



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 11th July 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)
Mr J O'Brien (JOB)

In Attendance: Mrs M Tillet (clerk/BM)

Meeting started at 6.30pm and closed at 9.05pm

Documents Considered at meeting

- Minutes of 25th April 2017
- Nomination form from Emma Wordsworth
- Finance Minutes of 4th July 2017
- Budget Monitoring Report 2017/18
- Private Fund as at 31st March 2017
- Pupil Premium Report 2016/17
- Accident/Incident Summary 2016/17
- Curriculum Minutes of 31st July 2017
- Sprint Feedback
- Head Teachers Report
- % on Track ARE 2017
- More Able Child policy
- Educational Visits policy
- Learning at Home policy
- School Uniform policy
- SEND Local Offer Policy

Tabled Documents

- SATS Results
- WB Child Protection and Safeguarding Policy June 2017
- Governors Annual Report 2016/17
- Headteachers Monthly Financial Checklist
- Reconciliation of Agresso to FMS

01. Apologies: None, all present
The meeting is quorate.

02. Items for Any Other Business:
Snap Chat

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 25th April 2017

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

05. Matters Arising & Review of Outstanding Actions

- Contact Chair of Parish Council re Governor role- completed
- SM-Complete Case study on pupil numbers & Governor Recruitment- Completed
- Undertake Prevent training& email Clerk to confirm completed- MU still Outstanding.

06. Governor Vacancies

At present we have 2 co-opted Governor Vacancies & 1 LA Governor vacancy as MT has become a Parent Governor rather than a co-opted. We have also been successful in appointing John O'Brien as parent Governor. Nomination forms received from Emma Wordsworth who unfortunately is unable to attend as she is on holiday. Governors voted unanimously to appoint her to the Governing Body. So we now have 1 Co-Opted Governor & 1 LA Governor vacancy.

JO said that a new vicar has been appointed and will be starting in the Autumn and it was felt that the link with the community would be good and that he could be an asset to the Governing body. JO to make contact with him and to update us at next meeting.

SM said that she had always said that she would step down as chair after Ofsted or when her daughter left. She wants to advise the Governing Body that she will be stepping down as Chair in September at the first meeting, and would be happy to continue on the Governing Body until end of 2017. SM felt it would be important to appoint a Chair & a Vice Chair to share the load and also some of the roles that need to be filled. We will need to appoint a Governor with responsibility for Pupil Premium, Safeguarding, Health & Safety, and SEND in September

07. Ofsted Visit

SM said that all are delighted with the report and JK felt the report was at the correct level and that the school is not as yet outstanding. The process of the inspection has given JK confidence and she feels she would be in a stronger position at the next inspection. SM & all Governors agreed the school is in a good place. JK needs to visit some "Outstanding" schools as part of her CPD and the SIP will assist in helping the school work with another school working towards "Outstanding". The report is being sent home to parents tomorrow with a letter from the Governors and the Heads newsletter.

MT felt we should discuss at this point the areas raised by the inspection and agree a way forward.

- 1- Governor checking the website to ensure all is correct and up to date, at present no Governor has this responsibility and it was felt that this could be actioned twice a year using the DFE's list.
- 2- Challenge around the Key Performance Indicators (KPI's), JK said there is a criteria and Governors could have a copy of this and keep it in their Governor folders and bring it along to the meetings.
- 3- Safeguarding re the fence to be an agenda item until the improvements have been made.
- 4- JK to meet with Jo McArthur and feedback after she has spoken to all the staff

Governors wish to thank JK for her hard work and leadership of the school along with all the staffs help and support.

08. Finance Committee

Minutes of 4th April 2017 were reviewed, and signed by Chair with no further changes.

Outstanding actions, Governors H&S report to be emailed to MU-completed

Budget Monitoring Report 2017/18- BM gave a brief overview of the document and reminded Governors that budget lines that are in excess of 20% or over £1000 should be brought to their attention. At this point the budget line should be 25% spent given this report is after 3 months of the year. All budget lines are in line and no areas for concern. BM did advise Governors that there have been some changes in the staffing and this will be a cost saving along with some additional income that we now know will be coming for a child with an ECHP plan and the Dis-Appropriate funding but these are not included as the amounts are unknown. The carry forward is showing in line with the original budget of approx. £5,500 but this will increase because of above. Governors had no further questions.

Private Fund as at 31st March 2017- The file is with the auditors at present and BM has been advised that there are no issues. BM explained that the PGL expenditure straddles two financial years and that this will be the last year that BM is organising it for the 5 small schools, as each school runs it for a 2 year period. So we will see the funding drop drastically to approx. £3.6k. JOB asked about the donations/fund raising section and BM explained that we collected the funds for charities and then passed it over, E.G Comic relief, Slippers for Shelter, Water Aid etc. No further questions raised.

Pupil Premium Report 2016/17- SM asked about the costs on the report and JK said that we have to explain where we use the funds. Extra tuition, booster sessions after school, 1-2-1 working & Interventions. Sprint is for children in yr1 & 2 who are not meeting Age Related Expectations. We have just one PPG child in Yr6, who has done very well and so the school has achieved 100%.

Health & Safety Update- MU has visited the school and gone through the final section of the Governors H&S checklist with BM and confirms all is well organised and in place.

Accident/Incident Summary 2016/17 & Year on Year Summary- BM advised whilst this does look like a large number of incidents, every little incident is recorded. The comparison sheet was provided because last year MT was asked if the number of incidents was in line with the previous year hence information provided this year.

09. Curriculum Committee

Minutes of 31st Jan 2017 were reviewed, and signed by Chair with no further changes.

Outstanding Actions.- Feedback on SPRINT-JK advised that the information has been provided by one of the teachers. SM asked if more than one child can be on it at a time. JK said yes but need to bear in mind its 20-30 mins a session and that it's just for yr1 & yr2. The child did have 33 sessions over a 9 week period. JOB asked about Dyslexia- JO replied that it's not a term used in WB for the past 20yrs and that we work on the reading, writing & spelling and if they are dealt with they will start to move with their peers. Early intervention does work. We possibly have one child who will be having sessions in the autumn

10. Head Teachers Report & SATS results

SM was surprised to hear JH was leaving at the end of term and requested that parents be advised to enable them to thank her appropriately.

SM asked with regard to spellings was there anything that could be given be offered to parents to help them help their child? JK said there is a list and the patterns and at what age to teach them available. JOB asked what was going to replace the spellings? JK said that spellings would be taught in school and the patterns, and practice of them will be used. JK wants to actively encourage parents to read with their children and do the time tables with them.

SM asked about "Growth Mind" set? JK explained that it's about expanding a child's resilience and encouraging them to think "I'm not there yet" rather than I can't do it.

Writing in July Y2 has fallen from 80% to 50% with the criteria being very strict a couple of children did not achieve as well as we expected. Yr1 & Yr2 are teacher assessed & classwork assessed.

SATS Results KS2- SM said that the school should be very proud of these results. JK said that progress results are not as good as the children had done very well in KS1. In Maths just one child did not achieve and a for a second child the test was just beyond their ability. The Maths paper was very hard and we believe the pass mark has gone down, whilst in other areas the pass mark has gone up. Two children got 120 in Reading and one child in Maths also achieved 120 which are the top marks. All students have been given 1-2-1 feedback.

KS1-JK felt apart from the writing all are in line with LA & national but this will increase the potential for progress results in the years to come.

11. **Head Teachers Review Panel-** SM has undertaken the training and MU attended JK's review along with the SIPP at last review. Unsure if a 3rd person from the Governing body will be required. It was agreed that before 2018 review with SM standing down another Governor will need to undertake the training.

12. **Safeguarding Update-** MU has been into school and checked through the Single Central record and has signed the report. This was undertaken prior to the Ofsted visit.
BM advised she had received a revised version of the Child Protection & Safeguarding Policy but had been advised that the only amendments made by WB was to the contacts page. Governors approved the policy and SM & JK both signed. Document loaded onto Website by BM

13. **Governors Annual Report 2016/17** - SM tabled a document which needs slight amending as two Governors have left this year. SM will make the amendments and then email to BM who will then load onto website.

14. **Academy Update-** JK & MU went to a meeting last week regarding Co-Op Academies which was just for primary schools which they found very interesting and that they also have access to charity funding. JK said that it needs to have approx. 10 schools working together. We are isolated in our area as our local partners are taking other options. JK did leave the Newbury schools knowing not to forget about us. The Governing body is made up of 20 people in total, 2 from each of the 10 schools. Other interesting issues are that the staff would not be Tuped over they would remain employed by WB.
At the St Barts meeting we possibly would not get a person on the top board. SM said it's a big decision and it's important that the ethos is right for the school. JK felt it would be worth speaking to Excalibur again now that we know more about their structures as Academies and other issues. JK advised that at some point we will need to convert and become an Academy. JK & MT have a meeting tomorrow with the finance director of St Barts and this will enable us to ask some more questions.

SM's view is not to go to early or too late.

15. Policies for review

- **More Able Child** -Reviewed, one small amendment and approved, mark on for 3 year review.
- **Educational Visits**- Reviewed and approved, mark on for 2 year review
- **Learning at Home**- Reviewed and a paragraph removed, approved, mark on for 2 year review. Loaded onto website.
- **School Uniform**- Reviewed and approved, mark on for 2 year review. Loaded onto website.
- **SEND Local Offer**- A couple of further changes have been made & the school log requires changing. Approved and marked on for bi-annual review. Loaded onto website.

16. Training & Governor Visit Update:

MU has visited the school and undertaken the Safeguarding review and the H&S review. He has also been in contact with Thomas Ng WB IT staff.

JK has undertaken Managing Allegations training.

SM offered to meet up with JOB & the newly appointed governor EW to undertake some induction.

17. Any Other Business

Snap Chat-SM raised this as a concern as they have been advised via older children schools of the risks.

SM felt as a safeguarding issue we should be advising parents of this risk and that she would do a letter to go home to parents from the Governors.

18. Date of Next Meeting:

-Proposed Dates & Agendas for FGB 2017/18-The decision to amalgamate the Finance & Curriculum committee into the FGB will mean the school will have 10 FGB meetings a year with the meetings agendas being either Finance or Curriculum focused alternately.

25/4/2017	JK	Contact Chair of Parish Council re being a Governor	Completed
4/7/2016	SM	Complete Case Study on Pupil Numbers & Governor Recruitment	Completed
25/4/2017	MU	Undertake "Prevent" training & email clerk to confirm completed	Outstanding
11/7/2017	JO	Contact new Vicar with a view to him joining the Governing Body	Outstanding

11/7/2017	SM	Amend Governors Annual report & email to MT	Outstanding

Approved by Chair of Governors

Sarah Marston.....

Date.....