

ICKFORD SCHOOL

Spring Term 2022

MINUTES of the meeting of the Trustees of Ickford School held at the school on 20th January at 7.30 pm.

PRESENT:

Members:

Andrew Walker
Bill Laar
Jon Silvera

Trustees:

John Ronane (Headteacher)
Dawn Basnett
Nick Jones (Chair)
Charlie Aspden
Kirsty Vukomanovic (via video link)
Kaleigh Preston
Mark Gleed
Richard Johnston
Roy Calcutt

IN ATTENDANCE:

Zoe Williams- Clerk

NB. Trustees' questions are highlighted in *italics* throughout these minutes.

1.1 ELECTION OF THE CHAIR

In line with the procedures agreed, NJ was elected as Chair for a period of office of **one year** ending, at the latest, on the last day of the Spring term 2023.

NJ in the Chair

1.2 ELECTION OF VICE- CHAIR

In line with the procedures agreed, KP was elected as Vice Chair for a period of office of **one year** ending, at the latest, on the last day of the Spring term 2023.

1.3 OTHER APPOINTMENTS

It was agreed that Trustees would be appointed to the following roles for the forthcoming year:

Safeguarding Trustee- RC
SEND Trustee- CA
Development Trustee- KP

3.1 MINUTES

The Minutes of the meeting held on 4th November 2021, having been circulated, were confirmed and signed by the Chair as a correct record.

NJ

An additional copy of the Minutes would be signed by the Chair and handed to the Headteacher for display in the School.

NJ/Headteacher

3.2 MATTERS ARISING

- There was a discussion about reviewing and revising procedural documents. The FPP would review the Terms of reference and the Policy for Financial Control at the next meeting.
- It was confirmed that the FPP committee would include MG, NJ, RJ and JR, with MG acting as Chair.
- Once levels of Covid infection dropped, trustees would come in and visit the school.
- DB would provide assessment tracking system training. A date would be confirmed for this.

FPP

4 STRATEGIC MANAGEMENT

4.1 REPORT OF THE HEADTEACHER AND TRUSTEES' QUESTIONS

The Report of the Headteacher, having been circulated, was received by trustees. The following matters arose from a discussion and scrutiny of the report:

Is the data within your report, as you expected? Although results are above national scores, our attainment is not as high as we would have expected but this is the picture nationally and we know the causes- Covid disruption. This is particularly notable lower down the school. Interestingly, we are seeing more impact this year than last year. Whilst attainment is a bit below what we would have wanted, our progress scores are good and it will be interesting to see if we have accelerated progress next term.

JR and DB explained the assessment system and timings. They said that assessments were summative but also subject to teacher moderation to ensure that the data was robust. Each child was discussed on an individual basis and results tended to err on the side of caution.

Ofsted

Trustees discussed the recent Ofsted review. They noted the comments about curriculum sequencing and resolved to make this an area of focus and development. The Headteacher explained that there were changes made to the Ofsted framework which due to his absence, he was not aware of. The curriculum mapping desired by Ofsted was at odds with the approach the school had worked to achieve, where teachers had autonomy and ownership of their teaching. Trustees discussed the possible benefits of buying a curriculum mapping service, as suggested by Ofsted, and adapting and improving it, rather than redeveloping the whole curriculum as this would be a huge project.

Trustees agreed that the report was extremely positive and the suggestions for improvement were achievable relatively easily. They congratulated the Headteacher and staff on the report and particularly on the recognition by Ofsted that teaching and learning was outstanding. Trustees extended thanks to JR and DB for their outstanding leadership, particularly during the challenging autumn term.

Trustees also briefly discussed:

- Covid plans
- the updated risk assessment (available on GovernorHub)
- catch up funding including accelerating progress
- well-being
- the benefits of air filtration systems.

4.2 SELF-EVALUATION FORM (SEF)

The Headteacher reported that the SEF had been updated and would develop and evolve over the year.

Trustees discussed the increasing number of requests to defer summer born children. The Headteacher explained that often, mixed age group classes were an advantage for summer born children.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

This item had been covered in the Headteacher's Report. Goal 3 and matters relating to the school site would be discussed in detail at the FPP committee meeting and reported back to the trust board.

FPP

4.4 BUDGET MONITORING

The budget monitoring report had been circulated and received by trustees. Overall, there were no concerns about the budget, which was looking slightly better than expected at this stage.

The report showed classroom equipment to be significantly under budget, although there was an anticipation that class spending plans would be adapted to tie into the proposed new curriculum map. Trustees agreed that PTA funds should be used for classroom resources where possible. For example, to purchase programmes or items from which all pupils would benefit such as library subscriptions and My Maths.

The Headteacher confirmed that the financial statements for the year ending August 31, 2021, had been submitted by the deadline of 31 December 2021.

The arrangements for submitting the annual accounts return by the deadline of 25 January 2022 were in place.

Arrangements for submitting the School Resource Management Self-Assessment checklist by the prescribed deadline were in place.

5 COMMITTEE AND WORKING GROUP MINUTES

5.1 FPP COMMITTEE

The FPP meeting would report at the next FGB meeting.

5.2 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

As per the AGM minutes, an outstanding HR matter would be passed on to the new Chair of Trustees.

AW/NJ

Trustees noted the need to develop a complaints policy and other policies. The clerk would share some model documents with NJ.

NJ/Clerk

1 ongoing HR matter which JS and DB had been dealing with reportedly progressing well and due to conclude within the next week or so.

6 REPORTS

6.1 REPORT OF THE CHAIR

The Chair had not taken any action under emergency or delegated powers.

6.2 REPORT OF THE SAFEGUARDING TRUSTEE

It was confirmed that the Single Central Record was up to date.

6.3 REPORT OF THE SEND TRUSTEE

The report of the SEND trustee was available on GovernorHub.

6.4 REPORT OF THE DEVELOPMENT TRUSTEE

KP agreed to act as Development Trustee. Trustees agree to undertake training and noted the recommendation to prioritise Safeguarding, Introduction to Governance and Curriculum training.

**KP
All Trustees**

6.4.1 BEP CHAIRS STRATEGIC BRIEFING – 11 MARCH 2022 9.30AM

Trustees noted the date and time of the briefing.

6.4.2 BEP TRUSTEE CONFERENCE – 20 MAY 2020 9.30AM

Trustees noted the date and time of the conference.

6.5 EQUALITIES

The Headteacher confirmed that the equalities objectives were published on the school website reported that progress was being made towards meeting them.

6.6 REPORT OF THE PUPIL PREMIUM TRUSTEE

The Headteacher confirmed that the Pupil Premium Strategy had been published on the school website, in the prescribed format, by the deadline of 31 December 2021.

6.7 OTHER TRUSTEE REPORTS

6.8 TRUSTEE MONITORING VISITS

Trustees noted the latest DfE guidance on trustee meetings and visits during the Covid-19 pandemic and agreed that monitoring visits should resume when Covid infection rates dropped.

7 OTHER MATTERS / NEW BUSINESS

7.1 APPENDIX 1 ADMISSION ARRANGEMENTS – SEPTEMBER 2023

Trustees noted that the LA were not proposing any changes to the co-ordinated admissions scheme, primary or secondary admissions rules or catchment areas for September 2023.

7.2 REVISED STATUTORY GUIDANCE ON THE COST OF SCHOOL UNIFORM

Trustees noted the revised statutory guidance on the cost of school uniform and delegated the responsibility for this to the school uniform policy to the Headteacher.

Trustees noted the requirement to publish the uniform policy on the school website.

7.3 UK FOOD INFORMATION AMENDMENT (OCTOBER 2021)

Trustees noted revised requirements for allergen labelling of pre-package food. It was confirmed that the school did not pre-pack food on-site.

7.4 DfE EDUCATION STAFF WELLBEING CHARTER

Trustees noted the DfE Education Staff Wellbeing Charter.

It was agreed that the school would adopt the Charter. The Headteacher would communicate this to staff.

7.5 BUCKS SCHOOL SWIMMING PARTNERSHIP – SAFE PRACTICE IN SCHOOL SWIMMING

Trustees noted the revised model policy developed by BSSP.

8 RECURRING ITEMS

8.1 IN-SERVICE TRAINING DATES

All term dates were available on the school website.

8.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

JR

Trustees noted updated requirements for publication of information on the school website.

The Headteacher would update the following information:

- the link to performance table,
- the link to Ofsted,
- information about sport premium funding
- the complaints policy
- trustee information

It was confirmed that all statutory information was available and up-to-date on the School's website.

9 DATES AND TIMES OF FUTURE MEETINGS

It was agreed that the next meeting date would be as follows:

Thursday 5th May 7.00pm.

10 ANY OTHER BUSINESS

The following items were discussed under Any Other Business:

Trustees' response to Ofsted

Trustees agreed that it would be appropriate to circulate a short letter to parents congratulating the staff and school on the excellent report.

Audit findings

Trustees confirmed the following actions in relation to the findings of the recent audit including:

- Companies House and GIAS had been updated
- The list of trustees on the school website would be updated to include dates of appointment and terms of office. Professions, qualifications, and titles would be removed.
- Credit card use by the Headteacher would be approved by DB.

Trustees extended thanks to the outgoing Chair of the Trustees for his strong leadership during a difficult moment.

11 CONDUCT OF MEETING

Trustees confirmed that the meeting was conducted in an open manner and that all trustees were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 10pm.

Signed Date
CHAIR