

**SPRING TERM 2023**

**ICKFORD SCHOOL**

MINUTES of the meeting of the Trustees of Ickford School held at the school on 9<sup>th</sup> March 2023 at 7.30 pm.

**PRESENT:**

**Trustees:**

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

**IN ATTENDANCE:**

Zoe Williams- Clerk

**APOLOGIES:**

Mark Gleed

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

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

## ACTION

Chair/Headteacher

The Minutes of the meeting held on 15<sup>th</sup> November 2022, having been circulated, were confirmed and would be signed by the Chair as a correct record.

### 3.2 MATTERS ARISING

There were no matters arising from the minutes.

## 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:

*The report mentions a safeguarding incident- is the Safeguarding Trustee happy that matters are being handled appropriately?*

*Yes- the Headteacher and Safeguarding Trustee have regular meetings. There are 1 or 2 things that need monitoring which is happening; and the parents are engaged in the process.*

*What is the charging policy? The charging policy relates to the school asking for voluntary contributions to cover the cost of trips. We have taken the view that we have no need for a charging policy as we have had no issues or complaints to date. Currently we charge for trips and where families would struggle with the cost, we would try to provide financial assistance.*

*The results are incredibly impressive. Why do we have targets in some areas and not others and how are the targets generated?*

DB explained that results at the end of Year 6 should mirror those achieved by the same children when in Year 2. Where children have made enough progress, the target is the equivalent to the previous year plus 4 points. Targets are set high, they are aspirational. The only standardised national data is at the end of Year 6 and the rest of the tracking is internal. The data can be skewed when a child has a low starting point. They can make huge progress but still not attain highly enough. Also internal data from one school to another can be very different. Progress is the most important thing. We have lots of robust conversations around attainment.

Trustees discussed the road to the recreation ground and considered the risks of the heavy plant machinery and access

issues from the close. The Headteacher said he had made it clear to that the school would not fund the work.

#### **4.2 SELF-EVALUATION FORM (SEF)**

The SEF was updated on a termly basis.

#### **4.3 SCHOOL DEVELOPMENT PLAN (SDP)**

The School Development Plan was discussed and approved.

The PTA had funded the subscription for the curriculum mapping programme. It had taken quite a bit of work to put the maps together but some of the purchased content was good quality and very clear for new teachers. It was possible to retain much of original Ickford content which was a relief.

*How does it work with the mixed age classes? Ofsted challenged the school to show progression and we are able to do that now. The mixed year groups in the classrooms have made it more complicated but it works well, and we have a system which allows us to avoid delivering the same curriculum for 2 years running to the classes. Next, we would like to develop visual roadmaps for the children, and this is detailed within the SDP.*

There are lots of clubs running including a number of non-sports-based activities. Book club has been attended predominantly by girls, so we are considering starting a boys' reading club. National reading statistics are very poor but here children enjoy Reading.

Health and Safety: A huge amount of work has been done. The Health and Safety policy is in place, and we are working on getting the right risk assessments in place as well as a system of monitoring checks. Plenty of training had been completed and the next step is to dedicate some finances to Health and Safety maintenance.

The Headteacher explained that some money would be spent in the short-term getting everything up to scratch and a budget would be dedicated thereafter for maintenance. This was not planned and would therefore impact the budget.

The Headteacher thanked RJ for his invaluable expertise and advice in relation to health and safety matters.

Cyber-security: The current provider was struggling to meet the needs of a school, so the Headteacher was investigating the possibility of moving to the 'London Grid for Learning' which provides services exclusively to schools.

Thanks to the PTA for funding the new storage facility which was now in use. Thanks also to the Preston family for helping with the ground works and to SAS for the racking inside.

The Headteacher explained that it was hard to get on to the field given the wet weather and that the playground / field risks were being continuously assessed.

57 applications to join the school at Reception had been received for September 2023 admission.

*Have the staff room expansion project progressed? We now have a drawing for expanding staff room.*

#### **4.4 BUDGET MONITORING**

The Chair of the FPP explained:

The accounts showed a surplus which was ahead of what had been forecast.

Financial statements were submitted in time and the Headteacher would check if they were on the website.

**Headteacher**

The School Resource Management Self-Assessment Checklist had been submitted by the Headteacher (confirmed via email after the meeting).

#### **5 FPP COMMITTEE**

The FPP Committee meeting was held on 8<sup>th</sup> March. During the meeting Trustees discussed the following:

- Health and Safety
- The budget surplus
- Maternity leaves

*What is the plan to cover the maternity leaves? We are interviewing at the moment and have had some interest from good quality applicants so we are hopeful that we will be in a*

**ACTION**

*good position in plenty of time.*

*Who will cover SEN? Nicole will. She is already trained.*

**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**

The Safeguarding Trustee confirmed that he held regular meetings with the Headteacher to discuss and monitor Safeguarding matters.

It was confirmed that the Single Central Record was 97% up to date. An outstanding letter of assurance from the NHS for an external nurse was anticipated forthwith.

RC's meetings had been scheduled with teachers next term and TAs next week.

**6.3 REPORT OF THE SEND TRUSTEE**

Matthew Sharpe, SEN advisor from Bucks Council had visited and gave a glowing report on the work going on at Ickford. The Trustees extended their congratulations to the SEN team.

SEN leads had shared an action plan which they were well on their way to completing. They would provide an updated version in the new academic year.

**6.4 REPORT OF THE DEVELOPMENT TRUSTEE**

The Development Trustee congratulated Trustees on the considerable amount of training they had completed and reminded them to continue using Modern Governor. She confirmed that Trustees were now all trained in Safeguarding.

**6.5 EQUALITIES TRUSTEE**

The Equalities Trustee reported that the Equalities Policy needed to be updated date.

**Autumn term  
GB/SEN  
Trustee/Action  
plan**

**Headteacher**

**6.6 REPORT OF THE PUPIL PREMIUM TRUSTEE**

The Pupil Premium Trustee confirmed that the Pupil Premium Strategy had been published on the school website, in the prescribed format, by the deadline of 31 December 2022.

The revised Pupil Premium rates for 2023-24 were noted.

**6.7 REPORT OF THE GDPR TRUSTEE**

There had been no FOI or GDPR requests.

Cyber security training with the organised crime unit had been completed and follow-up questions had also been asked and answered in writing. There were some potential risks but given the size of the school and the cost of additional security it was a balancing act.

**7 OTHER MATTERS / NEW BUSINESS****7.1 APPENDIX 1 ADMISSION ARRANGEMENTS – SEPTEMBER 2024**

Trustees noted the requirements of them as outlined in Appendix 1 to the agenda and confirmed that the consultation had been completed and circulated to the LA (without response).

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 2024.

**7.2 ENERGY EFFICIENCY**

Trustees noted the DfE guidance published to support schools with energy planning and the £12k funding received to support this.

**7.3 DFE PREVENT DUTY SELF-ASSESSMENT TOOL FOR SCHOOLS**

Trustees noted the self-assessment tool that can help schools understand the impact and effectiveness of efforts to meet the Prevent Duty.

It was agreed to delegate this to the Safeguarding Trustee and Headteacher for consideration.

**Safeguarding  
Trustee and  
Headteacher**

**8 RECURRING ITEMS****8.1 STATUTORY INFORMATION ON SCHOOL WEBSITES**

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

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

**8.2 POLICIES**

Trustees noted that the Behaviour policy had been updated in line with the latest guidance published in September 2022.

**9 DATES AND TIMES OF FUTURE MEETINGS**

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

- 4<sup>th</sup> July 7pm

**10 ANY OTHER BUSINESS**

Carol concert: A letter from a parent had been received by KP which brought into question the handling of the incident at the carol service and in particular the pastoral care provided to children. KP had spoken with the parent and had agreed to bring the matter to the board for consideration.

Trustees discussed the sequence of events. They considered the motivation for running the carol service in the evening as a special event for the children and their families at Christmas. They considered the access issues presented by the tiered stage and compare this with the flat stage and limited capacity at the Church.

Trustees agreed that the sequence of events could not have been foreseen. Staff worked quickly to tend to children as they became ill and to clean up the associated mess. They dealt with everything with calmness and professionalism.

The situation was extremely unusual. The Headteacher was in

**ACTION**

contact with the parents of children who became ill and circulated a wider communication in due course.

Trustees noted that by contrast, the school received a number of kind emails in the following days congratulating the school on the handling of the unfortunate situation.

Trustees noted that the correct risk assessments were in place. They agreed that given what had happened it would be worth considering how to arrange the children more safely and possibly to purchase safety rails.

KP agreed to respond to the parent in writing and to invite them to discuss any safeguarding and pastoral concerns with the Headteacher.

**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 9.50pm.

Signed ..... Date .....  
CHAIR