

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 15th December 2020
(Meeting undertaken via Microsoft Teams)

Present:

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

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

Meeting started at 6.30pm and closed at 7.20pm

Documents Considered at meeting

- Minutes of 17th Nov 2020
- Photo Copy Comparison Table
- Main Budget Forecast Report 2020-21
- Governor Visits Policy

01 Apologies: KE sent apologies to Chair. The meeting is quorate.

02. Items for Any Other Business:

- More Able
- Marketing of School
- Christmas Cards

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 17th Nov 2020

Minutes were reviewed with a number of small changes, approved by all & signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- 360Review of Chair- Outstanding
- Update on the Numbers in Class & Trend Performances- Agenda Item
- Uses of Facebook- Outstanding

06. Catch Up Update on numbers & Trend Performance

JK is going to try and find a way to show how all children are progressing without disclosing names. All children are making progress, some have caught up already and are flying and others are taking baby steps.

07. Photo Copier Contract Review

The existing contract is with Konica and we have had a 5 year contract that is expiring on 8th Feb 2021. We have contacted other photo copier suppliers and invited them to quote and the table provided gives a comprehensive comparison. The cost per copy is lower on the new Konica offering compared to what we are paying at present and lower than all other quotes.

The Thames Valley Refurb quote whilst the rental over the 3 years is lower the cost of printing is higher and when the 2 figures are added together Konica 5 year provides better value

Konica have performed well over past 5 years and when there has been an issue they have responded efficiently. Having said that we have only had a couple of issues in 5 years but this does evidence the reliability of their machines. The photo copier is the only printer for all staff to print from and for copying & scanning so it's imperative that it's reliable. BM & Head teacher have reviewed quotes and seek approval of a new 5 year contract with Konica.

All Governors approved. BM to instigate the installation of a new machine.

08. 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 includes a transfer from the Sports Budget E03 £4,000 & E05 £870 for the work that staff do and their salaries are paid from the main school budget.

Areas that need to be brought to your attention are

E06 No budget allocated, £9.6k spent, Cooks salary due to in-house catering now

E20 123% & £1.6k overspend due to the additional ICT resources required for COVID teaching online & at home.

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 E06

E27 55% & £2,075- 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 7/12ths now & 5/12th in April (next financial year)

I09- 78% & £1,444 Again due to in-house catering and this is an estimate of how much we will spend on food over next 4 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 £1,760 is the Catch Up Premium which is being paid in 2 tranches one shortly & the 2nd tranche in 2021/22

So at this stage we have a surplus of £6,347, 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 £2k if budget lines are managed carefully.

Discussion followed regarding the catering contract and it was agreed that Governors would see the financials on the Catering spreadsheet in June.

09. Health & Safety, Safeguarding

A referral has been made to CAAS and the family is getting support with the social worker visiting the family.

Covid- Nothing further to report.

10. Policies for review

Governor Visits- A few small changes were made. Approved mark on for 3 year review, due Dec 2023.

11. Training & Governor Visit Update:

AS will undertake the Governance 1 & 2 in Jan 1021

JK & EW to meet in Jan re PPG

12. Any Other Business-

More Able Children- JK raised the possibility that not enough is discussed in Governor meetings for the More Able children, JK asked if a Governor would like to come in and meet some children and look at their books.

CE said she would like to come in and meet some More Able children and would then report back to Governors, JK & CE to agree a date.

Marketing Brochure Update- AS & CE sent information to JK who forwarded it onto the teachers; unfortunately due to workload pressures no responses have been received. JK asked that they send it to her again and she will ask the teachers to respond in early Jan to enable a discussion at the next Governors meeting.

CE has looked into costs and an estimate from the local parish council printer is approx. £125 for 500 copies.

Marketing of school to be an agenda item in January.

Christmas Card- It was agreed that EW will instigate the sending of a Christmas card to the staff and some biscuits.

The Clerk, Maria Tillett, is retiring and this is her last meeting having stayed on at the school for an additional 9 months. The new Clerk Shelley Boulton is in situ and undertaken training both for the BM role and the clerk role. Governors thanked the Clerk for all her work over past 7 years and wished her a good retirement.

13. Date of Next Meeting: Tuesday 19th Jan 6.30pm-

Oct 20	MT	Chair 360 degree review in early 2021	Outstanding
Nov 20	MT	Investigate different uses of Facebook to achieve a greater audience	Outstanding
Dec 20	All	Marketing of School an Agenda Item	Outstanding

Approved by Chair of Governors

Mark Taylor

Date.....