

ICKFORD SCHOOL

AUTUMN TERM 2022

MINUTES of the meeting of the Trustees of Ickford School held at the School on 15th November 2023 at 7.00pm.

PRESENT:

Trustees:

John Ronane (Headteacher)
Nick Jones (Chair)
Charlie Aspden
Dawn Basnett
Kirsty Vukomanovic
Kayleigh Preston
Richard Johnston
Roy Calcutt (via video link)
Andrea Reeve

IN ATTENDANCE:

Zoe Williams- Clerk

APOLOGIES:

Mark Gleed

	ACTION
1 GOVERNOR APPOINTMENTS Trustees noted that MG was struggling with the time commitment required to be a Trustee. They agreed that it would be useful to retain his expertise and that they would look to recruit a new governor which would allow MG to drop into an associate position.	
1.1 ELECTION OF THE CHAIR Trustees agreed to delay the election of the Chair until next term, in line with the timings last year.	Spring agenda
1.2 ELECTION OF VICE- CHAIR Trustees agreed to postpone the election of the Vice-Chair until next term, in line with the timings last year.	Spring agenda
1.3 OTHER APPOINTMENTS	

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

Safeguarding Governor- RC
SEND Governor- CA
Development Governor- KP
Pupil Premium Governor- JR
Equalities Governor- AR
Early Years Governor- AR
Data Protection Governor- RC
Health and Safety Governor- RJ
Wellbeing Governor- RC

2 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion under Any Other Business

3 DECLARATIONS OF INTEREST

There were no declarations of interest in items covered at this meeting.

Trustees agreed to review and update their declarations of interest on GovernorHub.

All Trustees

Trustees noted the requirement for this information to be published on the school website.

Headteacher

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 5th July 2022, having been circulated, were confirmed as an accurate record, and would be signed by the Chair on GovernorHub.

The Chair would mark the minutes as signed on GovernorHub.

Chair

A signed copy of the Minutes would be made available in school or on the website.

Headteacher

4.2 MATTERS ARISING

It was confirmed that all actions from the minutes had now been completed.

5 ANNUAL REVIEWS

SCHEME OF DELEGATION

AGM

POLICY FOR GOVERNANCE AND FINANCIAL CONTROL

Trustees reviewed and approved the Policy for Governance and Financial control. They discussed the financial controls for cheques and agreed cheques should be subject to the same controls as other methods of payment (p.11). With the help of the FPP Committee, this would be redrafted. The table on P.10 would also be updated.

FPP/JR

Trustees noted the governor mornings outlined within the document and agreed to arrange a date for the next event. DB would help with this.

DB/All Trustees

MEMBERSHIP OF FPP COMMITTEE

Trustees reviewed and agreed the membership of the FPP Committee. It was decided that an additional governor should join the FPP Committee and KP agreed to do this.

KP

This information would form part of the statutory information to be included on the school website.

Headteacher

GOVERNING BOARD CODE OF CONDUCT

Trustees noted that the NGA had a model Code of Conduct for Trustees. JR would review this and either approve it as suitable or circulate and adapted version.

Once a final version had been produced and agreed (via email) the Governing Board agreed

- to adopt the Code of Conduct,
- that all Trustees would confirm their agreement to the Code of Conduct on GovernorHub

All Trustees
(now reviewed
and published
on GH)

The Code of Conduct of would be reviewed annually.

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER AND TRUSTEES' QUESTIONS

The Report of the Headteacher, having been circulated, was received by Trustees. The Headteacher also circulated data published by the Fisher Family Trust.

The following matters arose from a discussion and scrutiny of the report and information circulated:

- Attendance rates were lower than normal. This was in line with national data. There had been a lot of viral illness within the school. However, the data had to be considered within a Safeguarding context and had been examined for patterns and trends.

Have you found any worrying patterns? No, we know the families who take an extra day for the weekend and such like. We need to add as much value in school so that our families value the education they receive and keep their children in school. The LA used to have a rule where they could remove children from the school roll after 10 days away which deterred parents but that is not in play any longer. Last term we had a safeguarding case where the child was not in school. We alerted the LA and followed up a number of times, but nothing was done in response which was a shame.

- Excellent results.

How is the Reading tested? Reading assessments involve comprehension. Writing is teacher assessed and then moderated, everything else is exam based. 73% GD in Reading is extremely high. Trustees congratulated DB on the fantastic results.

- Catherine Turton (DfE)

Catherine got in touch following the NGA governance review and JR invited her to visit. She was extremely positive during the visit and wrote to thank JR afterwards.

- Sustainability and climate change action.

Children were being taught about this in school and positive action was in progress including planting a number of trees recently.

- Staff and pupil wellbeing

RC had met with all the teachers, support staff and admin staff and the mood was generally positive. There was some disquiet about leaving a mess in the staff room which JR had hopefully resolved through meeting with the members of staff involved. TAs reported feeling valued and respected in the classroom. All TAs had been offered training and advancement. Trustees discussed the TA role in detail. They agreed that it was encouraging that staff had the

opportunity to talk and be listened to. JR explained that during one of these wellbeing meetings, a safeguarding issue was raised and consequently the 'Intimate Care Policy' has been changed so that 2 members of staff are always involved when changing a child. Trustees considered how frequently it was appropriate to require staff to be involved in intimate care and what degree of involvement was reasonable. They noted that there was a legal duty to protect staff from bodily fluid spills. RJ would share the related legislation which could be added to the file.

Do we have the right PPE?

Yes, we have purchased PPE and placed it around the school.

Has there been any progress with plans for the staff room? The PTA felt the plans were too expensive, so we need to look for another funding avenue. We have ordered a storage unit and the company that will provide this has a show classroom unit which we would like to look at.

RJ

- Curriculum mapping

Thanks were extended to the PTA for funding the curriculum mapping programme. This would save staff a lot of time and provide a good platform from which to create adapted / personalised resources.

6.2 SELF-EVALUATION FORM (SEF)

The SEF had been updated.

6.3 SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher reported that the SDP had been bolstered by the addition of detailed notes and a progress column which showed good progress towards the priorities.

6.4 BUDGET MONITORING / REPORT OF THE BUSINESS MANAGER / BURSAR

Trustees received the budget monitoring report from NJ, who confirmed that the budget continued to be monitored closely. He explained that the budget looked reasonably healthy given the price rises and salary increases faced by the school.

7 COMMITTEE MINUTE

7.1 FPP COMMITTEE

Minutes of the October meeting had been circulated and no further questions had been received.

7.4 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

The new complaints policy had been circulated in the summer term.

8 REPORTS

8.1 REPORT OF THE CHAIR

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

8.2 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Governor confirmed that the Annual Safeguarding Report to Trustees had been completed and published on GovernorHub.

It was confirmed that the report had been forwarded to ESAS by the prescribed deadline of 23 September 2022.

The Safeguarding Governor confirmed that the Single Central Record was up to date.

8.3 REPORT OF THE SEND GOVERNOR

The SEND governor would report at the next meeting.

Following the meeting, the SEND Governor reported via GovernorHub that the SEND Local Offer and Annual Report were both available on the school website.

8.4 REPORT OF THE DEVELOPMENT GOVERNOR

The Development Governor confirmed that the following resources and training provision were available to the Governing Board for the academic year 22/23:

[Advice and resources](#)

Modern Governor.

Safeguarding training had been organised on 4th January 2023.

The skills audit would be redone in the summer term.

Summer term

8.5 HEALTH AND SAFETY GOVERNOR REPORT

The Health and Safety governor reported the following:

- HSE were doing school inspections looking at asbestos management. He had visited the school with JR to consider this and reported that asbestos management was under control.
- The fire risk assessment had been revised and several actions were currently outstanding.
- Termly inspections continued and progress was notable following each meeting.
- Broadly, the school was in good order and things were well managed. However, there were some things which continued to present a risk including a number of multi point adapters (fire hazard) and the single action push pad in the sports hall.

9 OTHER MATTERS

9.1 NEW BUSINESS

9.1.1 APPENDIX 1 ADMISSION ARRANGEMENTS – SEPTEMBER 2024

Trustees noted the need to consider and agree the school's own proposed admission arrangements for the 2024 admission year. Schools proposing to change their admission arrangements are requested to forward a copy of their consultation document to the Admissions and Transport Team by Friday 2 December 2022.

(Completed)

9.1.2 KEEPING CHILDREN SAFE IN EDUCATION 2022

Trustees noted that Keeping Children Safe in Education had been revised and went live on 1 September 2022. Trustees noted changes to the guidance.

It was confirmed that all staff had read Part 1 of KCSIE 2022 (as a minimum) and the Senior Leadership team and Trust Board had read the whole document. Trustees would confirm this within their declarations on GovernorHub.

All Trustees

9.1.3 DfE GUIDANCE: WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE

Trustees noted the revised non-statutory guidance published to support schools in maintaining a high level of attendance.

Trustees agreed to delegate responsibility for reviewing the Attendance Policy to the Headteacher.

Headteacher

9.1.4 DfE GUIDANCE: BEHAVIOUR IN SCHOOLS

Trustees noted revised non-statutory guidance published to support school leaders in developing policies to maintain high standards of behaviour.

It was agreed that the Behaviour Policy would be reviewed and revised in the light of the revised guidance.

Headteacher

9.1.5 DfE GUIDANCE: SEARCHING, SCREENING AND CONFISCATION

Trustees noted revised statutory guidance published to advise schools on searching, screening and confiscation powers.

It was agreed that relevant information would be added to the Behaviour Policy and any other relevant school policies.

Headteacher

9.1.6 HSE ASBESTOS INSPECTIONS IN SCHOOLS

Trustees noted the programme of asbestos inspections by the Health and Safety Executive in Primary and Secondary Schools from September 2022 and the suggested actions for schools in advance of these inspections.

Asbestos management and plans for any inspection had been covered by RJ and RJ under Health and Safety.

10 ITEMS TO NOTE

REVISED SCHOOL INSPECTION HANDBOOKS

Trustees noted that revised School Inspection Handbooks had been published for both Graded (Section 5) and Ungraded (Section 8) Inspections.

ACADEMY TRUST HANDBOOK 2022

Trustees noted the revised Academy Trust Handbook effective 1 September 2022 and key changes

DFE SUSPENSIONS AND EXCLUSIONS GUIDANCE

Trustees noted revised guidance effective 1 September 2022

RECOVERY PREMIUM FUNDING AND ELIGIBILITY 22-23

Trustees noted recovery premium rates and the funding schedule for 22-23

NATIONAL PLAN FOR MUSIC EDUCATION

Trustees noted the National Plan for Music Education published by the DfE in June 2022.

11 RECURRING ITEMS

11.1 TERM DATES AND IN-SERVICE TRAINING DATES

Trustees agreed term dates and in-service training dates for 2023/4. These were available on the website.

11.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

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

11.3 POLICIES

As part of the school's annual schedule, a number of policies were presented and approved by the Trust Board via GovernorHub.

12 DATES AND TIMES OF FUTURE MEETINGS

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

- Thursday 9th March at 7pm.

The meeting would start with the AGM, immediately followed by the LGB meeting.

13 ANY OTHER BUSINESS

Trustees discussed changes to the school admissions policy in detail. They discussed the challenges presented by deferred year of entry admissions and agreed that in general, this should be avoided and should only be permissible under exceptional circumstances, at the discretion of the Headteacher. There was no other business.

14 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 9.20pm.

Signed Date
CHAIR