

**Minutes of the Meeting of Full Governing Board held at Inkpen Primary School on Tuesday 14<sup>th</sup>  
March 2023**

**Present:** Mrs E Wordsworth (EW) Chair  
Mrs S Sim (SS)  
Miss F Buck (FB) Headteacher  
Mrs C Evans (SS)  
Mr Martin Chester (MC)  
Mrs R Lambert (RL) Clerk

**1. Apologies**

Mark Harrison absent due to work commitments  
Matt Salisbury absent due to work commitments  
Simon Kempshall has resigned.

**We are Quorate.**

**2. Declaration of business and personal interest**

None

**3. Minutes of Previous Meeting**

No 22. Freedom of information scheme needs to be reviewed.  
Staff Governor FB no one has volunteered so far.  
Safeguarding photo board. RL in progress.  
Remote learning facilities. FB other Head Teachers have removed this from their business continuity play.  
Review workspaces. FB MC has recommended a raised laptop and keyboard workstation, there is not enough money in the budget for this at the moment.  
EW asked FB to cost up a cheap mouse and keyboard. **Action:** FB to get a quote.

**4. Matters Arising**

Safeguarding. FB The safeguarding leaflet was exactly what was required. It will be with the safeguarding board and sign in book.

**6. Headteachers Report**

Please see Part 2 Minutes

EW asked if the quality of education had improved. FB confirmed that plans have been formed to ensure children are on course and its clear what are they are currently learning.  
EW asked about Leadership and Management and how observations were going. FB is repeating observations to see if teacher and TA's have acted on the initial feedback. Feedback is very positive from the teachers and TA's and from FB. EW agreed that it was a huge step forward.  
EW noted that it showed great progress from having very few (if any) observations that now these are accepted by teachers and feedback is constructive.  
FB tries to drop in daily to say hello to staff and is seeing many improvements.  
FB has ordered some more monster phonics books from the jubilee fund including some non- fiction. Payment will not be included in the current budget, being pre ordered and published in May.

Safeguarding document – EW requested that 'cheat sheet, is changed to 'crib sheet'. **Action:** RL to update

EW asked if there was someone who could also be trained as a DSL. FB confirmed that there was a possible candidate who may take the DSL role as they are currently training to be a Safeguarding Lead in another position. If they take the role they will just need to attend a WB refresher course. The school are recruiting for a teacher, so that person may want to take the DSL role on.

EW asked for an update on the training of staff. Emily Dailey joined a staff meeting looking at reading spine and spent time with teachers. The English reading spine will include high quality text. Starting next term, all English planning will revolve around a text and will be published to parents and families. Parents and carers will know all the books which will be used for learning prior to the new term.

## **7. School Development Plan (SDP)**

FB focussed on April column when highlighting.

E2 E3 are still both green

Red highlighting has been left this red as it's constantly being looked at and it's covered in the HT report

I2 still yellow, SENCO has been involved with this, and since leaving teaching, JO has the capacity to concentrate on her SENCO role including looked at planning and interventions.

EY2 still yellow, FB continues to ensure it fits with the early years.

EY3 FB reading with the children weekly to ensure their reading fits into their phonic level.

When a book isn't relevant for a child, it is replaced with a more challenging book. Children need to develop their reading by being stretched.

L1/2 Safeguarding audit. FB is moving forward with safeguarding recording and CPOMS.

FB SB MC to meet to look at the central record. FB has a check list for this.

L7/8 FB waiting for Barbara to write it. For L8 FB was included at the Governors maths book look. CE looking at overviews as well. FB put in L7 school improvement advisor to advise on how to improve how meetings are run, creating meeting agendas.

SS commented that if the current objective is to be informed, then that has worked.

FB After the last Ofsted visit the Governor's met with WB to look at the Ofsted report which was very helpful

MC commented that something needs to be written in R1, but it is a very wide subject.

Some areas had not been recorded, e.g. site security, resources, fund raising, maintenance and events in the village.

FB has a lot of areas to look at and has developed a monitoring schedule, and continually maps out an extensive 'to do list'.

## **8. Finance Committee Meeting**

EW After the Finance Meeting, the accounts seem to be in a good state. Currently the school is in credit for this year, but the school may go into deficit next year.

SS commented that so much was spent on WB Buy Back. FB commented that the biggest expenditure is the WB Buy Back, but we've received more help than was expected. The school should get through a whole year before a monitoring visit from Ofsted.

EW The Governors over the next few months need to ensure that they are prepared for any future Ofsted visit.

CE asked if it was possible to have a little summary at the end of the Finance Committee Meeting minutes to summarise the current position and how to move forward.

## **9. Pupil Progress**

FB This document took a long time, as the data was pulled apart. It had been an interesting exercise and highlights a lot of interesting information.

**Please see Part 2 Minutes**

This Year 5 will be strong Year 6 next year, so combine that with the low current Year 4 will lift the whole Year 4 up.

EW Year 1 isn't a strong year. FB has just completed reading assessment with Year 1 and they are showing progress. EW agreed that Ofsted should see a significant improvement.

FB outlined that the school is lower than national average on phonics, but is putting into place interventions to help.

CE asked whether a low cohort affects children's results and whether the high achievers are being held back. FB confirmed that the higher result children are being stretched and reaching expectations.

EW This can be assessed at the end of next term.

FB noted that targets haven't been updated. **Action:** FB to update these for the next meeting.

## **10. Accident and Incident Review**

CE enquired if all accidents and incidents were always recorded.

FB confirmed that everything must be recorded. The accident folder had recently been updated, so there are systems in place to record general accidents and incidents, checking what long term medicines are given e.g. hay fever medication, inhalers and Epi Pens and parental requests for one off medications. All staff know where to find forms and the correct use of them. This ensures the best plan for each child is used and is correct.

EW have there been any serious accidents?

MC do you record any absences due to an accident in school?

FB So far there have not been any serious accidents. It would only be recorded if the child had to go off site e.g. concussion. If the absence was directly caused due to an incident at school this would be recorded on Crest.

MC If a member of staff hurt themselves that would go on crest? FB Yes

FB if anything we are too thorough. 2 members of staff dealt with the same incident and both went to record it. There is always an element of risk assessment if the weather is bad, so when it's icy the children are not allowed out on the playground to avoid any injuries.

## **11. WB Buy Backs**

FB 4<sup>th</sup> April the emotional health package was not being utilised. The Mental Health Service is a free service that is now being used..

ELSA Training is a one-off payment for a second ELSA to be trained.

Annual supervision of ELSA is required as it's a monitoring cost.

FB School Improvement Package has been invaluable including many courses that are included at no additional cost.

EW agreed that this is a very valuable resource and we should continue to make the most of it.

## **12. Pupil Premium in Agenda in error.**

## **13. School Fence.**

EW questioned whether a green mesh was needed on the back and side as it would be unsightly.

CE didn't realise the size of the fence at the back. Someone could get out or someone in.

EW The fence does need to be updated. WB, who would bear some of the cost would like a green mesh, but can a fence be requested rather than green mesh.

FB WB need to take into account we are an area of natural beauty. The wall has a palisade, so it makes no difference which side of the wall it is.

CE the land behind the school is not private residential area. It is a by way, which makes a fence more necessary.

EW It is documented in these minutes that we have requested a green fence.

#### **14. Safeguarding**

FB report the primary safeguarding concern is persistent absentees and is very mindful of who they are and ensures contact with the parents and the children. Support Staff are included in discussions about the children and the context of the school.

FB We aren't in an inner-city school with the safeguarding issues that come with being a bigger school. We need to look at safeguarding and the context in our school and identify by talking to all staff. FB had 1.5 hour meeting with Safeguarding Leads in other schools and found out what questions were asked by Ofsted. Every member of staff in school had been safeguarding trained.

#### **15. Health & Safety**

SS had a meeting with Shelley Boulton. After an external inspection the surround around the playground was found rotting and dangerous. It has been 'made good', but staff are keen for it to be changed to a soft surface. All the other equipment passed, but the surface needs replacing.

There have been questions over the amount of work the current caretaker is completing. There are some health and safety issues with the wet leaves outside and overhanging roses outside and the door safety hinges have not been put on all the doors.

**Action:** FB to chase up caretaker.

There is damp in porta cabins, and rubbish in an area still from the Christmas fayre. SB had enquired whether it was worth ordering a skip. FB felt there was not enough rubbish to fill a skip.

#### **16. Training Update.**

Everyone has completed Prevent Training apart from MS. **Action:** EW to chase up.

#### **17. Staff Governor.**

Simon Kempshall has resigned as he hasn't the capacity to give time to the Governors.

Another parent governor needs to be recruited.

The Clerk needs to send out a letter to parents. **Action:** RL to consult with SB and send out letters.

EW a Governor needs to be assigned to a SEND Governor. **Action:** EW to ask MS.

**Action:** RL needs to find out if MH can be moved to a Co-opted Governor as he doesn't have any children at the school.

#### **17b. Volunteer Handbook.**

FB There are some typos.

P5 talk to 'either' the head teacher.

**Action:** RL to put on new website.

FB We now have EW reading with us on Mondays, and Jane Harris reading other days. There has been some positive feedback from volunteers on how nice the school feels.

SS has volunteered to help with Maths.

CE has volunteered to read with the children.

CE there is an American spelling of behaviour on last page. **Action:** RL to update.

## 18. Policies

**Behaviour Policy** – Approved

**Accessibility Policy** – **Action:** RL to check if changed and on the website.

### **Online Safety Policy**

P4 Curriculum Statement to Policy P5 Spelling Form to From.

P9 are staff aware no 7 is aware for them?

P15 no19. Facebook for personal use not school site.

P18 Open Pages – access webpages.

Never agree to meet section ..... take out 'I have discussed these rules with your child' .....

**Action:** RL to make amendments and it's agreed. FB to send out.

Save as March 2023

FB There are numerous old policies in the folder and the drive is full. Can we delete old policies?  
MC good practice would be to have a policy trail to see how the policies have developed and their progression over the years.

**Action:** RL and FB to look at Policies folder

### **Accessibility Policy**

EW approved at last meeting.

MC asked if the plan needs to be reviewed as well as the policy.

Look at accessibility plan at next meeting. **Action:** RL to find it.

SS An appendix at the end may be helpful.

### **Weather Policy**

**Action:** EW This needs to be looked at in detail. On the last snow day the school closure wasn't announced on radio but information was sent out by text and email.

FB went through policy on the school snow day. It wasn't announced on the website.

Delete radio and take off notice board.

RL is happy to change the website from home if there is a school closure.

MC do we need a school closure policy to cover all eventualities on reflection after a local school closure due to faulty fire alarms. MC to develop a policy.

**Action:** RL to change typo - Weather Road conditions by the school must be safe to – FOR parents.

### **Continuing Professional Development**

EW questioned if this policy was necessary. **Action:** RL to look WB list of necessary documents.

### **Curriculum Policy**

Move to next agenda as FB rewriting it.

### **Disciplinary Policy**

WB has a standard updated standard policy. **Action:** FB needs to review it and adopt it.

RL to forward policy to FB

**Action:** RL update review of policies.

### **Freedom of information Policy**

P4. strange website.

P6 school prospectus – little of this is in our prospectus.

FB open day handed out our procure. Prospectus on website and wrong.

FB to ask other HT whether a prospectus is relevant and what prospectus information they have.

MC does the policy give information about FoI requests and time limit to responding.

FB After a recent FoI request best practice is a week to respond to the initial request with an outline how long a response would take. If the scope of request was too broad additional time could be increased.

Any approval will go through WB.

Special educational needs policy needs to be SEND

Disability equality scheme – does it still exist?

EW commissioner e.mail information. Website doesn't exist.

*Not approved until followed up.*

**Safeguarding Policy** – The DSL was still JO. Approved with changes. RL to check minutes from the January meeting and make any additional changes.

### **Remote Learning Policy.**

EW is this policy still relevant?

FB This policy was very pandemic based. Other Headteachers feel it is no longer relevant. Learning was sent out on the snow day and effectively communicated to the parents.

MC we could add this to a general Closure Policy.

### **19. AOB**

#### **Wan update.**

Mat is in discussions with SB and Gigaclear.

FB We have found out that Protec are overcharging us significantly. There are other companies that are significantly cheaper and are recommended by other schools. There is one company who is favoured at the moment and who would recommend Gigaclear as an internet provider. There was a 3<sup>rd</sup> quote, but not as good.

EW Protec for all their expense they are good.

FB SB go back to Protec when a full quote had been received and see if they can match the other quotes..

#### **Accounts Review.**

WB will be reviewing the school budget.

#### **Current website.**

The Admissions page is out of date, being covid relevant. **Action:** RL to rectify.

#### **Fund Raising.**

FB there has been an anonymous offer of significant financial support to the school. The donation will be deposited into the PSA Account. There may also be other potential donors connected who are keen to help with large projects within the school. It was suggested that the monies would help with the schools IT and three other large capital projects. Potential projects could be the early years area, new furniture in the library, change the IT to a nurture room and an outdoor classroom.

## Actions

January 23	RL / SB	Create safeguarding photo board and poster for all visitors	
Jan 2023	MS / SB	Investigate upgrade to superfast broadband further	
Jan 2023	MC / SB / RL	Review headteacher and admin working space	
Jan 2023	Some governors	Governance Training 1 and 2 needs to be completed by all governors	
Jan 2023	All governor / FB	Review outstanding policies via email and agree	
Jan 2023	FB	Bullet point parts of the School Development Plan and update parents before February half term.	
Feb 2023	FB	To get a quote to improve workspace	
Feb 2023	RL	Update Safeguarding Document	
Feb 2023	FB	Update Pupil Progress numbers for next meeting.	
Feb 2023	FB	To chase up Caretaker	
Feb 2023	RL	RL to consult with SB and send out letters regarding a Parent Governor	
Feb 2023	EW	EW to ask MS if he would accept the SEND Governor role.	
Feb 2023	RL	RL to enquire about changing MH from a Parent Governor to a Co-opted Governor.	
Feb 2023	RL	To update Volunteer Handbook and place on website.	
Feb 2023	RL	<b>Accessibility Policy</b> RL to check if it was changed and on the website.	
Feb 2023	RL/FB	<b>Online Safety Policy</b> RL to make amendments and then it is agreed. FB to send out. (Save as March 2023)	
Feb 2023	RL/FB	RL & FB to agree how to update Policies Folder.	
Feb 2023	RL	RL to find Accessibility Plan to go with the Policy.	
Feb 2023	FB	Update Weather Policy	

Feb 2023	RL	<b>Continuing Professional Development</b> RL to look WB list of necessary documents.	
Feb 2023	RL	<b>Curriculum Policy</b> Move to April meeting	
Feb 2023	RL/FB	<b>Disciplinary Policy</b> WB has a standard updated standard policy. FB needs to review and adopt it. RL to forward policy to FB.	
Feb 2023	RL	RL update reviewed policies list.	
Feb 2023	RL	<b>Safeguarding Policy</b> RL to update	
Feb 2023	RL	RL to update Admissions page on the website	

**Date of Next Meeting: Tuesday 25<sup>th</sup> April 2023 at 6.30pm**