



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 21st January 2020

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 C Sanders (CS)
- Mrs C Evans (CE)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.10pm

Documents Considered at meeting

- Minutes of 17th Dec 2019
- Pupil Progress Data
- Benchmarking Report Card 2018-19
- Accident Incident Summary 2019-20
- Schools Financial Value Standard Report 2020
- Travel Survey April 2019
- Health & Safety Inspection WB Report
- Continued Professional Development Policy
- WB Disciplinary Procedures Policy

Tabled Documents

- None

Apologies: No apologies were received however MW did not attend.
The meeting is quorate.

- 01. Items for Any Other Business: SEND Report from KW & Governor Day**
- 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 17th Dec 2019**
Minutes were reviewed, one small change, approved by all & signed by Chair.

04. Matters Arising & Review of Outstanding Actions

- Therapeutic Thinking Update for March Agenda-Success & Challenges- Outstanding

05. Learning Walk- Reading around the school

Governors viewed the schools new "Reading" displays with JK explaining the rationale. Also the KS1 teacher explained aspects relating to the younger children. Governors discussed the availability of age appropriate books and the amount of reading children undertake.

06. Pupil Progress Data

JK highlighted that Yr1, which is just only 5 children in that year group, of which 1 is SEND, 3 of the other 4 are on an alert, but they are making progress at this stage but they are too young to formally assess. These 3 children also have issues beyond education and the other one child is working at "Greater Depth". We use Sprint to support them, with one child having just started that programme which is 30mins a day. One other child had started the programme but was withdrawn as their attendance was so poor.

Yr1 do have intensive sessions on a Weds whilst Yr2 are at swimming, the teacher has just the 5 of them for 2+ hours and this will make a difference over the 10 weeks.

Q-MT asked about the year 6- JK said that 7% is just one child (again a small year group) and is at "Greater Depth" with 3 more possible to achieve working at "Greater Depth". It is a real challenge to do that as they need to score 100 out of 110, which equates to dropping just 3 marks in each exam. It was agreed that JK would bring a reading paper for the next meeting.

07. Benchmarking Report Card 2018-20

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.

This comparison is Inkpen Primary and 9 other small schools in the surrounding area with less than 100 children.

Many of the charts show Inkpen in the middle of the pack with just small variances.

In Teaching Staff (Percentage of Total) Inkpen is near the top here, as we have very experienced top of scale staff, whilst this can be costly, unless anyone retires/resigns there is nothing we can do to change this.

In Education Support staff both Absolute & as Percentage of Total, we are bottom, or 2nd to bottom. How much a school will need to spend does depend on the children in the school and how many are statemented and therefore have additional funding to enable additional Teaching Assistants. Also we do not have any Higher Level Teaching Assistants, they are all Level 1 and paid accordingly.

In Admin & Clerical we are again in the lower brackets, this is just the BM's salary and given the small differences in size of the schools the BM is amazed that schools are spending twice as much, year on year. Supplies and Services we are again at the bottom of this list although there is only a small difference between the bottom four.

Q-KW asked what was "Occupation" costs- BM said that it related to the costs of running the building EG Elec, Heating, Water, Insurance etc.

Finally the In Year Balance (final page) shows that out of 10 schools only 4 were in credit at the end of the last financial year.

08. Accident & Incident Summary Report 2019-20 to Date & 2018-20

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.

09. Schools Financial Value Standard Report

This is an annual assessment that the school undertakes and then has to submit to West Berks. This year West Berks have completely changed the return.

BM has completed the return and whilst it's in a different format, the sections & questions are the nearly the same as previous years.

It now produces a Dashboard, to assist when looking at benchmarking any issues. We have already looked in detail at Benchmarking data for last year and so the areas are as expected.

Governors reviewed the document in detail.

Q-KW asked about the Teacher Contact Ratio at 0.91%, BM said that she would find the explanation provide it to Governors.

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. BM to email to WB Audit team.

10. Travel Survey

This report is very late in being received, usually we have it within 2 months of it being undertaken but this is now 9 months old.

CE said it was interesting to see how many of the children would like to walk to school if they could. The schools location and rural setting does make it hard for parents to walk children to and from school.

11. Safeguarding & Health & Safety Update

We have received the Health & Safety report from WB following the inspection on the 27th Nov.

The school has been rated as "Good" at 89%, just 2% off of being Outstanding.

CS has had the report in advance and the BM has annotated the Clients Comments section.

It was agreed that CS as H&S Governor when he does his next visit/inspection that he will check the areas that WB have highlighted to ensure that all actions are taken, and this will then act as the Governor H&S Inspection for this year.

CE commented that it's a huge areas cover a lot of aspects, general discussion followed regarding the areas that we need to address.

Governors overall were pleased with the report and feel that the BM's replacement will have a good framework to work from, once BM retires.

12. Policies for review

Continued Professional Development-Reviewed, one small adjustment, policy approved. Marked on for next review in 2 years.

WB Disciplinary Procedures Policy- This is a WB policy that the school adopts. BM has checked that WB have not issued a revised policy- Approved and marked on for 3 years or when a revised policy is issued by WB.

13. Training & Governor Visit Update:

All attendees at meeting undertook with JK prior to start of meeting, to discuss the curriculum and the answers to the questions that may potentially be asked by Ofsted.

KW visited the school and had a meeting with JO & the Cognition & Learning team to discuss in detail the SEND.

MT could not attend the Leadership Forum this evening as it clashed with this meeting.

CE is booked on Governance 1 & 2 in June 2020.

14. Any Other Business-

SEND- KW has reviewed the SEND ethos & statement which is very comprehensive. KW looked at all of the data and reviewed the progress. Salford & Sprint are used and SNAP maths, but this is monitored differently.

KW also looked at an individual case study. SIPP also suggested having a case study on an SEND child and also a non-SEND child and whilst their starting points would/could be different you could see the progress. KW has the data that shows the accelerated progress that has been made, eg 2 month's progress in just 1 month. The group of SEND children are now spread over all 7 year groups. Interventions are in place and are undertaken during classroom time.

KW will retain the information and the data and she will report to Governors, this way child & parent confidentiality can be retained as it is a small number of children that could easily be identified.

GOVERNOR DAY- It has been agreed that Governors will have a Governor day, on Mon 4th May and that at the next meeting in March we will discuss the areas that they will review.

15. Date of Next Meeting:

Tuesday 17th March at 6.30pm,

19/10/2019	JK	Therapeutic Thinking as an agenda item in March- Success & Challenges	Outstanding
22/01/2020	BM	SFVS- Teacher Contact Ratio- email to Governors Guidance information	Outstanding
22/01/2020	BM	Governor Day- Agenda Item March 2020	Outstanding

Approved by Chair of Governors

Mark Taylor

Date.....