

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 19th January 2021
(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 S Boulton, Clerk to Governors/School Business Manager (SB)**

Meeting started at 6.30pm and closed at 8.00pm

Documents Considered at meeting

- Minutes of 15th December 2020
- Accident/Incident Review
- Schools Financial Value Standard.
- Pupil Progress
- Policies: Adverse Weather Policy
 - Charging Policy
 - Curriculum Policy
 - First Aid Procedure Policy
 - Freedom of Information Publication Scheme Policy
 - Grievance Policy
 - Performance Management Policy

01 Apologies:

No apologies. The meeting is quorate.

02. Items for Any Other Business:

School cook's review
Staffing & staff wellbeing
Marketing
Inkspots

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 new declarations of interests

04. Approval of the Minutes from 15th Dec 2020

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

05. Matters Arising & Review of Outstanding Actions

- 360 Review of Chair- Outstanding - MT to action
- Update on the Numbers in Class & Trend Performances- Agenda Item

06. Learning Walk.

Postponed until further notice due to Covid-19.

07. Accident/Incident Review

No serious incidents.

No patterns to bumps/slips/falls

08. Benchmarking Schools Financial Data

Message from Gov.uk - Due to delays in collecting CFR data owing to Covid-19, publication of updated data for LA maintained schools will not occur within its usual timescales. We apologise for any inconvenience caused.

09. Schools Financial Value Standard - SFVS

Progress is data from 18-19 not last year showing below average scores - needs to be noted in comments on SFVS -SB.

10. Pupil Progress - Detailed - JK

JK unable to do a detailed report due to limited pupils in school and one teacher off for the foreseeable future due to illness.

Any children with a cause for concern have been invited into school to try and alleviate anyone falling behind, 22 students in school.

Very few concerns that children are missing out/falling behind. These children are receiving regular support from teachers.

Home schooling packs and online lessons are the same as what is being taught in class to ensure everyone is doing the same thing.

Children seem to be putting in more effort and taking learning more seriously than the previous lockdown.

Regular calls and email updates from the pupils to the teachers which is lovely to see showing their enthusiasm.

Support is here for anyone needs it.

11. Safeguarding update.

One teaching assistant is having training 12/01/2021 which brings all staff up to date on training.

12. Policies for Review:

Adverse Weather

Charging

Curriculum

First Aid Procedure

Freedom of Information Publication Scheme

Grievance

Performance Management

COVID-19 Safeguarding

13. Actions from HTPM - (EW)

- Create a wellbeing governors role for the governor to check in with staff & check on their wellbeing. AS happy to take the role, EW & AS to come up with what this role will entail.
- Education phycologist to work with AS if possible - JK to speak to her to see if possible.
- CJ - help with grants. Hopefully co-op community fund for new windows in the old building.
- Half year review for JK - May.
- Subject leaders for provide governors with an update/report of progress beginning of next term.

14. Any Other Business-

- School Cook's Review: after Easter
- SB to provide comparison list between Creed & Heritage for food supplies.
- Remote Learning policy to go to governors next month, no changes as reviewed by WB.
- Marketing on hold until school is open for children's feedback. Possible agenda item for March depending on COVID/numbers of children.
- AS completed Governors introduction 1 training, still Governors 2 to complete.
- Staffing & staff wellbeing - staff are being less resilient to COVID changes, although a routine is falling into place within the school, the workload is very demanding.
- 2 members of staff off for the foreseeable and JK is working closely with them to ensure their wellbeing.
- Inkspots - currently all positive feedback with happy staff and numbers of children improving. Inkspots must have a Level 3 qualified teacher to open, currently fine with KE however if KE cannot be in, they cannot open. Teresa would like to complete this training. Inkspots & Governors to keep communication open for us all to help as much as we can.
- Google classrooms/DV Parent - is this a more efficient wat of communication to students? MT to run through his current system with SB to compare to our current system (Espresso).

15. Date of Next Meeting: Tuesday 23rd March 6.30pm- Microsoft Teams

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
March 21	All	Marketing of School an Agenda Item	Outstanding
	JK	Detailed Pupil Progress report when students have returned.	Outstanding

Approved by Chair of Governors

Mark Taylor
Date.....