

## AUTUMN TERM 2023

### ICKFORD SCHOOL

**MINUTES** of the meeting of the Trustees of Ickford School held at the school on 14<sup>th</sup> November 2023 at 7.00pm.

#### **PRESENT:**

##### **Trustees:**

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

#### **IN ATTENDANCE:**

Zoe Williams- Clerk

#### **APOLOGIES:**

Kirsty Vukomanovic

*The Chair welcomed trustees to the meeting.*

## **1 TRUSTEE APPOINTMENTS**

### **1.1 ELECTION OF THE CHAIR**

In line with the procedures agreed by the Governing Board, NJ was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2024.

### **1.3 OTHER APPOINTMENTS**

It was agreed that Trustees would retain their existing roles and responsibilities in school. Trustees had a lengthy discussion about the process for recruiting trustees. There had been some misunderstandings about the process for appointing trustees and it was resolved that they could be either Member-appointed or co-opted, as per the Articles of Association.

Trustees noted that Jon Silvera wished to resign but that he

## **ACTION**

must be replaced before he could do so. NJ explained that he had put himself forward as a member. Trustees agreed that where possible, ideally the separation of powers would be maintained, but that on this occasion NJ standing in on a temporary basis seemed a good a solution.

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

**4 MINUTES AND MATTERS ARISING**

**4.1 MINUTES**

**NJ**

The Chair would mark the minutes as signed on GovernorHub.

A signed copy of the minutes would be made available in school and/or on the school website.

**4.2 MATTERS ARISING**

There were no matters arising from the minutes.

**5 ANNUAL REVIEWS**

**Trustees reviewed and approved the following documents:**

- Code of conduct
- Committee Terms of Reference- FPP
- Virtual Attendance at Meetings

**SCHEME OF DELEGATION**

**NJ/AW**

Trustees noted that the Scheme of Delegation had not yet been agreed and NJ would follow this up with AW.

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

*Why has Behaviour and Attitudes been graded as Good and not Outstanding? We are having some issues with low level, persistent, poor behaviour and that has an impact on the other children and particularly, staff well-being.*

*Are we tackling it effectively? Yes, we have addressed it both with the parents and individually. Behaviour support plans are in place, and we have started logging behaviour on CPOMS so the behaviour is recorded on pupil records and will be transferred with them. We are working with staff to develop strategies for managing poor behaviour. It is difficult, and we want to tread carefully. Behaviour is generally very good but there are a few areas of concern.*

The Headteacher confirmed that the SCR was last checked on 1<sup>st</sup> November 2023.

Trustees discussed the exceptional KS2 results.

*KS1 results are comparatively, not as strong. Are they consistent with past years? Broadly- they are not abnormal. The intake at Reception is average and we teach well across KS1 to bring results in line with national, but we continue to build and build on this, we use mixed classes well and children finish their time at Ickford with an outstanding Year 6 teacher so children make a lot of progress throughout their time here. We will still use the KS1 assessment in future, although it is no longer statutory- it is a useful benchmark.*

*You have previously identified attendance as a bit of an issue, are things improving? Yes, they are. Attendance is very important to us and we work at it by making school a valuable experience. Attendance here is very good in relation to other schools.*

Trustees discussed the LA direction to admit an additional child into the school despite being at capacity. They discussed the circumstances which brought about the direction as well as the impact on the child, other children, and the wider school.

They agreed that it was important to ensure that Ickford did not become a default school for children without a school place as the school had no more capacity. They noted there was a statutory obligation to take the child and the direction could be appealed, but that the child would need to be in school throughout that appeals process. Trustees agreed that where there was space, they were happy to accept and support children as required.

Trustees discussed seeking another legal services provider as the current provision. AR agreed to look for a recommendation.

**AR**

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

The SEF had been discussed within the Headteacher's report above.

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

The Headteacher reported on the progress that was being made towards achieving the objectives contained within the School Development Plan. He shared an extended, longer-term SDP, outlining longer-term objectives and plans. The whole staff had worked together on the plan. JR explained the correlation between the goals and ultimately, the vision set for the school.

The plans included priorities relating to:

- CPD
- Outdoor learning/learning about the outdoors and local surroundings
- Staff wellbeing
- CIF funding and the estate management strategy
- Creating a safe site.

Trustees thanked the Headteacher for the plan and agreed the priorities.

## **6.4 BUDGET MONITORING**

Trustees received the budget monitoring report. The latest figures were from September and showed the budget running around £5k ahead of target.

## **7 COMMITTEE MINUTES**

## ACTION

### 7.1 FPP COMMITTEE

Minutes of the FPP Committee meeting would be added to GovernorHub.

NJ (Sophie)

Trustees noted the following:

- The audit was in process.
- Last year brought forwards a £22k surplus which contributed to the reserves.
- The internal scrutiny report was currently being worked through.
- New staff members were settling in and doing very well.
- KV would be returning from maternity leave in March.

RJ continued to support with health and safety and explained that the team were working towards developing a linked safety management system. Work on the canopy was underway, the sports hall floor needed improving and some new fencing was required. SAS were sponsoring a new cabin for storage.

### 7.2 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

## 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 TRUSTEE

The Safeguarding Trustee 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 22 September 2023.

The Safeguarding Trustee reported that the SCR was up to date. He confirmed that he had regular meetings with the Headteacher and that there were some challenging issues within the school

community, however, all were being monitored and supported appropriately.

JR said that the monthly meetings with the Safeguarding Trustee were extremely useful. He added that the CPOMS system was working well and had helped Safeguarding practices to be tightened up across the school.

Wellbeing Trustee:

In his capacity as Wellbeing Trustee, RC had met with all teachers and TAs and explained there was nothing notable to report.

### **8.3 REPORT OF THE SEND TRUSTEE**

The SEND Trustee confirmed that the school's SEND Annual Information Report and the local offer had been produced and published on the school's website as required.

A report from CA's last visit had been added to GovernorHub. She explained that the SEN provision in school was extremely good and thanked Miss Modente for all her hard work.

### **8.4 REPORT OF THE PUPIL PREMIUM TRUSTEE**

The Pupil Premium Trustee confirmed that the strategy had been updated and published on the website.

### **8.5 REPORT OF THE DEVELOPMENT TRUSTEE**

The Development Trustee confirmed that the following resources and training provision were available to the Governing Board for the academic year 23/24:

- Modern Governor

The Development Trustee encouraged trustees to continue training and agreed to circulate some suggestions.

[\(Training suggestions for link roles\)](#)

### **8.6 TRUSTEE VISITS**

Trustees agreed that it would be useful to arrange visits linked to the SDP priorities. DB would also arrange a trustee morning.

**KP (done)**

**DB**

	ACTION
<p><b>9 OTHER MATTERS</b></p>	
<p><b>9.1 NEW BUSINESS</b></p>	
<p><b>9.1.1 APPENDIX 1 ADMISSION ARRANGEMENTS – SEPTEMBER 2025</b></p>	
<p>The supporting Appendix was noted, and trustees agreed that they did not wish to comment on any aspects of the Local Authority’s proposed Admission Policy and arrangements. Neither would they request that any changes to the current arrangements be incorporated in the consultation document, nor did they wish to comment on the current rules or request a change to the admission number.</p>	<p><b>Admissions Committee</b></p>
<p><b>9.1.2 KEEPING CHILDREN SAFE IN EDUCATION 2023</b></p>	
<p>Trustees noted that Keeping Children Safe in Education had been revised and went live on 1 September 2023. Trustees noted changes to the guidance.</p>	
<p>It was confirmed that all staff had read Part 1 of KCSIE 2023 (as a minimum) and the Senior Leadership team and Governing Board had read the whole document. Trustees would confirm this within their declarations on GovernorHub.</p>	<p><b>All Trustees</b></p>
<p><b>9.1.3 REINFORCED AUTOCLAVED AERATED CONCRETE (RAAC)</b></p>	
<p>Trustees noted the guidance issued to schools and discussed the actions taken by the responsible body to identify the presence of RAAC and any measures taken to address the risks.</p>	
<p>Trustees had discussed RAAC at the FPP meeting and believed there to be none on the premises. They were keen to have a document confirming this and the clerk recommended contacting BC.</p> <p>( <a href="mailto:john.collins@buckinghamshire.gov.uk">john.collins@buckinghamshire.gov.uk</a> Head of Property Services, BC )</p>	<p><b>JR</b></p>
<p><b>10 ITEMS TO NOTE</b></p>	
<p><b>SCHOOL INSPECTION HANDBOOK</b></p>	
<p>Trustees noted that School Inspection Handbooks had been updated.</p>	
<p><b>ACADEMY TRUST HANDBOOK 2023</b></p>	<p><b>HT</b></p>

Trustees noted the revised Academy Trust Handbook effective 1 September 2023 and key changes including around the separation of powers between the CFO and Accounting Officer.

### **NATIONAL FUNDING FORMULA AND HIGH NEEDS FUNDING 2024/25**

Trustees noted that the national funding formula tables for schools and high needs funding allocations for 2024/25 and the impact this would have on their school budget.

## **11 RECURRING ITEMS**

### **11.1 TERM DATES AND IN-SERVICE TRAINING DATES**

Trustees noted in-service training dates suggested for Maintained Schools by the LA for 2024/2025 as follows:

Wednesday 4<sup>th</sup> September 2024  
Plus 4 school specific dates

### **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.

## **12 DATES AND TIMES OF FUTURE MEETINGS**

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

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

- Tuesday 5<sup>th</sup> March 2024
- *Friday 8<sup>th</sup> March 9.30am Trustee morning- French café.*

## **13 ANY OTHER BUSINESS**

There was no other business.

## **14 CONDUCT OF MEETING**



**ACTION**

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 9.20 pm.

Signed ..... Date .....

CHAIR