



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 6th March 2018

Present: Mr M Taylor (MT) Chair Arrived 7pm
Ms. J Kanisius (JK) Head Teacher
Mrs J Obin (JO)
Mrs E Wordsworth (EM) Vice Chair
Mrs K Hastie (KH)
Mr M Unsworth (MU)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.15pm

Documents Considered at meeting

- Minutes of 16th Jan 2018
- SEND 2017/18 Report
- Head Teachers Report
- Governor's Budget Monitoring Report for Main, Sports & Capital- P11 March 2018
- Main Budget & Forecast Report 2017/18
- WB Buy Backs 2018-19
- Equal Opportunities Policy

Tabled Documents-

- Tracking Data
- Headteachers Monthly Financial Checklist
- Reconciliation of Agresso to FMS
- Protek Costs Comparison

01. Apologies: No apologies received

Mr M Wilson did not attend and no apologies received. 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 16th Jan 2018

Minutes were reviewed, with a small number of typo changes, signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- Hand in photo for Governor board 2 inches x 3 inches Outstanding for JK & MW
- Governors to review Hub Training-Completed
- BM to send SFVS to WB- Completed
- Fire Compliance-Last 2 o/s issues addressed- Completed
- Letter to parents inviting them to become a Governor- Completed
- Letter to staff inviting them to become a Staff Governor-Completed

06. Governor Recruitment & Governor Roles

Following the letters issued to parents to recruit a Parent Governor, there has not been any interest. A 2nd letter has been sent out to Parents with a closing date of 9th March as yet we have not received any response. It was agreed that a text would be sent asking parents to consider and advising them of the deadline for nominations. If nothing is forthcoming BM will talk to Governor Services for advice. With Staff Governor, first letter issued, again no response. I have refrained from issuing it again at this point and thought if JO would continue until the summer we could proactively approach staff to secure a new staff Governor. JO agreed that she would continue until the summer but will not continue in the role in the new academic year.

Roles that require appointing are the PPG Governor role and the SEND Governor role. Following discussion it was agreed that Katharine Hastie will take these roles on. Website to be updated accordingly.

07. SEND Report 2017-18

The numbers of children with SEND is significant in relation to the size of the school and this is recognised by WB. Yr3 & Yr5 have the larger numbers of SEND, 50% of these children did not start in Inkpen in reception they have moved into the school in later years.

Q. KH asked if they come from a particular school. JO replied that it was mainly one school that they had moved from. SLD can be a focus in just one area EG writing or number work.

Q. KH asked if they were a mild issue would they be on this register, JO/JK replied that to be included on the register they would have to have had some external agencies providing support, as well as additional support from the staff.

Q.MU asked about the impact of having over 50% of the class having issues? JK said it is very challenging and that you have to be more creative and seek out different ways of teaching and this teaching has actually benefitted all of the children in the class.

BIT Team and Emotional Health Academy are also working with children in the school for the first time. This may not always be the case though.

08. Review of SDP/SEF

In the Leadership & Management section JK has added in a couple of extra bits, EG Computing.

Q. EW asked if the grids were new. JK said that they have been in place for four years. The new writing grids assisted in highlighting the progress and also gave teachers the power to discuss & review.

Picture news is being used on a weekly basis and can include British Values even if the link is tenuous. The picture news is good value and also incorporates current affairs issues from all around the world with different activities for KS1 & KS2.

09. Head Teachers Report

Under the staffing changes KH asked if it would work with the proposed changes for Sept 2018. JK said she thought it would work and that for just one day a week it would work. It is felt that with such a small Yr2 group, just 3 children they will have a peer group to work with and look up to. The teachers have had conversations on this and the teacher feels she would make it work and it will be beneficial to the Yr 3 children. Governors felt this would need to be carefully delivered to the parents and that the positives need to be highlighted.

Q. MT asked about the football coach & JK said that he finishes at Easter and is likely & keen to continue in Sept.

KH asked about the section on "children not getting on", JK said that we have had conflict resolution delivered by the local PC as we were hoping that delivering to all would have the impact rather than singling out individuals. Yr5 boys are the main issue and the BIT team are going to help & assist.

10. Main Budget Forecast 2017-18-P10

Variances of £1,000 & 20% need to be brought to Governors attention and there is only one area this is to the schools benefit, which is E02, supply teaching we have spent 60% of budget & more than £1.8k underspend, which is supporting the increased carry forward.

This report is at the end of P10 and we have just received P11. Finances have continued in line with expectations, and this report shows an expected carry forward of £16k but with P11, BM said that is expected to be in excess of £17k, all being well and no major issues arise over the next 4 weeks.

Governor's Budget Monitoring Report 2017-18

The Governors report reconfirms the position in summary format.

The Sports fund is going to go into deficit by approx. £700 at the end of the financial year but this budget is issued in 7/12's & 5/12's so on the 1st April the next tranche of money will be paid to the school. The Sports Budget runs on an academic year not a financial. This will not cause any issues with WB.

Capital budget possibly will have a larger carry forward as the new computers have not as yet been delivered/set up and may not be until April therefore charge will be in April in the new financial year.

MT asked if we had had to pay the fencing contribution to WB of £1,027, BM confirmed that Mark Lewis head of property services for WB had apologised for not telling JK or BM in advance of the works.

11. West Berks Buybacks 2018-19

These are the services that we buyback from West Berks. These used to have to come to Governors for approval as it was a 3 year commitment and therefore some costs would be outside of the Head Teachers purchase limit. However they are all now just annual purchases and within JK's limits.

Quite a number of schools are pulling away from WB and the WAN/IT as they have been able to secure a better deal. BM has looked into this and unfortunately we cannot withdraw from the WAN as we are committed until Aug 2019, but the others we can move to an alternative. BM has had meetings with Protek a company that a number of other WB schools have moved across to and BM has previously worked with the main director as he was the head of IT at Theale Green. JK & BM feel we should move across to Protek as there are some good cost savings to be had and I believe the service will be of the same level if not better. With a few moving the WAN across in Sept 2019. BM said that she had looked into alternatives for Supply Insurance & Building Insurance but could not secure any better deals with the same level of cover.

12. Draft 2018-19 Budget

This draft budgets to give Governors a first look at the budget for 2018/19. Some costs are still to be clarified but the bulk of the planned expenditure and the income is what will be the case for 2018/19. The income looks as though it has fallen by £14k but the income listed on I10/12/13 relates to PGL, Supply Ins claim & donations. These are offset under E19 showing a fall in expenditure from £18k to £5.5k

This budget does not include the reduced costs for the IT etc that we discussed earlier.

At this stage we can see that we are going to have a surplus in 2018-19 but the future years school could go into deficit. However 2 years ago we did have a proposed budget showing Inkpen in deficit budget now and that has been alleviated. We will continue to work on the future years and reducing costs etc to ensure 2019/20 is also a budget surplus.

At the next meeting we will need to formally approve the budget as it needs to be submitted to WB by end of April. A lot more detailed information will be provided at the Budget Approval meeting.

13. Safeguarding including Health & Safety

This month MU has does not have anything to report. JK said that she had not heard anything regarding the Safeguarding Audit. For H&S reasons the school closed on Thursday and Friday due the snow.

14. Academy Update

Nothing further to report. JO asked about the Park House meeting but none of the Governors were able to attend. EW said that at a Governance training session she had been told that 2 years ago this was a very hot area but it no longer is for most schools.

15. Policies for review

- **Equal Opportunities-** Policy has been reviewed and approved. Mark on for 2 years.
- **Complaints Policy-** This policy has come for an early review as MT was contacted via his personal email address. This highlighted that the policy said that a complaint should be in a written letter. Governor services recommended that email gives a paper trail and that the policy should be amended to include this. Governor services suggested that all Governors have a personal email address but both MT & BM feel that this is not required, as we have only had one complaint in the past 5 years it was agreed that with the generic Governor email address that only MT has access to nothing further was required. It was agreed though that when the Chair of Governors changes to ensure confidentiality that the password would need to be changed so that only the new Chair had access. It was felt this action needs to be recorded in a policy and that BM would find the most appropriate and it would come to Governors for approval at next meeting.
- **Positive Behaviour Policy-** JK has bought this policy for review early as she needs the criteria to be very clear should exclusion be appropriate and she did not feel it was at this stage. A couple of further additions were also agreed, re physical contact. Policy approved & marked on for 2 years.

16. Training & Governor Visit Update:

KH has attended Governance part 1 but part 2 was cancelled and so was the Finance training that KH was booked on. However she has undertaken the Finance training module online and passed.

17. Any Other Business-None

18.Date of Next Meeting: Budget Approval.

Tuesday 24th April 6.30pm

16/1/2018	BM	Send SFVS to WB Audit team	Completed
16/1/2018	BM	Fire Compliance- Confirm 2 o/s actions have been completed	Completed
16/1/2018	Clerk	Letter to staff inviting them to become the Staff Governor	Completed
16/1/2018	Clerk	Send out papers to parents inviting applicants for Parent Governor vacancy.	Completed
16/01/2018	ALL	Governors to review Governor Hub training	Completed
19/12/2017	JK & MW	Hand in Photo for Governing Board	Outstanding
6/3/2018	BM	Find & Update appropriate policy for Governor email privacy	Outstanding

Approved by Chair of Governors

Mark Taylor

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