



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 15th May 2018

Present: Mr M Taylor (MT) Chair
Ms. J Kanisius (JK) Head Teacher
Mrs E Wordsworth (EM) Vice Chair
Mrs K Hastie (KH)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.05pm

Documents Considered at meeting

- Minutes of 24th April 2018
- Pupil Progress
- Annual Safeguarding Report
- Data Protection Policy
- Governor Allowances Policy
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Tabled Documents-

- Complaint timeline & section from complaints policy

01. **Apologies:** Apologies received from Mr M Unsworth, Mr M Wilson, Mr C Sanders & Mrs J Obin
The meeting is quorate.

02. **Items for Any Other Business:**
-Inkpen Parish Council & Sports fields costs

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 24th April 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, & CS
- MT to contact new Governors for Induction meeting- Completed
- Remove Ofsted date from website & send DFE link to KH - Completed
- Complaints Case study as an agenda item- Completed

06. Pupil Progress

For yr6 JK would like to say that the results are looking rosy but a couple of children have not done as well as they can, through nerves etc and they may possibly just miss the pass mark. The report Governors have indicates hopes are high as this was written prior to the SATs this week, however the teacher assessment will be the true picture.

Yr2 results will be affected by the cohort although they are better than last year. They will also be better in yr3 as one child who is included in these results is leaving to go to Castle school in Sept and a 2nd child we are applying for an ECHP plan.

Year 1 & 2 are not really aware of the testing that they are undertaking this week and their performance is not solely on the tests, the tests are just used as evidence.

JK felt that Yr4 is looking good and that Yr5 are an improving picture.

07. Complaints Case Study

Governors need to be informed about a recent complaint and MT felt it would also be worth running through the complaints procedure and also the timeline of this complaint to take the lessons from it. MT then tabled the timeline he had written up of this specific complaint along with a section of the complaints policy. Discussion then followed. The governors felt that the policy and the document that MT had prepared documenting the complaint were very beneficial.

08. Head Teachers Appraisal Panel

BM raised that at present we do not have a Governor that has undertaken Safer Recruitment training as the previous Chair of Governors had held this certification. There is a training day for this on Weds 20th June at Shaw House Newbury. MT said he would see if he could secure the day off work to attend and if he is unable then KH would attend. MT to advise BM so that course can be booked.

9. Safeguarding Update

MU is unable to attend today's meeting but has written the Governors annual safeguarding report. All Governors have read.

BM advised that MU had been into school on 3rd May and checked and reviewed the Single Central Record. He also undertook the H&S Governor checks and this action is now completed for 2017-18. MU has updated the report and it is held on record.

JK said that she had recently had a safeguarding complaint about a member of staff using unreasonable force with a child. The parent made the complaint not the child. JK reported it to CAAS who felt it was not meeting the thresholds, advised parents it had been reported, investigated and documented by LA. Witness statements had been taken with BM being one of them.

10. Academy Update

Nothing further to report.

13. Policies for review

Data Protection Policy- BM advised governors that with GDPR coming into effect from 25th May the school needs to have a revised policy in place. This policy has been provided by WB and to be adopted by the school. Policy approved and marked on for 3 year review.

Governor Allowances Policy- Policy reviewed and marked on for 2 years.

14. Promotion of School

MT felt that with the reduced numbers of children joining in Sept 2018 we need to consider options for promoting the school. JK can recall the previous activities a number of years ago that were costly and had no identifiable benefit. JK feels that it is the school reputation that makes the difference. SIPP who

visited recently suggested that some of the pictures as in the old building on the website could be removed and more happy smiling children be displayed. JK said that she intended contacting a parent and asking him to take some photos for us to use and that we should get a couple blown up and mounted to be displayed in the reception areas. MT works in the independent education sector and that they firstly promote on their websites to new parents first and existing parents second. JK felt she was not comfortable with this but agreed that using the wording "small rural setting" and trying to highlight the uniqueness of the school was the way forward.

MT suggested writing to the parents and asking for anyone with marketing expertise to come forward and assist the school.

Discussion followed regarding open days and it was agreed that we would have one a term, so 6 a year and that the website will have these displayed and that the Head Teacher will be available to show enquires around and answer any questions.

15. Training & Governor Visit Update:

KH is attending Governance 2 session this week.

KH visited the school and met with 6-8 children and had a very positive session with asking them a number of questions and getting feedback from them. Overall the children are happy at the school, enjoy most of the sessions and feel supported and know who to talk to if they have problems.

16. Any Other Business-

Inkpen Parish Council recently had a meeting and it was fed back to EW that there was a discussion about the school paying more for the use of the recreation ground, but it was agreed that the school pays enough and recognised that the school does not have spare funds.

JK feedback that on the last 2 occasions the school has used the field Tuesday afternoon and Friday afternoon the grass cutters have arrived to cut the grass. It was agreed to feed back the two times the school uses the field and to ask them to try and cut the grass any other time. (Tues 1.15-3pm and Fri 3.30-4.15)

16. Date of Next Meeting:

Tuesday 19th June 6.30pm (6pm Ofsted update meeting with Head Teacher)

24/4/2018	MT	Contact MW, KH & CS to arrange a meeting for Governor Induction	Completed
24/4/2018	BM	Remove date from Website re Ofsted & send DFE link to EW	Completed
24/4/2018	BM	Complaints Case Study as an agenda item at next meeting	Completed
19/12/2017	JK, MW & CS	Hand in Photo for Governing Board	Outstanding
15/5/2018	MT/BM	MT to confirm he can attend Safer Recruitment on 20/6/18 & BM to book- if unable then KH will attend	Outstanding

15/5/2018	MT	Write to parents asking for anyone with marketing expertise	Outstanding
15/5/2018	BM	Open Day for Oct to be on Website Along with Open afternoons termly	Outstanding

Approved by Chair of Governors

Mark Taylor

Date.....