

## Minutes from the Full Governing Body Meeting

Held on Thursday 28<sup>th</sup> November 2024

at 6pm via MS Teams

Present	Catherine Hayward (CH) – LA Governor & Chair Rob Horsfall (RH) – Co-opted Governor Phoebe O'Donnell (POD) – Parent Governor Sarah O'Leary (SOL) – Interim Headteacher Zoe Wakefield (ZW) – Staff Governor
Apologies:	Sally Pursell (SP – Co-opted Governor Rachel Caseby (RC) – OCC Governance Services Officer
Absent:	Lynn Jenkins (LJ) – Headteacher
In attendance	Hazel Sheridan (HS) – Governance Professional

The meeting started at time 6:11pm and was quorate.

### 1. Apologies for absence

Apologies were received and accepted from Sally Pursell and Rachel Caseby.

### 2. Urgent business

- 2.1. Health and Safety (H&S): H&S was discussed. The IHT reported that the OCC H&S team is undertaking will be undertaking an interim audit. Governor monitoring will focus on progress toward actions from this. (Please also refer to Part 2 Confidential Minutes 28<sup>th</sup> November 2024.)

### 3. Appointment of Co-opted Governor

- 3.1. Tia Ouma's (TO) pen portrait was circulated to Governors prior to the meeting and a copy is filed on Governor Hub. CH had an online meeting with TO and confirmed that she is very aware of safeguarding matters due to the nature of her work. It was suggested that TO be asked to be the Safeguarding Link Governor. CH will be doing TO's induction.

**Decision: TO appointed as a Co-opted Governor.**

**ACTION: HS to send email to TO with information and document links and add TO to Governor Hub. CH to do induction with TO.**

### 4. Appointment of Local Authority (LA) Governor

- 4.1. CH was put forward for the role of LA Governor on the Governing Board and this was supported by Councillor Geoff Saul.

**Decision: Governors agreed to appoint CH as Local Authority Governor.**

**ACTION: HS to amend Governor Hub.**

### 5. Declarations of interests

- 5.1. SOL declared that she is Headteacher at Slade Nursery School and Day Nursery. This has been noted on the Register of Interests.

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

**6. Minutes of the meeting held on 3<sup>rd</sup> September 2024 and matters arising**

6.1. The minutes of the meeting held on 3<sup>rd</sup> September 2024 were agreed as an accurate record of the meeting.

**ACTION: HS to send approved minutes of 3<sup>rd</sup> September 2024 to CH for signature and filing at the school.**

The previous actions were:

6.2. Item 2.1 CH to confirm appointment to SOL. HS to add SOL to Governor Hub and send her links to appropriate documents - completed.

6.3. Item 3.1 All Governors to update their Declarations of Interest for 2024-25 via Governor Hub (compliance tab in personal profile section) – LJ & RC to complete.

**ACTION: HS to follow up with RC.**

6.4. Item 4.1 HS to send approved minutes of 25th June 2024 to CH for signature and uploading to the website. HS to send copy of approved minutes to LJ for school records - completed.

6.5. Item 4.2 HS to remove SE from Governor Hub. CH to remove SE's details from the school website - completed.

6.6. Item 4.4 ZW to message local network about available spaces at the ACE Centre Nursery School and send text used to SP for her to use when contacting toddler groups (to ensure the message is consistent) - completed.

6.7. Item 4.4 ZW to take photos for uploading to the Facebook page (bearing in mind protocols of children in photos) - completed.

6.8. Item 4.6 Governors to compare survey questions with those asked by Ofsted to see if they were included in the survey. HS to note for Governors to discuss the next survey in April/May 2025 – HS noted.

6.9. Items 4.10 & 8.8 HS to follow up with POD to complete required Safeguarding Level 2 and Prevent Duty training – Prevent Duty training has been completed and Safeguarding Level 2 training is being sought via OSCB. SOL undertook to deliver generalist safeguarding training to POD and a member of her staff via MS Teams on 9<sup>th</sup> December.

**ACTION: SOL to provide generalist safeguarding training to POD and one other via MS Teams on 9<sup>th</sup> December 2024.**

6.10. Item 4.16 SP to arrange Headteacher Appraisal Panel with two Governors and one external advisor. SP to inform HS of Panel members and appraisal date so Standing Orders document can be updated - completed.

6.11. Item 5.3 LJ to send a Word version of the logo to CH for amendment - completed.

6.12. Item 5.3 ACTION: LJ to upload draft vision and values document to Governor Hub for FGB approval – updated vision and values are now on the website; action closed.

6.13. Item 6.1.2 CH to follow up with RT about using ESAT SCR model – completed and ESAT review taking place on 10<sup>th</sup> December 2024. It was suggested that CH's monitoring visit takes place after the review.

6.14. Item 6.2 CH to draft a monitoring visit schedule and file on Governor Hub for circulation to Governors - completed.

6.15. Item 6.4 HS to follow up with POD for finance monitoring visit report – completed.

*Catherine Hayward*

Signed (by Chair): ..... Date.....

- 6.16. Item 7.1 ZW to amend the SEND Information Report as stated above and send to HS. HS to circulate for Governor approval before it is published on the website – circulated to Governors - completed.
  - 6.17. Item 7.2 CH to publish PSED on the school website - completed.
  - 6.18. Item 7.3 CH to publish Behaviour Principles Written Statement on school website - completed. HS to note check against school vision as future action – noted.
  - 6.19. Item 7.5 HS to send Charging and Remissions Policy to POD for signature and update policy register – completed.
  - 6.20. Item 7.6.3 HS to send approved complaints policy to CH for signature and update the policy register - completed.
  - 6.21. Item 8.2 SP to inform HS of the Headteacher Appraisal Panel members and date – completed.
  - 6.22. Item 8.3 HS to check NGA template against authority levels in the current document and then circulate to Governors for approval – circulated on 10<sup>th</sup> September 2024. Carried forward to FGB meeting in January 2025.
  - 6.23. Item 8.5 Governors to read KCSiE 2024 and confirm via Governor Hub – LJ & RC to complete.
- ACTION: HS to follow up with RC.**
- 6.24. Item 8.7.2 LJ to ask Koala about stepping in as DPO until a new SBM is recruited, associated costs and to confirm filtering and monitoring processes – DPO role issue resolved by LW.
  - 6.25. Item 8.9 HS to note meeting schedule for future agenda setting - noted.
  - 6.26. Item 9.2 CH to arrange meeting with Andy Flowers, LJ, SP, POD and RH to look at possible options and solutions – this has been superseded by recent matters. Historic matters are being sorted out and a revised budget is being checked by Andy Flowers. Finance will be an item on the FGB agenda for the meeting in January 2025.
  - 6.27. Item 10.3 LJ to add safeguarding to the SEF and circulate to Governors – SOL now dealing with SEF.
  - 6.28. Item 11.1 CH to review risk register item relating to lower pupil numbers and circulate to Governors – on agenda, item 12.
  - 6.29. Item 15.2 Governors to look at proposed FGB meeting dates and inform HS of any issues – no issues raised, item closed.

## 7. Finance

- 7.1. This item was deemed to be confidential and can be seen in Part 2 Confidential Minutes 28<sup>th</sup> November 2024.

## 8. Interim Headteacher's update

- 8.1. SOL's report was previously circulated to Governors, is filed on Governor Hub and questions have been submitted to SOL in advance of the meeting. Questions raised and responses given were about:
  - a) Attendance monitoring – As the children attending the nursery school are not of statutory school age, the school can authorise the absence if the parent gives a valid reason. The new receptionist will be noting child absences and staff will record any longer, noticeable absences on CPOMS for follow up.

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

- b) Parental engagement – A settling in report has been sent to parents to give them an overview of how their child is settling into nursery school and engaging in their learning. Tapestry is also being used to record children’s activities and learning. A place is being created on the website so parents can see what their child is learning, plus the progress steps with attached vocabulary, and maths information. SOL is issuing a monthly interactive newsletter and parent engagement with this can be monitored, i.e., if it has been read.
- c) Curriculum and assessment – SOL is looking at the data to see what impact the curriculum has and how to make improvements for the children. Seven children have been identified as needing more support and their progress since last term is being checked. Next term’s assessments will show what the children have learned this term. Staff are involved in discussing the data and this feeds into the planning for next term.

**9. Link Governor Reports**

- 9.1. Curriculum Report: Governors noted SP’s curriculum report in her absence and there were no comments or questions.
- 9.2. Finance Report: POD met with LW (SBM) on 4<sup>th</sup> November 2024 and her report was circulated to Governors prior to the meeting and is filed on Governor Hub. The report gives a picture of the issues that LW has uncovered and what is being done to rectify these. The recent OCC finance training run by LW that POD and CH attended helped to highlight the questions that need to be asked and answered.
- 9.3. Leadership Report: CH met with SOL and the items discussed are reflected in the Interim Headteacher’s report. CH will write her formal report for Governors’ information.

**ACTION: CH to circulate Leadership Report to Governors when it is finalised.**

**10. Health and Safety update**

- 10.1. SOL reported that CPOMS is in place and all staff and pupil details are on the system. SOL audited the signing in system and found that staff are signing in although not always signing out. Cleaners were not using the system but were reminded to do this and are now using it.

**Q7. Are there any other safeguarding concerns other than H&S (which has already been discussed)?**

**A7.** The main theme remains around parenting problems and safeguarding matters are discussed at the morning meeting.

**11. Safeguarding Annual Report**

- 11.1. The Safeguarding Annual Report is filed on Governor Hub and was circulated to Governors prior to the meeting. CH had previously queried the nursery school not being signed up to Operation Compass, however at present there is no one trained on this at the school. Nursery schools are not yet included in Operation Compass but this will change in the future.

**Decision: Governors approved the Safeguarding Annual Report for submission.**

**12. Risk Register**

- 12.1. Governors were reminded that this is a working document and at the moment things were changing rapidly. Given the issues that have been highlighted at this meeting, it was suggested and **agreed** that financial matters currently rated as amber be changed to red.

*Catherine Hayward*

Signed (by Chair): ..... Date.....

12.2. There was a discussion about the risk register, who owns the risks and its links to the SIP. The SIP currently contains over 70 actions that are split between Governing Board and the Headteacher. It was clarified that the risk register is required for Governors to have a high level overview of the risks facing the nursery school and to monitor what is in place to mitigate and minimise them.

12.3. **Governors stated** that the risk register needs to be maintained and they will also look at the SIP in relation to this. Also, the number of actions on SIP needs to be reduced. Although the Headteacher has to have responsibility for the actions being completed, it is sometimes the teachers that must carry them out. SOL added that most red items on the risk register are included in the SIP for completion in this academic year.

**ACTION: CH and SOL to meet to discuss the red items on the risk register and CH to amend other colour ratings as necessary.**

**Q8. Can SOL's SIP remit be extended beyond the quality of teaching and learning?**

**A8.** Yes, although LW is working on the finances, the Headteacher's role will be to monitor LW and ensure that robust systems are in place. SOL added that the Behaviour Plan has been written but has not yet been implemented; this will be done by the end of the academic year.

### 13. Policies

All policies are filed on Governor Hub and were made available to Governors prior to the meeting.

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

13.2. Appraisal for Teachers: **Governors approved** this policy.

13.3. Capability of Staff: **Governors approved** this policy.

13.4. Child Collection and Uncollected Child: **Governors approved** this policy.

13.5. Children We Care For: **Governors approved** this policy.

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

13.7. Grievance: **Governors approved** this policy.

13.8. Missing Child: **Governors approved** this policy.

13.9. Pay Policy for Support Staff in Schools: **Governors approved** this policy.

13.10. Pay Policy for Teachers: **Governors approved** this policy.

13.11. Safeguarding: **Governors approved** this policy.

13.12. Safer Recruitment: **Governors approved** this policy.

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

13.14. Whistleblowing: **Governors approved** this policy.

13.15. Governor Visits: **Governors approved** this policy.

**ACTION: CH to amend any typos and send revised policies to HS. HS to send approved policies to CH for signature, then to SOL for school records and update the policy register.**

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



**14. Any other business**

14.1. Governor Hub: HS informed Governors that OCC Governor Services is looking into alternative governance packages as Governor Hub will be making significant changes to their subscription package. Schools and Governing Boards will be consulted about this soon.

**15. Next meeting date**

15.1. The next meeting will be held on Tuesday 21<sup>st</sup> January 2025 at 6pm at the school (meeting schedule 1). RH gave his apologies in advance for this meeting as he will be on holiday.

**ACTION: HS to note RH apologies for meeting on 21<sup>st</sup> January 2025.**

15.2. Future meeting dates are as follows:

- Tuesday 1<sup>st</sup> April 2025 (2)
- Tuesday 13<sup>th</sup> May 2025 (1)
- Tuesday 24<sup>th</sup> June 2025 (2)

The meeting closed at 8:00pm

*Sent to Chair of Governors on 2<sup>nd</sup> December 2024 and FGB on 16<sup>th</sup> December 2024*

APPROVED

*Catherine Hayward*

Signed (by Chair): ..... Date.....

# ACE Centre FGB minutes 20241128







## APPROVED

Final Audit Report

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