



**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 22<sup>nd</sup> January 2019**

**Present:**

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

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

**Meeting started at 6.30pm and closed at 7.40pm**

**Documents Considered at meeting**

- Minutes of 18<sup>th</sup> Dec 2018
- Pupil Progress Data
- Benchmarking Report Card 2017-18
- Accident Incident Summary 2018-19
- Schools Financial Value Standard Report
- Building Development Plan
- Adverse Weather Policy Draft Jan 2019
- Charging Policy Draft Jan 2019
- First Aid Procedure Draft Jan 2019
- Persistent Complaints

**Tabled Documents**

- None

**Apologies:** Apologies received from SC to Clerk. Neither the chair nor clerk have not heard from Rev Mark Wilson (MW). The meeting is quorate.

**01. Items for Any Other Business: None**

**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 18<sup>th</sup> Dec 2018**

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

#### **04. Matters Arising & Review of Outstanding Actions**

- Email Governor Services regarding Data-Completed- MT had a long conversation with Governor services and suggested a help sheet, MT gave a couple of suggestions and Governor Services said they would see what they could do in future.
- Hand in photo for Governor board 2 inches x 3 inches Outstanding for SC
- Send out 360 Degree Review of Chair-Agenda Item- Outstanding
- Contact WB Traffic & Road Dept Re Signage- Completed-BM has emailed Traffic services and they said they will be back in contact by the 24<sup>th</sup> Jan.
- Web Site Improvements- Agenda Item- Outstanding
- Swot Analysis meeting & Workshop- Outstanding

#### **05. Pupil Progress Data**

JK said that Yr1 results have a lengthy page of notes to accompany & explain the differences. Foundation is a different curriculum; these are 6 yr old who have been in school for 10 weeks at the point of being tested. It takes a good 2 years, Yr1 will be off track but by the end of Yr2 they will reach where they should be. We also have a number of summer born boys making them quite young.

Q-KH asked is the (maths) PPG included in the numbers above it? JK said yes. This child joined the school in the summer and is having some additional support by her teacher whilst her sister is doing booster with JKs group after school. The child has been assessed and it's filling in the gaps in her knowledge. We did lose a good Yr3 which was disappointing. Yr6 is still a concern as not making enough progress, partial due to the large number of SEN children.

JK also said that the step up from Yr2 to Yr3 in writing is a very big step and it takes time to make it.

Q- MT asked when would we expect them to be back on track/in-line with where they should be. JK said by the end of Yr 4, but may not get the 25% to "Greater Depth" by end of this year. Spelling is a large jump into Yr3 and punctuation can cause some issues.

#### **06. Benchmarking Report Card 2017-18**

BM explained that at the end of each financial year each school submits a CFR return to their LA who subsequently submit onto the DFE. They then compare the information reviewing what schools are spending in each category etc and issues the data to us. There is a very detailed sections that the BM reviews looking particularly at the small schools in West Berks.

Whilst we are the highest in this sample for Teaching Spend %, we do have very experienced teachers who are top of their pay bands, which is a benefit to the school and children however if a teacher did leave we would look to recruit a lower level teacher who could be supported by the more experienced. Admin we are always lowest as we just have one employee, the schools BM. The other areas look fine, although one school has a very low pupil teacher ratio of 6.9 but they only have 18 children. EW noticed that the common factor in the data seems to be the % of SEN all around the 22% mark. Governors liked the report and found it interesting and easy to understand.

#### **07. Accident & Incident Summary Report 2018-19 to Date & 2017-18**

SC advised that the dates within the spreadsheet needed to be changed. The school does record every incident, every knock trip fall etc so the numbers can look quite high, especially if we are playing outside a lot. The previous year's data is just to help with a comparison.

#### **08. Schools Financial Value Standard Report**

This is an annual assessment that the school undertakes and then has to submit to West Berks. BM has updated last years, added some elements etc and Governors then reviewed the document in detail. It was

agreed that no further amendments/additions were required, that there were not any remedial actions required. Agreed that it was ready for submission to WB. Chair signed document.

#### **09. Building Development Plan**

In the FGB Terms of Reference & for Audit purposes the school needs to annually review its building development plan to demonstrate it is looking ahead etc. As the school receives such a small amount it is hard to plan for any of the big items.

Q-EW asked if WB knew we were looking to them to replace the modular buildings, BM replied that they do send a surveyor out annually to all schools to review what is the priority for the LA to spend what many they do have. At present we are not the greatest need. BM is looking into getting the rendering on the outside of Yr3/4 modular building re done but this is not proving an easy process, West Berks have been unable to assist. BM also has concerns that if the school uses its capital budget on the repairs our need for them to be replaced would diminish.

#### **10.360 Degree review of Chair**

EW has received two responses and requests that all governors complete and return so that she can then collate them. Please return to EW by half term.

This is to be an agenda item at next meeting.

#### **11. Web Site Proposal**

EW apologies but due to other commitments at the start of the year she has been unable to move this further forward.

This is to be an agenda item at next meeting.

#### **12. Safeguarding & Health & Safety Update**

Nothing to report this month.

#### **13. Parental Behaviour**

This is a Part 2 Item, see Part 2 minutes.

#### **14. New Computers Quote**

In the Capital Budget for 2018-19 the Governors agreed that the school would use some of the Capital budget to continue to upgrade and replace 5 computers a year. As the financial year is now coming to an end and that we have received additional funding for "Little Extras" we would like to order the 5 new computers. Previously we have used WB who sources quotes and prices and undertakes the installations etc. we moved across to Protek in April 2018 and they have done the same for us. BM explained that we have been advised to purchase a license from Microsoft for the school instead of single licenses as this offers greater benefits.

Governors approved the purchase of 5 new computers and an annual license.

BM to place order with Protek.

#### **15. Policies for review**

**Adverse Weather**-Reviewed & Approved mark on for next review in 2 years.

**Charging Policy**- Reviewed & Approved mark on for next review in 2 years.

**First Aid Procedures**- Reviewed & Approved mark on for next review in 2 years

**Persistent Complaints Policy**- A New policy that JK feels the school needs to have in place, see Part 2 minutes. Slight amendment, Policy approved mark on for 3 years.

**16. Training & Governor Visit Update:**

All attendees at meeting undertook Data training with JK prior to start of meeting.

**17. Any Other Business- None**

**18. Date of Next Meeting:**

Tuesday 19<sup>th</sup> March at 6.30pm,

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	Completed
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.....