

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 14th July 2020
Held Via Conference Call

Present: Ms. Jane Kanisius (JK) Head Teacher
Mrs Jane Obin (JO)
Mrs Emma Wordsworth (EW)
Mrs Katharine Hastie (KH)
Mr Chris Sanders (CS)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 7.25pm

Documents Considered at meeting

- Minutes of 16th June 2020
- Head Teachers Report Summer 2020
- Pupil Premium Report 2019-20
- Budget Forecast Report Min school Budget 2020-21
- New Computers quote
- Governors letter to Parents
- More Able Children policy
- E safety policy
- Record Retention policy
- Governor meeting dates & Agendas 2020-21

Tabled Documents

- Head Teachers Monthly Checklist
- Reconciliation of Agresso to FMS

Apologies: Apologies received from MT, MW & CE who are not able to attend/dial in for tonight's conference call. 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 16th June 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 to be an agenda item in Sept
- Staff Well Being Survey- Completed

05. Head Teachers Report Summer 2020

Front page is not completed as we don't have any data. JK has recorded how we have worked since lockdown and from the 1st June when 3 year groups returned to school along with the key worker children.

KH asked if there was a number listed in the report regarding the more able children. JK said that there isn't but JK says that it's not in the head teachers report because it would be a percentage and with such low numbers it would make children identifiable. We will hold a register and further discussion will follow on this matter when we review the policy later in the policy review section. Children are stretched where they are able to be stretched.

EW asked about the numbers for Sept, JK said that we have just 6 coming into reception but we have gained 3 children since lockdown and lost one. We do have a large group in year 6 leaving so the expected start numbers for Sept are 60.

EW asked about the child in the safeguarding section, JK said that the Education Welfare Officer is in contact and that it is the same child we are generally concerned about. West Berkshire are fully aware and have phoned and written to the family. In September the child will have to return to school at this stage children do not have to and it can't be enforced this term.

06. Staff & Children Wellbeing & School Update

JK said that the children are all very happy to be in school and JO agreed even with the reception children being dropped off at the gate. They are enjoying seeing their friends and their behaviour is generally good and social distancing is being observed as much as possible. The few children that are at home due to shielding of family members would desperately like to come to school and when they pick up and drop off work they clearly want to be the school side of the fence.

Staff are pretty up beat, some concerns and overall all staff are fine.

07. Staff Survey

EW said that all staff were pleased that the survey was undertaken and appreciate the interest Governors were taking in their wellbeing. There was high praise for JK & the leadership, a couple of issues about cleaning and meetings which can easily be resolved. Staff felt very safe both for themselves and for the children.

Many staff did not know the Governors so when Governor day is held Governors need to meet as many of the staff as possible.

It was a very positive survey for the management team.

ACTION- MT to distribute the results to the staff via the Governors email address.

08. Pupil Premium Report 2019-20

Our Pupil Premium numbers of children have been increasing during the lockdown period. We do use Elsa, Booster sessions to work with children to close the gap and this will become more important in September. EW asked if we would expand the number of children we work with in these sessions. JK said we are and we were even before lockdown working with some of these children.

On the report there are not any results for 2019? This section should have been completed as we do have 2019 results but obviously there will not be any for 2020.

ACTION-JK to add the numbers for 2019 and then document can be placed on website.

09. Main School Budget Review 2020-21

A number of things have changed since the budget was prepared and approved. The main change is that the external catering company ISS contract ends on 23rd July and we will be employing and providing the meals in house. So going through the areas I need to bring to your attention as in more than £1000 and 20% of budget line.

On the Expenditure side

E05- Admin and clerical staff at 154% & £9.5k overspend- the cook who is TUPE over starts on payroll in July and this was never included in the original budget, however the BM's salary will reduce in Oct once the new Admin & Finance Assistant has started and is able to manage the day to day things the BM will reduce her hours further. This will show as an excess for the next 9 months, although the excess will reduce.

E23 Other Insurance Premiums at 154% & £1.3k overspend- BM is at a loss to explain why she set the budget at £2.5k and can't understand where this figure was gained from- so this is a budget level error by the BM and this will show an excess for the next 9 months of this level.

E25 Catering Supplies at 73% and underspend of £4.7k. This again relates to the ISS catering contract and that we will not be paying their invoices after July, however we will be paying the food supplier company and at this stage exactly how much each month, will depend on the numbers of children eating school dinners. This is very much an estimate

On the Income side

I09 Income from Catering at 64% & £2,300 reduced income. We have not received any income from ISS yet in this financial year and the estimate of £4200 in the green column includes income from parents, 15 meals a day over the seven month period, but again this is very much a calculated estimate

I05 Pupil Premium the income will be lower than the expected £14,110 we will receive £11,416. BM had included the LAC children in the PPG numbers, we have as at Jan 2020 (this has increased since) 5 PPG and 2 LAC children that we will be receiving funding for.

So at this stage we are showing a deficit of £2,280, however the BM is not concerned as we have another 9 months of trading and there are so many variables and areas that will change this situation. Careful monitoring and budgeting will be key.

Approval of Computer Purchase

The quote has been provided by the schools IT support team who check the market and obtain the best prices. Approval is sought to purchase 5 new computers from the Capital Budget as per the budget plan. EW asked why desktops and not laptops. JK said that it's the IT suite that needs continued updating and that desktops are both longer lasting and cheaper.

We do have enough working laptops for a class and it was felt the greater need was for the IT suite. Governors approved this purchase and will email BM confirmation of their approval.

10. Governors Letter to Parents

JO thought it has been well written has a good tone and that it was good for staff to see this as well. ACTION- BM to email Governors letter to all parents and staff.

11. Safeguarding & Health & Safety Update

Nothing to report this month on safeguarding.

JK has received a Risk Assessment from West Berkshire that needs completing and returning in relation to the start of the new academic year.

12. Policies for review

More Able Children- This policy has had one small change made to it. Approved & marked on for review in 3 years.

E Safety - This policy following discussion has had a number of changes made and agreed. Policy approved and marked on for 2 years.

Record Retention - This policy is a new policy written and issued by West Berks. Apart from the removal of the Secondary schools sections, we wish to adopt in its entirety. KH asked about shredding and BM said that once a year all the finance documents from 7 years earlier are shredded and the rest of the confidential information is shredded as we go along. Approved & marked on for review in 3 years or until West Berks send through a revision.

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

14. Governor Meetings (Format), Dates & Agendas for 2020-21

The proposed dates are as per this year, the 3rd Tuesday at 6.30pm of each month whenever possible, occasionally due to half term breaks it does move forward or back a week.

Agenda items are to help Governors know what's coming up each month.

Discussion followed about future meetings and JK said that now that children and all staff are expected to be in school from September it was felt that Governors could also attend as we do have other people (music teachers, psychologists etc.) coming into the schools bubble. KH expressed her concerns about coming into the schools bubble. If we just used the hall, a few tables and chairs and these were cleaned after the meeting ends, along with the hall not being used until lunchtime the following day, would Governors feel safe. Some discussion followed regarding a zoom meeting and whether this was an option.

ACTION- BM to email Governors and ask if they are happy to attend a F2F meeting in school from September onwards.

15. **Any Other Business-** None

16. Date of Next Meeting:

Tuesday 22nd Sept at 6.30pm Meeting will be ether Zoom or F2F in school hall.

18/3/2020	JK	Governor Day Agenda Item in Sept with day in Oct 2020	Outstanding
14/7/2020	MT	Send Staff Survey results to all staff from Governor email account	Outstanding
14/7/2020	JK & BM	Pupil premium report- Add in 2019 results & then send to BM to be placed on website.	Outstanding
14/7/2020	BM	Governors Letter- Email to all parents and staff	Outstanding
14/7/2020	BM	Email Governors regarding F2F meetings in Sept to understand Govs views	Outstanding

Approved by Deputy Chair of Governors

Emma Wordsworth

Date.....