

**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 19<sup>th</sup> May 2020**  
**Held Via Conference Call**

**Present:**

- Mr M Taylor (MT) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mrs J Obin (JO)**
- Mrs E Wordsworth (EW)**
- Mrs Katharine Hastie (KH)**
- Mrs Clare Evans (CE)**

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

**Meeting started at 6.30pm and closed at 7.30pm**

**Documents Considered at meeting**

- Minutes of 28<sup>th</sup> April 2020
- Percentages on track to reach ARE May 2020
- Planning Guide for Primary Schools
- Schools Risk Assessment
- Covid 19- Plan for returning to School
- Collective Worship policy
- Whistleblowing Policy
- Governors Allowances Policy

**Tabled Documents**

- **None**

**Apologies:** No apologies received from MW or CS, and they did not dial into the conference call. MW did encounter difficulties in dialling in. The meeting is quorate.

**01. Items for Any Other Business:**

- Catering Contract

**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 28<sup>th</sup> April 2020**

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

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

- Governor Day- Agenda Item- Outstanding
- Staff Well Being Survey- Outstanding

#### **05. Pupil Progress Percentages on track to reach ARE May 2020**

Q - CE asked how practical is it to estimate these percentages when the children have had such an extended time out of school? JK said that knowing the children and what they can achieve and what they were on track to achieve is what this has been based upon. We can only make predictions at the point of them leaving us in March, at the point of lockdown. Some will have slipped back as some have not done as much work as others. All children will be reassessed in September and that will then tell us if they have slipped and by how much.

Q-MT asked about SATS predictions and if we have been asked at this stage to submit anything, JK said they had not at this stage been asked for anything.

Q-EW had emailed a question regarding the Pupil progress report which appears to be looking pretty good apart from Year 1 and I wondered how this is going to be addressed - possibly getting year 1 back in school might be an opportunity to allow extra interventions or does it not work like this? JK said that with only 2 of the Yr1 children returning at this point there would not be the opportunity to work with them. It is a small group with just 6 in that year group and one of which has just joined the school.

#### **06. General Staff Wellbeing & Home Schooling Update**

**Planning Guide for Primary Schools, Risk Assessment, Covid 19- Plan for returning to School documents,**

JK said that there were a number of staff very anxious about returning to school and that all staff had been offered unpaid leave although none have taken up that offer, but we are all working hard to make the school as safe as it can be for all to return.

MT has spoken to the headteacher at another school for advice. At Inkpen there will be 3 year groups (Reception Year1 & Year6), in for just 3 days each group, staggered start times and finish times, staggered lunch times and play times. At this stage we are only expecting 10 children for yr6, two year 1 children and 4 in Reception class, so 16 in total but we are expecting a lot more keyworker children in.

JK is hosting a staff meeting tomorrow to discuss Behaviour Principles so all staff are happy and in agreement with the operational side of the school. They will be discussing the hygiene side, desks being 2 meters apart, PPE pack for each class for emergencies (gloves, aprons, and masks along with sanitiser). All of our classrooms do have sinks in so children can wash their hands regularly. With hot water & soap.

Q-EW asked about the large outside play equipment will the children still be able to use it. JK said there would be gaps in-between each group using it and it may have days when it's not used.

Q-MT asked how much formal learning will take place. JK said that those children who do not attend school will be sent work home but that school will not be providing a full structured programme of learning, it will be more along the lines on key skills and for the younger children its slightly easier as they can read, do phonics etc.

Ian Pearson the Head of Education in West Berkshire has emailed Head Teachers giving a directive that schools need to do what's right for each individual school, to get education restarted.

Q-EW Are the cleaning staff able to make the necessary changes to ensure that all frequently touched surfaces are cleaned every day. This appears to be a quite a lot of additional work for them? JK said that we do have a cleaners everyday and additional spray for during the day. All classrooms have sinks and hot

running water for hand washing and that a deep clean if needed would not take the cleaning company too long as they have purchased a machine that at a cost of £30 per classroom can deep clean a room in 5-10 mins. JK is in discussion with the cleaning company about a number of aspects regarding the school's cleanliness.

Q-EW How will the school manage the children who need to be at school but are not in reception, year 1 and year 6? Can they be looked after with social distancing in place from the other children? The classroom for YR3/4 will be used for the keyworker children and this has been set up, with desks 2m apart, a computer each etc. A lot of furniture has been removed from classrooms to make more space and is in the main hall which will be out of use for the duration.

Q- EW-Are the lunchtime logistics manageable? There will be staggered lunchtimes with 2 lunchtime staff and another also keen to return. We will only be providing picnic bags and JK will deliver to each group of children in their designated areas with 2 staff supervising.

Q- EW-Does the school have any PPE available for use if a child becomes unwell? A pack has been set up for each classroom in case of need.

Q- EW Does the school have adequate supplies of hand soap, sanitizer, disposable towels, tissues etc.? Yes additional purchases have been made to ensure we have what's needed.

Q- EW Do we need to re-visit our behavior policy and make changes? JK said that we did not but that it would be the Behavior Principles that all staff will have had input into and be in agreement with.

The school will be closed during half term next week and no children will be attending any other school, all parents wanted to keep their children at home next week.

MT said that a letter drawn up by a local head teacher stated "that we cannot guarantee to keep your children safe" which is quite alien for a school to say. JK thinks this is why some parents have opted not to send their children back to school. JK said that if all had been returning it would be quite a struggle for the school.

The newly appointed BM has sadly resigned after just 11 days of working in the school but the existing BM & Clerk has returned on a reduced hour contract from 24 down to 15 hours a week as she feels at this stage she could not justify being paid the higher number of hours as the work is not there at present with the school not operating as normal. We hope to appoint an Admin/Finance Assistant to start in Sept on a lower paid level than the BM for say 20 hours a week who will deal with the day to day elements of the admin & finance side and that the BM would in late Sept/Oct reduce her hours down further and just cover the higher level elements, Budget Monitoring, Bank, Bacs, Agresso, Imprest H&S etc. This would ensure that the cost to the school is no higher than it would have been if we had appointed a new BM. Then at some point in the future we would train the Finance/Admin assist to take on the rest of the role, with increased hours and increased rate of pay and the existing BM could then retire. This would at the latest be next April. That's the schools intentions at this point.

## 07. Safeguarding & Health & Safety Update

Nothing to report this month on safeguarding.

## 08. Policies for review

**Collective Worship**- This policy has not had any changes made to it. Approved & marked on for review in 2 years.

**Whistleblowing** - This is a WB policy that the school adopts, BM checked on the WB site there are no updates to this policy. Approved and marked on for 3 years

**Governors Allowances** - This policy has not had any changes made to it. Approved & marked on for review in 2 years.

09. **Training & Governor Visit Update:** Nothing to report this month.

10. **Any Other Business**

- **Catering contract**-JK advised Governors that the existing contract via WB with ISS ends on the 23<sup>rd</sup> July 2020. We had been involved in a tender process with 13 other schools but this could not progress once the lockdown had been enforced. The school has 2 options try to negotiate to stay with ISS directly for a further year or to bring the catering in house.

**Staying with ISS** the offer they have put forward would mean we would have to pay a management fee and at present they are quoting over £8k although BM feels this could be negotiated down to £5k split over 2 financial years. The benefit would be no change from the present system and then we could restart the tender process again next year. If the cook was unwell then it was ISS's problem. The costs and outlay would be known up front.

**Catering in House** would mean we would be responsible for providing the meals, we would reduce the menu to 2 choices, encourage all parents to pay direct rather than bringing in cash as this would involve more trips to bank etc. Detailed costings have been done by the BM, looking at 45 meals a day, 40, 35 & 30 to establish at what point we would be running at a loss. Whilst it is not the schools intention to make a profit we cannot afford to subsidise the meals for parents. Price would stay the same at £2.35 per meal.

The benefit would be no management charge, but the risks would be if the cook resigned, and we had to recruit a new cook, if she was off sick or if meal numbers were below 35 a day, potential loses would be incurred. BM felt that if were going to bring it in house we should get the kitchen redecorated over the summer as the Environment Health Inspect when he visited in Feb picked up on this, we could use some funds from the Capital account for these works.

There would be quite a bit of work that would need to be undertaken by the BM but she felt that she could get it set up ready for Sept.

Following discussion all Governors voted in favour of bringing the catering in house for 12 months and undertaking the full tender process next year.

11. **Date of Next Meeting:**

Tuesday 16<sup>th</sup> June at 6.30pm This meeting will be via conference call as per this evening.

18/3/2020	JK	Governor Day Agenda Item in July with day in Sept 2020	Outstanding
18/3/2020	JK	Staff Well Being Survey	Outstanding

Approved by Chair of Governors

Mark Taylor .....  
Date.....