



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 16th October 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)
- Rev M Wilson (MW)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 7pm and closed at 8.25pm

Documents Considered at meeting

- Minutes of 18th Sept 2018
- Governor Development Plan
- Governors report to parents
- Template for New Format Governors Report
- Molescroft Governors Annual Report 2017
- FFT Data KS2
- Tracking Data Oct 2018
- Budget Monitoring Report to Governors P6-Sept 2018
- Main Budget & Forecast Report 2018-19
- Statement of Internal Control
- 2018 VAT Statement
- Contractors Report
- Physical Intervention Policy
- Pay Policy Sept 2018

Tabled Documents

- Governor Skills Matrix Summary
- Governor Financial Skills Matrix
- Letter & SWOT for Staff to complete
- Teachers Pay rise document
- Head Teachers Monthly Checklist
- Reconciliation of Agresso to FMS

Apologies: Emma Wordsworth (EW) advised she would not be able to attend. The meeting is quorate.

01. Items for Any Other Business:

- Head Teachers review panel- Nov 20th
- Email correspondence from parent.

02. 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.

03. Approval of the Minutes from 18th Sept 2018

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

04. Matters Arising & Review of Outstanding Actions

- Hand in photo for Governor board 2 inches x 3 inches Outstanding for MW, Complete now for CS
- Governors Annual Report- On Agenda - Completed
- Governor Activity Calendar emailed to all- Completed
- Draw & SWOT for Staff to complete & discuss at next meeting- MT & CS - Tabled a letter and a SWOT for completion by staff, discussion followed and a few amendments were made and then agreed MT would email to BM and she will distribute & encourage staff to complete.-Completed

05. Governor Skills Matrix & Financial Matrix

This is undertaken on an annual basis to understand the strengths & weaknesses of the Governing team. Also as we have vacancies on the Governing team, one being a Local Authority they will want to be clear on what we require to enable them to appoint the lady, Susan Chandler, we have put forward as the schools Local Authority Governor.

Governors reviewed the information submitted and identified that a lack of knowledge in special education needs & the knowledge of the local/region. The Governing body felt with Susan's role at Park House school as Deputy Head she would be an asset to the Governing team.

Clerk is still awaiting some returns and will encourage those that have not completed the returns to do so.

06. Governor Development Plan

MT has prepared the draft plan for Governors to review. Discussion then followed with a number of changes being agreed by the Governors. We expect the Governing body to be a complete team by the end of the year once the LA Governor is appointed. It was agreed that under Impact to remove "the results are good, showing no weaknesses" & also to amend the numbers on roll to "static".

MT will organise the 360 degree review.

07. Governors Report to Parents

MT has undertaken quite a bit of research into this and has provided the three documents for discussion. JK advised that all of the top section are now on all school websites, hence the removal in 2012 of paper documents. JK also looked at several schools in the area to see what they did. They tend not to have a paper copy they have it covered off on the Governors website page. MT & MU agreed that the website was a good idea and MT liked the idea of the page having a personal element and that it's updated annually. JO raised that the "Molescroft School" is an outstanding school & its relying on its Ofsted from 2008, and that by now a lot of the staff will have changed.

It was then agreed by Governors that the Executive Summary from the Key document would be the type of format used and will be added annually in Sept/Oct each year, along with the letter from the Governors annually.

08. FFT Data KS2 & Tracking Data Oct 2018

JK said that the main element to be aware of is that for the attainment it shows that we are inline nationally. JK was disappointed in the results as one or two children missed out by a very small margin. Our progress because some of the children just missed out is down on previous years but above the base line that Government sets out.

A standardised score of 100 is where the level is set and if 98 is achieved that you have not met the standard and if you achieve 110 you are working at "greater depth".

Where we did not achieve was the Greater Depth for GPS (Grammar Punctuation & Spelling) & Maths Expected.

KS1 results are very good and very pleasing and this progress needs to be maintained. Also with phonics we achieved 100%, all 3 children achieved.

In May 2019 the KS2 results will dip as we have 6 children with significant SEN needs. Progress is measured from KS1 to KS2 but the curriculum has changed and it was easier than it is now and the standard is now a year's work harder. The non-SEN children we will work with to get as good a result as possible and with the Sen get them as close as we can.

Discussion then followed regarding the data and the different forms of data received and MT said he would contact Governor Service's regarding it.

Regarding the tracking data, most children met last year's targets except the few in year 6.

9. Budget Monitoring Report to Governors P6 Sept 2018 & Main Budget Forecast 2018-19

BM reminded Governors that variances of £1,000 & 20% of budget line need to be reported to Governors. Whilst we will have an under spend on T01 Teaching Staff of approx. £12k this is only 5% of the budget line. There are two lines that do exceed the limits, E15 Water and this still relates to the water bill dispute & E27 Bought in Professional Services. E15- BM identified a leak in the summer it did take 6 weeks to get it fixed and has now put in a claim for the lost water to be adjusted on the bill. I believe the leak has been for some while but I am unable to prove this, however had Thames read the meter this may have been picked up earlier. The full cost of the bill has been included in the forecast.

E27- Professional Services is in excess as we did not budget enough (Input at £170 instead of £1,700) for either Educational Psychologist or School Improvement (Data Requirement), so E27 will be in excess for the rest of this budget year.

On the income side we have reduced the PPG income as we only have 4 children who qualified instead of 8, as 3 just missed the Jan deadline & one had concluded the Ever 6 period.

So on the summary you can see we have moved from a £17k surplus to just a £814 surplus, although if the water bill issue can be concluded to our favour that would change the situation.

Sports Funding budget is funded for the academic year not the financial so it is always out of kilter but the expenditure has increased due to the playground equipment installation.

Capital Budget figures have changed hugely as WB advised me at the point of submitting the SPAR paperwork that they need to see all the expenditure via the Capital, so funds will need to be transferred into the Capital account (from Private Fund, Sports Fund, & Donations) and then the bill for the works will be paid from the Capital account. Hence the increase in Income by £10k approx. & Expenditure by £12k.

10. Statement of Internal Control & VAT non registration.

This is an annual statement that the Governing body has to approve & sign. Clerk will then send onto WB.

Governors discussed & then approved & signed document, BM to send to WB.

The VAT statement also needs to be minuted following the WB auditors in April 2016.

The governors discussed the need for the school to be registered for VAT. It was felt that as the school only has one letting, Inkspots and that we do not have any further lettings/income that the school would not benefit or be legally required to be VAT registered. The school does claim VAT back via WB. It was agreed that this should be reviewed annually and minuted by the FGB incase circumstances change

11. Contractors Report

This is the list of the Contractors the school has in place along with the costs and comments on each company. Some changes were made last year, with the water monthly checks now done in house, change of telephone supplier. BM said that at this point she was happy with the services & costs the companies are providing and did not feel any further changes were required. However BM is looking at Cleaning options although we are very happy with KGB and will consider the WB option along with a company called Rapid Clean who are visiting the site tomorrow and will provide a quote. This will ensure that we are achieving best value.

Governors were unsure that the water cooler was a best use of funds for the PSA and felt this possibly should be challenged. There is cold drinking water taps in every classroom so water is available for all the children if it was removed. JK said he would raise this with the PSA.

12. Safeguarding

MU said he had nothing further to add at this stage of the school year. BM said that the new Playground equipment is being installed with a start date of Mon 29th Oct which is an inset day and so the harris fencing etc and set up procedures can all be done without any children on site.

At the last meeting in Sept Governors suggested that we ask the company to agree to a fixed price now in writing for next summer for the Health Trek. BM has contacted them and they will hold the price if we place an order now (prices go up in Jan 2019) and the cost for this would be £3k. The Sales Manager did say that they would not actually build/make the Spartacus Health Trek Fitness Trail until approx. 6 weeks before. If we are going to undertake this and commit to it now I would like to book it for May half term week. This cost would need to come from the either Sports Budget 2019-20 (paid to schools in Oct 19 & April 20) or via the Capital Budget 2019-20. We did forecast in the 2019-20 Capital budget £4k for works as yet not identified. Governors approved the placing of the order now and that we request an installation date of May half term.

13. Policies for review

Physical Intervention Policy-

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

Pay Policy Sept 2018- This is a West Berks policy that the school simple adopts as we do work to their guidelines. A revised policy comes out usually each Sept from West Berks once agreements nationally have been made with the unions. Governors were issued with a copy of the pay rises that the unions & government have agreed and were made aware that it is just the top & bottom of the ranges that have been uplifted but that many schools in WB are increasing all of the salaries by the proposed percentage uplift. This was approved by Governors that all percentage uplifts to be applied to all teachers' salaries.

14. Training & Governor Visit Update: KH attended the Head Teacher appraisal training at end Sept.

15. Any Other Business

Head Teachers review panel has a date set for Nov 20th with the SIPP, KW can make the date MU cant as he is away & MT will need to check with his employer. JK will email SIPP to see if there is a later option after MU returns from holiday.

Parent Email- The chair of Governors has received an email and with KH's assistance they have replied regarding the funding for the new playground equipment.. MT said he was pleased that parents were using this form of communication with him.

16. Date of Next Meeting:

Tuesday 18th December at 6.30pm, It was agreed that the November meeting can be cancelled and the 2 agendas be combined.

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	Completed
18/9/2018	Clerk	Email to all Governors Governor Activity Calendar and evaluated SDP for 2017-18	Completed
18/9/2018	MT & CS	Draw up SWOT for staff to complete & Discuss at next meeting	Completed
19/12/2018	MW	Hand in Photo for Governing Board	Outstanding
16/10/2018	MW & JO	Complete 2 x Skills Audits, NGA & Financial	Outstanding
16/10/2018	MT	Organise the 360degree review of chair	Outstanding
16/10/2018	MT	Email Governor services regarding the Data	

Approved by Chair of Governors

Mark Taylor

Date.....