

ICKFORD SCHOOL

SUMMER TERM 2022

MINUTES of the meeting of the Trustees of Ickford School held at the School on 5th May 2022 at 7.00pm.

PRESENT:

Members:

Bill Laar

Trustees:

John Ronane (Headteacher)

Nick Jones (Chair)

Dawn Basnett

Kirsty Vukomanovic

Kayleigh Preston

Mark Glead

Richard Johnston

Roy Calcutt (via video link)

IN ATTENDANCE:

Zoe Williams- Clerk

APOLOGIES:

Charlie Aspden

1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed under Any Other Business:

- Review of Governance report.
- Wording for website (to be circulated by the Chair).
- Structure of the board.

2 DECLARATIONS OF INTEREST OR LOYALTY

There were no declarations of interest or loyalty in items to be covered at this meeting.

3 MINUTES AND MATTERS ARISING

ACTION

NJ

3.1 MINUTES

The Minutes of the meeting held on 20th January 2022, having been circulated, were confirmed and would be signed by the Chair as a correct record.

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

3.2 MATTERS ARISING

There were no matters arising from the minutes.

4 STRATEGIC MANAGEMENT

4.1 REPORT OF THE HEADTEACHER

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

Whole school moderation had taken place after Easter. Progress scores were looking better. Every child was on track to make their anticipated progress points, with many of those who were underachieving in autumn now showing accelerated progress.

Trustees discussed the presentation of the data, and the detail within the data itself. They noted that some children would not reach the expected level. These children were known to staff and extra support was already in place for them.

Looking at the Reading scores in KS1, there seems to have been more progress in Year 1, than in Year 2. Why? This is down to specific children within the cohort for reasons that are well known to us, and support is in place for those children.

How do you go about working with those children to support their learning? The teacher works with them in lessons. They have extra work inside and outside the classroom. We provide additional support without creating dependency. They are not removed from lessons; they are included in classes and receive interventions over and above their classwork.

Do you have any concerns around attendance rates, or can we assume this is a hangover from covid? We had a lot of covid related absence in the Autumn term and this is reflected in the

ACTION

Headteacher

absence rates. We are not concerned at the moment.

Do you have the attendance rates of a similar school which you could use as a benchmark? The clerk offered the attendance data at Bledlow Ridge School of 94% year-to-date.

The Headteacher added that some new starters have a different approach to attendance to those who have come through the school. He explained that other schools sometimes have a more relaxed culture in relation to attendance, but that at Ickford, the attendance policy was applied rigorously, and compliance was expected.

In terms of the steps charts, how does this data tie back to the other progress data? Year 1 should have made 2 points at this stage and others should have made 2.6. The starting point for steps is zero whereas a progress starting point can be negative/less than it should have been.

Trustees discussed the average score points system and noted that some children would make more/less progress and that they would be tracked and supported appropriately.

The Headteacher explained that the best indicator of progress was starting point to end point. He considered that the points in between served to track teacher effectiveness as children did not always progress at a steady rate. He said that it was important that the data was monitored closely, and that staff were well informed.

Trustees discussed the DfE Progress benchmarking document which the Headteacher had circulated prior to the meeting. He explained that the document showed that Ickford had the highest progress data in Buckinghamshire and provided excellent value for money for the taxpayer.

Trustees noted that due to the lack of assessment data during the Covid period, and again this year, Ickford would remain in the top position in Bucks.

Trustees asked how the Year 6 cohort were expected to achieve in SATS this year. DB explained that there were several children who had low starting points, but they had made fantastic progress through the year and would move on to secondary school being able to read and write, and continuing to progress, which may not have happened at other schools.

Trustees noted that RC had agreed to be Wellbeing Trustee. They thanked him for taking on the role and for the report he had published.

Do we anticipate taking in any Ukrainian refugee children? We have not had any requests, but we would welcome them with open arms.

Trustees discussed the benefits of inviting guests from different cultures, faiths, and backgrounds to speak with the children.

4.2 SELF EVALUATION FORM (SEF)

The SEF had not changed since the last meeting.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

The School Development Plan had been discussed in detail at the end of the spring term. Trustees discussed the proposed developments to the school premises. The aim was to reconfigure some parts of the school, to ensure the best use of space and to develop a new classroom. They noted that the Headteacher's office had already moved creating a new space for learning.

4.4 REPORT OF THE BUSINESS MANAGER

The new Business Manager had just started and was settling into the role well. She had been in touch with the auditor to discuss a few discrepancies she had uncovered in the last year's audit and was waiting for explanation from them.

4.5 SCHOOL BUDGET 2022/23

There would be an FPP meeting to focus on the budget, which would be presented to the trust board at the final meeting of the year.

Trustees noted that the Budget Forecast Return Outturn (BFRO) and the 3 Year Budget Forecast Return (BFR3Y) must be submitted to ESFA by 26 July 2022. The task of ensuring this was submitted was delegated to the FPP Committee / Business Manager.

**FPP Committee
/ Business
Manager**

5 DELEGATED REPORTS - COMMITTEES

5.1 FPP COMMITTEE

Notes of the last FPP meeting would be circulated.

RJ had visited the school to look at Health and Safety. He had circulated a report prior to the meeting, which Trustees discussed in detail. He explained that there were a number of areas which needed attention and there would be some cost associated with this and therefore wished to bring this to the attention of the FPP. RJ recommended that some training, risk assessments and systems needed to be reviewed. Trustees noted that the school was now purchasing an online Health and Safety Portal, Safe Smart, which allowed storage of documentation and supported the creation of new risk assessments and updating existing risk assessments.

Is there a matrix that you have used to come up with the risk levels within your report? The risk level is based on my experience and an effort to limit liability by considering reasonably foreseeable risks and mitigating them. We may wish to consider employee a consultant to support with this.

Trustees noted that some areas of Health and Safety required attention. They thanked RJ for his visit, report and sharing his expertise. Trustees were supportive of the plan to ringfence some funds for Health and Safety and agreed that the FPP committee should consider this further.

6 DELEGATED REPORTS - GOVERNORS**6.1 REPORT OF CHAIR**

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

6.2 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Trustee had shared a report prior to the meeting. It was confirmed that the Single Central Record was up to date. Information was being moved onto CPOMS and CSTAFF, the new Business Manager was being trained to use the systems and would have responsibility for maintaining them and this would be included as one of her performance management targets.

		ACTION
	<p>It was noted that the Annual Safeguarding Report should be submitted to ESAS in early September- date to be confirmed. Trustees agreed that the Headteacher would lead arrangements for completion and submission of the report as follows.</p>	
6.3	REPORT OF THE SEND GOVERNOR	
	<p>The SEND governor had shared a report via GovernorHub prior to the meeting.</p>	
6.4	REPORT OF THE DEVELOPMENT TRUSTEE	All Trustees
	<p>The Development Trustee was using GovernorHub to monitor trustee training. She encouraged trustees to undertake training and reminded them, that the school had purchased a training package which would expire at the end of the year. Due to the cost of this, it was unlikely that the school would purchase training every year, so trustees should be encouraged to use the package this academic year.</p>	
6.4.1	BEP CHAIRS STRATEGIC BRIEFING – 24 JUNE 2022	
	<p>Trustees noted that the next BEP Chairs Strategic Briefing would take place on Friday 24 June 2022.</p>	
6.4.2	BEP ANNUAL GOVERNOR CONFERENCE – 20 MAY 2022	
	<p>Trustees noted that the BEP Annual Conference for Governors would take place on Friday 20 May 2022.</p>	
6.5	REPORT OF THE WELLBEING GOVERNOR	
	<p>The Wellbeing governor had covered this within his Safeguarding update.</p>	
6.6	REPORT OF THE PUPIL PREMIUM GOVERNOR	
	<p>The Pupil Premium Trustee updated trustees on what the funding was being used for. The strategy was published on the website.</p>	
6.7	REPORT OF THE GDPR GOVERNOR	
	<p>The GDPR governor had covered this within his Safeguarding update.</p>	
7	OTHER MATTERS / NEW BUSINESS	

		ACTION
7.1	ITEMS FOR ACTION	
7.1.1	DfE CONSULTATION: SEND REVIEW: RIGHT SUPPORT, RIGHT PLACE, RIGHT TIME	
	Trustees noted the green paper SEND review published on 29 March 2022 and the proposed reforms to the SEND and Alternative Provision system.	
	Trustees considered whether they would like to respond to the consultation by the deadline of 1 July 2022 and agreed that Headteacher would coordinate this.	Headteacher
7.1.2	DFE GUIDANCE: FIRST AID IN SCHOOLS, EARLY YEARS AND COLLEGES	
	Trustees noted the revised guidance and recommendation to review the First Aid Policy.	Headteacher
7.1.3	DFE GUIDANCE: POLITICAL IMPARTIALITY IN SCHOOLS	
	Trustees noted the guidance published in February 2022.	
	Trustees noted that by and large, members of staff were not political, and certainly did not share their views with children but agreed that it was important that they understood their responsibilities around maintaining impartiality.	
7.1.4	CYBER SECURITY / ATTACK AWARENESS	
	Trustees noted that the alert level for cyber attacks had been raised and the recommendation to review Cyber Security arrangements.	
	Trustees considered that current arrangements with WiBird were robust.	
	It was agreed that RC would review Cyber Security arrangements and report back.	RC
	<i>Have staff had training around cybersecurity? Yes, staff have had recent cyber training and we have also had Macafee training.</i>	
7.1.5	CONFIRMATION OF PERFORMANCE MANAGEMENT ARRANGEMENTS	

<p>Trustees noted that due to the changes in the autumn term, Headteacher Performance management had not been completed. This had been picked up in the governance review. Trustees discussed this and agreed that NJ and CA would be performance management trustees (subject to agreement from CA- KP offered to step in as necessary).</p>	<p>ACTION</p>
<p>The Headteacher would share the objectives from the previous year with NJ and ask Pat Morissey if he would act as the external assessor.</p>	<p>CA, NJ</p>
<p>7.1.6 SUSTAINABILITY AND CLIMATE CHANGE</p>	
<p>Trustees noted the DfE’s Strategy for Sustainability and Climate Change for Education.</p>	
<p>Trustees discussed possible actions in line with the strategy, such as solar power or electric radiators which might also contribute to reduce fuel costs.</p>	
<p>7.2 ITEMS TO NOTE</p>	
<p>7.2.1 SCHOOLS WHITE PAPER ‘OPPORTUNITY FOR ALL’ (MARCH 2022)</p>	
<p>Trustees noted <u>the white paper</u> published in March 2022 and the key actions and challenges highlighted within this.</p>	
<p>7.2.2 REVISED SCHOOL INSPECTION HANDBOOK FEBRUARY 2022</p>	
<p>Trustees noted the revised section 5 inspection handbook published in February 2022.</p>	
<p>8 RECURRING ITEMS AND OTHER MATTERS</p>	
<p>8.1 POLICIES</p>	
<p>Approved policies would be added to the school website as per requirements.</p>	
<p>Complaints Policy had been reviewed and updated and would be added to the website.</p>	<p>Headteacher</p>
<p>The Headteacher noted that policies could be flagged for review on GovernorHub. The clerk would share a suggest annual plan of work.</p>	<p>HT / Clerk</p>

8.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

The Headteacher would review the content of the School’s website and arrange for it to be updated in line with the statutory requirements.

ACTION

Headteacher

8.3 TERM DATES AND INSET DAYS

Inset dates were visible on the school website.

8.4 TRUST BOARD MEMBERSHIP CHANGES

Trustees noted that another parent governor was required and NJ agreed to start the recruitment process.

NJ

The governance review report suggested it would be useful to add an external trustee with curriculum experience to the board, and trustees discussed this. The clerk recommended Inspiring Governance as a recruitment website and would share a model advertisement with the Headteacher.

Headteacher/Clerk

9 DATES AND TIMES OF NEXT MEETING

It was agreed that further meeting dates would be as follows:

- Tuesday 5th July 2022

10 ANY OTHER BUSINESS

The external governance review had been shared with trustees, who agreed that it contained some fair and useful comments and recommendations.

11 EVALUATION 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 Trust Board would have access to these minutes.

The meeting closed at 9.10 pm.

Signed Date

CHAIR