



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 17th Nov 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 8pm

Documents Considered at meeting

- Minutes of 20th Oct 2020
- Catch Up Table
- Head Teachers Report Autumn 2020
- NSPCC Action Plan Re Safeguarding Audit
- Governor Marketing Discussion Summary
- Capability Policy
- Recruitment Policy
- Relationships & Health Education Policy
- Relationships & Health Education Letter to Parents

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

02. Items for Any Other Business:

- Inkspots Nusery
- Thank Jane Obin
- Change of Clerk

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.

04. Approval of the Minutes from 20th Oct 2020

Minutes were reviewed, with 2 small changes, approved by all & signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- 360degree review of chair early 2021- Outstanding
- Marketing of school- Completed

06. Catch Up Table (JK)

This is evidenced via the children's books and how they have made improvements. Testing of children is currently in progress for example the Maths test is done 4 times a year and others twice a year. The test that is usually undertaken in July but was not due to Covid has been undertaken in Sept.

Results table shows that anything around 100 is an average child and are on track for Age Related or ahead. The Y6/3 child has fallen back and this is shown in the Yr6 test.

It's also the work in the books along with what they can tell and explain to their teachers.

More similar tests will be done in 3 weeks time which will show us if they have bounced back or if they are still behind where they were before Covid.

Q- EW stated that both the Yr5 & Yr6 SEN children improved, how is it this? JK said that they have gradually improved since Yr3 and although not meeting the Age Related levels they have improved.

In school JK has records for Maths Reading, Spelling along with year on year performance.

Yr5 PPG has fallen back but is having extra sessions eg afterschool sessions to help.

Governors asked that JK at next meeting to advise of numbers in each class & what we are doing re the trends of the children's performance.

EW said that this was very useful tool and Governors found it beneficial to see it at this stage.

07. Head Teachers Report Autumn 2020

Q- EW under the Leadership & Management , the Health & Education policy is this the most productive way of consulting parents?

JK said that she will be sending the letter that Governors have already seen and is enclosed today and that all the information will be on the schools website and then parents have 4 weeks to respond.

Discussion followed regarding parents right to withdraw, JK said that this would not be an option as it will be taught as part of Science, Biology & PSHE.

AS suggested adding a sentence into the letter saying that "All children are included because.....and that its as important other areas of learning", this would put a positive spin on it. JK agreed and will adapt the letter to include this.

Q- EW under Personal Development section, coping with worries and anxieties, is that because we have some children who need this help? JK said this was an offering from WB, and that we have 6 highly strung girls who really enjoyed the first session last Friday and that they will have 10 in total.

We are seeing more children coming with worries and it's good that they are confident enough to raise them and talk about them. KE agreed that the children are even more supported than usually.

Attendance was discussed as to whether it was correct and JK said it was and that being a small school Covid is having less of an impact on the attendance figures.

08. Health & Safety, Safeguarding

Nothing to report this month under Health & Safety

Safeguarding CE & JK confirmed that the annual safeguarding report has been submitted and a copy has been issued to all Governors for information purposes. JK said that under the Intermittent care there was no current need and that the plan was very similar to last years. The previous reports pre 2019, had a lot more information EG Training dates of staff & governors, JK says that now it's quite generic.

09. Marketing of the School

Five of the Governors met up and have come up with a number of actions that are listed on the document. It was agreed that a greater social media as in Face book would be beneficial and JK said that that was now done and that the replacement BM was managing this and will be promoting activities and events on a weekly basis. Governors need to "Like" and then it will disseminate further to all their friends etc , thereby achieving a greater audience. The page has been set up as a posting page parents cannot comment which was a concern of JK's originally.

Action- MT/Chair is to investigate different uses of facebook to ensure a wider audience is reached.

Discussion followed regarding the A5 booklet and the printing which is now monthly. JK said that she does send in articles every month and photos but they don't always make it to print.

It was agreed that it would not be a corporate brochure more of a children's brochure with the children saying why they like their school etc.

It was discussed that whilst we want to tap into the Hungerford child population many factors a parent considers as it is a seven year commitment to transport them twice a day.

It was agreed that each teacher would do a 10/20 minute session if we gave them a starting sentence the children could finish it. Agreed that CE & AS will work together to prepare the statement stems. We will need some photos and also some drawings that the children have done and just the first name of the child or the class so that it can be personalized.

It needs to focus on what's unique about Inkpen Primary.

Rhyme time in school to be actioned after Covid issues are resolved and we can invite people into the school again.

Redecoration of the old school windows are will be looked into for next year but this is also on the WB development plans for schools to replace the windows but that may be five years before its actioned as leaking roofs in other schools takes priority.

10. Policies for review

Capability Policy -This is a WB policy that the school adopts as we are all employees of West Berks we need to use the WB Capability policy.

Approved and marked on for bi annual review or if WB issue a revised policy.

Recruitment Policy. One small amendment to include the need for two references.

Approved mark on for 3 year review.

Relationships & Health Education Policy & Letter to Parents- Policy approved and with the addition to the letter as per the Head teachers report minutes (see above). Letter will be sent home in near future and then the four weeks for parents to respond will start from then.

11. Training & Governor Visit Update: CE is booked on the Safer Recruitment training in March 2021.

12. Any Other Business- Inkspots Nursery

Clerk/BM is also the Chair of Inkspots and advised with great regret and sadness that Inkspots had issued notice to close to parents and staff. This decision was made partially due the Team Leaders resignation but mainly due to the lack of children and funds. The Nursery has been running at a loss for the past 5 years. The Chair & Treasurer along with the schools head teacher looked at the options prior to a decision being made. Inkspots at present has just 3 full time & 1 part time children and it needs a min of 8 children full time to be able to break even. Inkspots Committee at the AGM did raise this a year ago that financial difficulty that was looming and the existing Team Leader has worked hard at raising the profile but still numbers are low. So the Chair does not feel it is viable any longer.

The parents have had a meeting and have decided that they wish to take on the nursery and run it themselves. The Chair along with the Treasurer do not support this decision and therefore both have resigned with effect of 10th December. Staffing the nursery will be the existing Nursery Assistant and one of the teachers on Mon & Tues (as they done work for school then) and then on Thursday the schools teacher and the Nursery Assistant will together look after/ teach all the children. In total that's expected to be 8 full time & 1 part time.

Chair of Inkspots advised that if the Schools Governors wish to offer support/help they need to talk to the new chair and committee. BM will provide the Chair of Governors with the contact details of the new Committee and he will contact to see what help they need or where the schools Governors can assist.

Jane Obin- Governors wish to thank Jane Obin the exiting Staff Governor for her many years of serving on the Governing Board.

Business Manager Change- The existing BM will be leaving the schools employment at Christmas and the new BM will be taking on the role fully along with the clerk to the Governors.

16. Date of Next Meeting: Tuesday 15th Dec 6.30pm-

Oct 20	MT	Chair 360 degree review- Early 2021	Outstanding
Nov 20	JK	Update on the Numbers in Class & Trend Performance	Outstanding
Nov 20	MT	Investigate different uses of Facebook to achieve a greater audience	Outstanding

Approved by Chair of Governors

Mark Taylor
Date.....