



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 22nd September 2020
(This meeting had 3 attendees at school & 3 via Microsoft Teams)

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 C 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 14th July 2020
- Bus Interest, Code Conduct & Governors Declarations
- List of Governor Roles
- Governor Activity/Visits Calendar
- Terms of Reference
- SEF
- SDP
- Signed Audited Accounts Private Fund March 2020
- Sports Funding Evaluation 2019/20
- Sports Funding Plan 2020/21
- Child Protection & Safeguarding Policy & Covid Addendum
- Finance Policy
- Lettings Policy
- Assessment Policy

Tabled Documents-

01 Apologies: Rev M Wilson resigned at the start of term so therefore will not be attending and we now have a vacancy for a Co-opted & a Local Authority Governor. Chair also advised that Mr C Sanders is also resigning his position and so we now also have a vacancy for a Parent Governor
The meeting is quorate.

02. Items for Any Other Business:

- Open Event

03. 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.

04. Approval of the Minutes from 14th July 2020

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

05. Matters Arising & Review of Outstanding Actions

- Governor Day- Agenda Item today- Completed
- Staff Survey Results sent to all staff- Completed
- PPG report- add in 2019 results & put on website- Completed
- Governors letter emailed to staff- Completed
- Email Governors re F2F meetings views- Completed
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06. Business Interests, Code Conduct & Governors Declarations

On an annual basis all Governors need to read and sign these three documents. If anything changes throughout the year it is the Governors responsibility to inform the clerk.

Clerk emailed these to Governors at start of term, to enable them to print, read and sign, and bring to the meeting today. Copies were also added to the Governor hub. All Governors did complete just CE is missing but she will be delivering them tomorrow to the school

07. Chair & Vice Chair re-election

Discussion followed and both the chair (MT) & vice chair (EW) agreed to continue in their roles.

Both were elected and seconded, Chair by JO & KH & Vice Chair by JO & KH

CE will take on Safeguarding Governor

KH will also continue as SEND

MT will take on the Health & Safety

EW will continue with PPG role

Governors Activities/Visits Calendar

Discussion followed regarding the calendar and that given the present situation it was felt that this was a good document to continue with. No changes made apart from the adjustments for the change of roles.

Pay Committee

The pay committee is required to meet to review the staff pay, discussion followed and it was agreed that MT, EW & KH will undertake this review by email as it only affects one member of staff.

This needs to be completed prior to half term.

Head Teachers Review

Agreed that KH EW & MT will be the Head Teachers review committee and that KH has attended the training in Sept 2018 and that JK will talk to SIPP and advise EW KH & MT of date as soon as she can

08. Terms of Reference

On an annual basis the FGB needs to review and approve the Terms of reference for the various committees and roles. One small change made to the SEND Governor Role. All approved for 2020.

09. SDP

JK started by saying that a lot of the soft skills EG Listening had been lost by the children over the past 6 months and that they need to catch up a great deal. Work is being broken down into smaller sections to assist them.

The Curriculum is the same as the previous year as these are areas that they still need to learn.

Q-EW asked if they will have caught up by the end of the term?

JK said that whilst she would hope that that would be the case but with the children's lack of listening skills at present that may not be the case. We are doing everything we can with booster sessions, 1-2-1's and breaking elements down into smaller chunks.

Also to bear in mind that the extra activities EG hand washing take up quite a lot of time and it does take them away from lessons. This is a very different year for all the students and the teachers.

Q-MT asked how often do we review the SDP, JK replied 3 times a year and the SDP will be updated as the year goes on.

JK said that we are not allowed to keep testing the children, we test on a termly basis.

Q-EW asked about the Data under the section Quality of Education section, JK said that the word Tracking had been missed off and that she would amend it accordingly.

10. Private Fund March 2020- Audited Accounts

The accounts have been audited during the summer break and these were reviewed in detail in the summer term, so the summary is presented to Governors to confirm that they have been audited.

11. Sports Fund Evaluation 2019/20

Governors have had the opportunity to read the document so JK asked if anyone had any questions.

EW commented that there was a good mix of activities and events, JK said that we try to make it so that there is something for everyone.

There were funds left over this year due to Covid quite a number of activities were cancelled and therefore costs not incurred.

Sports Funding Plan 2020-21

JK said that she intends purchasing a couple of table tennis tables for the outside area in the spring and that James Mandry will be running the Friday after school football club from next week.

Pottery has also started for KS1 this week and Multi-skills with Mr Bint is on Tuesdays.

12. Governors Day

This again will need to be delayed due to Covid and possibly until next summer. It was agreed that Governors will come in on an individual basis to meet and discuss their areas of responsibility. KH & JO agreed that they need to meet to discuss the SEND report, CE is going to meet with JK to look at the Risk Assessment and measures in place re Covid to see how it works in practice.

EW asked about meeting up re the PPG with JK and it was agreed to do that after the half term.

13. Health & Safety, Safeguarding

Safeguarding- Child Protection & Safeguarding Policy- This policy is on annual review, this revision received from WB Sept 2020 and this is a policy that we adopt. Also included this year is the COVID 19 Addendum. Approved and marked on for Annual Review or when amendments are issued by WB.

Q-MT asked about the Designated Safeguarding Officers, JK is the lead with JO & the BM as Deputies her absence and that training is undertaken every 3 years face to face.

The clerk reminded all that the annual Safeguarding return and also the Single Central Record need completing and last year the deadline was end October. As soon as we get the documentation and deadline JK will contact CE

Health & Safety- The Risk Assessment regarding Covid has been returned by West Berks with just a few further adjustments needing to be made within the school. CE will review this and see it in the practice when she visits the school.

14. Policies for review

Finance Policy-

BM advised one change has been made, with the catering now being in house, the Cook needs to place the order for the food twice a week and the BM or Headteacher will then authorize order.

It is an Audit requirement that this policy is reviewed annually. Approved and marked on for Annual review.

Lettings Policy- Policy reviewed no changes made, approved and mark on for 3 years.

Assessment Policy- Policy has been amended to take into account the changes to the Early Years, Approved and marked on for 2 years.

15. Training & Governor Visit Update:

No further training has been undertaken mainly due to Covid.

EW & JK are going to continue with the PPG training.

CE asked if the Clerk could book her on Governance 1 & Governance 2.

MT suggested she attend the Safeguarding Network meeting however this is the date of the next Governors meeting so the clerk will look out for any further training for Governors on Saefguarding.

16. Any Other Business-

Open Evening- This year it's Tues 13th Oct from 3.45-6pm and we will be offering social distanced guided tours and all visitors will need to wear masks and be asked not to touch anything. A register will be taken to enable track & trace and groups will be small. Prospective parents are asked to book a time slot with the school to enable the school to manage the numbers. This information has also been put on the website. An advert will be in the Newbury Weekly News for the 2 weeks prior to the date.

18. Date of Next Meeting:

Tuesday 20th October 6.30pm

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

Approved by Chair of Governors

Mark Taylor

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