. Priorities were also identified from the national priorities, the Strategic Plan and for nutrition. LJ confirmed that meetings will be held with Little Wild Things and Nicholsons regarding the outside area and the future of the school.

11. Health and Safety update

11.1. OCC has conducted a health and safety visit but the report has not yet been received. It was **agreed** that a Health and Safety Link Governor monitoring visit should be arranged to look at building maintenance and premises.

ACTION: RH to liaise with SBM to agree a mutually convenient date for a Health and Safety Link Governor visit.

ACTION: LJ to follow-up with OCC regarding the Health and Safety report and circulate it to Governors.

12. Safeguarding update

12.1. There were no safeguarding issues to report and CH will be the Safeguarding Link Governor following CH's resignation. (Please also refer to item 6.10 above.)

13. Polices for approval

13.1. Admission to Local Authority Nursery Schools 2025-26 (OCC): **Governors approved** this policy.

13.2. Safeguarding Policy: **Governors approved** this policy.

13.3. Administration of Medication and Child Illness Policy: **Governors approved** this policy.

13.4. Code of Conduct for Staff: **Governors approved** this policy.

13.5. Safer Recruitment Policy: **Governors approved** this policy.

13.6. Special Educational Needs and Disability (SEND) Policy: **Governors approved** this policy.

13.7. Whistleblowing Policy (OCC): **Governors approved** this policy. (The OCC review of this policy was due in July 2020 and Governors approved this policy until the OCC review has been completed.)

ACTION: HS to send all approved policies to CH for signature, update the policy register and upload approved, signed policies to the school's Google drive.

14. Expansion Project

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

Signed (by Chair): *Cathene Hayman*. Date:



15. Collaboration

15.1. This item is confidential and notes can be seen in Part 2 of the minutes. *ZW left the meeting 7:30pm and SG left the meeting 7:35pm during this item.*

16. Any other business

16.1. Forthcoming Ofsted inspection: Due to the challenges faced by the school and Governors, CH and RH have spoken with the Deputy Director of Education at OCC, who has agreed to speak to Ofsted and request that an inspection is not carried out during this term. LJ added that the school would still work as if they were to be inspected and she will attend the Ofsted inspection training.

17. Next meeting date

17.1. The next meeting will be held on 18th November 2025 .

17.2. Proposed future meeting dates are as follows:

27th January 2026 (SFVS to be submitted by 13th February 2026)

24th March 2026 (budget to be agreed before submission to OCC)

12th May 2026

23rd June 2026

The meeting closed at 7:41pm.

Hazel Sheridan

Sent to Chair of Governors on 25th September 2025 and FGB on 31st October 2025

Documents circulated to Governors prior to the meeting and filed on Governor Hub	
<u>Item No.</u>	<u>Title</u>
4.	Minutes of the last FGB meeting on 24 th June 2025
5.	Confidential minutes of the last FGB meeting on 24 th June 2025
6.1	Terms of Reference
6.2	Pay Committee Terms of Reference
6.3	Scheme of Delegation
6.4	Code of Conduct 2025-26
6.5	Standing Orders
6.7	Annual Schedule of Business
6.8	Clerk's Report
6.9	Governor Training Programme
6.10	Link Governor Roles
7.	Strategic Plan 2025-26
8.	Governors' Action Plan 2025-26
9.	School Evaluation Form (SEF)
10.	Schol Development Plan (SDP)
13.1	Admission to Local Authority Nursery Schools Policy 2025-26
13.2	Safeguarding Policy 2025-26
13.3	Administration of Medication and Child Illness Policy 2025-26
13.4	Code of Conduct for Staff 2025-26

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13.5	Safer Recruitment Policy 2025-26
13.6	Special Educational Needs and Disability (SEND) Policy 2025-26
13.7	Whistleblowing Policy (OCC) 2025-26

APPROVED

Signed (by Chair): *Cathene Hayman* . Date:

ACE Centre FGB minutes 20250923 APPROVED

Final Audit Report

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