



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 16th January 2018

Present: Mr M Taylor (MT) Chair
Ms. J Kanisius (JK) Head Teacher
Mrs J Obin (JO)
Mrs E Wordsworth (EM)
Mrs K Hastie (KH)
Mr M Wilson (MW)

In Attendance: Mrs M Tillet (clerk/BM)

Meeting started at 6.30pm and closed at 8pm

Documents Considered at meeting

- Minutes of 19th Dec 2017
- Draft Governor Visit Protocol
- SFVS Report
- Building Development Plan
- Tracking Data
- Accident & Incident Summary
- Inspection Report (Environmental Health)
- Fire Compliance Actions/Points

Tabled Documents- None

01. Apologies: No apologies received

Mr J O'Brien & Mike Unsworth emailed his apologies. The meeting is quorate.

02. Items for Any Other Business:

Governor Resignation

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 19th Dec 2017

Minutes were reviewed, with a small number of typo changes, signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- Update Development Plan & Email to Governors-Completed
- Hand in photo for Governor board 2 inches x 3 inches Outstanding for JK & MW

06. Learning Walk

Governors visited class's the infant's areas, having been visited year 5/6 & yr3/4 in November. JK explained various elements of the work displayed in the reception classrooms where progression is clear to see. JK explained how we teach reception children, learning via play. Governors asked a number of questions about methods of teaching etc and reviewed the displays.

07. Governor Visit Protocol

KH has undertaken a number of the exercises & tests on the Governor hub, and found them quite interesting, it was agreed all Governors would take a look at these.

MT has rewritten the old Governor visit policy and it was agreed that we would retain the appendix of the old one and use the document prepared by MT. Agreed and marked on for 3 year review.

08. Schools Financial Value Standards

This document has to be prepared and sent to WB audit & compliance team annually before March 2018. BM & JK have updated the document to take account of the changes over the past 12 months. Governors reviewed and felt no further updates were required. Document approved & BM to send to WB.

09. Building Development Plan

Under the Finance Terms of reference the school is required to have a Building Development Plan to evidence that it is considering and planning where possible.

Q EW asked if the computer room improvements should be included on this plan but BM advised as this was quite a small outlay it was not included.

10. Tracking Data

JK advised all that most groups are on track for where we were hoping for them to achieve.

Q-EM asked what ARE, ARE+ & WGD were, JK advised, Are Related, Are Related plus & Working at Greater Depth.

Under the new Ofsted requirements due in 2019, they will not be drilling down into data for small groups, as with for example only 3 children in Yr1, the data is very skewed.

With year 6 one child is causing concern with behaviour issues but the school does have a number of agencies involved, which is what Ofsted would want to know-What have you done/doing about the issues?

Q-MT asked if it is behavioural, JK said it was and that the child was quite capable so this may affect the percentages, we need to be very cut and dried for why a child has not achieved ARE, and the interventions that are in place. JO highlighted that these issues very much so come from the children who have moved into the school, not actually started here at age 4. JK said that parents do not move happy thriving children from one school to another. JK also advised that the Sprint candidate child has now started that programme and that the previous child who undertook it because the year 1 scores were very low had recently been retested for her yr2 reading and came out top. The school has one teacher and one TA trained in Sprint. Q-EM asked if more children could be on the programme, JO advised that it's a very specialist criteria required for it to work and that it is very intensive 1-2-1 every morning and throughout the day.

11. Safeguarding including Health & Safety

- **Accident & Incident Summary**- half yearly update on the accidents/incidents which have occurred since start of the school year. The school does religiously record all, even the very minor ones and almost all incidents happen in the playground. Governors highlighted that Nov seemed to have a higher number of incidents, BM advised Oct & Dec were shorter months (Half Term & Easter), JO said it was also getting wetter, slipper etc.
Annual review has been undertaken by the Schools Insurers of the external play equipment and just 2 small advisements that we need to monitor over the coming 12 months- no actions required.
- **Inspection Report Environmental Report**- The school had an unannounced inspection and fared very well with a hygiene rating of 5, which is the highest possible. One advisement & 2 actions which have been all been completed.
- **Fire Compliance Actions/Points**- WB have purchased an online system for all schools and on 5th Jan FCS Live visited the school and undertook a full fire review. The school only had minimal issues identified and these are listed. The full report has since been loaded onto the live site and BM can use the site to monitor works etc related to fire, eg weekly fire test, annual PAT testing etc. The school initially was identified as the lower end of medium risk but BM has purchased and distributed all the signs and some of the other works have been completed and we are now Green & Low risk. This site will enable WB to view all schools data on Fire Compliance issues. The school at this point just has two actions outstanding and these will be rectified within the next 2 weeks. Action- Report back to Governors at next meeting works completed.

12. Academy Update

Letter has been received from Park House school inviting Governors to attend either of 2 sessions that are holding on the 7th Feb. Park House is now a partner of Achievement for All and that the Multi Academy Trust is formed. Clerk to scan & email out the letter for Governors to consider attending.
No further information from St Barts or Excalibur. JK said that we had found the Excalibur training system very efficient and that JK would be attending to Grammar training sessions that they are hosting at JOG.

13. Policies for review

- **Grievance Visits** -This is a West Berks policy that the school adopts in its entirety. BM has checked if there is a revised version from WB but there is not. Policy approved and marked on for 3 years.
- **Length of School Day Policy**-JK has read through and feels no further changes are required. Approved and marked on for 2 year review.

14. Training & Governor Visit Update:

KH is booked on her Governance Part 1 & Part 2 training, and MT is attending the Leadership Forum in Feb.

15. Any Other Business

Clerk advised that John O'Brien has resigned his position as Parent Governors as of last Friday. As he is a Parent Governor we will need to write to all parents inviting applicants. The process could take just 2/3 weeks if there is just one candidate but if a couple could take up to a month. Last time we were recruiting for a Parent Governor however it did take over 2 months. Clerk will start the process this week.

JO also then announced that her term as Staff Governor is coming to an end (end Feb 2018) and that she would like to step down, however if needed she will continue until the summer 2018. Clerk advised that we

would need to issue a letter to all staff inviting applicants for the Staff Governor role. Clerk will start process this week.

18.Date of Next Meeting: Date changed due to half term, agreed.

Tuesday 6th March 6.30pm

19/12/2017	Clerk/BM	Update Governor Development Plan & Email to Governors	Completed
19/12/2017	JK, & MW,	Hand in Photo for Governor board	Outstanding
16/1/2018	All	Governors to review Governor Hub training	Outstanding
16/1/2018	BM	Send SFVS to WB Audit team	Outstanding
16/1/2018	BM	Fire Compliance- Confirm 2 o/s actions have been completed	Outstanding
16/1/2018	Clerk	Letter to staff inviting them to become the Staff Governor	Outstanding
16/1/2018	Clerk	Send out papers to parents inviting applicants for Parent Governor vacancy.	Outstanding

Approved by Chair of Governors

Mark Taylor

Date.....