



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 19th June 2018

Present:

- Mr M Taylor (MT) Chair
- Ms. J Kanisius (JK) Head Teacher
- Mrs E Wordsworth (EM) Vice Chair
- Mrs K Hastie (KH)
- Mr M Unsworth (MU)
- Mr C Sanders (CS)
- Mrs J Obin (JO)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.20pm

Documents Considered at meeting

- Minutes of 15th May 2018
- Private Fund 2017-18
- Summary of Play Equipment Incident
- Community Cohesion & Equality Policy
- Collective Worship Policy
- Home School Agreement Policy
- Sex & Relationships Policy
- Schools Drugs Education Policy
- Teaching & Learning Policy

Tabled Documents-

- Reports on repairs to play area
- New purchase options for play area

01. **Apologies:** Apologies were not received from Mr M Wilson and he was not in attendance. The meeting is quorate.

02. **Items for Any Other Business:**
-Promotion of the school (JK)

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 15th May 2018**
Minutes were reviewed, with a small number of changes, approved by all & signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- MT to confirm his attendance at Safer Recruitment training- Completed
- Open day for Oct to be added to website & termly afternoons- Completed
- MT to write to parents asking if anyone has marketing expertise- Outstanding
- Hand in photo for Governor board 2 inches x 3 inches Outstanding for MW, & CS

06. Private Fund

The private fund is used for all the additional activities the school is providing, EG trips, afterschool clubs. Trips have included Anvil performance, Watermill Christmas trip (Borrowers), Highclere castle visit, Chedworth visit, and pottery afterschool. There is always a time lag with some events and a cross over at the end of year & start of new year, hence the difference in income & expenditure although at times not all parents choose to pay and so there is always a difference. For Productions this is the big Watermill project for year 5/6, which was partly funded by the Private fund. Again a number of parents did not contribute. Governors were surprised that parents did not contribute. JK felt that the benefit of this activity which is every 2 years outweighed this issue. The Christmas carol singing will raise some funds to help cover this shortfall.

PGL 2017 £5,955 income was received in the previous year and this was the year that BM was organising it for all 5 primary schools hence the level of income & expenditure. PGL 2018 is just the income & costs for Inkpen only, and again we will see the additional income in 2018-19.

So although the closing balance looks as though it has dropped drastically from £11k (opening balance) and £3.5k (closing balance) this is due to the PGL 2017 trip and the funds not being paid out as at 5th April 2018. The balance of £3,570 is the usual sort of level; in 2015-16 it was just over £4k, past two years have been at a false level as BM organised the PGL trip for 2 years.

Q-KH asked if the account was completely independent of the school funds? BM advised yes that is was a different bank account that was reconciled once a month.

Q-KH asked if we earned any interest on the funds? BM said that as we did not pay any transaction charges and it is more beneficial to not pay charges than receive interest, especially as interest rates are so low.

These accounts are now ready to be audited and will be done over the summer period.

In Sept BM will advise FGB of any feedback.

07. Learning Walk- Visibility of Writing

Governors walk around each area of the school to view the work on display, with a focus on writing, grammar, punctuation and spelling, with reference to the SDP section 1.2 outcomes.

08. Safeguarding Update

Governors have read the report on the Playground accident/incident and discussion then followed.

Q-KH asked who had undertaken the inspection in January 2018? BM advised it was Allianz that are West Berks Insurers.

Governors were then given the two reports: Playground Facilities & Sovereign Play Equipment. Both these reports basically say the same and recommend that all of the equipment is removed and replaced with a TUV certified product.

JK advised Governors that JK & BM had spent some time looking at the various options, to see what was possibly affordable and would give the children a good area with something for all to play on.

BM then tabled 3 options that were along the lines of what JK felt would be a good replacement. The prices of these just from websites, ranged from £9.6k to £12.7k. Discussion then followed regarding these options and about the companies, Fawns being one of the companies who installed the Trim Trail, and Sovereign who had undertaken one of the surveys and provided a report.

BM then advised that via various pots (£3k Capital, £1k private Fund, £3k 2017/18 Sports Fund, £3k 2018/19 Sports Fund, Total £10K with a further £1.5k in the capital to draw upon, also take slightly more from Private Fund and also talk to PSA to ask for financial support).

JK felt that once quotes have been received children will be asked for their input into making the final choice.

There would be some additional costs as the old equipment would need to be removed, discussion followed about parents possibly assisting and hiring a skip, however BM will get quotes on this.

It was agreed by all Governors that replacement was the way forward and that BM was to get quotes for replacement and BM will forward them to CS to review.

Governors approved expenditure up to £12k and that at the next meeting the expenditure will be formally approved.

Once a decision is made, signs will be put out advising all onlookers (parent's & children) that new equipment is coming.

Timescales for an installation, unfortunately it is too late to get the works done in the summer holidays as companies are fully booked up now, but possibly Sept/Oct time, to get the new equipment in prior to school open days in Oct.

Also as this area accounts for approx. 35-40% of the children's play area, we need to try and get it done before the winter months, as then the grass area is too wet and out of bounds, thus reducing the children's area of play even further.

09. Academy Update

Nothing further to report.

10. Policies for review

Community Cohesion & Equality Policy-MT has been looking at the statutory requirements from the DfE and felt that possibly this policy is an old policy and that it has been superseded by the Equality & Information Objectives policy, so possibly a doubling up. MT will review both these policies for next month's meeting and we will discuss, review, approve then. Mark on for next month's agenda.

Collective Worship Policy-It was agreed that the timetable was not required in this policy and neither was the section "Once every double term"- both to be deleted.

Approved mark on for 2 year review.

Home School Agreement-JK requested that an additional line be added into the policy about behavior on trips for Health & Safety reasons. It was agreed that an additional bullet point would be added under "The School Will" section to say "The school will not allow a child to go on any trip if their behavior is assessed to be a Health & Safety risk." Policy approved and marked on for 2 years.

Sex & Relationships Policy-MT asked if we could remove the "We believe that" from the first sentence. Approved & marked on for 2 years.

Schools Drugs Education Policy- MT requested that the bullet points all start with capital letters, and that the ticks are removed and replaced with bullet points. Also on last line Social Services should be in capitals. Approved and marked on for 2 years.

Teaching & Learning Policy- MT asked if we could remove the "We believe that" from the first two paragraphs and "We are mindful" from the third paragraph. Also in third paragraph remove the section in brackets "including bullying and racism". Also on the first page last line it should be amended from SEN to SEND. MT asked if we had a Racism policy as at bottom of first page it refers to it. BM said she would check and if we don't she would delete it. Upon checking we also do not have a Bullying policy so that has been deleted also. Policy approved & marked on for 2 years.

11. Training & Governor Visit Update:

KH said she had attended Governance 2 training in May.

CS needs to undertake the Governance 1 & 2, as this is outstanding. His work commitments have been high recently.

MT attended the Leadership Forum recently and he will review his notes and report back anything that he feels Governors need to be aware of at next month's meeting.

BM asked if anyone was available to attend the Head Teacher Appraisal training which is available on Thurs 28th June. Prior to the Head Teachers review being undertaken at the next academic year a Governor needs to have undertaken the training and at present we do not have a Governor who has completed the training.

Q- KH asked if there were any online courses. BM said that there were not. Governors asked BM to contact Governor Services to see if they are running any training in Sept.

BM will then advise Governors via email. If there is none available the KH may be able to attend the training next week.

12. Any Other Business-

Promotion of the school- JK said that she had recently had a meeting with the schools SIPP and that she had raised when was the schools uniform last reviewed/updated. JK said it had not been for 10 years, and they felt this may be worth looking at now. Options have changed and more variety is available now, although JK does not want to change the jumpers/cardigans but look at maybe a polo shirt for KS1 and do away with ties for the younger ones. Also the options for skirts or pinafores for the girls.

It was agreed that JK would contact the uniform shop and obtain some options for Governors to see and discuss at the next meeting.

13. Date of Next Meeting:

Tuesday 17th July 6.30pm Last meeting for School year

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	Completed
15/5/2018	BM	Open Day for Oct to be on Website Along with Open afternoons termly	Completed
19/12/2017	MW & CS	Hand in Photo for Governing Board	Outstanding
15/5/2018	MT	Write to parents asking for anyone with marketing expertise	Outstanding
19/6/2018	BM	Email quotes for new equipment to CS	Outstanding

19/6/2018	MT	Review the Community & Cohesion policy along with the Equality & Information objectives policy for next meeting	Outstanding
19/6/2018	BM	Behaviour policy to be on agenda next month	Outstanding
19/6/2018	BM	Contact Governor Services re Head Teacher Appraisal training in Sept 2018	Outstanding

Approved by Chair of Governors

Mark Taylor

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