



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 18th September 2018

Present:

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

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.20pm

Documents Considered at meeting

- Minutes of 17th July 2018
- Bus Interest, Code Conduct & Governors Declarations
- List of Governor Roles
- Governor Activity/Visits Calendar
- Terms of Reference
- SEF
- SDP
- Signed Audited Accounts Private Fund March 2018
- Sports Funding Evaluation 2017/18
- Sports Funding Plan 2018/19
- Assessment Policy
- Finance Policy
- Lettings Policy
- Child Protection Policy
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Tabled Documents-

01. Apologies: Rev M Wilson did not attend and did not send his apologies. It was agreed that as Rev Wilson has only attended one meeting since becoming a member and that the Code of Conduct raises commitment that the Clerk will email him to ask if he feels he can commit to being a Governor of the school. The meeting is quorate.

01. 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 18th July 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
- Marketing of School- on Agenda - Completed
- Governors Annual Report- On Agenda - However delayed until next meeting-Outstanding
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06. Business Interests, 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.

Clerk emailed these to Governors at start of term, to enable them to print, read and sign, and bring to the meeting today. Copies were also added to the Governor hub. All Governors did complete apart from Rev Wilson. Information will be on schools website.

07. Chair & Vice Chair re-election

Discussion followed and both the chair (MT) & vice chair (EW) agreed to continue in their roles.

Both were elected and seconded, Chair by JO & MU & Vice Chair by KH & CS

MU will continue as H&S Governor & Safeguarding Governor

KH will also continue as SEND

CS will take on the PPG Governor.

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 & EW will meet JK at 8am on Thurs 18th Oct as this needs to be completed prior to half term.

Head Teachers Review

Agreed that MU, KH & MT will be the Head Teachers review committee and that KH would attend the training on Tues 25th Sept, BM to book KH on training.

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. No changes have been made to these terms prior to presentation to Governors from last year's TOR. No amendments made, approved for 2018.

09. SEF

All Governors have had a chance to read through the document so JK asked if anyone had any questions. JK said this document had been changed and updated to a version provided by SIPP.

MT & KH felt it looked good and quite a bit has been updated.

MT asked is anything else JK wanted to bring to their attention? JK said that next summer she would like to get together with one of the Governors to work together on this document, thus giving one Governor an in-depth look and assurances to the rest of the team. JK said it was a lengthy process and could take up to a day to undertake. MT asked what do other schools do? JK said that they do it together. Next year it won't require fully rewriting just updating and this is usually done in the summer term. It would also prove a good sounding board and also for the SDP.

SDP JK said that under Effective Leadership & Management for Governors that she felt it was important to continue to expand Governors awareness of school data. All agreed with this and said that the meetings with JK had made a huge difference and that it was important to continue with it. Discussion followed regarding the now £600 fee for the Data Analysis, this used to be part of the SIP package, which we have reduced our buyback to and so we now need to buy it separately. MU asked about internet usage and awareness for the children following on the Governments recent announcements, JK & JO said it was part of the curriculum and taught to children. EW asked from the previous year's SDP some areas appear to have dropped off? JK said it was a rolling document and that the previous years SDP was evaluated, and that some areas had been completed. EM asked about the "Spelling Bee" and how it was measured?. JK said that she had evaluated the last SDP and that she would arrange for it to be emailed out to all. EM asked why Priority One this year is Leadership & Management and JK said that she had been advised to move it up, however all priorities came from the Ofsted documents. JK also advised Governors of the Learning afternoon that is on Friday 19th Oct from 1.30pm onwards and that all Governors are invited.

10. Private Fund March 2018- Audited Accounts

The accounts have been audited during the summer break and these were reviewed in detail in the summer term, so the summary is presented to Governors to confirm that they have been audited.

11. Sports Fund Evaluation 2017/18

Governors have had the opportunity to read the document so MT asked if anyone had any questions. EM & MU said how good it was to see how many activities the school undertook, even with its size. All agreed that the extra Sports Funding money had made a difference and enabled the school to undertake activities that they would not have been able to do. E.G Ufton Court for Yr3/4

Sports Funding Plan 2018-19

This is a new document used by many schools. MT asked if we could add the school name & year. JK said it was a document that she had downloaded so was unsure if this was possible.

Sport for Change is new for this year being led by the P/E teacher from Park House school, who is training up a T/A to enable us to deliver an additional 2 hours per week.

12. Marketing of School and Open Day/Evening

Open day & evening is Tues 18th Oct from 10am-2pm & 6pm-7pm. BM has already booked the advert in the local papers, got the banner to display outside on school fence & produced the A3 size posters to be displayed around the area. BM asked Governors if they could have one outside their properties to promote

the school. Governors are welcome to attend the Open Evening as it is the hour before the next Governors meeting. Discussion followed about the number of enquires we are receiving from parents who have children old enough to start in Sept 2019 and also how we track the enquires.

MT advised Governors that he had met with a parent in the summer and she gave MT a lot of information about marketing the school. For example, being very specific about what we have to offer, open door policy, active PSA, pottery class & kiln. The school needs a mission statement that reinforces the things we do E.G 4 trips for a class a year and then when a letter goes home regarding a trip, it would refer to that fact that a class does 4 trips a year.

It was suggested that a SWOT needs to be undertaken to know exactly what our customers (parents) want. The website whilst it is really good and has a lot on it, it does speak in Ofsted language, needs to be a bit more parent focused. E.G it mentions a "Safe" environment, possibly caring would appeal more to parents.

EW suggested doing a parent questionnaire to find out what parents liked at present and what appealed to them when choosing the school. Discussion followed about undertaking a SWOT for staff. It was felt that if we could identify say 10 areas that were perceived to be a real benefit that these should be highlighted on website and also at every point with visiting prospective parents.

It was agreed that MT & CS would draw up a SWOT to be used with staff and then we could discuss what prospective parents are looking for at the next meeting.

13. Safeguarding

MU said he had nothing further to add at this stage of the school year. BM said that the new Playground equipment could not be installed until after the half term break. Posters showing what was coming are on display in the playground. BM also needed to bring to Governors attention that do to a calculation error by Fawns Play where they had not added up correctly the quote we cannot install the Spartacus Health Trek as we do not have quite enough money. This we would look to do next summer. Governors suggested that we ask the company to agree to a fixed price now in writing for next summer for the Health Trek. BM will request this, but she is unsure that they will agree as we are not in a position to place an official order. CS asked about the contractors and the recent changes about using subcontractors. BM advised that we are supported via WB via the SPAR process and for any works approval needs to be obtained from WB who check through all the paperwork etc.

13. Governors Annual Report Format

MT asked that this be delayed until next month's meeting.

14. Policies for review

Assessment Policy-

Policy reviewed small changes made, approved and mark on for 2 years.

Finance Policy-

BM advised one small change has been made but it is an Audit requirement that this policy is reviewed annually. Approved.

Lettings- Policy reviewed no changes made, approved and mark on for 2 years.

Child Protection & Safeguarding Policy- This policy is on annual review revision received from WB as this is a policy that we adopt. Approved and marked on for Annual Review.

15. Training & Governor Visit Update: Nothing to add at this stage although KH is booked on the Head Teacher appraisal training for next week.

16. Any Other Business-JO's term of office was due to end at the end of last academic year however as no other member of staff is willing to take on this role of Staff Governor JO has agreed to continue for a further 4 years.

17. Date of Next Meeting:

Tuesday 16th October 7pm First meeting for School year

17/7/2018	BM-MT	Marketing of School to be on Sept agenda	Completed
18/8/2018	BM-All	Governors Annual Report-what format to be an agenda item	Outstanding
19/12/2017	MW & CS	Hand in Photo for Governing Board	Outstanding
18/9/2018	Clerk	Email to all Governors Governor Activity Calendar and evaluated SDP for 2017-18	Outstanding
18/9/2018	MT & CS	Draw up SWOT for staff to complete & Discuss at next meeting	Outstanding

Approved by Chair of Governors

Mark Taylor

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