

SUMMER TERM 2022

MINUTES of the meeting of the Trustees of Ickford School held at the School on 5th July 2022 at 7 pm.

PRESENT:

Members:

Bill Laar

Trustees:

John Ronane (Headteacher)

Nick Jones (Chair)

Charlie Aspden

Dawn Basnett

Kirsty Vukomanovic

Kaleigh Preston

Richard Johnston

Andrea Reeve

Roy Calcutt

IN ATTENDANCE:

Zoe Williams- Clerk

APOLOGIES:

Mark Gleed

Welcome and apologies.

1 NOTIFICATION OF ANY OTHER BUSINESS

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

- Attendance

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

	ACTION
<p>3.1 MINUTES</p> <p>The Minutes of the meeting held on 5th May 2022, having been circulated, were confirmed, and would be signed by the Chair as a correct record.</p> <p>An additional copy of the Minutes would be signed by the Chair and handed to the Headteacher for display on the website.</p>	<p>Chair</p> <p>Headteacher</p>
<p>3.2 MATTERS ARISING</p> <ul style="list-style-type: none"> • HT Performance management- plans were in place for next year and targets would be set in September. Pat Morrisey would fulfil the role of external adviser, and work alongside CA and NJ. <p>Trustees were updated on progress towards the following actions:</p> <ul style="list-style-type: none"> • The Complaints Policy had been updated and replaced on the website. • Curriculum Trustee- there was some discussion as to whether the suggestion made in the Governance review merited immediate action. Trustees agreed that the curriculum was an area they all wished to develop their understanding of collectively, and therefore agreed not to create an individual role covering curriculum matters at the moment. • Cyber security- Trustees agreed that the current package was effective and that confidence in the service was high and therefore should be renewed on expiration in August. • SEN survey 	
<p>4 STRATEGIC MANAGEMENT</p>	
<p>4.1 REPORT OF THE HEADTEACHER</p> <p>The Report of the Headteacher, having been circulated, was received by trustees. The following matters arose from a discussion and scrutiny of the report:</p> <ul style="list-style-type: none"> • Attendance <p>The current attendance rate of 95.46% was lower than usual (98%). This was in line with local and national figures and had been negatively impacted by covid related absences.</p> <p><i>**See restricted minutes.</i></p> <ul style="list-style-type: none"> • Data 	

Trustees received the KS2 results which were extremely strong and closely aligned with the predictions made. DB led a discussion on the narrative behind the data and stated that she was pleased with the results. She talked about a small number of children who had been 'working towards' and explained that each of them had had some excellent results. Across all areas, most of those children had achieved the expected standard with no child consistently achieving less than this in all areas.

DB reported on KS1 results explaining that results were teacher assessed and moderated internally. Progress scores were excellent but a small number of new children who had joined through the year with very low starting points had had an impact on overall attainment scores and the 'working towards' level was slightly higher than normal.

What normally happens in terms of the rate of progress as children grow? Our levels of 'working towards' are about normal for this stage but we can show lots of progress especially given the covid disruptions. There is normally a dip in Year 3 results due to the change of curriculum. We moderate every year group together so that we can be sure we have honest data and so that there is no doubt about that grades are not being inflated.

Is this a definite group of children or are there different individuals within the group of children 'working towards'? This is a definite group of children who have learning support plans in place. The SEN Trustee has met with our SENCO (Emma) to discuss our approach. We had been creating plans for any child who dipped below where they should be, but that has turned out to be unmanageable. Emma has suggested we go back using learning difficulties or being significantly behind, as the threshold for a learning support plan to be implemented and this seems likely to be the direction we move in.

4.2 SELF EVALUATION FORM (SEF)

The SEF would be updated to include latest data and recirculated.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher updated trustees on plans to staff Year 2 from September. Miss Allen would be leaving on maternity leave during the year so to avoid disruption or additional recruitment, Miss Southgate would start Year 2 as the class teacher with Miss Allen in support. Miss Allen would also support Year 1.

4.4 SCHOOL BUDGET 2021/22 / REPORT OF THE BUSINESS MANAGER

The budget monitoring report was circulated and received by trustees. The following questions arose following scrutiny of the report:

NJ reported on the recent FPP meeting. The meeting was positive and constructive with the new business manager in attendance. She was settling into the job well and was working hard to solve a number of outstanding issues.

The in year budget looked broadly on track with some variance in figures, largely due to payment timings.

The accounts were due shortly for filing. The budget forecast had been reviewed and work on the 3-year forecast was underway. Fuel prices would have an impact. Trustees noted that there had already been a 200% increase on utilities.

A few parents had made donations to the school and the new business manager was looking into gift aid.

A small surplus was predicted for next year.

4.5 SCHOOL BUDGET 2022/23

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 delegated to the Business Manager.

**Business
Manager****5 DELEGATED REPORTS - COMMITTEES****5.1 FPP COMMITTEE**

FPP minutes had been circulated prior to the meeting. The following updates were provided:

- Finance

Following discussions with JR, the supplier of the sports hall flooring had provided a better quote. JR was hopeful that this would end up somewhere around the £5k mark, down from £8k initially.

- Health and Safety

Has there been any more discussion around fire risks? The fire risk assessment will take place in the autumn term and electrical checks in the summer term.

We had talked about buying the front end of Smart Safe. Have you considered this any further? Smart Safe are doing the fire risk assessment so we will see how they do and go from there.

Has the point in the store cupboard in the sports hall been sorted out? Work is in progress. We may need an additional storage container but there would be an associated financial impact. We have spent a lot of money on fire systems (as we have a high receiver there were access issues which caused us to incur additional expense). We are completing regular Health and Safety check including fire checks and water tank checks. We have not set aside funds to cover Health and Safety matters, and this is an ongoing issue which we need to consider carefully.

Have we done a fire evacuation recently? Yes, we have done 2 recently.

- Personnel

Trustees thanked the Basnett sisters for their work over the past year and wishes them well in the future. Another former pupil has expressed an interest in joining the school next year and a meeting had been arranged to explore this.

It might be necessary to employ a further TA after Christmas. This would be considered further.

6 DELEGATED REPORTS - TRUSTEES

6.1 REPORT OF CHAIR

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

6.2 REPORT OF THE SAFEGUARDING TRUSTEE

The Safeguarding Trustee reported that he was in frequent contact with the Headteacher, holding regular meetings and receiving updates.

It was noted that the Annual Safeguarding Report should be with ESAS by **early September**. Trustees agreed arrangements for completion of the report as follows:

**Safeguarding
Trustee /
Headteacher**

JR and RC would complete the report and RC would report back to the trustees in detail.

It was confirmed that the migration of the Single Central Record was nearly complete with only some trustee information still outstanding.

The equalities statement had been added to all policies.

6.3 REPORT OF THE SEND GOVERNOR

The SEND Trustee had shared a report with trustees prior to the meeting ([accessible on Governor Hub](#)). She summarised that she had recently completed a visit during which she considered arrangements for transition mornings and transfers for secondary schools. She reported that she had been impressed with the provision at Ickford, and by a number of the secondary schools.

6.4 REPORT OF THE DEVELOPMENT GOVERNOR

The Development Trustee (KP) reported on the following:

All trustees had completed the skills audits. KP had compiled the individual audits in a matrix which trustees agreed to look at and which would then be used to inform training.

Trustees had completed several training courses. They discussed the different mediums of delivery (live online / modules) and explored the differences and benefits of each. Trustees noted that the BEP live training package subscription would be coming to an end in August. They noted that they would be welcome to join BEP training sessions on a pay-as-used basis and discussed the possibility of purchasing a subscription to Modern Governor (online modules only) which was considerably more affordable and allowed trustees flexibility.

6.6 REPORT OF THE PUPIL PREMIUM GOVERNOR

JR reported on the use of Pupil Premium funding. In line with the agreed strategy, funding would be used first and foremost for quality first teaching.

6.7 REPORT OF THE GDPR GOVERNOR

RC reported that there was a GDPR case outstanding which had been passed onto the information commissioner.

7 OTHER MATTERS / NEW BUSINESS**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.

The Headteacher had responded to the consultation.

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.

JR

7.2 ITEMS TO NOTE**7.2.1 SCHOOLS WHITE PAPER 'OPPORTUNITY FOR ALL' (MARCH 2022)**

Trustees noted the white paper published in March 2022 and the key actions and challenges highlighted within this.

7.2.2 REVISED SCHOOL INSPECTION HANDBOOK FEBRUARY 2022

Trustees noted the revised section 5 inspection handbook published in February 2022.

8 RECURRING ITEMS AND OTHER MATTERS**8.1 POLICIES**

Approved policies would be added to the school website as per requirements.

8.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

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

8.3 TERM DATES AND INSET DAYS

JR

In-service training dates for 2022/23 and / or 2023/24 would be added to the school website.

9 DATES AND TIMES OF NEXT MEETING

The following dates and times of future meetings had previously been agreed:

- 15th November 7pm LGB and AGM
- 28th February 7pm
- 4th July 7pm

10 ANY OTHER BUSINESS

Attendance had been discussed within 4.1 the Headteacher's report.

There was no other business.

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 9pm.

Signed Date

CHAIR

PART II – CONFIDENTIAL MINUTES

CIRCULATION LIST: ALL TRUSTEES

Confidential MINUTES of the meeting of the Trustees of Ickford School on 5th July 2022 at 7 pm.

The Headteacher highlighted one child who had been absent for a prolonged period and explained the steps he had taken to encourage the family to send the child to school. JR also talked through the efforts he had made to engage with the LA social services and safeguarding teams. The case was somewhat complex and had been ongoing, but the school had done an enormous amount of work to support the family which had been extremely successful until this term. JR and DB expressed regret at the situation but were clear that the school had done everything it could to discharge its duties and to inform other parties who would hopefully take action to safeguard the child and their education.

Is there anything we as a school are responsible for in terms of the transition? DB has already had the transition meeting. All records would be fully updated and passed over the new school.

ACTION

Signed Date

CHAIR