

SUMMER TERM 2023

ICKFORD SCHOOL

MINUTES of the meeting of the Trustees of Ickford School held at the school on 5th July 2023 at 7.00pm.

PRESENT:

Trustees:

John Ronane (Headteacher)
Nick Jones (Chair)
Charlie Aspden
Dawn Basnett
Kayleigh Preston
Roy Calcutt
Andrea Reeve

IN ATTENDANCE:

Zoe Williams- Clerk

APOLOGIES:

Kirsty Vukomanovic
Richard Johnston

The Chair welcomed trustees to the meeting. There was a discussion about recruiting new trustees and also a new member following the resignation of Jon Silvera. The clerk agreed to contact the Chair of the Board of Members to consider next steps.

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>It was agreed that the following items would be discussed under Any Other Business:</p> <ul style="list-style-type: none">• Local school expansion plans.	
<p>2 DECLARATIONS OF INTEREST OR LOYALTY</p> <p>There were no declarations of interest or loyalty in items to be covered at this meeting.</p>	
<p>3 MINUTES AND MATTERS ARISING</p>	
<p>3.1 MINUTES</p>	

ACTION

The Minutes of the meeting held on 9th March 2023, having been circulated, were confirmed and would be signed by the Chair as a correct record.

Headteacher

An additional copy of the Minutes would be signed by the Chair and handed to the Headteacher for display in the school or displayed on the school website.

3.2 MATTERS ARISING

- The AGM minutes were confirmed as a correct record of the meeting.
- The Equalities Policy had been updated.

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:

How is the SCR looking? The SCR is up to date and was last audited on 29th June 2023.

How is progress looking on the Health and Safety high priority action points? There has been a lot of work on this and a huge amount of progress. We still need to do some work on the risk assessments.

How are Safeguarding matters within the school? RC and JR are in regular contact and keeping on top of issues as they arrive.

Are there plans to do a parent survey? What kind of questions will be used? Yes, we will do a survey before the end of term. There is an Ofsted template survey which we will use. CA offered to interpret the data when the answers had been received. DB explained that she had used the data from the last pupil survey as the basis for a Maths project for Year 6. Pupils had input the data into charts and graphs and then DB had presented it at an assembly. Trustees noted that the pupil survey showed that only 81% of pupils knew the school values.

CA/JR

JR provided a detailed staffing update. There were some complexities around maternity leaves and returns to work

thereafter. The Headteacher was keen to offer as much flexibility as he could, however given the small size of the school and the constraints of the budget this would be fairly limited. Trustees discussed the importance of communicating this sensitively to those who would be effected. They agreed that it was essential to seek good HR support and expertise. The clerk made a recommendation to JR and would share contact details.

ZW/JR

Who will be supporting early career teachers (ECTs)? JR and DB will be supporting ECTs.

Have you got capacity to do so? Yes.

How are attendance rates looking? Attendance has increased and is back on track, looking strong across all year groups. There are occasional dips, but these are due to sickness.

Behaviour is an issue at the moment. *(NJ declared a conflict in relation to this)*. There is some low level persistent disruptive behaviour in one class. It has caused the teacher a lot of heartache. Some of the behaviour is just immaturity but it has an impact on other children in the class and it is tough on the teacher. It is difficult to deal with, and it is palpable across the school.

Another class also has some persistent low-level disruption, which is under control but challenging, nonetheless.

SATS results would be available on 11th July and would be discussed at next meeting, alongside summer term internal data for other year groups.

EYFS data is not as good as we would like. DB is tracking EYFS, Phonics, and KS1 data. Maths and English results in EYFS were very good but there are some key features missing. Trustees noted that there were some children within the cohort with specific challenges, and this affected the data.

Is there a plan to support those children as they progress? Yes, there are learning support plans in place. We are considering everything which could have affected these scores and looking at our options. Results in EYFS Maths were particularly good (85%).

We are really pleased with the 90% Phonics check score in Year 1 but KS1 Writing scores were low and this will be included on the SDP for the next academic year. We are constantly assessing and evaluating through classroom techniques.

Trustees noted that some of the data within the report was incorrect and would be updated and recirculated.

4.2 SELF EVALUATION FORM (SEF)

The SEF had been covered within the Headteacher's report.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

The School Development Plan was discussed in detail. A lot of progress had been made and a huge amount achieved particularly in terms of curriculum mapping.

What does that look like in next years' plan? Next year we will focus more on teaching and enhancing the curriculum.

4.4 SCHOOL BUDGET 2022/23

The budget monitoring report was circulated and received by trustees. At the end of April, there was a profit of £23k. More detail would be provided in the report of the FPP committee.

4.5 SCHOOL BUDGET 2023/24

Trustees noted that the Budget Forecast Return must be submitted to ESFA by August 31st. The task of ensuring this was submitted was delegated to the Business Manager.

**Headteacher/B
usiness
Manager**

The Budget Forecast had been reviewed by the FPP committee. It contained a few estimates such as teacher salaries and the costs of utilities. A 5-year fixed term electricity contract was coming to an end so the cost of this would be much higher going forwards.

A £20k surplus was forecast for next year. Trustees discussed projects and improvements which were of interest as and when finances allowed including:

- A new multifunction room (£70K cost)
- A new surface for the EYFS play area and climbing wall
- Extending the canopy

**Finance
Committee /
Business
Manager**

The Budget Forecast included various incremental salary increases but there were no band changes.

- Premises Health and Safety

ACTION

The Headteacher reported on Health and Safety matters as follows:

RJ continued to conduct regular Health and Safety reviews.

The boilers in the hall been condemned and a bid would be submitted for funding a replacement. Ideally, the work would be completed next summer. If the bid was unsuccessful, an application would be made for emergency funding which would be granted on a loan basis.

Replacement options include air source/heat source pumps, or possibly a combination with solar panels although this may require structural support and we do not want to have to fund any of this.

Personnel matters had been discussed earlier.

5 DELEGATED REPORTS

5.1 FPP COMMITTEE

Minutes of the FPP Committee meeting would be shared in due course.

5.2 HTPM COMMITTEE

Head Teacher Performance Management had been completed and a report would be shared in due course with the LGB.

HTPM Trustees

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 the Single Central Record was up to date.

It was noted that the Annual Safeguarding Report should be with ESAS by late September.

The Safeguarding Trustees had circulated a report, and Trustees thanked RC for the detail and rigour of his report.

**Safeguarding
Trustee /
Headteacher**

ACTION

REPORT OF THE GDPR TRUSTEE

Trustees discussed cyber security. They noted that advice had been sought and received from Wi-Bird and that appropriate controls were in place.

6.3 REPORT OF THE SEND TRUSTEE

The SEND trustee reported that there was a new policy in place. This would be added to the Autumn term agenda, alongside a summary of 2023.

**Autumn term
agenda**

Nicola would be taking over responsibility for SEN from Emma next year. They had been sharing information and Nicola was well prepared for the change.

An LA representative had visited the school and was very pleased with the SEN provision. An action plan had been shared with the LA representative who was satisfied with it.

There had been a successful EHCP application which was backdated for the year and significantly helped the budget. This was thanks to Emma's persistence.

6.4 REPORT OF THE DEVELOPMENT TRUSTEE

The Development Trustee reported that all trustees had completed Safeguarding training as well as a good number of further courses. She reminded trustees of the importance of training and encourages them to refresh their training regularly.

6.5 REPORT OF THE PUPIL PREMIUM TRUSTEE

The Pupil Premium trustee reported that the Pupil Premium Strategy was available on the website.

7 OTHER MATTERS / NEW BUSINESS

7.1 ITEMS FOR ACTION

7.1.1 DFE GUIDANCE: MEETING DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGES

Trustees noted the new and revised guidance relating to digital and technology standards in schools.

**ACTION
RC**

The requirements to assign a trustee to ensure that filtering and monitoring standards were being met, was noted and it was agreed that RC would take on this role.

Trustees discussed the IT support by Wi-Bird as well as the insurance criteria. They noted that the school servers and backups were cloud based and that the next step would be to consider the best way to back-up and the impact this has on insurance.

All staff are trained in cyber security. PAT testing was conducted in schools today where the providers logged all the school devices on a register to help understanding of permissions and licences.

The Headteacher talked about understanding risks and doing the necessary to limit risks.

7.1.2 DFE GUIDANCE: SCHOOL FOOD GUIDANCE FOR TRUSTEES

Trustees noted the revised guidance and the recommendations within it.

It was agreed that school food and recommended actions were delegated to the Headteacher.

Headteacher

7.1.3 CONFIRMATION OF PERFORMANCE MANAGEMENT ARRANGEMENTS

A meeting was planned for September to set objectives, followed by an interim meeting in January/February and a final review at the end of year. Pat Morrissey was confirmed as the external performance reviewer.

7.2 ITEMS TO NOTE

7.2.1 DfE GUIDANCE: MENTAL ISSUES AFFECTING PUPIL ATTENDANCE

Trustees noted the newly published guidance.

7.2.2 DfE GUIDANCE: TEACHING ONLINE SAFETY IN SCHOOLS

Trustees noted the updated guidance. We do.

7.2.3 DfE GUIDANCE: PROVIDING REMOTE EDUCATION

Trustees noted the updated guidance. We can do it.

7.2.4 DfE GUIDANCE: WHAT MAINTAINED SCHOOLS MUST PUBLISH ON THEIR WEBSITE

Trustees noted the updated guidance and considered how best to record the diversity of the governing board. Trustees discussed the diversity of the board and were satisfied that there was a broad range of skills across the trustees.

7.2.5 DfE RSE CURRICULUM REVIEW

Trustees noted that the RSE Curriculum was subject to a review by an expert panel. The review was prompted by reports of inappropriate content being taught in some schools.

8 RECURRING ITEMS AND OTHER MATTERS

8.1 POLICIES

A huge amount of work on school policies had been completed. Approved policies would be added to the school website as per requirements.

Headteacher

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

Term dates and in-service training dates for 2023/24 had already been published.

8.4 GOVERNING BOARD MEMBERSHIP CHANGES

Trustees discussed vacancies and skills gaps.

9 DATES AND TIMES OF NEXT MEETING

Further meeting dates would be as follows:

- Tuesday 14th November 2023
- Tuesday 12th March 2024
- Tuesday 2nd July 2024

10 ANY OTHER BUSINESS

- School places planning meeting

The Chair and Headteacher gave a summary of a meeting they had attended on 22nd June with LA representatives to discuss planning for school places in the local area. There were not currently enough places locally to satisfy demand (95 places-103 children for next year). Long Crendon had taken a bulge year this year to ease this problem, but there was some general restlessness amongst families as increasingly, children were not guaranteed a place at their local school. It was very difficult to predict exactly what the demand would be in future years and therefore what the solution was. During the meeting, overlapping catchment areas was discussed as a possible solution, as well as the possibility of expanding one or more local schools (likely this would be Long Crendon).

Trustees discussed the possibility of expanding Ickford but agreed that the site was too small. They noted that the school would be unlikely to secure funding for an expansion (which would undoubtedly be extremely expensive) and therefore the risk to the school was too great. They agreed that, at the moment, rather than considering expansion, it would be prudent to maintain strong numbers, aim to run at a small profit, pay teachers properly and maintain the high standards synonymous with the school.

- St Hilda’s College

CA asked Trustees to save the date for a social event at St Hilda’s College, Oxford on 21st September. Staff would also be invited.

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 Governing Board would have access to these minutes.

The meeting closed at 9.25 pm.

Signed Date

CHAIR