



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 19th September 2017

Present: Mr M Taylor (MT) Chair
Ms. J Kanisius (JK) Head Teacher
Mrs J Obin (JO)
Mr M Unsworth (MU)
Mr J O'Brien (JOB)
Mrs E Wordsworth (EM)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.40pm

Documents Considered at meeting

- Minutes of 11th July 2017
- Business Interests form
- Code Conduct Form
- Governors Declaration
- List of Existing Governor roles
- Governors Visits/ Activities Calendar
- Terms of References for all committees/roles
- SEF
- School Development Plan (SDP)
- Private Funds Audited Accounts March 2017
- Sports Funding Evaluation 2016/17
- Sports Funding Plan 2017/18
- Early Years Policy
- Finance Policy
- Pay Policy

01. Apologies: Mrs S Marston

The meeting is quorate.

02. Items for Any Other Business:

PSA Purchase of Interactive White board

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 11th July 2017

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

05. Matters Arising & Review of Outstanding Actions

- Undertake Prevent training& email Clerk to confirm completed- Completed
- Contact new Vicar with a view to inviting to join Governing Body-Completed
- Amend Governors annual report & email to Clerk- Completed

06. Business Interest, Code Conduct & Governors Declarations

On an annual basis all Governors need to read and sign these three documents. If anything changes throughout the year it is the Governors responsibility to inform the clerk.

07. Governors Roles & Responsibilities

Discussion followed with a suggestion from SM to merge some of the roles as they dovetail quite well together.

The following roles were agreed

Mark Taylor Chair of Governors

Emma Wordsworth Vice Chair Governors,

Mike Unsworth Health & Safety and Safeguarding

John O'Brien SEND & PPG

As we are at present two governors short it was agreed that all would actively try and recruit a Governor with financial expertise.

Governors Activities/Visits Calendar

Discussion followed regarding the calendar and various amendments were agreed although it was felt that this was a good basis and had worked in past year. Clerk to update calendar & to email to all Governors.

Pay Committee

The pay committee is required to meet to review the staff pay, discussion followed and it was agreed that MU & JOB will meet JK at 8am on 20th Oct, as this needs to be completed prior to half term.

Head Teachers Review

Agreed that SM, MU & MT will be the Head Teachers review committee and the date will be advised in due course.

08. Terms of Reference

On an Annual basis the FGB needs to review and approve the Terms of reference for the various committees and roles. This year as we have merged Finance & Curriculum into the FGB this TOR has been completely altered, although it has been drawn up from the two previous TOR's. Only one further amendment required to the Pupil Premium TOR.
All approved.

09. Review of SEF

JK has updated and it feeds into the new SDP. MT asked about Puma testing and was advised that these were undertaken in July to give a base line for Sept 2017.

Approval of SDP

Q-MU asked what updates & changes had been made? JK said it's a changing document and covers what we need to do to move forward and make things more interesting along with putting into practice Ofsted's feedback. SM via a conversation with JK prior to meeting asked about progress measures as well as Mu who asked about the KPI's. JK said that we do measure performance and progress for children not yet meeting ARE, JK felt she did not make this clear to the Ofsted inspector, that we measure the percentage on track to meet ARE & the percentage to meet personal targets along with a narrative for each child. MT thought this was a good way forward and that we will look at data for all groups. JOB felt that this would give children confidence and JK confirmed that feedback is given to the children.

MT asked does this SDP would show the school as striving towards outstanding? Discussion followed and JK provided a copy of Ofsted's criteria for each area for outstanding. It was agreed that the Expected Impact needed to include the wording "Outstanding". JK said she would revisit the Ofsted Statements on outstanding and include them into the SDP.

It was felt that the Ofsted statements for "Outstanding" were very long and wordy and that as EM & JOB are attending a Governance training course in Oct that they would ask if there was an abbreviated version for Governors

SM also suggested we could ask parents to come in and read to the class, maybe their favourite book etc? It was felt that this was a good idea

In the final section, Resources, the fence & works needs to be included.

10. Private Fund Audited Accounts

The financials were looked at in detail at the last meeting, but at that point we did not have the signed document. This item on the agenda is just to advise Governors that they have been audited and there have been no issues raised or changes by the auditor.

11. Sports Funding Evaluation 2016/17

JK is the schools PE Co-Ordinator and that prior to this funding being available the school was very limited on what it could offer. With the budget the size it is (and increasing further next year) the range and scope of activities has been increased. As seen on in the document.

Sports Funding Plan 2017/18

An announcement of the increased funding with a base of £16k plus £10 per child with final budget being confirmed in Oct, but we will receive approx. £16,750. We are now looking into further activities and events that the additional funding could be used to further enhance the children's experiences. E.G. residential overnight trip for Y4, Kayaking/Canoeing for Yr6.

MT asked about coaches and using more of them and getting them to attend events, and what was the possibility of using Mr Bint more? JK explained that Liam is very keen to support and has done in the past with Cross Country etc. Liam whilst he works here 1.5 days a week he is booked at other schools and therefore cannot always attend events if they clash with his other school work commitments.

Discussion then followed regarding the use of external coaches and the PR needed to raise the school profile at events. The sports funding budget is ring fenced and has very strict guidelines as to what it can be spent on, this can be a hindrance.

12. Safeguarding Update

The improvements to the schools boundary are well underway, with the electrical cables etc being installed through the summer holiday but as the lead time for the actual fencing was 6 weeks it was not possible to get it erected by the start of the school year. It has been agreed that it will be erected starting Mon 25th

Sept and will take approx. 5 days. It will be managed from reception via an intercom system but at start & end of day the gates will be open.

13. Academy Update

Nothing has been heard from St Barts since end of last term and we thought that they would have formed the MAT on 1st Sept. JK then explained a few of the options to the new Governors but MT then offered to meet with JOB & EM to give them a more detailed update on the Academy process & also the Governing board as a whole.

It was agreed that JK would contact St Barts to establish where they are at this point.

14. Policies for review

- **Early Years** -Reviewed, and approved, mark on for 2 year review.
- **Finance Policy**- Reviewed with all references to Finance committee to be replaced with FGB. Approved, mark on for annual review
- **Pay Policy** - West Berks policy that the school adopts, with minor alterations EG no deputy or assistant head at Inkpen- Reviewed and approved, mark on for 3 year review, unless updated policy issued by WB

15. Training & Governor Visit Update:

MU has completed his Prevent training

EM & JOB are booked on their Governance training for 5th Oct

EM & JOB will look at dates for completing the Universal Safeguard training.

16. Any Other Business

PSA have been fund raising to purchase a new interactive Smart board for classroom yr3/4. Whilst the PSA will re-imburse the school the school will need to pay for the item to enable the VAT to be recouped. MT asked why we need this expensive piece of kit instead of a basic whiteboard? JK says the dual functionality, the interactivity and the independently competitively enhances the learning. The other benefit is the clarity and the resolution is vastly improved. The terrapin buildings, with the opening and shutting of the doors cause movement and requires the basic system to be resynchronised regularly. Purchase cost is £3,296.95 excluding VAT.

17. Date of Next Meeting:

Tuesday 17th Oct at the slightly later time of 7pm after the Open Evening.

25/4/2017	MU	Undertake "Prevent" training & email clerk to confirm completed	Completed
11/7/2017	JO	Contact new Vicar with a view to him joining the Governing Body	Completed

11/7/2017	SM	Amend Governors Annual report & email to MT	Completed
19/9/2017	All	Actively try & recruit a Gov with Financial expertise	Outstanding
19/9/2017	Clerk	Governors calendar to be updated & emailed to all Governors	Outstanding
19/9/2017	JOB & EM	Ask on course if an abbreviated version of Ofsted statements is available for Governors	Outstanding
19/9/2017	JK	Contact St Barts re MAT-Academy process	Outstanding

Approved by Chair of Governors

Mark Taylor.....

Date.....