

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 22nd June 2021

Present: Ms. J Kanisius (JK) Head Teacher
Mrs K Hastie (KH)
Mrs E Wordsworth (EW)
Mrs C Evans (CE)
Ms K Edwards (KE)

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 25th May 2021
- Private Fund Review - detailed review
- Quote from kitchen management companies
- 2021 Forecast Dashboard
- 2021 Inkpen Forecast
- Policies: Behaviour policy
Educational visits policy
School Uniform policy
Volunteer policy
Early career teacher induction policy

01 Apologies: MT is having to take 3-month sabbatical due to long covid. Review September.

02. Items for Any Other Business:

Brochure
Inkspots
Quotes from kitchen management companies
West Berkshire Admissions team reports
Porch
Keeping a child back one year

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.

Request confirmation of how many governors are needed quoracy - SB to investigate.

04. Approval of the Minutes from 25th May 2021

AS to be removed from register.

Approved.

05. Matters Arising & Review of Outstanding Actions

- 360 Review of Chair - MT and EW have set up the forms and will send out next week. Completed by 4 governors. All positive happy feedback, nothing to be done differently at the moment.
- JK Half yearly review - Arranged for 29th June EW, KH & JK to attend plus CE in MT absence.

06. Private fund review and appointment of private fund auditors.

Private fund usually audited by Enbourne Primary School. SB to enquire if still possible, if they are no longer able to, try Hungerford Primary.

SB to document the whole audit process for future knowledge.

07. Learning Walks

The governors had a look at the pottery display and were very impressed with the standard of work.

Due to remote meetings and COVID there have been no learning walk this academic year. The governors are looking forward to starting these again in September.

08. Parental Survey

Standard form will need minimal changes, SB to find and send out to parents in January.

09. Catering Contract Financials

Total income incorrect, formula must be wrong somewhere. SB to investigate and correct.

10. Policies for Review:

Behaviour policy

Educational visits

School uniform policy

Volunteer policy

Policy for induction of ECT's in schools - **must go on website.**

11. Any Other Business:

- Quotes from kitchen management companies:

The School Lunch Company seems too good to be true. Happy to proceed with them subject to references from x2 other schools.

- West Berkshire Admission teams

Reports reviewed and we have explored the options if help from the admissions team.

- Single Central Record - CE has checked and signed under the agreement that all DBS checks are to be updated, one a month.
- Porch - due to skill set, confidence and the fixed price quote rather than other estimates we are to go with CJ Carpentry. Re-confirm in writing before works starts that the price quoted is a maximum and any variation to that will be confirmed with the school before work is done.
- HTPM - due Tuesday 29th
- Inkspots are doing well and the committee are currently gauging interest for after school clubs, which will also be offered to primary school pupils.
- Website - can we add the subjects into a 'menu' format. SB to investigate.
- Brochure is almost complete, waiting for parent quotes. JK to ask parents and request they send them to the office email to be forwarded on. Hopefully be able to sign off in July.

Keeping a child back 1 year: The teachers have researched the information available regarding holding children down a year and carefully considered the reports and recommendations that they were provided with from the child's assessments in great detail. They have made a recommendation to the governors that it would not be a good idea to keep the child back a year based on the current assessments. A further assessment is due to be done shortly which may also need to be taken into account Parent's EHC plan was originally refused, however this was contested.

Anxiety caused due to Covid has affected all children not just SP.

Current class has more positive role models to encourage her behavior.

Class coming up have a significant number of children who need support, causing less support for SP.

May cause further issues between parent and teachers.

Summer holidays may cause some disruption from any negative behavior at home.

JK & EW to write a letter addressing each point and explaining the reasoning of why she will not be moved.

Staff to only speak to parent with another member of staff or governor is present.

13. Date of Next Meeting: Tuesday 13th July 6.30pm - Microsoft Teams

March 21	All	Marketing of School an Agenda Item	Due July
Feb 21	JK	Detailed Pupil Progress report when students have returned.	Due July
Sept 21	All	Governor recruitment	Due Sept

October 21	SB	Parental Survey	Due Oct

Approved by Vice Chair of Governors

Emma Wordsworth

Date.....