



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 20th October 2020
(Meeting undertaken via Microsoft Teams)

Present:

- Mr M Taylor (MT) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mrs Kate Edwards (KE)**
- Mrs K Hastie (KH)**
- Mrs E Wordsworth (EW)**
- Mrs C Evans (CE)**
- Mrs A Simpson (AS)**

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

Meeting started at 6.30pm and closed at 7.30pm

Documents Considered at meeting

- Minutes of 22nd Sept 2020
- SEND Report
- Governor Development Plan
- Governors Annual Statement
- Main Budget Forecast Report 2020-21
- Sports Budget Forecast Report 2020-21
- Capital Budget Forecast Report 2020-21
- Statement of Internal Control
- 2020 VAT Statement
- Contractors Report 2020
- IT Costs Report
- Health & Safety Policy
- Physical Intervention Policy
- Staff Pay Policy

01 Apologies: All present therefore no apologies received. The meeting is quorate.

Welcome to the 2 new Governors Alison Simpson (AS) Parent Governor & Kate Edwards (KE) Staff Governor.

02. Items for Any Other Business: None

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. KE registered an interest in the Pay Policy and will abstain from discussion in this area.

04. Approval of the Minutes from 22nd Sept 2020

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

05. Matters Arising & Review of Outstanding Actions

- Nothing Outstanding

06. SEND report (KH)

The Senco & KH have met up and discussed the various aspects of the SEND for the school and this report. Yr6 children all returned to school before the end of the summer break with just one child with SEN in the school not returning before the end of the school year. The percentage of SEND children is slightly up to 18% but this is due to the lower numbers within the school. The actual number of SEND children has fallen and this does make it easier to manage. The SEND children have struggled with concentrating and the SENCO is not sure at this point if they will catch up before the Christmas break. Outside agencies are still visiting the school EG Ed Psych etc

The local offer on the West Berkshire site has been updated and is also available via the school website or via West Berks site.

Q-MT asked how will we know if/when they have caught up? JK said it will be measured against the Age Expected levels and the progress along with the Standardised scores for Reading & Maths. This is where and how we will measure them.

07. Governors Annual Statement

MT & EW have reviewed this and with little change it is approved and the website will be updated.

08. Governors Development Plan

Last year's Development plan has been revised and amended for the 2020/21. MT & EW have discussed this document and it was agreed that the 360degree review of the chair will be delayed until Jan 2021 as 2 Governors have only just started. EW raised that we have touched on marketing the school before but that with numbers falling it was agreed that we would have Marketing of the School as an agenda item at the next meeting in November.

09. Budget Monitoring Main Budget Forecast 2020-21

BM reminded Governors that variances of £1,000 & 20% of budget line need to be reported to Governors.

The staffing budget lines include a transfer from the Sports Budget E03 £1600 & E05 £870 for the work that staff do and their salaries are paid from the main school budget.

Teachers payrise whilst agreed SIMS has not been updated as yet but BM has estimated an additional cost of £3k. The Supply, hopefully we will not need to spend and therefore will be a saving towards schools carry forward figure.

Areas that need to be brought to your attention are

E06 No budget allocated , £8.4k spent, Cooks salary due to in-house catering now

E12 120% spent and £1,277....costs have just been higher than anticipated, not one area just an accumulation.

E23 154% & £1378- BM error on budget line, Governors advised at last budget review in July.

E25 82% & £3k is an underspend is as a result of the in-house catering and helps to offset E07

E27 60% & £1,875- WB are now only claiming 7/12th of the areas under School Improvement, Gov Services & Ed Psy, previously claimed whole 12 months in Sept, now 7/12th now & 5/12th in April (next financial year)

I09- 62% & £2,461- Again due to in-house catering and this is an estimate of how much we will spend on food over next 6 months but it will be lower expenditure than what we used to have to pay the contractor.

I05- PPG- Lower income than budgeted for as BM miscalculated the number of PPG children when writing budget.

I18 Additional income of £13,605, being 7/12th Pay Grant, 7/12th Pension Grant, plus Catch Up Funding of £2,750 & Covid Claim of £360.

So at this stage we have a surplus of £4372, although there are a number of further potential savings, but it is too soon in the financial year to be able to say that we will not need to spend the funds on that particular line. BM estimates a potential further underspends of £3-£4k.

In the budget for 2021-22 we forecast student numbers for the Oct 2020 Census to be 58 but we have 60, so this will increase income forecast in April 2021 by approx. £6.5k+. However there are discussions regarding increasing funding (AWPU) to schools but nothing has been clarified as yet by DfE or WB. We do still need to carry forward as much as possible to help fund 2021-22.

Sports Funding budget is funded for the academic year not the financial so it is always out of kilter but at this stage it is showing a small carry forward of £2,614. We do not normally expect to see a credit of this level but as at present none of the competitive sporting activities are being undertaken, so we have not booked or paid for any coaches etc. We have though received a £200 reduction in the cost of the use of the Recreation ground from the Parish council, as we did not use the ground for the 1st 6 months of this financial year, which was a pleasant surprise.

Capital Budget Very little to report on the Capital budget, although we have not as yet actually received the funding from WB, but in due course we will. We did purchase 5 new computers & one new screen which were installed during the summer break.

10. Statement of Internal Control & VAT non registration.

This is an annual statement that the Governing body has to approve & sign. Clerk will then send onto WB. Governors discussed, approved & signed document, BM to send to WB.

The VAT statement also needs to be minuted following the WB auditors in April 2016.

The governors discussed the need for the school to be registered for VAT. It was felt that as the school only has one letting, Inkspots and that we do not have any further lettings/income that the school would not benefit or be legally required to be VAT registered. The school does claim VAT back via WB. It was agreed that this should be reviewed annually and minuted by the FGB incase circumstances change

11. Contractors Report

BM reviews each contract on a regular basis both to ensure Best Value is secured and also that they are meeting all the H&S obligations that the school has.

These reports show the Building Maintenance costs, Other Contractors and BM has this year also included all the IT Costs. These learning platforms have been essential to support during lockdown the children's learning.

As requested last year an additional column has been added to show what was spent in the previous year, to enable a comparison.

12. Health & Safety, Safeguarding

The review of the H&S policy is due and a new one has been issued by WB, as a school we adopted WB's policy and adjust where needed for a primary school. A couple of further small changes were agreed Approved and marked on for 3 year review.

CE & JK have a date in diary to complete the annual Safeguarding review & the single central record immediately after the half term, CE is "attending" the training being provided by WB on Thursday evening.

13. Policies for review

Pay Policy-This is a WB policy that the BM amends accordingly to meet the schools requirements EG removal of Assistant/Deputy Heads etc.

Pay rise for Teaching staff went to Parliament for approval 14th Oct and as a school we are adopting the full increase for all teaching staff.

The pay committee (MT, EW & KH) have discussed via email and approved the changes for the teaching staff.

It was agreed that all staff will be issued with a written statement to confirm the payrise this year and in all future years.

Approved and marked on for annual review, WB will issue a revised policy in Sept 2021.

Physical Intervention Policy-The behaviour policy covers a lot of this information but JK felt it was still needed, no changes have been made. Approved mark on for 2 year review.

14. Training & Governor Visit Update:

CE has completed Governance 1 & 2 and the NGA Safeguarding.

EW has continued with the PPG along with JK and EW felt it was useful and that it was more about how to help the PPG children catch up.

JK has also completed her H&S training, and Fire Awareness.

15. Any Other Business- None

16. Date of Next Meeting: Tuesday 17th Nov 6.30pm-

Oct 20	MT	Chair 360 degree review	Outstanding
Oct 20	All	Marketing of the School as agenda item at next meeting	Outstanding

Approved by Chair of Governors

Mark Taylor

Date.....