



**Minutes of the Meeting of Governors**  
**Inkpen Primary School held on Tuesday 16<sup>th</sup> June 2020**  
**Held Via Conference Call**

**Present:**

- Mr Mark Taylor (MT) Chair**
- Ms. Jane Kanisius (JK) Head Teacher**
- Mrs Jane Obin (JO)**
- Mrs Emma Wordsworth (EW)**
- Mrs Katharine Hastie (KH)**
- Mrs Clare Evans (CE)**
- Mr Chris Sanders (CS)**
- Rev Mark Wilson (MW)**

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

**Meeting started at 6.30pm and closed at 7.10pm**

**Documents Considered at meeting**

- Minutes of 19<sup>th</sup> May 2020
- Private Fund 2019-20
- Drugs Education
- Home School Agreement
- Sex & Relationships Education
- Teaching & Learning
- Comments/compliments from Parents

**Tabled Documents**

- None

**Apologies:** No apologies received as all were present on the conference call. The meeting is quorate.

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

- ISS & Staff Furloughed

**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 16<sup>th</sup> May 2020**

Minutes were reviewed, with a couple of small changes & 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. Staff & Children Wellbeing & School Update**

JK stated the numbers attending on a regular basis, 11 out of 13 from reception, 12 out of 13 of Year 6, 2 out of 6 for the year 1's and some Key Worker children. We are also receiving a lot of questions from other parents wanting their children to attend.

All the children are very happy to be back and enjoying being in school, which supports the decision to open up for these year groups even though some staff were apprehensive. Staff are feeding off the children's happiness and their anxieties and apprehensions are diminishing and so staff are also happier as the weeks go by.

JO said Yr4 children are asking to come in more days than they are presently in.

JK said that the document, Comments & Compliments from parents is really nice to see and helps make the staff feel appreciated. We have also had additional feedback from the village which again has been very positive and they have been supportive of the school staying open. This all helps the staff feel happier receiving the positive feedback.

JK said that she will keep copies of any further feedback received.

MT asked about publicising this positive feedback and it was agreed that it would be anonymised and collated along with any feedback received before July's meeting and then added as a News Item on the schools website.

Staff Well Being Survey-JK said she feels it's a good time for this to be undertaken now and that it should come from the Governors.

EW felt it was important to listen at this stage to the staff's thoughts given the challenging last few months.

MT felt it would be good feedback before September as well.

This was agreed by all and discussion then followed over the best method either to email questions from the Governors email account and responses to the Chair or by using a Survey Monkey.

MT said he would look into it to see how it can be anonymised for confidentiality and that he and EW would look at questions with a view to it being issued to staff within the next 10-14 days.

#### **06. Private Fund Review 2019-20**

BM said that the accounts are now ready to go to the auditors for auditing and that the document will come back to Governors in September as confirmation. The Private Fund is where and how we pay for the school trips and activities, with parent's contributions.

EW asked about the PGL trip for Sept this year? BM said that if we pulled out now we would lose all the money. Enborne Primary, who are organising this year's trip has been told that PGL will make a decision mid-August and if they cancel all monies will be reimbursed. JK said that the Head at Enborne Primary was looking into delaying the trip for a few months, Dec/Jan 2021.

BM will now send file to Auditor.

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

Nothing to report this month on safeguarding.

**08. Policies for review**

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

**Home School Agreement** - This policy has had some small amendments made, as in "respectful" being moved to top of each list. Policy approved and marked on for 2 years

**Sex & Relationships Education** - This policy has had some small changes made. Approved & marked on for review in 2 years. A much longer new version will be submitted to Governors for approval when its available as schools will be teaching this area, originally in Sept 2020 but courses and training has been cancelled so delivery is now not until Sept 2021.

**Teaching & Learning-** 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**

ISS have furloughed the schools cook and we think this is as a result of the school only providing picnic bags for the summer term. These are being provided by John O'Gaunt, on a daily basis along with the FSM packs that JK delivers. JK said that the children really like the picnic bags. It seems the cook did not have a problem with being furloughed as she has worked all though the past few months, including Easter. JK is looking into the Voucher scheme for the FSM children over the summer break.

**11. Date of Next Meeting:**

Tuesday 14<sup>th</sup> July 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.....