



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

Present:

- Mr M Taylor (MT) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mrs J Obin (JO)**
- Mrs K Hastie (KH)**
- Mrs E Wordsworth (EW)**
- Mrs S Chandler (SC)**

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

Meeting started at 6.30pm and closed at 7.55pm

Documents Considered at meeting

- Minutes of 16th Oct 2018
- LA Governor Nomination
- ASP- Analysis School Performance
- Enrichment 2017-18
- Head Teacher Report
- Budget Monitoring Report to Governors P6-Sept 2018
- Main Budget & Forecast Report 2018-19
- WB Q&A Re Budget Outturn
- Cleaning Contract Review
- Email from Mark Lewis
- Website proposal
- Safeguarding Self Audit
- Capability Procedures Policy

Tabled Documents

- Head Teachers Monthly Checklist
- Reconciliation of Agresso to FMS

Apologies: Mike Unsworth (MU) & Christopher Sanders (SC) advised they would not be able to attend. The chair or clerk have not heard from Rev Mark Wilson (MW). The meeting is quorate.

01. Items for Any Other Business:

- SWOT Analysis

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 16th Oct 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 & SC
- Skills Audits for NGA & Financial- Completed by JO, O/S MW & also SC now
- Organise 360 degree review of chair-Agenda Item-Completed
- Email Governor services regarding Data-Outstanding

05. Approval of LA Governor

The LA has nominated a Local Authority Governor and the governing body all approved Susan Chandler's appointment.

06. Learning Walk

Governors met at 6pm and undertook a learning walk of the school looking and focusing on the school environment. They felt that the improvements in tidiness and organization were evident with still further work needed. The Extra Curriculum board in the IT room is very good and assists when showing parents around. They like the walls full of the children's work and the kindness kites.

07. Published Data Analysis (ASP)

JK said she likes this version from WB, as it's easy to read with no red showing which is good. Yellow indicates that we are on track an online with the rest of WB. Results could have been better but we are not below in any areas.

KH asked why at 100% was it not green, JK said because of the low numbers.

Last year governors had a meeting with the Head Teacher prior to the FGB and looked at the data in a lot of detail. It was felt that this was very beneficial and that the Governors would like that opportunity again, so agreed to meet at 6pm prior to the next FGB meeting in January.

On all of the published data, because of the numbers are so low we cannot be criticised, as long as we can explain the data. The new Ofsted criteria is more focused on the story behind that supports the data, progress is more focused, no longer just about the numbers from Sept 2019.

08. Enrichment Review 2017-18

SC asked about participation across the school & JK said all children get the chance to take part. MT said that parents valued that as part of the school as in bigger schools they have their team and others can be excluded whereas here anyone can have the chance/opportunity to take part. So all children that want to can get involved. KH asked if this information was on the website and BM said it is in two places. We also have the enrichment wall for parents and prospective parents to view and the school has been involved with a number of events with the community over the past few months and all Governors agreed that this was a good move forward.

09. Head Teachers Report

JK asked if anyone had any questions, EW said thanks for including the 3 & 4 yr olds as it gives us an indication of the numbers that could be coming into school the following September. BM said we have 8

from Inkpots who want places for Sept 2019 and we have been inundated with prospective parents this year and both JK & BM feel we will be oversubscribed this year. We have had parents this week and also have some booked for a visit in Jan just before the deadline which is 15th Jan for Sept 2019 places. JK has included information on the Govt Floor Standings and Coasting Schools information- she felt this would help to put things into prospective. Schools can be coasting but not fall below the floor levels. With behaviour it's how the school deals with problems & issues that achieve the rating and as the school does seek advice help & support we can be higher rated for this. The challenge is to include and bring in the children who are misbehaving. MT asked if we could have a sentence on how and what we need to do to move to a 1 rating. "We are looking to do....." as an example, it was agreed that this would be included in the next report. This will also assist in tying the SDP & the Head Teachers reports together.

10.360 Degree review of Chair

Previously this has been undertaken via the Clerk but EW & MT have found a document and tailored it to the school and EW will be collating the information and feeding back to the FGB as well as supporting a development plan for the chair if required. So EW will send out the questionnaire to the governors early in the new year, to return to EW for collation and discussion at the next meeting.

11. Budget Monitoring Report to Governors P8 Nov 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. £10k 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- has been negotiating with the water company and has been undertaking 2 weekly readings and has been able to evidence that since the repairs the amount of water the school uses. Castle water are still awaiting the outcome of the leak allowance claim from Thames Water. Once that is agreed we can negotiate a repayment programme over this year and the next financial year.

E27- Professional Services is in excess as reported at last FGB and will stay 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, in the summary you can see we have moved from a £17k surplus to £8,435 surplus, although once we have a final outcome from the water company, and agreed a repayment programme

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 have been transferred into the Capital account (from Private Fund, Sports Fund, & Donations) and then the bill for the works has been paid from the Capital account. Hence the increase in Income by £10k approx. & Expenditure by £12k. With the Government's announcement late October that schools will be getting an additional sum of funding for "Extras", we have been advised that this will come into the Capital Budget not the revenue budget, we

are expecting to receive £2k approx. So this will increase this balance further until we purchase some more computers.

Governors also reviewed the responses of the BM to WB regarding the schools financial position following WB strong recommendation that the responses are shared with Governors. All agreed with the responses submitted.

12. Cleaning Contract Review

Discussion followed as Governors had read the document and agreed to accept the recommendation from Head Teacher and Business Managers that we renew the contract with KGB South West Ltd for a further 3 years, from Dec 2018 to Nov 2021.

13. Road Signage

This was raised when Ian Pearson Head of Education visited in Oct (his annual visit). BM did try to organize signage on the roads 3 years ago following discussion/request from Governors. It was turned down at that stage as the Highways dept felt people would only want to find the school once a year, so it was not approved.

Governors felt we should try again and establish the costs etc. BM is to contact the traffic and road safety dept in WB advising them that we would like a sign to be erected directing all to the school at the junction on Post Office road, Kintbury road & Folly road. Once we have established costs and timescales etc Governors will review.

14. Web Site Proposal

EW spent time reviewing and discussing with the Head Teacher the schools website with a view to how we update it. EW has been looking at other schools websites to see what they have & what we haven't, what looks good and what doesn't. The decision was made that the website is mainly aimed at Prospective parents and to fulfill the DFE requirements. EW has listed a few pointers to make some changes and update it. BM advised that when she received the report she contacted the website designers and asked them for a quote for the works that EW has initially suggested. They have said to update the font & resize throughout site, give each page a photo using available space so they dominate the page, change the method documents are accessed (remove all the red buttons) and they have advised they could undertake that work for £200. It was agreed that this would be a better way forward than the BM changing all the information. JK & EW will meet in the new year and plan the way forward. EW asked if this could be an agenda item for the next few months.

15. Safeguarding & Health & Safety Update

Annual Safeguarding report has been completed by MU & JK and submitted to the local authority, the document is for information purposes only. JK asked for Governors to look through and challenge/raise anything if they felt it needed attention.

Play Equipment- This has been installed and the children are now enjoying it. One issue with the installation, the skip lorry when reversing across the playground drove over the manhole cover and shattered it. BM covered the area, undertook a risk assessment and took photos, and used the goal posts to further secure the area. The skip company then arranged the repairs at their expense. The plan is to have phase 2, Health Trek undertaken in May half term and this has been ordered.

16. Policies for review

Capability Procedures-This is a West Berks policy that the school adopts and is due for review. Agreed adopted and review next in 2 years or before if updated version issued by WB

17. Training & Governor Visit Update:

JK has undertaken her Designated Safeguarding refresher training and 2 Governor visits have been undertaken. MU with the Safeguarding audit & KH with JO for the SEN Review.

18. Any Other Business

- SWOT Analysis- MT has received a few papers back from staff and it was agreed that JK MT & EW will meet up in the new year, have workshop for an hour or so and explain what thoughts they have and involve the staff

19. Date of Next Meeting:

Tuesday 22nd January at 6.30pm, 6pm with headteacher to review data in detail.

16/10/2018	MW & JO	Complete 2 x Skills Audits, NGA & Financial	Completed
16/10/2018	MT	Organise the 360degree review of chair	Completed
16/10/2018	MT	Email Governor services regarding the Data	Outstanding
18/12/2018	SC	Hand in Photo for Governing Board	Outstanding
18/12/2018	EW	Send out 360 degree review to Governors and have as an agenda item at next meeting	Outstanding
18/12/2018	BM	Contact WB Traffic & Road Dept re signage to the school	Outstanding
18/12/2018	EW	Web site Improvements on agenda for next few meetings	Outstanding
18/12/2018	MT, JK & EW	SWOT analysis meeting & workshop	Outstanding

Approved by Chair of Governors

Mark Taylor
Date.....