

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 25th May 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 23rd March 2021
- Budget Approval - Main School 2021-22
- Deficit Licence Application
- Single Central Record 2021
- Policies: none

01 Apologies: None

02. Items for Any Other Business:

AS resignation - feedback to MT and a thank you from all of us.

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 23rd March 2021

Approved.

05. Matters Arising & Review of Outstanding Actions

- 360 Review of Chair - MT and EW have set up the forms and will sent out next week. Completed by 3 governors. All positive happy feedback, nothing to be done differently at the moment.
- JK Half yearly review - to be arranged for May MT, EW, KH & JK to attend.

06. Budget Approval - Main School

Low income this year due to the lack of children. Marketing more important but also unaffordable.

E0643 - fluctuation of yearly costs (approx. £4k - £6k) due to assumptions of next year's intake of students.

E20 - IT numbers don't all match up as different items were under the wrong codes, final figures all ok. Previous budgets showed the rental of a new server (if ours dies), this has now been removed as it is something we would be able to purchase from the capital fund.

APPROVED.

07. Deficit License Approval

Questions - 'if ended last year as an unplanned and unlicensed deficit, provide an explanation why the deficit was not foreseeable, the date the school first became aware of the deficit and when WBC Schools Accountancy were informed.' - unable to complete as school and governors were unaware this should have been applied for in advance. Unfortunately missed by previous School Business Manager and West Berkshire.

Contact West Berkshire Admission team to investigate ways WB can support the school - SB.

APPROVED.

08. Single Central Record

PB to move from volunteers to leavers.

AS to move from governors to leavers.

KE and JS addresses to be amended.

Check all current staff DBS & reapply if necessary.

CE to pop in and sign after the holidays.

09. Safeguarding report

Nothing to report this month on safeguarding.

10. Policies for Review: none

11. Any Other Business:

- Marketing - CE and EW funding the leaflet.

Classes have done their feedback, JK to pass onto CE. Governors would also like some from teachers and parents too. Can use survey the parents filled in during lockdown.

The school is actively engaging in marketing activities: advertising in local press; production of marketing literature; planned review of website; attendance to marketing and recruitment workshop organised by West Berkshire; Open morning to be planned for October, developing links with local early years settings, play etc.

- School meals:

Carry in meals from Culinera too expensive.

School lunch company - cheaper, aware they are not local.

Waiting quote from Edmunds & Ward.

Be mindful of parents if we go carried in. Maybe offer for them to try? May have a backlash - secondary problem right now.

- Huge thank you for Bobby May for his donation.
- Open Garden to thank for works done to school when completed.
- Porch quotes. SB to fill in forms from West Berkshire for listed building works. Gain more quotes.

12. Governor Recruitment:

Inspiring governance

Inspiring the future websites

Wait until September to try and gain new parents.

Letter to parent's mid-September.

Advertise in village and school.

How many governors are we allowed? What is the makeup supposed to be? Max number of parents?

Add to September Agenda.

13. Date of Next Meeting: Tuesday 22nd June 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
Feb 21	JK/SB	Chef's review - after Easter	Due June
Sept 21	All	Governor recruitment	Due Sept

Approved by Chair of Governors

Mark Taylor

Date.....