



Minutes of the Meeting of Governors
Inkpen Primary School held on Thursday 14th July 2016

Present:
Mrs S Marston (Chair)
Ms. J Kanisius (JK)
Mrs A North (AN)
Mr M Taylor (MT)
Mr J Hutchinson

In Attendance: Mrs M Tillet (clerk)

Meeting started at 7.pm and closed at 9.10pm.

Documents Considered at meeting

- Minutes of 27th April 2016
- Head Teachers Report
- Pupil Premium Report
- 360 Degree Review Feedback
- Skills Audit Summary
- Draft Governors Annual Review
- Budget Deficit Stratgey Report
- Collective Worship Policy
- Community Cohesion& Equality Policy
- Drugs Education Policy
- Sex & Relationships Policy
- Home School Agreement
- Draft Curriculum Minutes from 7th July
- Shed Purchase Option
- Draft Governor Meeting Dates

01. Apologies:

Apologies received from Mrs J Obin & Mr R Jeffries

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. No interests were declared.

04. Approval of the Minutes from 27th April 2016

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

05. Matters Arising & Review of Outstanding Actions

- RL to advise MT of date Safer Recruitment training undertaken- Close no longer a Governor
- Undertake 360 degree review of the Chair of Governors- Completed
- Chair to meet up with new Governors once Induction training completed- Outstanding
- SM to complete Case study on Pupil Numbers & Governor Recruitment- Outstanding
- RL- Pupil Voice Yr3/4 & Yr5/6- Completed but no written report received- Completed
- RL Staff Voice re CPD, Curriculum & workload-Close no longer a Governor
- MT- to undertake a general Learning walk-Outstanding
- RJ- Review Enrichment & X-Curricular with sports link- Outstanding
- Clerk- Feedback form to be emailed to Governors- Completed
- Clerk- Submit approved budgets to WB- Completed
- Clerk- Contact Sports Affiliation re Costs-Completed
- Governors- To attend Excalibur talk on 19th May- Completed

06. Head Teachers report

Q-SM asked why on page 1 of the report was the category Personal Development, Behaviour & Welfare rated as 1-2 ...JK said that she was hedging her bets but had since had a visit from Fiona the schools Improvement partner who said that the school should go for "1" across the board so JK will be changing that on next document. When JK does the SDP in the summer she will read the full criteria to ensure correctness. SM said that she felt the school should be a "1" and that behaviour is important to parents.

Q SM asked about the Attendance figure that is quoted at 66%!. This is a typing error and it should be 0.6% for unauthorised attendance.

SM said that she understood what a difficult time it had been for the staff this year and asked what would be the best way to thank the staff from the Governing body? JK said that a personal card signed by the Governors would be appreciated.

AN requested that it be minuted that the children have been fully supported and have hardly been affected by the enforced changes. All staff had stepped up and stepped in to support and assist where it has been needed. It's been a big team effort.

The final sheet in the Head Teachers report is the staffing allocation sheet from Sept.

In the Infants with a new class name of Woodpeckers which is a temp arrangement, R/Yr1/Yr2, having at times 2 teachers & 1 T/A or occasionally 1 Teacher & 2 T/A's. The group of 26 children will all be together for registration, story time and some art activities etc but for Maths English etc they will break into several groups so that each year group can focus on and at their level.

07. Pupil Premium Report

Q SM asked about the FSM discontinuing from Sept 2016 for the PPG children? JK said that it was felt that it was a lot of money and that there are better ways of using the cash.

A discussion followed about 1 to 1 working and the impact on lessons and the childs over all learning. Most of the PPG children are not at age related and some of them are SEN. There are 4 in the top

class and 2 in the middle class, and working with them in small groups enables a second the teacher to work more closely with them whilst the class teacher works with the rest of the class supported by the T/A. Most have made good progress but are just not at age related.

Q- JH asked about the KS2 parents funding and the Ever 6 not entitling them to FSM. JK advised that a FSM registered child will receive meals free, and will continue to do so. Ever 6 funding is to support academic achievement.

08. Head Teachers Review Panel

The Head teacher review takes place twice a year an informal review and a more formal review at towards end of Dec. It was agreed that once JK receives the dates regarding the SIPS availability, the Clerk will email all Governors to ascertain which date is suitable. We will need 3 or 4 Governors involved. JK & SM are going to undertake an informal review on Mon 19th Sept at 2pm.

09. 360 Degree Feedback Review

SM thanked Governors for the feedback and will act on the outstanding action of the induction for the recent appointed Governors.

10. Skills Audit Review

Document reviewed and it is clear that the Governing body requires some additional support in the following three areas

- Experience of being on a board/governing body
- Links with local community
- Financial oversight

Discussion then followed regarding approaching Jenny Phasey who has held services at the Inkpen Church who has met the children on a number of occasions and in previous roles who has had connections with St Martins school. AN to contact initially.

The Clerk also has had conversations with a local Accountant who lives in Hampsted Marshall about joining the schools governing body and will now approach her with a view to her inviting her apply to join the team.

11. Governors Annual Report 2015/16

SM tabled the document and with a few minor changes, document was approved. Clerk to load onto schools website.

SM to do the 20 Questions/Development Plan for Governors for next meeting.

12. Budget Deficit Strategy Plan

Pupil numbers now at 81 today with 76 confirmed for Sept 16- means that the potential deficit for 2017/18 will have been overcome if these numbers are on Census day in Oct.

With the recent Brexit vote and Govt changes, whilst it is still expected to be implemented in April 2017, no further information is as yet available.

No inspection has been undertaken as yet.

Budget although only 4 months into year is in line with plans.

Document updated and will be discussed at next FGB meeting.

13. Safeguarding Report- Single Central Record

AN confirmed all checks have been undertaken throughout year and that reports are signed and filed in the Safeguarding File.

14. Policies for Review

- Collective Worship

One line to be removed "The Head teacher will provide a termly timetable of themes for collective worship."

Approved and marked on for review in 2 years

- Community Cohesion & Equality

No further changes required, approved and marked on for review in 2 years.

- Drugs Education

Various elements were agreed to be removed, they are, Overall Aim paragraph at start, Content & Delivery paragraph on first page, Roles & Responsibilities paragraph on last page. Amend "See no smoking policy" to see Staff Conduct Policy. Remove reference to School nurse on last line.

Approved & mark on for 2 yearly review.

- Sex & Relationships

Removal of the sentence "If questions are deemed

Approved and mark on for review in 2 years.

- Home School Agreement

Apart from date needing amended to next academic year, no further changes required. Approved and marked on for 2 yearly review.

15. Academy Conversion- Excalibur Academies Trust

Some of the Governors attended the Excalibur meeting on 19th May to hear the Chief Executive Dr Hazelwood speak. JK advises the Governors that we need to investigate the process and the potential choices we may have. Whilst the Government are no longer saying all schools must convert, there is a belief that this is the direction all schools will take and care needs to be taken that we are not left out and that the choice is an extensive rather than little or no choice. Inkpen primary at this point is an attractive proposition to potential academy groups.

Q-JH asked what the financial benefits are? JK advised that there were was no financial gain converting to an academy. JK talked about the church schools in the area where the diocese is an option for them. Hungerford Primary will be joining Excalibur as they see their link very strongly with JOG who have already converted to an Academy with Excalibur. JK spoke recently to Ian Pearson (Head of WB Education) on his annual visit to the school about feeling vulnerable, and whilst he would not be drawn on the long term he did say that short to medium is quite healthy.

Q-JK asked MT about Curridge Primary. MT said that they were at present in discussions with The Downs. We are linked to JOG in same aspects as it is the catchment secondary school for Inkpen. If we joined Excalibur JK said that we would be part of a successful group with some very good schools. JK suggest Governors go and talk to Head Teacher & Chair of Governors of an Excalibur primary school. SM feels that an Academy working party is required and that MT would be ideal to assist with his curriculum experience. AN said that she would like to be involved. MT said that he

had a colleague who works for Trinity who converted quite some time ago and he said that it is very professional set up being an Academy.

Agreed that AN would set up a meeting with the Chair of Governors of Burr ridge Primary (one of Excalibur's primaries) and after that to make contact with Park House & St Barts to ascertain if they intend looking at forming a group with primary schools. (They have both already converted to academies). Last comment from JK was that WB is a small authority with limited resources and that as more schools convert less support would be available.

16. Draft Minutes Curriculum Committee 7th July 2016

One or two small typos amended but no further discussion to place as all apart from one Governor attended the Curriculum meeting.

17. Shed Purchase Option

The Finance Committee meeting was not held last week and so this item needs approval from FGB to enable the works to be undertaken during the summer break. The two attendees along (RJ & JK) with the BM have discussed this in detailed and are seeking approval from FGB to approve Option 1- Governors voted and unanimously agreed on option 1 shed purchase.

17. Draft Dates for Governor Meeting 2016/17

The clerk advised that she had just accepted an appointment to be a Governor at another primary school, John Rankin and felt that this would also benefit Inkpen having an insight into another schools governing body. However, their meetings fall on Thursdays so it would mean that Inkpens would need to stay clear of Thursdays. Discussion followed over which night would suit Governors either Tuesday or Weds and it was then agreed that Curriculum and FGB will be on Tuesdays at either 6.30 or 7pm and Finance & Premises will be on Weds at 6.30initially but this may move to earlier in the day.

18. Training & Governor Visit Update:

No further training has been undertaken by Governors.

19. Any Other Business

None

20. Date of Next Meeting: FGB is Tues 4th Oct at 7pm.

11/12/2015	RL	Advise MT of date of Safer Recruitment training completed	N/A Governor Resigned
11/12/2015	SM & Clerk	360 degree review of Chair	Completed

27/4/2016	RL	Pupil Voice Yr3/4 & Y5/6	Completed but no written report
27/4/2016	RL	Staff Voice re CPD, curriculum & workload	Close No longer a Gov
27/4/2016	Clerk	Feedback Form to be emailed to Governors	Completed
27/4/2016	Clerk	Submit approved main school, sports & capital budgets to WB by 30/4/16	Completed
27/4/2016	Clerk	Contact Sports Affiliation Maxine Slade re costs	Completed
27/4/2016	Governors	Attend Excalibur talk Thurs 19 th May 9am- let clerk know if able to attend	Completed
12/2/2016	SM	Meet up with new Governors for an hour once Induction training completed	Outstanding
27/4/2016	SM	Complete Case Study on Pupil Numbers & Governor Recruitment	Outstanding
27/4/2016	MT	Undertake a general Learning walk	Outstanding
27/4/2016	RJ	Review Enrichment & X-Curricular with Sports link	Outstanding
14/7/2016	Clerk	Email SIPP availability dates to Governors & co-ordinate HT Review Panel date	Outstanding
14/7/2016	Clerk	Pupil Premium 2015/16 onto Website	Outstanding
14/7/2016	AN	Contact Jenny Phasey re-joining Governing	Outstanding

		team	
14/7/2016	Clerk	Contact local Accountant from Hampsted Marshall re-joining Governing team	Outstanding
14/7/2016	Clerk	Governors Annual Report 2015/16 onto website	Outstanding
14/7/2016	SM	Undertake 20 questions/development plan for next meeting	Outstanding
14/7/2016	AN	Contact Chair of Governors at Burr ridge Primary & set up meeting	Outstanding

Approved by Chair of Governors

Sarah Marston.....

Date.....