

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 25th April 2017

Present:

- Mrs S Marston (SM) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mr M Taylor (MT)**
- Mrs J Obin (JO)**
- Mr M Unsworth (MU)**
- Mrs A North (AN)**

In Attendance: **Mrs M Tillett (clerk)**

Meeting started at 7.pm and closed at 9.10pm

Documents Considered at meeting

- Minutes of 7th Feb 2017
- Head Teachers Report
- Evaluated SDP
- Tracking Data
- % on track to reach ARE
- Is Inkpen Coasting
- Main School Budget
- Sports Budget
- Capital Budget
- Budget Deficit Strategy Plan
- Annual Safeguarding Report
- Parental Survey Results 2017
- Draft minutes Finance Committee 4th April 2017
- Anti-Bullying Policy
- Behaviour Policy
- Whistleblowing Policy
- Pay Policy
- Complaints Policy
- Vision Statement

01. Apologies:

Apologies received from Jeff Hutchinson (JH)
The meeting is quorate.

02. Items for Any Other Business:

None

03. Declaration of Interests in Agenda or Any Other Business:

Governors were asked if they had any interests to declare in any relation to the agenda, or any other business items. AN & JO declared an interest in the Pay Policy. No other interests were declared.

04. Approval of the Minutes from 7th Feb 2017

Minutes were reviewed, and signed by Chair with no further changes.

05. Matters Arising & Review of Outstanding Actions

- AN- Contact Jenny Phasey re Community Governor-Completed
- Clerk- Contact Chair of Governors of Burbage Primary & set up meeting-Completed
- Clerk- Contact St Barts Head Teacher & invite to meet Governors-Completed
- SM-Letter to parents re Governor vacancies- Completed
- Clerk- Email link for "Prevent" training to all Governors- Completed
- MT- Access "The Key" and obtain Academy questions-Completed
- SM-Complete Case study on pupil numbers & Governor Recruitment- Outstanding
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06. Approval of PGL Residential Trip in Sept 2017

From 11th -15th Sept year 6 will be attending the Residential trip to Osmington Bay with the provider being PGL. They will also have a stop on route at Monkey World. All residential trips require Governor approval prior to submission on Evolve (Hants CC) who provide the insurance. JK will be attending this visit with 12 children from our school as the lead for this trip along with 4 other small schools, W&W, Shaw, Enborne & Stockcross. This is an annual trip for year 6 usually at the start of the school year. Trip approved by Governors.

07. Governor Vacancies

At present the Governing body has 2 vacancies, a co-opted vacancy and a LA vacancy.

Q-SM asked if we had received any response from the letter sent home to parents? Clerk advised no response from parents but the Inkpen Newsletter a lady had contacted and expressed an interest which the Clerk is following up.

The Chair of the Parish Council also expressed an interest but later advised JK that she had been told it would be a conflict of interest with her Parish Council role and therefore could not join the Governing body. It was agreed that JK would contact her and see if this issue could be resolved as we are aware of other members of other parish councils being on school governing bodies.

08. Head Teachers Report

JK asked for any questions on the document and advised Governors that this format is the LA template.

Q-SM asked about the EAL for Summer which had nothing entered? JK said that it should also be 2.6%

Q- SM asked about the *** as to what did they refer to? JK said this was to remind her of information, & to help her remember to advise Governors of an issues etc.

Q-SM asked about the behaviour issues? JK advised that we have had a lot of involvement from WB and the Behaviour Intervention Team (BIT) advised that we have already implemented good actions and strategies and they have not been able to assist or advise with any further actions.

Evaluated SDP-

Q-AN & MU felt it all looked very positive and asked did JK feel that? She agreed.

Q-SM asked about the mentoring? JK said that it had come about by default but seems to be working.

They play with them, talk to them and listen to them read. All of year 6 are keen to be mentors. Although

the mentoring has happened by accident it will look to be continued with the new year 6, (present yr5) are already showing as a very strong group and run all the lunchtime clubs with the younger years.

Tracking Data

Q-SM asked how "J & K" had moved into the middle when they were high previously. JK advised that it is an error on the report.

Q-SM asked if "A&G" are the two that we should be concerned about? JK explained that knowing the children and that it was a correct evaluation. The middle band can still have children in even if they are lower. JK agrees that "G" should be doing better, however reading & writing were low in KS1- actions are in place to help and support "G" & all children who are not where they should be.

JK explained that in the test it is easier to be "above expected" in all subjects. JK thinks in Reading & Maths there will be a number who will be. PPG is looking good at 100%, (only 1 child so either 0% or 100%)

% on Track to reach ARE

JK is a little concerned about Yr2 as behaviour has impacted. We had a student teacher here last term and therefore the class teacher was not able to do everything the way she would have wanted. At Easter some of Yr2 children came in for a couple of days. They seem to enjoy it and it is hoped that this will have helped to move them on. JK & the teacher are hoping that things will now continue at this level.

MT stated that as a yr3/4 teacher in another school, the children do need to know and do a lot more now than previously. The KS1 work is not marked externally, all is marked internally. JK feels that yr6 if they have a good day it should all be fine.

Q-SM asked if the children were stressed? JK said they were not stressed at all, that they were very laid back about the matter and they felt they pass no matter what.

Is Inkpen A Coasting School?

Q. AN & JO asked are we or aren't we? JK said that the only Red/shaded area is the only area that we are below and confirmed that we are not a coasting school as we do not meet that criteria.

09. Main School Budget 2017/18

Acting Chair of Finance (SM) advised Governors that the Finance & Premises Committee had spent a lot of time at the recent meeting (minutes are enclosed) reviewing every line of the budget and that as Chair she is recommending that the Governing Body approve the Budget and it can then be forwarded to WB by end of week prior to deadline. There were no further questions, Budget Approved, submission signed to send to WB.

Sports Budget 2017/18

SM explained that a large number of activities are undertaken using these funds, Bollywood dancing, climbing wall, cross country, etc. This budget is ring fenced and has very clear criteria for expenditure. SM also recommends budget for approval. Approved.

Capital Budget 2017/18

This budget also has criteria as to where & what it can be spent on but there are no limitations on carry forwards. If the school wanted to carry forward whole budget it could. Plans for next year are to increase & improve the computers in the ICT suite. Q-MT asked where we buy computers & ICT from? Clerk advised via WB. MU said he would be happy to assist with spec etc. Budget recommended for approval- Approved.

10. Budget Deficit Strategy Plan

Student Numbers- 78 children with 13 confirmed by WB for Reception in Sept, an additional child in another year group and 12 leaving in the summer. We have advised WB that we would take up to 15 in Sept as we have the very small year in reception at present. Sept we anticipate schools numbers being 80. Q-SM asked what the schools capacity is JK advised its 84.

Funding- No further information available as yet on the National Funding Formula and if/when it will be implemented.

Ofsted- no further information available.

Overspend- No issues £18k carry forward at then 2016/17, higher than the original budget.

11. Academy Update

Governors have now seen various schools and the options available at present, being Park House, St Barts, & Excalibur(JOG). There is another meeting in May for St Barts and some of the Governors will be attending, MU said he was impressed by St Barts.

Q-MT asked why MU was impressed. MU said that they had done their preparation very thoroughly, they were interested in us, the ethos & the children. They were very organised and they had everything documented. JO said they had done their homework and they looked at schools website. SM felt that St Barts came across a little arrogant. SM said that she was not going to make a decision and carry the weight of that decision and that she felt it was such a big decision that you could not reverse later. MU suggested that we define criteria of what we want/need? and also look at the children's/parents 1st choice preferences for put 4 years. MU will look at putting together a criteria/structure to enable Governors to compare more easily. St Barts meeting is Weds 17th May, a Q&A session and it was felt we need to attend this and it would be useful if MU could get the criteria/structure ready before that meeting. Governors are going to meet up on Weds 10th May at 6pm to review what MU prepares.

12. Safeguarding

Report very succinct, SM asked if there were any further questions, none were raised.

13. Parental Survey

Q-MU asked how many replies we had received, Clerk advised 18 returns covering 24 children so approx. a 1/3 of the parents.

Discussion followed regarding Q36 and the comments. It was felt that the right level of security is in place and that not speaking to strangers is important message to get across to children which the local PSO delivers sessions to the older children on.

Q35 about knowing the Governors was surprising as the week previous to the survey being sent home, a letter was sent from the Chair of Governors that had all Governors details on. Also the information is on the website. Discussion followed about the merits of a Governor Board in reception with photos and this would be considered once team was up to full strength, but communication would continue in the meantime. AN suggested a coffee morning in school in September for new parents but also to invite existing parents.

14. Finance & Premises Committee Report from 4th April 2017

SM asked if there were any questions relating to the minutes of the Finance & Premises meeting or if the Governors of that committee wanted to raise any elements?- no questions were raised.

15. Policies for review

- **Anti- Bullying** -Reviewed and approved, mark on for 2 year review
- **Behaviour-** This policy has been updated quite substantially by JK, and mentioned in the policy is the DfE policy on Use of Reasonable Force which has now been included. Policy approved and marked on for 2 years
- **Whistleblowing-** This is a West Berks policy that the school has adopted. No further updates have been issued by WB, policy approved and marked on for 3 years or until an update is issued by WB
- **Pay Policy-** This is a WB policy for the school to adopt, having adjusted for the schools structure. Approved and marked on for 2 years or until an update is issued by WB.

- **Complaints Policy**-SM asked if this was a WB policy that the school had adopted and if it was the most up to date version. Clerk advised it is a WB policy and that she believed it is most up to date version issued by WB. Agreed policy to be checked to ensure up to date one, if not revised policy to come to next FGB. If it is the most up to date then approved and marked on for 2 years.
- **Vision Statement** - Discussion followed and it was agreed to add an additional line in after sentence ending potential. "Academically we strive for the very best in each child"

16. Training & Governor Visit Update:

JH has completed the "Prevent" training and forwarded to clerk his certificate. MT, SM & MU need to undertake this training & advise Clerk accordingly. MU has completed the Finance training and will be visiting the school on Friday this week in his capacity of Health & safety Governor. Visits- MT & AN attended the Learning Afternoon, SM attended the French Fashion Show.

17. Any Other Business

None

18. Date of Next Meeting:

- FGB Tues 11th July 2017- 7pm
- Finance & Premises Tues 4th July 6.30pm
- Curriculum Tues 27th June 6.30pm

7/2/2017	JO	Contact Jenny Veasey re-joining Governing team	Completed
07/2/2017	Clerk	Organise meeting with Burbage for feedback at next meeting	Completed
07/02/2017	SM	Letter to parents re Governor vacancies	Completed
7/2/2017	Clerk/JK	Email link for "Prevent" training to governors to complete	Completed
7/2/2017	MT	Access "The Key" and obtain Academy questions	Completed
4/7/2016	SM	Complete Case Study on Pupil Numbers & Governor Recruitment	Outstanding
25/4/2017	MT, SM, MU	Undertake "Prevent" training & email clerk to confirm completed	Outstanding
25/4/2017	JK	Contact Chair of Parish Council re being	Outstanding

		a Governor	

Approved by Chair of Governors

Sarah Marston.....

Date.....