

ICKFORD SCHOOL
Summer Term 2024
Meeting of the Trust Board

MINUTES of the Trust Board of Ickford School held at the school on 3rd July 2024 at 7 pm.

PRESENT:

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

IN ATTENDANCE:

Zoe Williams- Clerk

		ACTION
1	NOTIFICATION OF ANY OTHER BUSINESS	
	No items were tabled for discussion under Any Other Business.	
2	DECLARATIONS OF INTEREST	
	CA declared an interest in St Hilda’s College, Oxford and would add this to GH.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES	
	The Minutes of the meeting held on 5 th March 2024, having been circulated, were confirmed as a correct record, and would be marked as signed on GovernorHub by the Chair.	Headteacher/C hair
4	STRATEGIC MANAGEMENT	
4.1	REPORT OF THE HEADTEACHER AND GOVERNORS’ QUESTIONS	

The Report of the Headteacher, having been circulated, was received by Governors. The following matters arose from a discussion and scrutiny of the report:

There has been a drop in the number of R pupils making expected to Greater Depth (GD) progress from September to now- why?

Several potential causes were identified, including subpar tracking and assessment methods, the adjustment period for a new teacher, and inadequate communication with parents, which might be impacting pupil support.

Trustees discussed the baseline assessment and the "Development Matters" framework. A new data system was introduced to improve tracking toward summer outcomes. However, there were significant concerns about the system's effectiveness. Trustees considered, along with the Headteacher, if the system was fit for purpose, as it appears to lack sufficient detail. This sentiment was echoed by a few parents who expressed disappointment with the level of information they were receiving about their children's progress.

Regarding the summer results, there was initially some confusion about whether the data had been moderated. It was clarified that the data had indeed been moderated and showed an improvement over last year's result. Writing was highlighted as the lowest-performing area. The Headteacher would ask Lauren to resubmit the data for further review.

JR

Trustees discussed the internal data in detail. They noted that there has been a significant increase in KS2 combined scores over the year, which is promising but questioned whether this had been expected or not.

DB explained that scores were previously low because different children had weaknesses in specific areas, negatively impacting the combined score.

DB highlighted the autumn term of Year 3 as particularly challenging for pupils as they transition into the KS2 curriculum, which is much more demanding and is often the first-time pupils have had their work timed. She explained that reading scores are slightly low.

ACTION

Trustees considered Progress vs. Attainment scores. They noted that where pupils are on track to make their expected 4 points of progress, their overall attainment may not be as high.

DB

Trustees questioned some of the numbers, and DB agreed to double-check the data to ensure its accuracy. Moderation would be completed on 15th July and DB would share the latest data after that.

Attendance:

Overall attendance is excellent.

Are there any issues with persistent absence? There are issues with persistent absence in Year 1 and Year 4, but the reasons are well known, and these are not seen as causes for concern. Year 6 has experienced significant absences due to illness over the winter, which is notable but not alarming. The Safeguarding Trustee mentioned that attendance levels are regularly discussed in meetings.

Requests for School Places:

There has been an increase in requests for school places from outside the local areas and the school's demographics are changing. Due to these changes, there is a need to review policies related to Special Educational Needs (SEN) and anxiety to better support the evolving student population. The school is committed to being responsive to changing community needs and to ensuring all children are supported and integrated effectively.

4.2 SELF-EVALUATION FORM (SEF)

This item had been covered in the Headteacher's Report.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher provided several updates on the School Development Plan (SDP):

Outdoor Learning

Progress in outdoor learning has been slower than expected. This is partly due to dreadful weather and some challenges in getting teachers involved in these activities.

Staff and Role Changes

There have been some staff changes, including KV now working with the KS1 lead. These changes will be thoroughly reviewed over the summer to assess their impact and effectiveness.

Curriculum and Well-being

Significant progress has been made in curriculum mapping, ensuring a more structured and cohesive framework. Staff well-being has also been a key focus, with discussions held to understand staff needs better. RC has been tracking these well-being discussions with JR to ensure they are addressed effectively.

Facilities and Infrastructure

The Early Years (EY) surface has been replaced, and the sports hall floor is scheduled for renovation over the summer. The school's structural condition is reported to be good, with pockets of space identified for further improvement.

Swimming Program

Year 6 students have not participated in swimming this year due to a lack of available slots at the Thame pool. All students, except one, passed the 25-meter test. The child who was unable to meet the required standard has been given swimming vouchers. Plans are in place to ensure swimming sessions are sorted for next year.

4.4 BUDGET MONITORING

Management accounts - Information from the Business Manager, Sophie, indicates that we are currently ahead of budget for this year. While the surplus may decrease, it is not expected to result in a deficit.

Regarding the 2024/25 budget, a small surplus is projected. Sophie has been fairly conservative in her estimates. Accounts are expected to be filed by the end of August, and Sophie is on track to meet this deadline

4.5 SCHOOL BUDGET 2024/25

Trustees noted that the Budget Forecast Return must be submitted to ESFA by 29th August 2024. The task of ensuring this was submitted was delegated to the Business Manager.

**Business
Manager****5 FPP COMMITTEE**

The following updates to the Financial Plan were noted and approved:

CIF Bid and Appeals

The Headteacher reported that the CIF bid for a new boiler system was initially rejected. An appeal has been submitted, and a response is expected after the election.

Facility Updates

Plans are underway to install a new floor in the sports hall. Also, the RAAC (Reinforced Autoclaved Aerated Concrete) survey has cleared the facilities, ensuring their safety. Extensive risk assessment work continues to maintain a secure environment.

A specific concern is the play area near the primary school, where sleepers are positioned very close to the play area, and there is no soft fall surface.

Equipment and Funding

A review of the physical education equipment is planned to ensure everything is up to standard. There was also a discussion about potentially asking the PTA for assistance with funding or resources to support these needs.

Future Planning

A CIF bid for fire doors will be submitted next year. The ongoing struggle to balance resources against demand was acknowledged, highlighting the need for careful planning and prioritisation.

5.4 HR RELATED PANELS

Trustees discuss an incident which led to a parent being barred from school. They unanimously agreed that this ban should be kept in place for 6 months following the date of the ban. They agreed there should be a zero-tolerance approach to abusing staff.

Through their discussions, Trustees considered and agreed the following:

- To add some signage near the office stating the zero-tolerance policy on abuse.
- JR would recirculate information asking the school community to drive carefully in the village.

JR

NJ updated Trustees on a complaint which had been running for several months. The complaint was not substantiated but there were some useful learning points which came out of the process. NJ would share these with CA, as SEN Trustee and consider next steps.

NJ

		ACTION
	The Complaints Policy and Procedure needed some updating and NJ would also work on this with JR.	NJ/JR
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 reported that the Single Central Record was 97% up to date with one outstanding technical issue – there was a letter of assurance from a supplier which was outstanding.	
	It was noted that the Annual Safeguarding Report should be with ESAS by September.	
	Trustees agreed that RC would support with arrangements for completion of the report.	RC/JR
6.3	REPORT OF THE SEND TRUSTEE	
	The SEN Trustee had not prepared a report but had plans to meet with Mrs Honey and Miss Mordente to debrief following a parental complaint. Although the complaint had been dismissed, it had raised some matters for discussion and consideration.	
7	NEW BUSINESS	
7.1	ITEMS FOR ACTION	
7.1.1	DFE GUIDANCE – MOBILE PHONES IN SCHOOLS	
	Trustees noted the DfE guidance published to support schools with their approach to developing a mobile phone / device policy and agreed that this was already in action in school.	JR
7.1.2	DFE WRAPAROUND CHILDCARE GUIDANCE FOR SCHOOLS	
	Trustees noted the DfE guidance published to support schools with current and future wraparound care provision and plans to meet requirements. The Headteacher highlighted some of the main challenges relating to implementing wrap around care, including:	JR

<ul style="list-style-type: none"> • Availability of grants • Staffing • Food <p>JR would consider this further and work towards it. Trustees noted that the school already provided breakfast club as well as after school clubs daily.</p>	ACTION
<p>7.1.3 DFE GUIDANCE: ENHANCING PHYSICAL EDUCATION PROVISION AND IMPROVING ACCESS TO SPORT AND PHYSICAL ACTIVITY IN SCHOOL</p> <p>Trustees noted the new published DfE guidance, and it was agreed that responsibility for reviewing the PE and Sports provision would be delegated to the Headteacher for consideration and action.</p>	JR
<p>7.1.4 DFE UPDATED GUIDANCE: MEETING DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGES</p> <p>Trustees noted the revised DfE guidance and new digital accessibility standard.</p> <p>It was agreed that responsibility for reviewing / updating the relevant policies would be delegated to the and RC for consideration and action.</p>	JR / RC
<p>An online cyber security training session was highlighted to trustees, and they were all asked to complete it.</p>	All Trustees
<p>7.1.5 PERFORMANCE MANAGEMENT ARRANGEMENTS</p> <p>Trustees agreed that CA, NJ and PM would continue as Performance Management Trustees for the forthcoming year.</p>	
<p>7.2 ITEMS TO NOTE</p>	
<p>7.2.1 DFE ACADEMY TRUST GOVERNANCE GUIDE</p> <p>Trustees noted the new guide, replacing the DfE Governance Handbook.</p>	
<p>7.2.2 NEW FRAMEWORK TO SUPPORT TRAINEE AND EARLY CAREER TEACHERS</p> <p>Trustees noted the revised framework to support trainee and early career teachers (ECTs) which would take effect from September 2025.</p>	

8 RECURRING ITEMS

8.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

Trustees noted the latest 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.

9 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings were agreed:

Tuesday 12th November 2024

Tuesday 4th March 2025

Thursday 10th July 2025

All Trustees

10 ANY OTHER BUSINESS

The contract for LA legal representation and entered a call-off contract (no fee) with Polly sweeney, who was recommended.

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 Governing Board would have access to these minutes.

The meeting closed at 9pm.

Signed Date

CHAIR