



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 21st November 2017

Present:

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

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

Meeting started at 6.30pm and closed at 8.40pm

Documents Considered at meeting

- Minutes of 17th Oct 2017
- Learning Walk Information & Template
- Nomination form Rev Mark Wilson
- Head Teachers Report
- Enrichment 2017
- Governor Visits Policy
- Arson Policy

Tabled Documents

- Assessing School Performance (ASP)
- Ofsted Dashboard

01. Apologies: No apologies received but Mr John O'Brien did not attend,
The meeting is quorate.

02. Items for Any Other Business:

- Environmental grant
- Data Protection
- Head teachers review
- Length of meeting

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 17th Oct 2017

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

05. Matters Arising & Review of Outstanding Actions

- Governor Development Plan for Approval-Outstanding
- Contact Parish Council re £800 charge for Recreation ground-BM has contacted Gloria via email and it is to be raised at the next council meeting, awaiting update from Gloria but EM has heard through another member of the Parish council that all users do pay and the council is not in a position to allow a reduction or no charge for the school-Completed
- Email SIPP & Targets to Gobs for review by 13/11- Completed

06. Learning Walk

Governors visited class's yr5/6 & yr3/4 and when they next do a Learning walk the focus will be the infants. JK explained various elements of the work displayed in the library area as well as the classrooms where progression is clear to see.

07. Nomination form Rev Mark Wilson

Governors reviewed the nomination form and unanimously voted Rev Mark Wilson onto the Governing Board. As Christmas is a very busy time Mark will attend his first meeting in January. BM to advise West Berks and instigate all the paperwork necessary.

08. Raising Governor Board Profile

MT attended training recently for new Chair of Governors and this was an area that was discussed. Many of the other Governors at the meeting felt Inkpen was undertaking a number of activities and that we should not be beating ourselves up if a parent does not know who we are. It was agreed that we would continue with the termly letters and that SM would do a final letter before next meeting updating parents of the changes within the Governing board. MT also felt that a termly update on the Governors page would be beneficial.

It was agreed that we would set up a photo board in reception of the Governing body and so Governors need to hand in a photo size 2inch by 3 inch so that board can be collated. It was also agreed that a Governor generic email address is needed and should be added to both the Governor photo board and to the Website to enable parents to contact Governors direct. BM raised the issue that it would need to be checked on a daily basis and MT felt this would not be an issue.

09. Governor of Month

Many schools have issues with monitoring and governor visits and that we need to have focused activities that are linked to the SDP. Suggestion from MT from his Chair of Governors training is to agree in the meeting who is visiting and what action/focus is needed before the next meeting. JK felt that the plan that is already set up does cover all the areas of the SDP and ensures all the time critical issues are covered. JK said that to save an additional visit to the school that whichever Governor it was could meet with her or JO as they are always in school and could be available an hour before the FGB to cover any issues.

It was agreed that JK will do a monthly timetable and that it will be an agenda item next month.

10. Head Teachers Report

All governors have had a chance to read the document so JK asked if anyone had any questions.

Q-EW asked about the 2yolds in Inkspots and if the 3 yr olds could be listed as it would give an indication of potential numbers into reception in following years. JK said Inkspots just have 3 yr olds and that she would include there numbers in future.

Q-SM asked about how we managed to have 15 children in Yr4 and when did that happen? JK said that we are expecting a child to leave before next year and as the Yr3 has 11 and with Yr1 being so small it was felt that this was the way forward.

Q-EW asked about pupil mobility and it was agreed that JK would list the in's & outs in the future.

Q EW thought that the SEN figure was high? JK said because we are small and nurturing and our reputation has lead to more children moving into the school with SEN.

Q-SM asked about the behaviour and JK said some issues have diminished as one child left and this has settled down some of the other children. BIT is a last resort, Educational Psychologist would come next with a view to getting and ECHP in place.

SM asked about coming in at 2.45 on a Friday to watch & get involved in the reading sessions. EW said she would love to come in and do that.

11. Published Data Analysis

The data has now arrived and it was tabled, JK attended the course last Friday and told Governors about the training on the 5th Dec 6.30-8.30at Pincents Manor should Governors wish to attend. It was agreed that Governors will take the data, read through and then they will meet with JK at 5.30 before the next FGB on the Tues 19th Dec, it will also need to be an agenda item at next meeting.

MT has also looked at a site called the schoolbus.net and has signed up for a free trial. The trial is for a number of documents not a time period and at this stage we are unsure of the costs. MT will also look at the NGA site to see what benefits are there.

12. Enrichment Review2016-17

JK prepares this document on an annual basis to demonstrate the number of activities undertaken by the children throughout the year. It's key that these enrichment activities tie in with the topics of the children's learning. EM suggested a number of potential locals who could also offer enrichment, it was felt that the wood turning man would fit well with the infants and Forest Schools

Q- MT asked if parents saw this document and JK said that in a number of places (back of newsletter sent home, PE curriculum page, home page of website of upcoming events).

13. Safeguarding & Health & Safety Update(MU)

MU said that he is booked with JK to undertake the school's annual Safeguarding audit on the 5th December and also with BM to undertake the first third of the H&S Governors inspection.

Health & Safety Update

Just one Webrisk report to West Berks, child injured leg whilst swinging on monkey. Mother took to hospital and area cleaned steri-strips were applied.

Q- MU asked should this be padded following this incident. JK said we could not pad it, if it was felt it was dangerous it would need to be removed completely. All accidents incidents are monitored by BM and a report does come annually to FGB to review. MU felt he would like to look closer at this when he visits in December.

14. Academy Update

SM said that she had heard from Park House Achievement for All, asking if we wanted to have a further conversation with them. It was agreed that SM would forward this onto MT. SM feels we should keep all communication channels open and take our time in the decision, as it is irreversible. Agreed to keep item on agenda, watch and see.

15. Policies for review

- **Governor Visits** -It was felt with a new document that JK is to draw up which will be closely linked to the SDP activities & monitoring visits it will replace this document and it was agreed to discontinue with this policy.
- **Arson Policy**- Approved and marked on for 2 year review

16. Training & Governor Visit Update:

EW has completed her Online Prevent Channel Awareness training.

MT has attended the new Chair of Governors training.

17. Any Other Business

- Environmental Grant- EW passed the information over to BM to investigate further.
- Data Protection- JO raised concerns about the changes in the Data Protection which come into effect in April 2018. BM said that as a local authority school, adhering to WB directives we will see little impact of these changes but BM will be advised by WB if/where we do need to make changes.
- Head Teachers Review- MT said the annual review had been undertaken by the SIPP and 3 Governors and that it was a very positive review. Discussion followed about JK's targets for the next year and it was agreed to have it as an item for next months agenda.
- Length of Meeting- MT asked if we felt we could reduce the time of the meeting to 1hr 30 mins. SM responded saying that we had improved hugely and that instead of 3 meetings of approx. 2 hrs each 5 times a year we now had just one meeting of 2 hours 9/10 times a year. MT felt we should try for future meetings to reduce the length.

18. Date of Next Meeting:

Tuesday 19th Dec at 6.30pm, with Governors meeting the Head at 5.30pm to enable Head to explain in detail the data recently received. MT will not be able to attend/Chair the next meeting, so EW will Chair. JO also will be unable to attend.

17/10/2017	JK	Email SIPP & Targets to Govs for review for meeting on Mon	Completed
17/10/2017	BM	Contact Parish Council regarding £800 charge for Recreation ground per year.	Completed
17/10/2017	MT	Update Governor Development Plan and to be bought back at next month's meeting for approval- Agenda Item	Outstanding
21/11/2017	SM	Governor termly letter updating parents of changes	Outstanding
21/11/2017	All	Hand in a photo to BM size 2x3in for Gov Photo Board	Outstanding
21/11/2017	BM	Get a generic Governor email address set up	Outstanding
21/11/2017	JK	Draw up monthly timetable of Govs visits/monitoring for next meeting- Agenda Item for Dec	Outstanding

Approved by Chair of Governors

Mark Taylor/ Emma Wordsworth.....

Date.....