

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 13th Dec 2016

Present:

- Mrs S Marston (SM) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mrs A North (AN) Vice Chair**
- Mr M Taylor (MT)**
- Mr J Hutchinson (JH)**
- Mr M Unsworth (MU)**
- Mr R Jeffries (RJ)**

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

Meeting started at 7.pm and closed at 8.50pm

Documents Considered at meeting

- Minutes of 4th Oct 2016
- Budget Deficit Strategy Plan
- Draft minutes Finance Committee 23rd Nov
- Draft minutes Curriculum Committee 29th Nov
- Capability Policy
- Governing Body 20 Questions for Plan
- Governing Body Development Plan

01. Apologies:

Apologies received from Mrs J Obin.
The meeting is quorate.

02. Items for Any Other Business:

- Governor Hub
- Prospective SEN child Sept 2017
- Governors letter to Parents

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. No interests were declared.

04. Approval of the Minutes from 23rd Nov 2016

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

05. Matters Arising & Review of Outstanding Actions

- SM- Undertake 20 questions/development plan for next meeting- Completed
- Contact Governor Services Re new Governor, Mike Unsworth- Completed

- Business Interest to be updated on website- Completed
- Activity Calendar to be sent to all Governors-Completed
- Feedback following meeting with Downs Head Teacher-Completed
- Equalities Policy on website-Completed
- AN- Contact Jenny Phasey re Community Governor-Outstanding
- AN- Contact Chair of Governors of Burbage Primary & set up meeting-Outstanding
- SM-Complete Case study on pupil numbers & Governor Recruitment- Outstanding

06. Raise on Line

SM & MT attended the Understanding Governance- Raise on line training and JK is attending in January. It took an expert nearly 2 hours to skim through the information as there is so much of it. Also many categories will not work for small schools as we have such small numbers. MT reiterated this point. JK said that we do have data broken down into groups and that we need to be able to explain & check the data. The tables from page 11-20 are key & MT said that we do need to all review these. SM said that the scatter graphs help small schools as they do show who/what level particular children are at. JK said that Governors need to be aware of the schools one weakness -"Persistent absence was high for the groups: FSM". JK said that this is just one child who qualified for FSM and that many actions have been undertaken. SM asked JK to advise the governors of the type of actions. JK said additional staff on duty at lunch overseeing what is happening with him, JK has collected him from home and brought him into school, parents are aware that his attendance is below the accepted level and that potentially the EWO could be in contact. However his attendance is approx. the same level as last year at just under the 90%.

SM concluded that overall it's a good set of data with good progress being evident, and whilst there are a lot of categories, Governors need to look at the green and be able to explain the red.

07. Head Teacher Review

Head teachers review has been completed and Governors were advised that JK had achieved all the targets/measures. The review was undertaken by SM, MU, RJ & SIPP.

JK has three objectives/targets for the coming year, Pupil Progress, Leadership & Management (continue to develop the staff roles of middle management & develop the support staff), and an Outstanding Curriculum (this is a 2 year objective, setting a long term plan to enrich the curriculum & bring a joined up Maths & Literacy).

08. Budget Deficit Strategy Plan

Student Numbers- we now have 77 children, an additional child in Yr5 as JK is aware of a child potentially leaving Yr4 at the end of the school year and that we need to maintain the school numbers to support the budget. This will not increase the Budget for 2017/18 as this is set by the census in Oct 2016. We have also had another enquiry about another year 5 child who is SEN for Year 5, again from Kintbury primary.

Funding- The head teachers were advised by Head of Education that the national funding rate is being delayed for a further year and will not now be implemented until April 2019. This is disappointing as the clerk/BM feels the school will gain when it is implemented. Clerk/BM said that if there are no further changes the school potentially could be in deficit by March 2019.

Ofsted- no further information available however another school who was inspected 12 days ago sent out a "heads up" on the Safeguarding issues and JK is pleased to say that we do already have all of that covered off & in place.

Q- RJ asked if his understanding was correct that if a school failed the Safeguarding area they could/would then fail the Ofsted inspection. JK said yes that was the case.

Overspend- Budget for 2016 is running in line (no overspend anticipated as at P9) and with continued careful management the carry forward should be slightly higher, thus assisting next year's budget.

09. Academy Update

The meeting with Burbage Governors is still outstanding. JK voiced her concerns that the Governing Body needs to act now as although schools are not being told to convert by a specific date, this is the outcome the government is working towards. JK's concern is that at this point we are an attractive proposition and that by delaying we are running the risk that a group like Excalibur will have achieved the size they want to be and that it will no longer be an option to Inkpen. It would be in the schools interests to join an Academy chain/group that is local as they will understand the area, and the schools needs rather than a chain/group from out of area. Discussion followed and two dates were agreed for AN to contact Burbage Governors to schedule a meeting for Weds 11th Jan at 7pm or Thurs 19th Jan 7pm at Burbage and that SM, MT, JH & AN will attend. It was also agreed that a meeting with the Head teachers of Park House & St Barts would be beneficial and that AN & SM would contact & set up a meeting date for the New Year.

10. Finance & Premises Committee Report

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

11. Curriculum Committee Report

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

12. Capability Policy

This is a WB policy that the school adopted and whilst it indicates that a revision should have been issued by WB, none has been received. If/when a revision is received it would come to the FGB for approval. The school buys back into WB HR and if an issue should occur they would support the school and it would be following this policy.

Policy approved and marked on for 2 year review.

13. Safeguarding Update

Annual Safeguarding Audit is due to be completed by JK & AN as Safeguarding Governor in Jan 2017. It is more complex than previous audits and lengthier.

Single Central Record has been checked and signed by AN.

14. Governing Body Development Plan

SM as chair has prepared the potential answers to the 20 questions to enable Governors to now discuss and raise areas of concern/issue to enable the Governor plan to be completed.

JK said that she felt Q16 should be "Red" as this would then focus the Governors and would be a priority.

JK felt that some of the visits did not monitor the implementation of the school strategy, which is what the question was asking. AN felt that she had visited and been active in a number of areas, EG Christingle. Governors then reviewed the Governor Activity Calendar and what Governor visits had been undertaken and to remind those of what was coming up next term. It was then agreed that at this point "Amber" is the right grading. SM raised that she did not feel that Q8 was acceptable and that she did not feel this should be actioned, agreed by all.

The draft plan was then reviewed and that a number of changes were required. It was agreed that the Head Teachers targets need to be included in the plan, that the SDP is 3 year not 5 years. SM then asked about KPI's (Key Performance Indicators) and JK said that they are evaluated in the Heads report. Final amendment was that the Impact needs altering to show that the school is good with one weakness.

SM to amend document and to then email out to all Governors.

15. Understanding Governance-Ofsted Inspection Readiness

AN, RJ & MU attended the course last month. When Ofsted do visit us JK confirmed they are expected to be with us for just 1 day and that by 1.30pm they will be writing their report. Governors agreed that the Inspection team would meet with the Chair and that all Governors would be advised of the impending visit and would attend if they could. AN issued 2 documents, the presentation slides and the other "Getting ready for an Inspection" the latter are a very useful document and she recommended that all read it.

Having reviewed this document a number of areas require action,

- "Prevent" to be on next Agenda & JK to remind/brief all
- MU requires information on accessing Gel training
- Safer Recruitment Training dates- a Governor needs to attend.

MJ said that on the course PPG was mentioned many times and is the key to success. JK confirmed that we are very strong in this area.

16. Training & Governor Visit Update:

Nov-16	Mike Unsworth	New Governor Training
Nov 16	Mike Unsworth	Ofsted Readiness
Nov-16	Andrea North	Ofsted Readiness
Nov-16	Russell Jeffries	Ofsted Readiness
Dec-16	Sarah Marston	Understanding Governance- Raise on line
Dec-16	Mark Taylor	Understanding Governance- Raise on line

Governor Visits

SM has attended an assembly, and has completed a visit feedback which was linked on SDP via Behaviour & Bullying, also attended Open Evening.

RJ Has undertaken first 1/3rd of Annual Governor H&S document and attended the Open Evening.

AN undertook the Christingle activities with the Infants.

17. Any Other Business

-Governor Hub- The WB site is now fully active and the clerk has set information & access onto the website to all the Governors. Clerk asked who would now prefer to have paper copies of documents and who would be accessing the Governor papers via the Governor Hub?

SM & AN said they would prefer to continue with paper all other Governors will access via the hub.

-Prospective SEN child Sept 2017- The child already has an ECHP plan and therefore does not follow the normal channel for acceptance into a reception class. Advice from the admissions team was sought and confirmed that the SEN places are allocated first and the SEN team then advise Admissions etc and then all other applicants are placed. The paperwork that JK has received needs a box ticked confirming that the Governing board have been consulted, hence discussion. If we did decline, it would go to appeal and the parents would win and the child would be attending. Governors approved acceptance of the child. JK advised that we are aiming to take 14 children in 2017 reception as we have small year group in reception at present and therefore capacity.

-Governors letter to Parents-SM read out a letter than JK has read through and approved it for sending out to parents before end of term. SM to send to Clerk, to be sent to all parents and onto the website in two sections, the letters section and a new Governor Updates section, under the Governor page.

18.Date of Next Meeting: FGB is Tues 7th Feb at 7pm, Finance & Premises Weds 25th Jan, at 6.30pm & Curriculum Tues 31st Jan at 6.30pm.

14/7/2016	SM	Undertake 20 questions/development plan for next meeting	Completed
4/10/2016	Clerk	Contact Governor Services re Mike Unsworth & complete formalities	Completed
4/10/2016	Clerk	Business Interests to be updated on Website	Completed
4/10/2016	Clerk	Activity Calendar to be sent to all Governors	Completed
4/10/2016	MT	Feedback following meeting with Downs Head Teacher	Completed
4/10/2016	Clerk	Equalities Policy onto Website	Completed
4/7/2016	SM	Complete Case Study on Pupil Numbers & Governor Recruitment	Outstanding
4/7/2016	AN	Contact Jenny Veasey re-joining Governing team	Outstanding
4/10/2016	AN	Organise meeting with Burbage for feedback at next meeting	Outstanding
12/12/2016	AN	Contact St Barts Head Teacher & invite to meet Governors	Outstanding
12/12/2016	SM	Contact Park House Head Teacher & invite to meet Governors	Outstanding
12/12/2016	SM	Make amendments to Governor Development plan & email out to all	Outstanding
12/12/2016	JK	"Prevent" to be on next Agenda	Outstanding
12/12/2016	Clerk	Email Gel training access details to MU	Outstanding

12/12/2016	Clerk/All	Safer Recruitment Training- Dates to be issued to all Governors	Outstanding
12/12/2016	SM/Clerk	Governor Update letter to be issued to parents and onto Website	Outstanding

Approved by Chair of Governors

Sarah Marston.....

Date.....