



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 4th Oct 2016

Present:

Ms. J Kanisius (JK)
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 14th July 2016
- Governor Nomination form Mike Unsworth
- Business Interest, Code Conduct & Governors Declaration
- List Of Governor Roles
- Governor Activity Calendar
- Terms of Reference for all Committees
- Head Teachers Report
- School Development Plan (SDP)
- Budget Deficit Strategy Report
- Draft Minutes Finance & Premises 21st Sept
- Draft Minutes Curriculum from 27th Sept
- Physical Intervention Policy
- Safeguarding Policy
- Equality Information & Objectives

01. Apologies:

Apologies received from Mrs J Obin & Mrs S Marston Chair
The meeting is quorate.

02. Items for Any Other Business:

- Open Evening
- Head Teachers Review
- Pay Committee
- Equality Information and Objectives

- 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 14th July 2016**
Minutes were reviewed, and signed by Chair with no further changes.
- 05. Matters Arising & Review of Outstanding Actions**
- Chair to meet up with new Governors once Induction training completed- Completed
 - SM to complete Case study on Pupil Numbers & Governor Recruitment- Outstanding
 - MT- to undertake a general Learning walk-Completed
 - RJ- Review Enrichment & X-Curricular with sports link- No Longer Relevant-Completed
 - JK- obtain dates from SIPP for Head Teachers Review- Completed
 - Clerk- Pupil Premium 20145/16 on website-Completed
 - AN- Contact Jenny Phasey re Community Governor-Outstanding
 - Clerk- Contact local accountant re becoming a Governor-Completed
 - Clerk- Governors Annual Review 2015/16 onto website-Completed
 - SM- Undertake 20 questions/development plan for next meeting- Outstanding
 - AN- Contact Chair of Governors of Burbage Primary & set up meeting-Outstanding
- 06. Appointment of new Governor**
Nomination Form received from Mike Unsworth who would like to join the Inkpen Primary schools Governing body. Governors voted unanimously to appoint him as a Governor. Mike was then welcomed to the Governing Body. Clerk to complete formalities and contact Governor Services.
- 07. Business Interests, Code Conduct & Governors Declaration**
All Governors have completed the documents, including newly appointed Governor and Clerk is to update the website with the Business Interest information.
- 08. Chair & Vice Chair re-election & Appointment of Governors to Committees, Roles & responsibilities**
SM agreed to stand as Chair of Governing body for a further year as did AN as Vice Chair. Discussion followed regarding the various roles & committees and the following was agreed.

Finance & Premises Committee members will be

Russell Jefferies- Chair

Jane Kanisius

Andrea North

Mike Unsworth

Curriculum & Standards Committee members will be

Mark Taylor - Chair

Sarah Marston

Jane Kanisius

Jeff Hutchinson

Sarah Marston as Chair of Governors, SEND Governor & Data Governor.

Andrea North is Vice Chair FGB & Safeguarding Governor

Jeff Hutchinson as Pupil Premium Governor

Russell Jeffries is Health & Safety Governor

Clerk to update website accordingly.

Governors Activity Calendar

The previous year's Governor activity calendar was used as a starting point to agree what activities and who will be undertaking them. JK advised Governors visits need to be structured and need to commit to 2/3 visits in a year.

Q-MU asked how we identify activities that would be required. JK asked Governors to refer to the SDP which works to the Ofsted framework. Following discussion it was agreed who would undertake which activities spreading them across the school year and that the activities would be undertaken by the Governors with that responsibility.

Q-MU asked if with his expertise in IT, if that could be linked in to lesson planning and a discussion with staff. JK felt this would be beneficial and MT said that MU would find it useful to read the new curriculum on IT as it has completely changed. MU agreed.

Clerk to type up and send out by end of week to all Governors.

09. Terms of Reference for all

TOR's had been reviewed at the F&P committee and also at the Curriculum, all others were agreed as fit for purpose and approved.

10. Head Teachers Report

Q-SM noticed that the document refers to an attachment that was not included. This is an oversight.

Q- SM wanted to know how we were going to measure the new interventions that are being put in place instead of the 1-2-1 & how often? JK said that they would be measured in the same way previously and it would be termly as before. Structured interventions are continuing and the more they are in class, the more they learn.

Q- RJ raised that the numbers of boys/girls is incorrect; JK ...it should be 41 boys and 35 girls. Year group numbers are one less in year 2 (didn't join after summer) and the 3 reception children giving the school 76 in total. JK has written it in the format to include the 4 Ofsted categories and we will be referring back to these in the future. JK also advised that we do have one cohort with a large SEN and with them progress is the key. A question was asked regarding the Maths results, which are in line, with only 8 children one child equates to 8%.

11. Self Evaluation Summary 2016

SM raised that we no longer have afterschool club but as this is looking back and in the summer term we did have it, it is relevant to be included.

SM raised a question regarding the Strengths & Areas for development should this be based on 2016 results? JK said no, as this document is the self-evaluation document for last year and therefore the results should be last year's results. SM also raised under Personal Development, Behaviours & Welfare, was it decided that this is 1 not $\frac{1}{2}$? JK said that this was written before the discussion and in the SDP it is in as 1. SEF was written at Easter.

Q- AN asked did we develop strategies? JK said yes that we have the Budget Deficit plan which we will discuss in due course.

Q-MU asked if we are in good shape for an Ofsted visit if we had it tomorrow and had the recommendations/criticisms been actioned. JK confirmed that all had been actioned and that strategies are in place. We are still striving to improve but we are in good shape.

JK also advised that a SEF is not compulsory but it is just good to do one.

School Development Plan (SDP)

JK advised that the SDP now includes a longer term view and includes the areas that were identified in the Finance Audit, costing's & codes

SM felt that it was well written, very thorough and well organized. The schools SIPP's feeling is that the school is in a good position, striving to continue to improve.

Q- JH asked if the items that have been completed need to be included. JK felt it gave a view on what had been completed regarding the schools priorities in recent years. JK said that the SDP is written every year and actions & aims are similar every year, just how you are going to tackle them can be different.

Q RJ asked how often the Outcome & Impact are updated, JK advised it's termly.

12. Budget Deficit Strategy Plan

Pupil Numbers - Pupil numbers are now at 76, higher than what we had budgeted for at 71, the additional 5 children brings an increase of nearly £15k therefore it delays the school going into deficit until March 2019. School now has a small waiting list of 3-4 children who would like to join oversubscribed year groups- parents willing to wait and there is good interest in the schools upcoming Open Day.

National Funding Rate - Government have now confirmed that the NFR will be delayed until April 2018. Information/rates will be known before that date but possibly not for another 12 months or more.

Ofsted Visit- No inspection has been undertaken as yet, although they have been in local area.

Budget- RJ confirmed as chair of Finance that the budget is running in line with predictions when reviewed at end month 5. Clerk confirmed that another month on, no concerns at this point, at 6 months mark.

13. Academy Update

AN has contacted Emma Butler at Burbage primary who has offered three mornings next week and one evening. It was agreed that Friday 14th, RJ & AN could both do and if SM could they would meet up that date. If not she would see if Emma would be available the following week. Excalibur started their Academy chain in Wilts and like to have secondary hub and feeder primaries, Burbage being one of them. They intend having 12/15 schools and at that point they will stop as they believe they will have achieved economies of scale but do not want to become faceless or distant. One alternative is the Diocese but apart from us & Hungerford we are not church schools and concern is that the parents would struggle possibly with this.

The Downs Alliance is a federation, and MT has a meeting with the Head Teacher and will feed back to the FGB at next meeting

We are a small school and at this point would be an attractive proposition to any Academy chain/group.

14. Finance & Premises Committee

RJ highlighted points to note, budget on line, Finance Audit completed and TOR reviewed. All had read document and there were no further questions.

15. Curriculum Committee

SM raised that an action was that SM & Head teacher would get together to look at data in more depth to enable Governor to talk confidently about the data. This action is to be added to minutes. All had read document and there were no further questions.

16. Policy for Review- Physical Intervention

Logo needs updating and it was felt that policy was fit for purpose. Approved and marked for 2 yearly reviews.

17. Safeguarding Report- Revised WB Safeguarding Policy for Adoption

AN asked Governors to ensure they have read and understood Section 8 as this section covers the Governing Bodies responsibilities.

AN asked if we had a Governor who has undertaken the Safer Recruitment training? JK confirmed SM had. The Governing Body appoints the Designated Safeguarding lead which is JK with the Business Manager as the deputy safeguarding officer in her absence.

This is a WB policy that has had many amendments of late (see front page- 4 in past year). Policy approved and clerk to get Chair of Governors to sign and Head Teacher.

18. Training & Governor Visit Update:

RJ has completed the Gel training on Finance for Governors & E-Safety.
No further training has been undertaken by Governors.

19. Any Other Business

Open Evening- details given to Governors and invitation to attend if available, Tuesday 18th Oct, 10am-2pm and 6pm-7pm. Clerk also asked if anyone could assist with promoting the school, with one of the posters which are ready in reception. Please return after 18th Oct.

Pay Committee- JK advised we need a Pay Committee to meet before end of this term to review teachers' pay. As most staff are top of scale it is a relatively short process with Head Teacher providing all information for approval. Date agreed at Monday 17th Oct at 8am and RJ, MU & JH will form as the Pay Committee -Terms of reference are available to assist.

Head Teachers Review- Date has been set for SIPP which is Mon 5th Dec and we need three governors. SM, MU & RJ have confirmed they will attend. Governors need to be ready at school for 10.30am and it should take approx. 2 hours.

Equality Information and Objectives- Document tabled as its due for review in Oct and is a document that is on the schools website. Numbers have been changed to give an accurate picture of the school now but little change has been made to the rest of the document. An amendment needs to be made to final page to "conducted" and removal of "Linked to" and replace with "have taken place".

Policy approved in principle at this point but if Governors feel anything further is required, they are to contact clerk by end of week.

Policy to be loaded onto schools website.

20. Date of Next Meeting: FGB has changed to Tues 13th Dec at 7pm, as the original date of 6th Dec clashes with Infant Nativity.

12/2/2016	SM	Meet up with new Governors for an hour once Induction training completed	Completed
27/4/2016	MT	Undertake a general Learning walk	Completed
27/4/2016	RJ	Review Enrichment & X-Curricular with Sports link	Completed
14/7/2016	Clerk	Email SIPP availability dates to Governors & co-ordinate HT Review Panel date	Completed
14/7/2016	Clerk	Pupil Premium 2015/16 onto Website	Completed

14/7/2016	Clerk	Contact local Accountant from Hampsted Marshall re-joining Governing team	Completed
14/7/2016	Clerk	Governors Annual Report 2015/16 onto website	Completed
14/7/2016	SM	Undertake 20 questions/development plan for next meeting	Outstanding
14/7/2016	AN	Contact Chair of Governors at Burbage Primary & set up meeting	Outstanding
14/7/2016	SM	Complete Case Study on Pupil Numbers & Governor Recruitment	Outstanding
14/7/2016	AN	Contact Jenny Veasey re-joining Governing team	Outstanding
4/10/2016	Clerk	Contact Governor Services re Mike Unsworth & complete formalities	Outstanding
4/10/2016	Clerk	Business Interests to be updated on Website	Outstanding
4/10/2016	Clerk	Activity Calendar to be sent to all Governors	Outstanding
4/10/2016	MT	Feedback following meeting with Downs Head Teacher	Outstanding
4/10/2016	AN	Organise meeting with Burbage for 14 th Oct or 21 st Oct & feedback at next meeting	Outstanding
4/10/2016	Clerk	Equalities Policy onto Website	Outstanding

Approved by Chair of Governors

Sarah Marston.....

Date.....