



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 19th March 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)
- Mrs S Chandler (SC)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.05pm

Documents Considered at meeting

- Minutes of 22nd Jan 2019
- SDP/SEF Plan
- Head Teachers Report
- SEND Report
- Budget Monitoring Report P11- Main, Sports & Capital
- Repairs to Yr3/4 Classroom
- WB Buy Backs
- Website Action Plan
- Curriculum Policy
- Medical Conditions & Managing Medicines
- Performance Management

Tabled Documents

- Head Teachers Monthly Checklist
- Reconciliation of Agresso to FMS

Apologies: Apologies received from Mike Unsworth who advised the Chair & Clerk that due to health he will be stepping aside from his role as H&S Governor whilst undergoing treatment. MW has emailed clerk sending his apologies but CS we have not received anything. 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 22nd Jan 2019

Minutes were reviewed, spelling amendment & then approved by all & signed by Chair.

04. Matters Arising & Review of Outstanding Actions

- SC to hand in photo for Governor board 2 inches x 3 inches- Outstanding
- Email Governor services regarding Data-Completed
- 360 degree review of chair - Completed Agenda Item
- SWOT analysis meeting & Workshop- Outstanding
- Web Site Improvements- Completed

05. Review of SDP/SEF

JK advised that the updates/comments for this meeting are in yellow and that future updates will be in a different colour, thus making it easier to see changes etc.

Q- KH asked about the Ofsted criteria, JK said that the new criteria is not fully available as yet, more focus is being given to the curriculum and the breadth of the curriculum. JK would like to fully brief all Governors possibly at 6pm prior to next meeting in April. Governors will need to help make decisions about what level of data Inkpen is going to use and provide to Governors. The new criteria are to be fully effective by Sept 2019.

Q- KH asked when the next Ofsted is due, JK said it could be next summer 2020 or 2021.

MT said that there is much evidence of the good work and focus, along with the depth of the curriculum.

JK says it's how we sell it and write it, that's where Governors need to be fully aware and involved in it.

Q- SC asked about accurate assessment- JK said we are really good at this as we do have a KS1 moderator and assessment is a real strength of the school.

Q-EW asked about the outside area that Inkspots and the school utilise around the back of the school and it needing attention? Agreed that JK will draw up a list of what the school would like improved and that EW would liaise with the village.

06. Head Teachers Report

JK started by drawing Governors attention to the number on role, which is listed as 67 but we are possibly going to lose another 5 children from Yrs 1, 2 & 4, JO stated 2 of which are on the SEN register, JK said that this would also have an impact on the KS1 data.

Q- EW asked about the attendance & if it was the same children, JK said it was not.

JK advised Governors that we have been awarded via the Miss Lawrence Trust £800 and we will use this to purchase Visualizers for the school.

MT commented that the Staff Well-being was important and JK said that the Ed Psy was assisting staff with the impact of challenging behaviour from the children. That a session with the teachers had already been undertaken & next week a session with the teaching assistants is booked.

07. Playground Behaviour

This is a part 2 minuted item.

08. SEND Report (JO)

This is an interim Report to cover all of last year up until Summer 2018. In future we will review this report in Oct and we will be looking at the data for the previous academic year so in Oct 2019 we will review 2018/19. JO said that the first Yr6 child joined the school earlier than the 2nd Yr 6 child who only joined the school in Yr5 so the impact has been lower.

Q-KH asked about the changes from KS1 to KS2 over that time period and JO agreed.

JK said that we have been very good at accessing all the help and support that is available.

An ECHP plan has recently been approved and we have applied for a grant under the Vulnerable Pupils Grant, we are awaiting a response.

Q- MT asked if the list under the High Quality Teaching could be more aligned to the needs, JO said that this would be done for the next report.

SC also highlighted that ELSA has been missed off.

09. 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.

Main School Budget-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 the water bill dispute & E27 Bought in Professional Services.

BM has been negotiating with Castle Water for past 9 months and is pleased to advise that the bill has been reduced drastically from £22k down to just over £8k and this figure also includes the schools usage for 2018/19. We have agreed to pay £4,500 now in this financial year and then £400 a month in the next financial year until debt is cleared.

E27- Professional Services is in excess as reported at previous FGB and will stay in excess for the rest of this budget year, as we purchased additional School Improvement assistance.

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. However we have also been advised that because of the number of children now on FSM we are due some additional funding of £2.2k

So, in the summary you can see we have a planned carry forward figure of £36k, this has increased from previous discussions mainly due to water issue being resolved, and careful management of each budget line. However we do still have month 12 to process early in April and the mop up month 13. The outturn I would expect to be slightly more or slightly less of this figure.

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. This budget will be showing a small deficit carry forward of approx. £2k which is not an issue for the school or WB as on 1st April the 2nd part of the funding is due of approx. £6.9k. So this is more a timing issue.

Capital Budget figures have changed hugely as WB advised me at the point of submitting the SPAR paperwork for the playground 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 £5.4k approx. in March. This will take the final Capital Budget carry forward position to approx. £5.3k.

BM then tabled a document showing the quotes received for the repairs that are needed to replace the gable end of the Yr3/4 classroom. Governors approved this expenditure from Capital budget 2019-20 to enable BM to submit SPAR paperwork to WB.

Q- MT asked about warranties after work is undertaken, JK thought there was a 10year warranty but BM will get this clarified. The hope is that we could have this work undertaken in the May half term. Chair & HT then signed SPAR paperwork.

Road Sign Update from Traffic & Road Safety in WB is that they will be removing the Swan Inn signs and replacing them with new double sided black & white "Primary School" signs, with no expense to the school.

10. West Berks Buy-Backs 2019-20

The buybacks are the services that we use and pay WB to provide. Historically these were 3 year contract so had to be agreed by Governors, now they are only 1 year contracts but some lines are above the financial management purchasing levels of £1k so Governors approval is required.(above £1k).

Some services have been withdrawn, Accounts Payable and some I have not had prices for as they are academic year rather than a financial year charge but request approval on the basis that we require these services for the ongoing operation of the school.

11. Web Site Proposal

EW has undertaken a lot of research of other school sites and has drawn up this action plan. The biggest job will be the menu changes and this may well be costly and we will have to discuss with the website company what they can provide and at what price. Wider discussion followed over whether Wider Curriculum should be a separate menu option. EW feels that instead of red buttons for documents a PDF symbol with the heading is more effective.

EW will amend the action plan and then forward it to BM who will send it onto the Website company Media Fusion with a view of having a meeting to discuss and obtaining a quote to move this project forward.

12.360 Degree review of Chair

EW is still awaiting some feedback but decided that we will move this forward with what we do have.

13. Safeguarding & Health & Safety Update

MU was coming in last week to undertake the Safeguarding Single Central record checks and the H&S checks however due to his sudden decline in health he was unable to do this.

MT agreed to act as H&S Governor until the end of the academic year and will come in before end of term to undertake the various checks required.

14. Policies for review

Curriculum Policy- JK has made some changes to this policy and would now ask for approval- Agreed and marked on until Nov 2019 as the new Ofsted criteria will be available and it will have an impact on this policy.

Medical Conditions & Managing Medicines- 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

Performance Management- No changes have been made, approved & marked on for 2 years.

15. Training & Governor Visit Update:

CS has undertaken the Designated Safeguarding Lead training, JK has attending the Ofsted Briefing. KH has undertaken a SEN review with JO.

16. Any Other Business

- None

17. Date of Next Meeting:

Wednesday 24th April at 6.30pm, for 2019-20 Budget Approval which must be submitted before end April.

18/12/2018	EW	Send out 360 degree review to Governors and have as an agenda item at next meeting	Completed
18/12/2018	EW	Web site Improvements on agenda for next few meetings	Completed
18/12/2018	SC	Hand in photo for Governing Board	Outstanding
18/12/2018	MT, JK & EW	SWOT analysis meeting & workshop	Outstanding
19/3/2019	JK	Draw up outside area improvements required & email to EW	Outstanding
19/3/2019	EW	Send revised action plan to BM who will forward to Website co, and book apt to all meet up	Outstanding
19/3/2019	BM	Check what warranties are provided for the gable end works on classroom Yr3/4	Outstanding

Approved by Chair of Governors

Mark TaylorMark Taylor.....
Date.....24/4/2019.....