

SPRING TERM 2024

ICKFORD SCHOOL

MINUTES of the meeting of the Trustees of Ickford School held at the school on 5th March 2024 at 7pm.

PRESENT:

Trustees:

John Ronane (Headteacher)

Nick Jones (Chair)

Charlie Aspden

Kayleigh Preston

Roy Calcutt

Andrea Reeve

Richard Johnston

Kirsty Vukomanovic

IN ATTENDANCE:

Zoe Williams- Clerk

APOLOGIES:

Dawn Basnett

The Chair welcomed Trustees to the meeting.

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion under Any Other Business.

2 DECLARATIONS OF INTEREST

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

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 14th November 2023, having been circulated, were confirmed and would be signed by the Chair as a correct record.

ACTION

NJ

An additional copy of the Minutes would be signed by the Chair and added to the website by the Headteacher.

JR

3.2 MATTERS ARISING

- As the school was a SAT, the LA would not help identify RAAC within the buildings and so an external body, Prime Compliance, would investigate it.
- An asbestos survey had been completed. The outcomes were positive but there were some areas which would be subject to further checks, (voids in roof, the loft hatch). RJ explained that with asbestos, where it cannot be confirmed as absent, it must be assumed that it is present.
- The Chair would sign the committee Terms of Reference. This could be done on GovernorHub.
- Work to appoint new Trustees was ongoing. The Board of Members were also looking for up to 3 new members.
- The AGM was postponed until July, and it was hoped that new Members and Trustees could join the meeting.

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 Headteacher highlighted the current assessment data.
- He provided a brief update on Safeguarding matters and the involvement of external support agencies.
- Health and Safety work was progressing with many action points already completed.
- Behaviour across the school had improved. Attendance had also recovered and was also very good. Year 6 attendance levels were the lowest. The figures were potentially skewed because of secondary open days but there had also been some holidays.
- Regrettably, there had been a suspension. The impact had been positive on the suspended child and on the wider school community.

- The Rabi had been booked to visit the school and trustees agreed that it was right to go ahead with this.
- A letter had been received confirming that Ickford was in the top 1% of schools, in terms of KS2 results. KS1 results were a target area.
- Admissions- Reception was oversubscribed for next year but this included some children from Oxon. It would not be full if the intake were just from Bucks.

Trustees questioned this and noted that the ongoing popularity of the school meant that some local children did not apply because they did not expect to get a place.

The Headteacher explained that salary cost was a concern. This was because of stability across the staff and progression up the scales. It was undoubtedly a positive to be in this position and whilst the staff deserved to be paid in line with the worth, it remained a challenge to balance the books.

The Headteacher talked about cover for maternity leaves. He explained that there was a member of staff on a fixed term contract, currently covering a maternity, who would ideally be retained to cover any forthcoming maternity leaves. Given the demographic, it seemed likely that further maternity leaves would arise in the not-too-distant future. Retaining the member of staff would be an excellent solution and would avoid losing a valued member of staff, who was an extremely good fit for the school. However, funding her would be an issue, The Headteacher explained that he would continue to consider whether there was a solution.

The Headteacher discussed the extraordinary progress of a child with an EHCP, who would likely move up to the next year group following discussion at the LA annual review.

Trustees asked whether there was space for the child in the next year group and what implications, particularly in terms of precedence, exceeding the maximum number of children would have.

Trustees were very pleased to hear about the child's progress. However, they noted the cost of providing so much support and intervention to one child and agreed that they wished to ensure that the school could avoid being compelled to take additional

ACTION

children, and potentially into a position where other children suffered as a result.

The current legal services provider was the LA, and Trustees agreed that this was not a good solution as there often was a conflict, as such AR agreed to have make contact with another provider (Polly Kerr). RC would support with this.

AR/RC

4.2 SELF-EVALUATION FORM (SEF)

The following points were highlighted:

- Personal Development was now graded Outstanding.
- Behaviour was now graded Outstanding.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher updated Trustees on progress on the School Development Plan as follows:

The key priority was to improve attainment and progress in KS1, whilst maintaining high standards in KS2. KV has been tasked with producing an improvement plan. KS1 results are not bad but they are more closely aligned with National and Bucks than our KS2 results and we think we can do better.

Is this an after effect from Covid?

We think that in Year 1 and 2 the joined classes has an impact. Those children who can be stretched it works well for those children who can be stretched because they can work with older children but those who are slower to develop do not do as well.

We plan over a 3-year cycle (Reception, Year 1 and Year 2). We are going to suggest to staff that we separate the Reception curriculum in history which means we can then have an a and b cycle with the rest of the school. If it works with history, we will try the same tact with other subjects.

Learning outdoors- we want to keep up the momentum with this but there are some logistical challenges- (how do we store wellies for everyone?) and there are some financial constraints too.

Job descriptions are being renewed and we are considering well-being, throughout the process.

Estate management is underway, and progress is being made towards our priorities.

4.4 BUDGET MONITORING / REPORT OF THE BUSINESS MANAGER / BURSAR

The budget monitoring report had been circulated and received by Trustees.

The Business Manager confirmed that the financial statements for the year ending August 31 2023 had been submitted by the deadline of 31 December 2023, and had been published on the academy website by 31 January 2024.

The School Resource Management Self-Assessment Checklist would be circulated for review and submitted by the prescribed deadline of 15 March 2024.

JR

5 COMMITTEE AND WORKING GROUP MINUTES

5.1 FPP COMMITTEE

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

NJ

The Chair provided a brief update and highlighted the following:

Currently, the surplus was around £20k over budget but there were some additional costs to come through before the year end.

The format of the management report was not easy to understand, and Sophie would be working on simplifying it.

The auditors had been in touch to say they were going to increase costs by 50% and Sophie would be researching some alternative providers. There was 1 year until the contract was due to be tendered again.

Health and Safety

The School Bus would be replacing Smart Safe and provided a wealth of useful documents including risk assessments.

As always, H and S was an ongoing process, but great progress had been made to date. RJ highlighted the following areas:

- The Legionella risk assessment had been completed and there was now a process in place to follow.
- Door closing times were variable and could lead to caught fingers.
- RAAC had been discussed earlier- the LA would not share site reports.
- There was an ongoing bid to fund the boiler replacement.
- The sports hall floor would be replaced during the Easter holidays.

Personnel

KV would be returning to work before Easter and Miss Honey in September.

5.2 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

6 REPORTS**6.1 REPORT OF THE CHAIR**

There was one current complaint, which the Chair was dealing with.

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

6.2 REPORT OF THE SAFEGUARDING TRUSTEE

It was confirmed that the Single Central Record was up to date- not quite up to date, with one DBS check in process but not yet confirmed.

The Safeguarding Trustee has regular meetings with the Headteacher and reported that there were matters of concerns and situations which were subject to continued monitoring.

GDPR

There had been a subject access request and Sophie had managed to gather the information. Sophie had redacted some documents and sections had been shared with the requestee.

Wellbeing

RC had met with all 3 groups: TAs, Teachers and administrative staff. All reported to being happy. There were a small number of practical points, which have now been actioned.

6.3 REPORT OF THE SEND TRUSTEE

The SEND Trustee had not had a formal meeting and therefore had not shared a report.

Trustees discussed the EHCP application process and the purpose of making an application. They noted that securing an EHCP plan helped families to access support and children to get a place at the secondary school of their choice.

6.4 REPORT OF THE DEVELOPMENT TRUSTEE

The Development Trustee reported that Trustees would be able to undertake training on The School Bus. She had circulated the annual skills audit to Trustees and asked them to complete it and return it to her as soon as possible.

6.4.1 BEP GOVERNOR CONFERENCE – FRIDAY 17 MAY 2024 9.30AM

Trustees noted the date and time of the conference and would consider attendance.

6.5 EQUALITIES TRUSTEE

The Equalities Trustee reported on progress being made towards meeting the equalities objectives published on the school website.

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 2023.

6.7 OTHER TRUSTEE REPORTS

7 OTHER MATTERS / NEW BUSINESS

7.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2025

Trustees had no comments to make.

		ACTION
7.2	<p>WORKING TOGETHER TO SAFEGUARD CHILDREN</p> <p>Trustees noted the changes to the statutory guidance and would ensure that their safeguarding practices were updated if necessary. School policies and procedures would be updated if appropriate in the light of this guidance.</p>	Safeguarding Trustee
7.3	<p>PREVENT DUTY GUIDANCE</p> <p>Trustees noted that revised Prevent Duty Guidance was published in September 2023 and came into force on 31 December 2023.</p> <p>It is recommended that staff and Trustees update their Prevent training in the light of the guidance update.</p>	Safeguarding Trustee / All Trustees
7.4	<p>GENDER QUESTIONING CHILDREN</p> <p>Trustees noted the DfE draft non-statutory guidance to support schools in making considered and lawful decisions in relation to children who are questioning their gender, and the wider school community.</p> <p>Trustees considered whether to contribute to the consultation by the closing date of 12 March 2024.</p>	
7.5	<p>EYFS AND EARLY EDUCATION AND CHILDCARE</p> <p>Trustees noted changes to the following DfE documents:</p> <p>Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)</p> <p>Early education and childcare (applies from 1 April 2024) - GOV.UK (www.gov.uk)</p> <p>They agreed to update practices in line with the revised documents.</p>	
8	<p>RECURRING ITEMS</p>	
8.1	<p>IN-SERVICE TRAINING DATES</p> <p>Trustees agreed in-service training dates for 2024/2025 and term dates. Dates were available on the website.</p>	
8.2	<p>STATUTORY INFORMATION ON SCHOOL WEBSITES</p>	

ACTION

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

8.3 POLICIES

The Chair suggested it would be useful to review the Complaints Policy.

NJ

9 DATES AND TIMES OF FUTURE MEETINGS

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

- **4th July 2024**

10 ANY OTHER BUSINESS

There was no other business.

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 Trust Board would have access to these minutes.

The meeting closed at 8.40pm.

Signed Date

CHAIR