



**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 17<sup>th</sup> July 2018**

**Present:** Mr M Taylor (MT) Chair  
Ms. J Kanisius (JK) Head Teacher  
Mrs K Hastie (KH)  
Mr M Unsworth (MU)  
Mr C Sanders (CS)

**In Attendance:** Mrs M Tillet (clerk/BM)

**Meeting started at 6.30pm and closed at 8.20pm**

**Documents Considered at meeting**

- Minutes of 19<sup>th</sup> June 2018
- Head Teachers Report
- Governor's Budget Monitoring Report
- Main Budget Forecast Report
- Pupil Premium 2017-18 Statement Evaluated
- Governors Annual Statement
- Governor Meeting dates & Agenda Items 2018-19
- Community Cohesion & Equality Policy
- Behaviour Policy
- E safety Policy
- Child Protection & Safeguarding Policy

**Tabled Documents-**

- SATS Results
- Playground options & Costs

01. **Apologies:** Apologies were not received from Mrs E Wordsworth & Mrs J Obin as she is unable to attend. No apologies received from Rev M Wilson. 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 19<sup>th</sup> June 2018**

Minutes were reviewed, approved by all & signed by Chair.

**05. Matters Arising & Review of Outstanding Actions**

- Hand in photo for Governor board 2 inches x 3 inches Outstanding for MW, & CS
- MT to write to parents asking if anyone has marketing expertise- Completed
- Email quotes for new Equipment-Today for discussion-Completed
- Review Community & Cohesion policy along with Equality & Information objectives-Completed
- Behaviour Policy on next Agenda- Completed
- Contact Governors services re Head Teacher Appraisal- Completed

**06. Head Teachers Report & SATs results**

Governors have all read report before meeting & JK asked if anyone had any questions? MT asked about the climbing frame incident and West Berks, JK gave them a short update.

**SATs Results-** KS2 are in line or slightly above the national- 2 children were very close in Maths. We are judged as a school on these results but JK feels for the children who were so close and on a different day could well have achieved and the result been very different.

WGD is showing a good move forward, the smaller the number the harder it is to stay inline.

In 2019, the schools KS2 results will fall, with us expecting to dis-apply 4 children, 2 joined the school in year 3, SEN issues. Results next year will be provided with an additional Colum to show all students and those without SEN.

KS1-These are a good set of results. However as they have done so well this could have a negative impact on the progress results in KS2. KH asked about Maths? JK said this was just one child.

Phonics & EYEs results are very good. We will need to look forward as to how we get more children on GLD. On the whole not brilliant but in line or slightly above the Local Authority.

**07. Budget Review2018-19**

BM advised Governors that all is running in line with anticipated expenditure apart from 2 areas. Since the budget was set one of the teachers is reducing her hours from Sept hence the cost saving on that line. JK then explained how the KS1 children will be taught next year. As we only now have 5 children joining in Sept, will have 13 in Yr1 and 4 in Yr2, giving us a total of 22 children in KS1.

The other reduction in income is the PPG income. We believed we were going to be funded for 8 but have only received funding for 4 children. On further investigation the Census in Jan is now the time they undertake the calculation, and 3 of the children missed the deadline date by a few days, so no funding for them. Another child who joined the school with funding (BM was not aware of this) as it runs for 6 years they have come to the end of that period, so no funding for her either.

The second area is the Water bill. We received 2 weeks ago a bill that had an adjustment made on it for over £20k, after a number of phone calls and lodging the complaint with their complaints dept. BM has gone back through the last 4 years and Thames Water did not read the meter it was all estimated and Castle Water who bought out Thames Water say they are putting through this adjustment to cover the underpayments for many years. I have looked at Stockcross's water bill, who are also with Castle Water

and they are paying approx. £2k per year. On the old water bills from Thames Water it looks like a new meter possibly was installed as on 5<sup>th</sup> Feb 2015 type of reading is listed as "Initial", thereafter all subsequent bills it's listed as "Estimated".

BM is continuing conversations with them and waiting to hear from their complaints dept and if we do owe a larger amount then BM will try to negotiate a repayment plan over a number of years.

Today, Tues 17<sup>th</sup> July, BM has received an email from Castle Water saying they are investigating our complaint.

Governors suggested that we ask them to read the meter on the 1<sup>st</sup> Sept and again on the 30<sup>th</sup> Sept to ascertain what the school uses in a month and work from there. MT will raise this with them when the complaints dept respond.

Budget monitoring does show the school at this stage still in credit at the end of 2018-19 financial year by £1.5k, even with the £20k water charge deducted.

BM expressed concerns about the budget for 2019-20 with the low numbers of students (69 expected at this stage on the Oct Census) and the much smaller carry forward position if the water bill does have to be paid.

It was agreed that in Sept we would have an item on the agenda to discuss how we increase the numbers in KS1.

#### **08. Pupil Premium 2017-18**

This document is written at the beginning of the financial year (Governors will have seen it previously) and then at the end of the year it is evaluated and put onto the schools website.

PPG funding is about giving opportunities to children to assist them in achieving and the expenditure needs to be outcome focused. We use the funding to support 1-2-1 learning, after school activities that otherwise they would not be able to take part in, sometimes even uniform.

MT asked who would check/review this report? JK said Ofsted would and if they had concerns they would challenge at their visit. MT asked if parents could read it, BM said it was on the website so available for parents and prospective parents.

The 2018 results for the 3 yr6 PPG children were discussed.

#### **09. Governors Annual Report**

EW wrote the report for this year, in a similar format to last years. MT sought advice as to whether this report was needed and was advised by Governor Services that it was not compulsory but it was best practice. It was agreed that this report would be put on the website now and that in Sept we would have an agenda item to agree what the future format would be for this report.

#### **10. Meeting Dates & Agendas 2018-19**

Governors reviewed the proposed dates and approved. Next meeting will therefore be Tues 18<sup>th</sup> Sept 2018.

#### **11. Safeguarding Update-**

**H&S-** We have now received the Legionella report that was commissioned by West Berks and undertaken in April. We have been rated "Low" with 4 small areas for attention. 2 Dead legs to be removed-completed 17/7, Value on outside tap-completed 17/7, stickers near taps displaying drinking/non-drinking water- Completed 15/7 & BM & site assistant to undertake refresher training- this is booked for Sept 2018.

### Playground Equipment

We have now received quotes from three companies, with a couple of different options from 2 of them to remove & replace the equipment. As the last was not received until 16<sup>th</sup> July, no order has been placed as yet and the options are available for discussion now. BM tabled a sheet showing, costs and options and also provided the designs. After discussion it was agreed that the school would purchase the adapted Magellan along with the Spartacus Health trek costing £12,665. There will be some further additional costs as we will require a CAT scan to be undertaken and we more than likely will need to purchase more bark.

BM is to place the order and process the SPAR paperwork with WB. Ideally we would like the installation undertaken before the open day/evening in Oct.

BM will put up a display outside, with a sign saying "Coming Soon" of the proposed equipment.

### 12. Policies for review

#### Community Cohesion & Equality Policy-

MT has looked into whether this policy is required and it seems as long as we have Equalities and Information and Objectives we do not need this policy. Governors approved not to continue with this policy.

#### Behavior Policy-

JK requested this policy have a small addition into page 2 under rights & Responsibilities regarding children attending trips. Amendment Approved, mark on for annual review by Head Teacher and only returning to Governors if Head teacher wishes to make changes. Approved.

**E Safety Policy**-2 small changes made to policy, then approved and marked on for 2 year review.

**Child Protection & Safeguarding Policy**- This policy is on annual review and an update is expected but has not been received- Approved signed & mark on for another year or until revision received from WB.

### 13. Training & Governor Visit Update:

JK & MT have both undertaken their Safer Recruitment training in July.

### 14. Any Other Business-None

### 15. Date of Next Meeting:

Tuesday 18<sup>th</sup> Sept 6.30pm First 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
15/5/2018	MT	Write to parents asking for anyone with marketing expertise	Completed
19/6/2018	BM	Email quotes for new	Completed

		equipment to CS	
19/6/2018	MT	Review the Community & Cohesion policy along with the Equality & Information objectives policy for next meeting	Completed
19/6/2018	BM	Behaviour policy to be on agenda next month	Completed
19/6/2018	BM	Contact Governor Services re Head Teacher Appraisal training in Sept 2018	Completed
19/12/2017	MW & CS	Hand in Photo for Governing Board	Outstanding
17/7/2018	BM-MT	Marketing of School to be on Sept agenda	Outstanding
17/7/2018	BM-All	Governors Annual Report-what format to be an agenda item	Outstanding

Approved by Chair of Governors

Mark Taylor .....

Date.....